

AGENDA



**REGULAR SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, May 4, 2005
at 6:30 P.M.**

1. **Call to Order**

As a reminder, if you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time to minimize disruption of tonight's meeting.

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) **Approval of the Minutes:**

1) April 20, 2005 – Regular Session

b) **Set Next Meeting, Date and Time:**

1) Budget Work Session – May 11, 2005 at 6:30 p.m.

2) Regular Session – May 18, 2005 at 6:30 p.m.

3) Council Hears Planning & Zoning – May 25, 2005 at 6:30 p.m.

c) **Possible approval of Application for Extension of Premises/Patio Permit for the Valley View Restaurant.**

d) **Possible approval of contract with Larry W. Howell, adding him to the Magistrate's Court Bailiff Pool.**

Public Participation:

Public Input is encouraged on matters that are not administrative in nature. If you wish to address the Council during this meeting, you **MUST** complete a **Speaker Request Form** in its entirety, and submit it to the Clerk as soon as possible. Your name will be called when it is your turn to speak. Forms are available at the door and on the podium.

Public participation enables the public to address the Council about an item that is NOT listed on the agenda. However, state law prevents the Council from taking any action on items that are not listed on the agenda, except to respond to criticism made by those who have addressed the public body, ask staff to review a matter, or ask that a matter be included on a future agenda.

*Remarks are limited to **five minutes** per item to allow everyone the opportunity to speak.*

5. **Call to the Public for Items not on the Agenda.**

6. **Discussion, consideration, and possible approval to retain Economists.com to develop a long-term rate and financial plan related to the potential acquisition of the Camp Verde Water System.** The \$18,000 fee is unbudgeted and funds would be transferred from the General Fund Contingency. Professional fees would not exceed \$16,000 and out-of-pocket expenses not to exceed \$2,000.

7. **Discussion, consideration, and possible authorization to request bids for a Track Filing System for the Magistrate Court.** This is an unbudgeted item. However, there are funds available in the Local JCEF Funds, with approval of the Supreme Court through its grant process. It is anticipated that the filing system will not cost more than \$12,000.
8. **Discussion, consideration, and possible direction to staff to work with the Main Street Merchants regarding funds raised from the Main Street Stampede.**
9. **Discussion, consideration, and possible approval of a property boundary and topographic site survey of the Regional Park at a cost of approximately \$11,376.00.** This is an unbudgeted item from Parks Contingency.
10. **Discussion, consideration, and possible direction to staff to pursue funding from the ADOT Small Area Transportation Study Program to fund a transportation study that will become a locally approved transportation plan and an element in the General Plan.** There is a 20% cash match requirement for this grant and it can be budgeted in the FY05/06 Budget.
11. **Discussion, consideration, and possible direction to the Town Manager and the Town Attorney to report back to the Council regarding recommendations concerning procurement and other authority delegated to the Town Manager under the Town Code.**
12. **Call to the Public for Items not on the Agenda**

There will be no Public Input on the following items:

13. **Advanced Approvals of Town Expenditures**
 - a. **Discussion, consideration, and possible approval of payment in the amount of \$850.00 to Arizona Rural Water Association for the annual membership dues.**
There is a Subscription/Membership line item in the budget for this type of cost. However, there are no funds remaining in this item in the FY04/05 Budget.
14. **Manager/Staff Report**
15. **Council Informational Reports** Individual members of the Council may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
16. **Adjournment**

Posted by: *V. Jones*

Date/Time: *4-29-05 9:00 a.m.*

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

**MINUTES
REGULAR SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, APRIL 20, 2005
at 6:30 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.
Input is placed after Council motion to facilitate future research.
Public input, where appropriate, is heard prior to the motion.

1. Call to Order

The meeting was called to order at 6:32 p.m.

2. Roll Call

Mayor Dickinson, Vice Mayor Reddell, Mayor-Elect Gioia, Councilors Baker, Kovacovich, Parrish and Teague were present.

Also Present:

Town Manager Lee, Town Attorney Woodford, Finance Director Bullard, Community Development Director Wright, Asst. Parks & Rec Director Moore, Projects Administrator Escoffier, Town Clerk Debbie Barber and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Teague.

4. Consent Agenda – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) Approval of the Minutes:

1) April 6, 2005 – Regular Session

b) Set Next Meeting, Date and Time:

1) Council Hears Planning & Zoning – April 27, 2005 at 6:30 p.m.

2) Regular Session – May 4, 2005 at 6:30 p.m.

3) Budget Work Session – May 11, 2004 at 6:30 p.m.

4) Regular Session – May 18, 2005 at 6:30 p.m.

5) Council Hears Planning & Zoning – May 25, 2005 at 6:30 p.m.

c) Possible approval of Proclamation declaring Hunter Safety Week July 11th through July 16, 2005.

On a motion by Reddell, seconded by Kovacovich, the Consent Agenda was approved, with the Minutes of April 6, 2005 corrected as discussed.

Gioia requested a correction to the April 6, 2005 Minutes, Page 7, Item 22, to specifically reflect that he had 60 large signs stolen and a number of small ones.

Dickinson announced that anyone who has youngsters, or who would be interested in participating, the Hunter Safety Program will be running again this summer. Bob Zimmerli and a few others run the program in the summer, with a few other instructors running it during the school year.

5. Call to the Public for Items not on the Agenda.

There was no public input.

6. Discussion, consideration, and possible approval of the Burgess Niple contract to develop a water portfolio for the Town of Camp Verde.

On a motion by Baker, seconded by Kovacovich, the Council unanimously approved the Burgess Niple contract to develop a water portfolio for the Town of Camp Verde; the amount for this scope of work is \$26,000; including an amendment stating that "This agreement is subject to termination pursuant to A.R.S. 38-511 as required by law."

Bill Allen briefly reviewed the background of work done in connection with a master water resource plan in the early 1990's, explaining that at this point in time the objective of Burgess Niple is to study what was done in 1993, update that plan and begin to develop the issues and the reviews that would be required in order to understand the issues of water rights specifically as related to development. **Theresa Harris**, the Project Manager, went over the preliminary step of the program, referring to the proposed scope of work.

The presentations included an in-depth discussion with the Council including specifically reviewing the proposed tasks as outlined in the subject contract and the anticipated time involved. The discussion also pointed out that since 1992 there has been a significant change in the direction of the court through related adjudication relative to the clarification of what is a groundwater and surface water. Definitive information such as necessary mapping, criteria for acquisition, lot numbers, names and allocations to fill the Town's water portfolio will be developed in the second phase of the study. Town Attorney Bradford pointed out one change required by law that he had made to the contract; Mr. Allen understood and agreed with that change.

