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**AGENDA
WORK SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, SEPTEMBER 25, 2013 at 6:30 p.m.**

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Discussion, consideration, and possible direction to staff relative to amending the Position Classification and 2009 Salary Plan, changing the job description and title of Children's Librarian to Youth Services Librarian. Staff Resource: Kathy Hellman**
5. **Discussion, consideration, and possible direction to staff regarding the future use of the Town-owned property known as Rio Verde Plaza, the Town campus, and facilities. Staff Resource: Russ Martin/Steve Ayers**
6. **Adjournment**

Posted by: *V Jones*

Date/Time: *9-19-2013*

9:45 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.



Agenda Item Submission Form – Section I

Meeting Date:

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation Special Session Pre-Session

Requesting Department: Camp Verde Community Library

Staff Resource/Contact Person: Kathy D Hellman

Agenda Title (be exact): Change to Children's Librarian Job Description document

List Attached Documents: Children's Librarian-changes highlighted
Youth Services Library job description

Estimated Presentation Time: 1 minute

Estimated Discussion Time: 1 minute

Reviews Completed by:

- Department Head: Town Attorney Comments:

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact:

Budget Code: _____ **Amount Remaining:** _____

Comments:

Background Information: Minor changes to the document help clarify the role and focus of the job on Youth Services, including teens, and not children only. The minimum qualifications were reduced to 3 years experience to include more candidates in the applicant pool.

Recommended Action (Motion): Approve the Youth Services Librarian job description as presented.

Instructions to the Clerk:

Job Description



CHILDREN'S YOUTH SERVICES LIBRARIAN

Department:	Library	Revised Date:	August 2008 September 2013
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GENERAL PURPOSE: Under general supervision, develops and presents the Camp Verde Community Library children's Youth programs to meet the educational, informational and recreational needs of children, youth and young adults in the community.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Plans, develops, coordinates, and promotes children's literacy programs, events and services to meet the educational, informational and recreational needs of children, youth and young adults in the community; organizes, supervises and implements children's youth library programs, including literacy, reading and play groups, story-telling sessions, crafts, and special activities and community events; conducts community outreach programs to promote the children's youth literacy and recreational programs and events; serves as library spokesperson for children's youth programs.
- Oversees collection development; reviews various sources and lists of library books and materials available, evaluates options, selects materials to meet the needs of the community, and purchases additions to the collection; reviews and evaluates current collection and recommends the removal of books and other resources that are no longer appropriate for the collection; develops program policies, goals and objectives; monitors expenditures and budget.
- Develops library programs and services to meet the needs of the community; speaks to community groups and schools, and develops marketing materials to promote the Town Library and programs; compiles data for statistical and analytical reports of program activities, services and events; supervises, trains and coordinates the work of volunteers and staff; maintains expertise in field of service through participation in applicable educational opportunities.
- Uses knowledge of Library collection and research tools to provide experienced customer service functions; performs professional library reference and research services using specialized bibliographic databases, Internet services and Inter-library loan resources; issues library cards and identity cards, and registers patrons for library programs; assists customers in using computers and retrieving information; searches files and indexes to assist customers with complex research.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Supervises assigned staff and volunteers.

Job Description

MINIMUM QUALIFICATIONS:

Education and Experience:

Masters Degree in Library Science; AND ~~five~~ **three** year's professional experience as a Librarian; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

Required Knowledge of:

- Town policies and procedures.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- Principles and practices of public library administration.
- Methods and procedures for developing and maintaining library collections.
- Library operations, customer service procedures and research techniques.
- Library classification, cataloging, and acquisition protocols.
- Techniques and protocols for researching a wide variety of online bibliographic databases.
- Business and personal computers, and specialized software applications.
- Record keeping and records management practices.
- Customer service **standards** and protocols.

Required Skill in:

- Developing, coordinating and conducting ~~children's~~ **youth** library programs and activities.
- Assessing community needs and developing recommendations for library collection enhancements.
- Promoting community support for literacy and ~~children's~~ **youth** programs.
- Utilizing and maintaining automated library systems and computer equipment.
- Working with several disparate computer database systems.
- Recognizing and resolving conflicts in library data entry.
- Organizing workload to keep pace with flow of library materials.
- Prioritizing multiple tasks, projects and demands.
- Dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in a standard library environment, with light physical demands.