7. **Discussion, consideration, and possible direction to staff to retain the services of Casa Verde Consulting to update and revise the P&Z Ordinances in compliance with the newly adopted General Plan and to draft a commercial design review system.**

On a motion by Dickinson, seconded by Teague, the Council voted unanimously to direct staff to retain the services of Casa Verde Consulting, and that they do so by request for preliminary information from Casa Verde, typical boilerplate, anything that might be helpful to the process, and that staff schedule a joint Work Session with Council and Planning & Zoning Commissioners and representatives from Casa Verde at the earliest convenience.

Mayor Dickinson explained that the issue has been pending for some time and that the existing ordinances and the newly-adopted General Plan do not really agree. The task to correct the differences is huge, and staff and the Planning & Zoning Commission already have a tremendous workload. Dickinson said that he believes it would be a good investment to hire a consultant to help draft revisions to use as the basis of a starting point. There have been efforts in the past to review and update ordinances which is a very tedious and lengthy process; in addition there is now the commercial design review draft that has to be worked on. Dickinson briefly reviewed the qualifications of the proposed consulting firm.

Michael Gardner, the principal planner with Casa Verde Consulting in Cottonwood, described the work his firm has done with all the ordinances and codes in the entire Verde Valley and northern Arizona. He agreed with the importance of the zoning ordinances complementing the General Plan. Mr. Gardner outlined the history and success of Cottonwood's design review system that was established in 1987, using a citizen board, and that to his knowledge to date has never been challenged over a decision. Mr. Gardner suggested that if the Council decides to go forward with the proposed services of Casa Verde Consulting, that they would sit down with staff, Council and perhaps Planning & Zoning Commission in a Work Session to discuss direction on how the Town wants to proceed. In discussion with the Council Mr. Gardner confirmed that a first step would be an analysis and a matrix of what is actually in the Code that will show what the conflicts are, then to compare that with the General Plan, and create a matrix between the two. There was also further discussion regarding the creation of a commercial design review plan, and a suggestion that it should have top priority in the general task. After the Work Session, Mr. Gardner suggested that his firm would be better able to estimate the projected cost of the consulting services, and staff would have better direction to prepare a scope of work.

8. **Discussion, consideration, and possible approval of upgrade of copier, and approval of contract for copier located in the Court.**

On a motion by Reddell, seconded by Teague, the Council unanimously approved the Total Care Copy Management Agreement presented by Hughes-Calihan for the copier for the Court System, with the changes made by the Town Attorney.

Town Manager Lee said that the Court keeps getting more busy all the time, and the existing copier keeps failing. An upgraded copy machine will cost approximately \$340 more next year. Some minor changes to the contract have been made by the Town Attorney which he feels were necessary and the leasing company should have no objection to those changes. The Council determined that the copiers have been provided under lease agreements, the new lease would be for a period of five years, and the upgrade was a reasonable request by the Court.

9. **Discussion, consideration, and possible award of bid for Project #05-002 Security Camera System for the Heritage Pool and Skate Park for \$9,066.24.**

On a motion by Reddell, seconded by Kovacovich, the Council voted 6-1 to award the contract with K-12 Soundvision LLC, for \$9,066.24 for the cameras; with a 'no' vote by Baker.

Asst. Parks & Rec Director Lynda Moore reported that only one bid had been received for the proposed security camera system, and the amount was somewhat higher than had been requested by Moore at a recent meeting, but the camera has high quality night vision which had not been a feature of the previous request and does cost more. The charge for the required high speed internet service would be approximately \$40 per month and would cost approximately \$250 to install. The Council discussed whether there had been any recent incidents of vandalism. It was also suggested that perhaps one solution to the ongoing problem of vandalism would be to shut down those facilities for a short period of time as a message to the community to help take care of what is being provided to them, rather than continue spending tax money for repairs. There was further discussion regarding how it appeared the vandalism was occurring. The general consensus was that the security camera system was a reasonable one-time investment, and that the surveillance it would provide has worked well in other similar instances.

10. **Discussion, consideration, and possible approval of a job description for Projects Coordinator.**

On a motion by Reddell, seconded by Teague, the Council unanimously approved the job description for Projects Coordinator, as recommended by the Town Manager, adding it at budget time.

Manager Lee reminded the Council that the General Plan Coordinator was taken down from the Community Development office to Administration. She has been given a number of other projects to work on, having been able to move on to them after the General Plan passed. Lee said that the proposed job description basically sets forth the duties that she is currently performing at this time. The Council discussed the past fine performance of Ms. Escoffier on the General Plan and acknowledged that she is well qualified to work on a large scope of other projects as well. There was also discussion regarding the budget considerations, the volume of projects that need to be addressed, and confirmation that if the proposed position is created it could also be eliminated if the Council decided to do so later on. There will be further discussion at budget time regarding allocation of the salary cost.

11. **Discussion, consideration, and possible approval of a job description and salary range for the Dial-A-Ride driver.**

On a motion by Gioia, seconded by Reddell, the Council unanimously approved the job description and salary range for the Dial-A-Ride driver.

Wendy Escoffier advised the Council that the project was coordinated at the request of the Community Development Director. The proposed pay grade was arrived at from discussions with the companies in the Verde Valley, the School District and the Cottonwood Area Transit System (CATS). The bus is still being worked on, getting the lettering on it. Ms. Escoffier is working with the Director of CATS on determining a schedule for the stops. The amount remaining in the budget was addressed, and at the suggestion of Council Ms. Escoffier will also check with NACOG for possible funding in addition to LTAF funds.

12. **Discussion, consideration, and possible award of bid for Project #05-003 Supply or Supply & Delivery of Aggregate Base Course, 1 ½" Borrow, Washed Sand, 3/8" Chips, and ½" Pre-coated Chips, and authorization to execute contract documents.**

On a motion by Reddell, seconded by Kovacovich, the Council unanimously voted to direct staff to award the contract to both bidding contractors, using the best price for which item is needed at the time, with the Street Department explaining the reason for the choice of chips, with direction to staff that future bid awards include a report with the prior year's costs for comparison.

Mayor Dickinson said that in the past contracts have been awarded to both Yavapai Apache Sand & Rock, and Rinker Materials in order for staff to compare and get the best price on the different materials; the staff report is self-explanatory, and the award is basically some housekeeping for the upcoming year. Opening the discussion, Council requested that the numbers from the last year's costs be included in future bid awards to keep informed on cost trends. There was discussion on the types of chips that were offered; Council also asked to be advised of the reason for selecting the particular chips to be used.

13. **Discussion, consideration, and possible direction to staff concerning the possible abandonment of Pinto Circle located off of Buffalo Trail.**

On a motion by Baker, seconded by Teague, the Council voted unanimously to direct staff to conduct a survey and proceed with the subject abandonment.

Lee said that this subject had been discussed approximately a year ago; Pinto Circle is basically a private drive and is a very steep hill. At that time the owner refused to pay the estimated \$800 charge for a survey for the abandonment. The owner is again demanding that the road be paved, and since the road will be difficult for the Town to maintain staff recommends that the Town pay the \$800 for the survey work, abandon the road back to the owner and he will have his private driveway. The Town would then no longer be required to maintain that driveway. The Council discussed the fact that the road had never been improved by the developer and the Town had inherited the driveway and it has just been a problem from the beginning. It was agreed that the property owners in that area would not be interested in reimbursing the Town for any property value, since an appraisal would cost much more than the \$800 for a survey which the owner refused to consider. Town Attorney Bradford confirmed that the proposed abandonment would be permitted by law, since it would be going back to the property from which it came.

14. **Call to the Public for Items not on the Agenda**

Cheri Wischmeyer again expressed her frustration that she has heard nothing from her several complaints presented to the Council over the last few months, although she has been told that the complaints were being looked into. Ms. Wischmeyer reviewed in detail a new complaint, one that she described as even more serious than the others. Basically, she researched checks issued by the Town over the last six months, and determined that a purchase made for wine glasses for the Wine Festival had included an order for wine glasses for a local business, operated and owned in part by the wife of the Town Manager, and the total amount of the purchase exceeded the amount required for publication and receipt of sealed bids. The bids received were solicited over the internet. The Town was reimbursed by check from the business allegedly for its portion of the order, less any shipping charge. Ms. Wischmeyer accused the Town Manager of gross abuse of authority in connection with the transaction, and deplored the lack of responsibility of the Finance Director in failing to insure that appropriate purchasing procedures are followed. Citing her detailed research into the issue, she said that she feels it is appalling that the Council allows these types of blatant acts to continue without taking any action, suggesting that action is being avoided until after the election. Ms. Wischmeyer also said that the attorney assigned to investigate the complaints is a Town employee, and that the complaints should be turned over to a neutral party. She again ended her lengthy complaint with the request that those inappropriate acts by the Town Manager and the Finance Director be immediately investigated, and that nothing short of termination would be an acceptable resolution due to the egregious nature of those actions.

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5TH Floor
Phoenix AZ 85007-2934
(602) 542-5141

400 W Congress #521
Tucson AZ 85701-1352
(520) 628-6595

APPLICATION FOR EXTENSION OF PREMISES/PATIO PERMIT

THIS APPLICATION MUST BE RETURNED TO THE DEPARTMENT OF LIQUOR

<input type="checkbox"/>	Permanent change of area of service – Give specific purpose of change: _____ _____
<input checked="" type="checkbox"/>	Temporary change for date(s) of: <u>June 12, 2005</u>

1. Licensee's Name: _____
2. Mailing Address: P O Box 309 CLARKDALE AZ 86324
Last City State Middle Zip
3. Business Name: Valley View Restaurant LICENSE #: 12133293
4. Business Address: 102 W Arnold St. Camp Verde Yavapai AZ 86322
City COUNTY State Zip
5. Business Phone: (928) 567-8528 Residence Phone: (928) 567-0227
6. Do you understand Arizona Liquor Laws and Regulations? YES NO FAX # (928) 567-0227
7. Have you received approved Liquor Law Training? NO YES When? October 2004
8. What security precautions will be taken to prevent liquor violations in the extended area? We will be hiring a security guard for patio area
9. Does this extension bring your premises within 300 feet of a church or school? YES NO
10. **IMPORTANT:** ATTACH THE REVISED FLOOR PLAN CLEARLY DEPICTING YOUR LICENSED PREMISES AND WHAT YOU PROPOSE TO ADD.

******After completing sections 1-9, take this application to your local Board of Supervisors, City Council or Designate for their recommendation. This recommendation is not binding on the Department of Liquor.**

This change in premises is RECOMMENDED by the local Board of Supervisors, City Council or Designate:

(Authorized Signature)

(Title)

(Agency)

1. ANNE L. CONLIN, being first duly sworn upon oath, hereby depose, swear and declare,
(Print full name)
under penalty of perjury, that I am the APPLICANT making the foregoing application. I have read this application and the contents and all statements are true, correct and complete.

Anne L. Conlin
(Signature of Owner or Agent)

State of AZ County of YAVAPAI
SUBSCRIBED IN MY PRESENCE AND SWORN TO before me this date

My commission expires on: 8/21/2007



DAWN L. OLSON APRIL 2005
Notary Public - State of Arizona
YAVAPAI COUNTY
(Signature of NOTARY PUBLIC)

Investigation Recommendation Approval Disapproval by: _____ Date: _____

Director Signature required for Disapprovals _____ Date: _____

STAFF REPORT

April 21, 2005

Council meeting of: May 4, 2005 Consent Agenda

(Please state exactly as it should appear on the agenda, what type of action you anticipate)

Title: Addition to bailiff pool

Is this a budgeted item: YES NO

Description of Item:

Possible approval of Bailiff Contract with Larry W. Howell, to be added to the bailiff pool, to insure coverage on an as need basis.

Staff Recommendation: As these contracts are on an as need basis, the bailiffs are sometimes scheduled elsewhere. Having multiple bailiffs on call should eliminate any future problems. This is a budgeted item.

Comments:

Attachments: YES NO

Prepared by: Hon. Lyndall McElhaney

AGREEMENT FOR CONTRACTOR SERVICES

PARTIES: THE TOWN OF CAMP VERDE, a municipal body (hereinafter referred to as "the TOWN"); and
LARRY W. HOWELL (SM), as an independent contractor (hereinafter referred to as "CONTRACTOR").

AGREEMENT

I

The TOWN desires to retain CONTRACTOR, and CONTRACTOR desires to provide services to the TOWN, in his/her capacity as an independent contractor, upon the terms and conditions set forth in this Agreement.