Agenda Item Submission Form – Section I

Meeting Date: September 25, 2013

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation Special Session

Requesting Department: Economic Development

Staff Resource/Contact Person: Steve Ayers

Agenda Title (be exact): Discussion, consideration and possible direction to staff regarding the future use of the town owned property known as Rio Verde Plaza

List Attached Documents:

- 1) Letters from Camp Verde AA Group, Indigenous People's Institute and Copper canyon Family Health Center
- 2) Façade remodel drawing by architect Joel Westervelt
- 3) Remodel assessment by architect Joel Westervelt
- 4) Remodel estimate by Public Works Director Ron Long
- 5) Ron Long email proposing alternate interior remodel
- 6) Conceptual Historic Water Tower drawing from Joel Westervelt

Estimated Presentation Time: 15 minutes

Estimated Discussion Time: 30 minutes

Reviews Completed by:

Department Head: Town Attorney Comments:

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact:

Budget Code: _____ **Amount Remaining:** _____

Comments:

Background Information:

On April 17, the Camp Verde Town Council directed the Economic Development Director to analyze the town owned property known as Rio Verde Plaza and bring back recommendations for its future use. Although the council did not set a specific time period, it was clear from the conversation that they were seeking recommendations on what to do over the next five or so years. Among the ideas suggested to the council were to remodel it and turn it back into a commercial building, raze it and turn into a parking lot, sell the property, remodel and repurpose as town offices, remodel and repurpose as a new town hall and/or meeting rooms or remodel and provide space for non-profits. At the April meeting the council dismissed the notion of selling the property or razing the building anytime in the immediate future.

Recommended Action (Motion):

Direct staff to prepare a proposal for the use of Rio Verde Plaza by local non-profits, including a set of occupancy guidelines, with remodel work to be done by registered contractors supplied by AA. The proposal would also include an assessment of the cost of fixing and dressing the building's façade and constructing a "Welcome to Camp Verde" water tower on the property.

Instructions to the Clerk:

Agenda Item Submission Form – Section II (Staff Report)

Town of Camp Verde

Agenda Item Submission Form – Section II (Staff Report)

Department: Economic Development

Staff Resource/Contact Person: Steve Ayers

Contact Information: 554-0007 steve.ayers@campverde.az.gov

Background:

On April 17, the Camp Verde Town Council directed the Economic Development Director to analyze the town owned property known as Rio Verde Plaza and bring back recommendations for its future use. Although the council did not set a specific time period, it was clear from the conversation that they were seeking recommendations on what to do over the next five or so years. Among the ideas suggested to the council were to remodel it and turn it back into a commercial building, raze it and turn into a parking lot, sell the property, remodel and repurpose as town offices, remodel and repurpose as a new town hall and/or meeting rooms, or remodel and provide space for non-profits. At the April meeting the council dismissed the notion of selling the property or razing the building anytime in the immediate future.

Built approximately 1983, Rio Verde Plaza is a 5,500 square foot reinforced concrete building, on 3/4 acre at the corner of Fain and Main Street. The building, which has been a commercial rental since it was constructed, is divided into six suites. Two of the suites, #4 and #5, are currently combined into a common suite (1,794 sf., last used as a pizza restaurant). All the suites are vacant with the exception of Suite #3, which the Camp Verde Chamber of Commerce is using for storage and Suite #6, which the Camp Verde Library Endowment is using as a book store.

Alternatives/Options/Solutions:

- 1) Remodel as a commercial building

According to Public Works Director Ron Long, the cost to rehabilitate Rio Verde Plaza as a commercial rental, assuming no major changes were made in the number or configuration of the units, is \$110,600. The cost would include \$13,000 to reroof the building, \$11,000 in ADA bathroom upgrades, \$24,000 for new A/C units, \$20,000 for new carpet and the remainder to cover various repairs.

- 2) Remodel into Town offices, a new town hall and/or meeting rooms

According to Camp Verde architect Joel Westervelt, the cost of remodeling Rio Verde Plaza into town offices is approximately \$1 million. This estimate is based Westervelt's 2010 architectural assessment commissioned by the Town Council. The plan would have relocated most of the administrative offices currently in the 473 S. Main Street office building to Rio Verde Plaza and allowed the Magistrate Court to expand into the vacated space. Public Works Director Ron Long has also offered up a plan that would remodel Rio Verde Plaza into a combination of town offices

and a new Council Chambers. Although Mr. Westervelt has not made a cost estimate for such an interior remodel, it is his belief that the cost would be equivalent to his original remodel plan.