II

CONTRACTOR shall provide those services set forth and under the following terms and Conditions included herein...

III

The terms of this Agreement shall commence on 4-21-05 and shall continue for twelve (12) months unless earlier terminated by either party. The TOWN may terminate this Agreement with or without cause immediately upon giving written notice to the CONTRACTOR. CONTRACTOR or TOWN has the right to terminate this agreement with or without cause by giving sixty (60) days written notice. If this Agreement is terminated, the TOWN shall have no further obligations other than payment for services already rendered and for expenses previously incurred.

IV

The TOWN agrees to pay CONTRACTOR, as consideration for performance of bailiff services on a monthly basis through a flat fee system. CONTRACTOR shall be paid ten dollars (\$13.00) per hour in professional fees and costs.

V

For all purposes under the terms of this Contract, CONTRACTOR shall be an independent contractor, and not an employee of the TOWN. The TOWN shall provide no employee benefits, including but not limited to Worker's Compensation coverage, regularly afforded to staff, administrative or professional employees. In performance of services hereunder, CONTRACTOR shall determine his/her necessary hours of work. CONTRACTOR shall provide whatever employees, tools, equipment, vehicles, and supplies CONTRACTOR may determine to be necessary in performance of services hereunder.

VI

The conduct and control of work under this Contract lies solely with CONTRACTOR, and the TOWN is interested only in final results to be achieved. The TOWN shall be permitted to retain other CONTRACTORS performing the same or similar tasks, and CONTRACTOR shall be permitted

to provide services to other parties, consistent with CONTRACTOR'S obligation to complete the services undertaken pursuant to the terms of this Agreement.

VII

The parties agree to comply with Arizona Executive Order 99-4, prohibiting discrimination in employment by government contractors, to the extent applicable to this Agreement.

VIII

The parties agree that this Agreement may be cancelled for conflict of interest in accordance with ARS §38-511.

IN WITNESS HEREOF, the parties have executed this Agreement on the respective date under each signature.

TOWN OF CAMP VERDE

Mayor

ATTEST:

APPROVED AS TO FORM:

Deborah Barber, Town Clerk

Town Attorney

By: 

This 21 day of April, 2005.

STAFF REPORT

Council meeting of: May 4, 2005

Title: Discussion and possible approval to retain Economists.com to develop a long term rate and financial plan related to the potential acquisition of the Camp Verde Water System.

Budgeted item: No – funds would be transferred from General Fund Contingency. Professional fees would not exceed \$16,000 and out of pocket expenses not to exceed \$2,000.

Description of Item: If the Town acquires operating control of the Water System, then preparing a financial and rate structure plan that discloses all operating and capital obligations is necessary.

Staff Recommendation: Authorize the Mayor to sign the Proposal Agreement.

Comments:

Attachments: Yes

Prepared by: Dane Bullard



Portland

Dallas

Phoenix

Tampa

economists.com

Economic and Financial Consulting

April 8 2005

Mr. Bill Lee
Town Manager
Town of Camp Verde
473 S. Main St. Ste. 102
Camp Verde AZ 86322

Dear Mr. Lee:

Thank you for allowing **Economists.com** the opportunity to present this proposal to provide a long-term water financial and rate plan for the Town of Camp Verde, Arizona ("The Town"). We are an economic and financial consulting firm with offices in Phoenix; Dallas, Texas; Portland, Oregon; and Tampa, Florida. Our principal clients are national, state and local governments. Our firm contains professionals with decades of experience in water and wastewater utility operations and economic/financial management. Our specific water and wastewater services include:

- **Water and Wastewater Rate Studies**
- Solid Waste/Sanitation Cost of Service and Rate Studies
- Impact Fee Studies
- Economic evaluation of water resources
- Water Planning and Management
- Connection and Impact Fee Studies
- Privatization Analysis
- Expert Witness Testimony on Reasonableness of Rate Structure
- Resource Allocation Studies
- Economic Impact and Development Studies

More information is available on our firm and professionals at our web site, www.economists.com.

It is our understanding that the Town is seeking to develop a long-term rate and financial plan related to the potential acquisition of the local privately-held water company. The purpose of this engagement will be for our project team to analyze the company's current financial, debt and operating obligations, and to develop and forecast operating and capital expenses for a ten year period after acquisition by the Town. This will enable the Town to implement a financial and rate plan that will enable it to meet all forecast operating and capital obligations, as well as to understand the impact of the Town's acquisition of the system on the ratepayers' monthly charges. The operating and capital plan will be developed in close coordination with the Town's engineers. It must be emphasized that our review of the company's financial and operating information does not constitute an audit or verification of the accuracy of such data.

5500 Democracy Drive, Suite 130, Plano, Texas 75024

Office: (972) 378-6588 • Fax: (972) 378-6988

Email: djackson@economists.com • Web Site: www.economists.com

A Limited Liability Company

We will provide the following specific assistance:

- 1) A detailed analysis and comparison of the company's current and the Town's proposed water rates to the state average as well as other surrounding communities.
- 2) A forecast of the revenues and expenses associated with the operation of the water system should the Town acquire the system. The forecast will be for revenues and expenses over a ten year period. Significantly, the forecast will incorporate reasonable assumptions (agreed to by the project team and the Town's staff and engineers) related to the extension of the system into new and currently undeveloped territories.
- 3) Construct a comprehensive water cost of service and rate model to use in forecasting future rates under the Town's management of the system. After populating the rate model with assumed budget and volume data based on information provided to us by the Town and the water company, we will provide a set of recommended water rates that will enable the Town to generate sufficient revenues to meet all forecast expenses.
- 4) Alternative sets of recommended rates for residential and commercial customer classes that will enable the Town to recover its water cost of service for each class. The ultimate choice as to the most appropriate rate structure will be left up to the Town Council.
- 5) A comprehensive rate study report summarizing the results of the analysis and the project team's recommendations.
- 6) Should the Town Council so desire, the project team will conduct a public hearing to explain the rationale for the acquisition and its rate impact on the ratepayers of Camp Verde.

Attached to this letter is a request for the information we will require to complete this analysis and develop our recommendations. Assuming that the project team receives this required information by April 30, 2005, the project team will present a draft report containing its findings and recommendations to the Town Council by June 2005. It must be emphasized that any delay in the receipt of requested information will result in a delay in the issuance of the draft and final reports.

I will serve as Project Manager for this engagement and will have sole responsibility for its successful outcome. The professional fees for this engagement are not to exceed **\$16,000**. Out of pocket expenses will be incurred at cost, but are not expected to exceed \$2,000.

If this proposal is acceptable to you, please execute one copy of this letter and return it to our Dallas office. Thank you for this opportunity. We look forward to working with you on this engagement.

Very Truly Yours,



Dan V. Jackson
Managing Director

ACCEPTED BY:

Date

**TOWN OF CAMP VERDE
WATER FINANCIAL AND RATE ANALYSIS
INITIAL REQUEST FOR INFORMATION**

1. Please provide a copy of the Water Company's FY 2005 budget.
2. If available, please provide the total gallons of water consumed by month for each of the Company's defined customer classes for all months from July 2001 to the present.
3. Please provide the total gallons of water produced at each of the Company's active wells for all months since July 2001.
4. Please provide the total number of active water accounts for each of the Company's customer classes for all months since July 2001.
5. Please provide debt service schedules for all of the Company's debt currently outstanding.
6. Please provide a copy of the Company's current water rate schedule.
7. Please provide a copy of the Company's current asset listing and depreciation schedule.
8. Please provide a copy of the Company's current long-term capital improvement plan.
9. Please provide an electronic copy (if available) of the Town of Camp Verde's official logo.

STAFF REPORT

April 22, 2005

Council meeting of: MAY 4, 2005

(Please state exactly as it should appear on the agenda, what type of action you anticipate)

Title: Discussion, consideration and possible approval for the Camp Verde Municipal Court to requests bids be submitted for a new track filing system to be paid for out of Local JCEF Funds with the approval of the Supreme Court thru it's grant process.

Is this a budgeted item: _____ YES _____ x _____ NO

Description of Item:

Possible purchase of a track filing system. Due to the limited space of the Court, research indicates a track filing system can contain more than double the files in half the space. The court is currently maxed out in space for traditional filing cabinets and by law must retain these files in it's secured space. The estimated amount would be under \$12, 000 and the court currently has this funding in the Local JCEF Fund and if approved to accept bids would then proceed with the grant process with the Supreme Court.

Staff Recommendation:

Strongly recommended for proper case management of court cases.

Comments:

Attachments: _____ YES _____ x _____ NO

Prepared by: Hon. Lyndall McElhane

STAFF REPORT

Council meeting of: May 4, 2005 – Regular Session

Title: Discussion and Possible direction to staff to work with the Main Street Merchants regarding the funds raised from the Main Street Stampede.

Budgeted item: N/A

Description of Item: We just completed our 2nd Annual Main Street Stampede event, and we have approximately \$8,000 in the Stampede Fund. The purpose of the Stampede event is to benefit our Main Street Merchants.

Staff Recommendation: Direct staff to invite the Main Street merchants to discuss possible uses for the funds and to bring the recommendations back to Council for consideration.

Comments: On August 4, 2004, Council directed staff to work with the Town Site Redevelopment Committee concerning the use of the funds raised at the Main Street Stampede. I did attend one meeting. However, the focus of this group is to plan activities for the entire Townsite redevelopment area, rather than just the Main Street merchants. Parks & Recreation staff meets regularly with the Main Street Merchants Committee to develop ideas and activities to promote our uptown area.

Attachments: No

Prepared by: Lynda Moore

STAFF REPORT

Council meeting of: May 4, 2005 – Regular Session

Title: Discussion, consideration, and possible approval of a property boundary and topographic site survey of the Regional Park at a cost of approximately \$11,376.

Budgeted item: No. Funds will come from Parks Contingency.

Description of Item: This will provide an aerial survey and topographical survey that will establish boundary points to aid in the engineering design of the Community Park.

Staff Recommendation: Approve the expenditure.

Comments: The Town has been asked to join with the Camp Verde Unified School District to accomplish the surveys.

Attachments: Yes

Prepared by: Bill Lee



HERITAGE

Land Survey & Mapping Inc.

March 25, 2005

RE: The 230 acre parcel of land located within of Section 9
and Section 4, Township 13 North, Range 5 East, Gila
and Salt River Base and Meridian, Camp Verde, Arizona.

Mr. Bill Lee, Camp Verde Town Manager
The Town of Camp Verde
[PHONE 928-567-6631, Fax 928-567-9061, Mob. 300-8402]

Heritage Land Survey and Mapping is pleased to provide the professional Land Survey Services outlined as follows:

PROPERTY BOUNDARY AND TOPOGRAPHIC SITE SURVEY:

This Boundary and Topographic Survey map of the said 230.00 acre parcel shall show all terrain features within the parcel boundary line limits. and will include tree locations, utilities locations, property corner locations and the location of the all adjacent streets

The Topographic information will be derived from an aerial flight conducted by Kenney Aerial Mapping. Please find a copy of there proposal attached hereto.

COST ESTIMATE

This boundary and control survey will be conducted at a rate of 120.00 dollars per hour for field crew time and 65.00 dollars an hour for computing, drafting and research. The total charges for the work described above will not exceed the amount 3,500.00 dollars for the Boundary and Control Survey, and 7,876.00 dollars for the work being conduct by Kenny Aerial and Mapping, bring the total charges for said work to 11,376.00 dollars. This will provide you with the information you need to design your project now and in the future. Said project is and shall be payable within 15 days following the delivery said work.

PLEASE SIGN A COPY OF THIS LETTER AS YOUR WORK ORDER TO PROCEED AND RETURN IT TO THE UNDERSIGNED.

SINCERELY,

DUGAN L. MCDONALD
REGISTERED LAND SURVEYOR

ORDER TO PROCEED DATE

STAFF REPORT

Council meeting of: May 4, 2005 – Regular Session

Title: Discussion, consideration, and possible direction to staff to pursue funding from the ADOT Small Area Transportation Study Program (SATS) to fund a transportation study that will become a locally approved transportation plan and an element in the General Plan.

Budgeted item: This item can be budgeted in the FY05/06 budget.

Description of Item: ADOT in conjunction with USDOT Federal Highway Administration provides funding up to \$125,000 for transportation studies. The Council will assign a staff member to manage the SATS in coordination with a Technical Advisory Committee that is comprised of representatives from local governing entities. The SATS Committee will provide input and assist in the selection of a consultant to prepare the study. A 20% cash match is required.

Staff Recommendation: Direct staff to pursue SATS funding.

Comments: The study will eventually become the Town’s transportation plan and part of the General Plan. We may also ask the County and other communities to assist us as it relates to SR 260.

Attachments: Yes

Prepared by: Bill Lee



Arizona Department of Transportation Transportation Planning Division

206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janet Napolitano
Governor

Victor M. Mendez
Director

March 8, 2005

Dale Buskirk
Division Director

*Called 3-28-05 re: scheduling Sept.
" 4:30 (602) 712-7477
James Zumph*

Dane Bullard
Town of Camp Verde
P.O. Box 710
Camp Verde, AZ 86322

Dear Mr. Bullard:

The Arizona Department of Transportation would like to inform your community about the ADOT Small Area Transportation Study (SATS) Program. The SATS Program is sponsored by the USDOT Federal Highway Administration (FHWA) and administered through the ADOT Transportation Planning Division. This Program was initiated in 1985 as a model program to prepare transportation plans for local communities. The primary objective of the SATS Program is to develop a comprehensive transportation plan for a local area or region to guide multi-modal transportation planning and programming for a 20-year timeframe.

A SATS will identify and address current transportation issues for all travel modes, inventory existing and projected land uses, travel characteristics and deficiencies, determine future transportation system needs, and analyze alternative solutions for local roads. In addition, the study will develop a recommended plan of transportation improvements and provide a staged implementation guide to meet short-, mid-, and long-range needs.

Eligible participants include towns, cities, counties and tribal governments. The governmental entity assigns a staff member to manage the SATS in coordination with a Technical Advisory Committee (TAC). A TAC is comprised of representatives from local towns and cities, counties, tribal governments, Council of Governments, ADOT, FHWA, and other affected agencies. The TAC will provide technical input and assist in the selection of a consultant to undertake the study.

Public input on perceived transportation problems and issues is essential for the SATS and is conducted through public meetings. The study would culminate into a locally approved transportation plan, and become an element in the community's general plan.

SATS studies are jointly financed with ADOT. ADOT pays up to 80% of the cost on a reimbursement basis. To initiate the SATS process, the community should contact the ADOT Transportation Planning Division no later than **April 8, 2005** to indicate their interest in conducting a SATS and to set up a meeting to further discuss the project. For inquiries regarding the ADOT SATS Program please contact: John Pein at 602-712-8239.

Sincerely,

Dale Buskirk, Director
Arizona Department of Transportation
Transportation Planning Division

Arizona Department of Transportation
Small Area Transportation Study meeting

Town of Camp Verde

April 13, 2005

1. Overview of the SATS

8/20 - CASH MATCH

2. SATS Scope of Work/RFP

3. Project Management

4. Funds Availability

5. Questions

Request for Proposals
to Conduct the
200__
(Community)
Small Area Transportation Study

Date

Last updated 7/26/04

OVERVIEW

Proposals are requested to conduct a transportation study for the City of _____ and surrounding area. The study area includes the corporate limits of _____ and the neighboring unincorporated portions of _____ County (see Exhibit 1).

The principal focus of the proposed study is to update the 19____ Area Transportation Study. Significant population growth and economic development in the _____ area requires new comprehensive planning to address growing demands placed on _____ roads and streets. In addition, this growth and development calls for an examination of transit needs and opportunities.

The major product of the study will be a final report which contains a plan for improvements over five- and ten-year periods, and a long-range transportation plan incorporating both roadway and transit elements.

ADMINISTRATION

A Technical Advisory Committee has been established to closely coordinate the study. The following agencies are represented on this Committee:

- City of _____
- _____ County
- _____ Council of Governments
- Arizona Department of Transportation
- Specify others

The consultant will confer/meet with the Project Manager on a monthly basis to review study progress, present working papers and study findings, and solicit direction. Regularly-scheduled meetings with the Technical Advisory Committee (TAC) will allow the consultant to build and maintain the close working relationship essential for the project's success. Working papers developed during the study will circulate to the TAC for review and comment. Relevant comments and requests will be incorporated into the working papers and final documents. _____(name)_____, _____(title)_____ will serve as the Project Manager.

ENVIRONMENTAL JUSTICE (TITLE VI)

Issued in 1994, Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations*, established environmental justice as a

federal government priority. This study will address environmental justice issues in the following manner.

The transportation improvement projects recommended by this study may differentially affect residents of Douglas. This study must examine the potential effects, both positive and negative, that these projects may have on minority and low-income populations. Census data are readily available and describe the population living within geographic regions affected by proposed transportation improvements. Should any of the projects place a disproportionate burden on minority or low-income populations, the study must explain the considerations that dictated this recommendation over alternative actions. In addition, a concerted effort must be made to reach minority and low-income populations when conducting the study's two public meetings.

Documentation of efforts to address environmental justice issues must be included in documents produced throughout this study.

SCOPE OF WORK

Work Task 1: Technical Memorandum 1 -- Refine the Work Plan

Present the detailed work plan for the study, and document the following:

- Refinement of the study boundary.
- A detailed scope of work.
- Project schedule.
- Staffing requirements.

Work Task 2: Working Paper 1 -- Current and Future Conditions

A. Inventory of Current Conditions

Describe existing conditions of **roadways** and **transit** in the study area, including:

- Inventory and evaluation of current land use patterns, travel data, functional classification of roads, access management, and road and street conditions, as well as demographic and socioeconomic characteristics.
- Transit element should include an inventory and evaluation of current demand, levels of service, transit providers, ridership, employment centers, and demographic and socioeconomic characteristics.
- Accident history, and current levels of service and safety.
- Multi-modal transportation currently utilized.
- Characteristics of the physical, natural, and cultural environments.

B. Forecast of Future Conditions and Deficiencies

Forecast future conditions and infrastructure deficiencies of **roadways and transit** for the years 2010, 2015, and 2020, including:

- Inventory and evaluation of future land use patterns, travel data, functional classification of roads, access management, and road and street conditions, as well as demographic and socioeconomic characteristics.
- Future levels of service.
- Future multi-modal needs.
- Deficiencies within the study area based on future conditions.
- Transit element should include an inventory and evaluation of projected demand, levels of service, transit providers, ridership, and employment centers, as well as demographic and socioeconomic characteristics.

Work Task 3: First Phase of Public Involvement and Summary Report 1

Public involvement meeting(s) concerning both **roadway and transit** elements will be conducted within the study area. At the meeting(s), the consultant will describe what has occurred in the study process as well as future work tasks, and present existing conditions, future projections, deficiencies, and the recommended program of improvements. The consultant will also be responsible for the following:

- Prepare all presentation boards and handouts for public involvement meetings.
- Prepare a comprehensive mailing list for this study, and handle all mailings.
- Prepare a newsletter for distribution by mail before the public meetings, as well as for distribution at the meetings; review and approval of the Project Manager is required before mailing.
- Prepare and issue a press release; the Project Manager will coordinate the press release.
- Document the public involvement process in a Summary Report. This will include the press releases distributed prior to the meetings, mailing lists, comments received at the meeting, and associated responses to each comment.

Work Task 4: Working Paper 2 -- Develop evaluation criteria and a plan for improvements

Using generally accepted planning criteria and the findings of Working Paper 1, recommend specific projects and implementation strategies that address identified deficiencies and special needs over a span of five, ten, and twenty years. **Include both roadway and transit elements.** Prioritize projects based on need and available finances.

Specific areas to be addressed include:

- Traffic impacts of new development.
- Congestion at traffic interchanges.
- Safety issues.

Work Task 5 : Second Phase of Public Involvement and Summary Report 2

Public involvement meeting(s) concerning both **roadway** and **transit** elements will be conducted within the study area. At the meeting(s), the consultant will describe what has occurred in the study process as well as future work tasks, and present existing conditions, future projections, and deficiencies. The consultant will also be responsible for the following:

- Prepare all presentation boards and handouts for public involvement meetings.
- Prepare a comprehensive mailing list for this study, and handle all mailings.
- Prepare a newsletter for distribution by mail before the public meetings, as well as for distribution at the meetings; review and approval of the Project Manager is required before mailing.
- Prepare and issue a press release; the Project Manager will coordinate the press release.
- Document the public involvement process in a Summary Report. This will include the press releases distributed prior to the meetings, mailing lists, comments received at the meeting, and associated responses to each comment.

Work Task 6: Final draft report. The final draft will include the following, and will be distributed for review and comment:

- Compilation of Working Paper 1 and Working Paper 2.
- Summary Reports which document the public involvement process.
- Recommendations regarding future studies in the study area.

Work Task 7: Final report. The final report will include the following:

- Content of the final draft report, as amended following review by the TAC and approval of the Project Manager.

STUDY PRODUCTS

The culminating product of the _____ Small Area Transportation Study will be the Final Report. Included with the Final Report will be an executive summary documenting the entire study effort. The following is a listing of milestone documents.

- **Technical Memorandum 1:** Present a detailed work plan (Work Task 1).
- **Working Paper 1:** Describe existing and future conditions in the study area (Work Task 2).
- **Summary Report 1:** First phase of public involvement meetings (Work Task 3).
- **Working Paper 2:** Identify local transportation issues and recommend infrastructure improvements (Work Task 4).
- **Summary Report 2:** Second phase of public involvement meetings (Work Task 5).
- **Final Draft Report** (Work Task 6).
- **Final Report (Work Task 7):** Fifty copies, ten of which will be delivered to the Arizona Department of Transportation.
- **Executive Summary of the Final Report (Work Task 7):** Fifty copies, twenty of which will be delivered to the Arizona Department of Transportation.

Study documents should be prepared using Microsoft Word, Excel, and PowerPoint, where applicable. Study products and other documentation should be submitted both on paper and electronically via e-mail.

PROPOSAL CONTENT

1. **Identification:** Provide a title sheet or equivalent which includes a short title for the proposed study; names and business addresses of the organization that will conduct the work; name, title, mailing address and telephone number of the principal investigator.
2. **Table of Contents**
3. **Introduction:** Provide a clear, concise statement of the city's needs regarding this study. This statement should reflect understanding of the issues to be studied.
4. **Objectives of the Study:** Identify the technical objectives guiding this study effort. The objectives should identify clearly and concisely the products of the study. The objectives stated in the proposal should reflect the proposing consultant's intent, creativity, and understanding of the objectives.

5. **Project Work Plan:** Describe the study's tasks, detailing the full scope of services to be provided. The plan should clearly define the proposed approach and the specific products that will result. The study methodology should be described in sufficient detail to permit an objective evaluation of the proposal. The work plan should be subdivided into the following sections:
- A. **Introduction:** Set the stage for the presentation of the study plan.
 - B. **Work Plan:** Describe how the objectives will be achieved through a logical plan. The contribution of each team member should be identified as follows:
 - The names and roles of the research team members. (NOTE: Any change in the research team at any time must have the prior approval of the Project Manager.)
 - Organizational chart for the study, with project manager identified.
 - Each team member's commitment to the project as a percentage of his/her total workload at the consultant firm.
 - The number of hours each team member will spend on each work task, as well as the associated billing rate and direct costs.
 - C. **Presentation of Study Products:** Show how the results of the study will be reported and presented.
 - D. **Qualifications and Experience:** State the relevant qualifications and experience of each project team member.
 - E. **Facilities and Equipment Available:** Include the location of the base of operation for this study.
 - F. **Work Time Schedule:** Provide bar type progress charts to illustrate the scheduling and interrelationships among the major study tasks.
 - H. **Progress Reporting Procedures:** Indicate the format of the monthly reporting procedure to which the project team will adhere. The monthly progress report with an updated schedule should be limited to two pages. It should include at least the following:
 - Specific activities completed
 - Information generated
 - Contacts made

- Percentage of the study completed to date by task
- Costs incurred to date by task
- Next month's activities by task

- I. **Cooperative Features:** If assistance in the form of personnel, data, or equipment is required from other organizations, the proposal must describe the plans, including letters of commitment for obtaining such help or information.

The contract will be considered complete upon acceptance of the final report by the City of _____ and the Arizona Department of Transportation.

PROJECT SCHEDULE AND COMPENSATION

Total cost of this project is not yet finalized. The project is to be completed within **18 months** from the date of the notice to proceed. All work and the study's products shall be completed to the satisfaction of the Technical Advisory Committee. Progress payments will be made upon submittal of a monthly invoice, following satisfactory review of progress by the Project Manager. Monthly billings shall include a spreadsheet listing the number of staff hours and hours expended on each task. Ten (10) percent of the consultant's monthly billing will be withheld pending official acceptance of the final report by the City of _____ and the Arizona Department of Transportation.

SELECTION PROCESS

A qualifications-based selection process will be used to select the consultant for this project. The following criteria will be used to evaluate and rank order responses (numbers in parentheses indicate the relative weight assigned to each category)

Firm Profile (5 points)

Proposing consultants shall include a brief profile of their firm(s). The profile should provide an overview of the firm's areas of expertise, its history and primary market areas. For consulting teams, each participating firm should provide a firm profile. This section is intended to familiarize the selection committee with the proposing consultant firms.

Project Manager Experience and Commitment (5 points)

The consulting team requires a strong project manager with extensive transportation planning and engineering expertise, skill at managing complex projects subject to political forces, and experience in public and stakeholder involvement. The project manager should show experience managing multimodal Small Area Transportation Studies.

The project manager must be highly skilled at managing projects to ensure that they are delivered within scope, according to schedule, and within budget. The proposal should also discuss how the project manager would ensure a high quality of work, preferably through a formal quality assurance plan and process.

The proposal must also discuss the commitments of the project manager. Specifically, show the existing and 18-month future time commitments of the project manager and briefly describe his/her role in the projects or other commitments. Discuss how these commitments will affect the project manager's ability to manage activities. Also, indicate the primary work location of the project manager.

Expertise and Experience of Key Personnel (10 points)

Project team members should possess strong expertise in transportation planning and a variety of modal and transportation engineering areas. Specialists should be included in the proposal with expert knowledge in the following areas:

- Transportation planning and policy analysis;
- Transportation performance measures;
- Traffic forecasting and analysis;
- Transportation system management;
- Public and stakeholder outreach and involvement; and
- Any other area the consultant believes may be necessary to ensure the project success.

Proposals should clearly indicate the expertise, background, and availability of proposed project staff. Licenses and other professional credentials of proposed staff should be noted.

Recent Experience Bearing on the Work Plan Approach (10 points)

This section of the proposal should contain brief descriptions of the consultant's recent (within the past five years) experience directly related to the approach taken in the proposal. The purpose of this section is to illustrate the background of the proposing firm(s) that bears directly on the scope of activities required for the Small Area Transportation Study process. For each project, the consultant should provide a brief description of what services were provided and the outcome of the project. In addition, this section should include the name of the project manager, start and end dates, and total dollar value of each project.

Understanding of Small Area Transportation Study Activities (20 points)

Proposal should include a section describing the consultant's understanding of the goals and expectations of the City of _____ Small Area Transportation Study. This section should

describe what the consultant perceives to be the opportunities and constraints facing the completion of the Study within the allotted timeline, the political environment, factors influencing any potential outcomes, and other considerations.

Small Area Transportation Study Work Plan Approach (50 points)

In this section the proposal should discuss how the required services will be provided, such as how proposed staff resources will be utilized during each task and how the consultant will coordinate with City of _____ staff. The consultant should indicate key milestones necessary to meet the Small Area Transportation Study schedule and how the firm expects to meet them.

The approach should discuss how the consultant would use the Technical Advisory Committee's resources and expertise. The proposal should also discuss the expected relationship between the consultant and the Technical Advisory Committee. This section provides proposing consultants with the opportunity to discuss original ideas or concepts that they believe may be directly relevant to the Study.

SUBMITTAL REQUIREMENTS

In addition to content requirements, proposals must meet the following requirements to be considered responsive.

A maximum number of 50 pages is allowed for this proposal. Ten copies of the proposal must be submitted on single sided typed 8.5"x11" paper with type size no smaller than 12 point (including charts, diagrams, tables, etc.). The 50-page limitation applies to all sheets in the response, including but not limited to: letter of transmittal, cover sheet(s), table of contents, text, graphs, divider sheets, tab sheets, index and appendices.

For the prime consultant and all sub-consultants listed in the proposal provide: name of contact person, address, phone number, and fax number. Proposals not meeting all submittal requirements will be considered non-responsive and will not be evaluated. The City of _____ and the Arizona Department of Transportation assume no obligations of any kind for expenses incurred by any response to this solicitation.

The contract will be considered complete upon acceptance of the final _____ Transportation Plan by the Arizona Department of Transportation and the City of _____.

COMPENSATION

All work and the study's products shall be completed to the satisfaction of the Arizona Department of Transportation and the City of _____.

Progress payments will be made upon request submitted by invoice, following satisfactory review by the Arizona Department of Transportation and the City of _____. Ten (10) percent of the consultant's billing will be withheld, pending official acceptance of the final report.

PROPOSAL SUBMISSION

The deadline for submittal of proposals to the City Clerk's office is _____. Ten (10) copies of the proposal, with the consultant qualifications and technical information sealed separately from the price proposal, are to be provided to:

Name of City Clerk
Address

PROJECT MANAGEMENT

Any questions regarding this request for proposals should be directed to:

Name of Project Manager
Address
Phone
Fax
E-mail

STAFF REPORT

Council meeting of: May 4, 2005 – Regular Session

Title: Discussion, consideration, and possible direction to the Town Manager and the Town Attorney to report back to the Council regarding recommendations concerning procurement and other authority delegated to the Town Manager under the Town Code.

Budgeted item: N/A

Description of Item: Over time, we have noticed inconsistencies in the Town Code and administrative procedures. These inconsistencies need to be corrected to avoid potential problems.

Staff Recommendation: Direct the Manager and Attorney to review the Town Code and bring back recommendations for consideration.

Comments:

Attachments: No

Prepared by: Bill Lee

STAFF REPORT

Council meeting of: May 4, 2005 – Regular Session

Title: Discussion, consideration, and possible approval of payment of membership dues for the Arizona Rural Water Association in the amount of \$850.00.

Budgeted item: There is a Subscription/Membership line item in the budget for payment of these types of items. However, there are no funds remaining in this item.

Description of Item: This is the fee for the annual membership dues.

Staff Recommendation: N/Z

Comments: N/A

Attachments: Yes

Prepared by: Bill Lee

Arizona Rural Water Association

7000 North 16th Street, Suite 120-307
Phoenix, Arizona 85020
602-395-1612 Fax 602-395-1943
E-mail DougCNelson@cox.net

March 31, 2005

Town of Camp Verde
Attention: Mr. Tony Gioia
P.O. Box 710
Camp Verde, Arizona 86322

**Subject: Arizona Rural Water Association
Annual Dues Statement**

Membership Dues: \$850

ARWA appreciates your involvement and support. Please remit the dues to the address above.

ARWA Board Members designated by you:

Tony Gioia, Councilman

E-Mail Addresses:

Please denote any changes below:

Name: _____

Title: _____

Address: _____

Telephone No. _____

Fax Number: _____

E-mail _____

Name: _____

Title: _____

Address: _____

Telephone No. _____

Fax Number: _____

E-mail _____

ARWA