3) Copper Canyon Family Health Care request

This summer, Town staff, Mayor Charlie German and Councilwoman Carol German met with the owners of Copper Canyon Family Health Center, Dr. Ron Parfitt, Dr. Jessica Di Nizio and Joe Elio, P.A. The owners noted that their current location limits their ability to expand. They have since made a formal request to the Town to move into Rio Verde Plaza (see attached letter). The medical practice is looking for 4,000 to 5,000 sf, or roughly the first four to five suites. The practice has little money with which to remodel the building, but has offered to pay a rent of \$3,000 a month if the building could be made usable. The length of a potential lease has not been discussed.

4) Remodel and allow the building to be used by local non-profits

Since the question of the building's future was brought before council last April, several organizations and individuals involved in local nonprofit work have engaged town staff, asking that they be considered as potential occupants. Among them are the Indigenous People's Institute, Camp Verde Library Endowment, Camp Verde Arts Council, Performing Arts Studios and more recently the Alcoholics Anonymous group of Camp Verde.

Comparative Analysis:

After reviewing potential uses of Rio Verde Plaza it is apparent that, barring a council decision to make a major investment, whatever the council chooses to do at this time should not affect the property for more than five years. Within five years Main Street will be a different place, and the Town of Camp Verde will have different needs. But is also apparent that something should be done to breathe life into the building. The notion of the town owning a vacant building on Main Street flies in the face of its economic development efforts.

Town management believes there is no current need for additional office space, with the possible exception of the magistrate court. Additionally, the fact that the council has yet to prioritize a \$1 million investment in remodeling the building, for any use, would indicate that turning the building into town offices would not be a wise move at this time.

Given those observations, three proposals rise to the top, 1) the request by Copper Canyon Family Health Center, 2) turning it back into a commercial building and 3) using the building to support local non-profits.

Some questions that should be asked are— 1) what makes for a worthy short term investment? 2) Is it in the town's best interest to put \$100,000 into the building, to facilitate its use for five years? 3) What is the rate of return? 4) Is there a low-cost option. The first question is at the very core and one the council must ultimately decide. The rest can be looked at fiscally.

If Rio Verde Plaza were remodeled and turned into a medical clinic it is assumed that the cost would exceed that of a remodel back to commercial suites. To make it usable most of the interior walls would need to be removed or relocated and a significant portion gutted. If we say the cost of such a remodel is around \$150,000 (I am told that is a realistic figure), and we charged the requested \$3,000 a month rent, it would take 50 months to realize a return on the remodeling costs.

If the town invested the estimated \$110,600 and remodeled Rio Verde Plaza back to commercial it would take between 16 and 31 months to recover the investment, based on the range of current commercial rental rates in town (\$0.65 to \$1.25 per sf.) and assuming it was fully occupied throughout that period. It is also worth noting that if the building was rented out the town would have additional maintenance cost as well as administrative and management costs. I have not attempted to estimate these costs. And there is the issue that arose earlier about the town competing with private commercial building owners.

The notion of supporting non-profits goes back to the fundamental question of what makes for a worthy investment. Can, and should, the council invest \$110,600 to make space available for local non-profits? Or is there a low cost alternative to be explored?

These questions should be considered in light of a proposal recently made to town staff by the Camp Verde Alcoholics Anonymous Group (see attached letter). The AA group is offering to remodel Suites #4 and #5, at their expense, pay for all utilities and pay the town \$350 a month rent. The proposal offers some possibilities worth considering such as waiving their rent for the next five years in lieu of an equivalent \$21,000 labor to remodel Suites #1, #2 and #3. In addition, Mr. Ed Lee of the IPI has expressed a willingness to help manage the property in exchange for a portion of his monthly rent (see attached letter), lessening staff time. He is interested in Suite #2.

Fiscal Impact to the Town:

See Comparative Analysis

Additional Considerations

In 2009, the council reversed a previous decision to raze Rio Verde Plaza and instead spend \$10,000 with architect Joel Westervelt to develop architectural drawings for turning Rio Verde Plaza into a town office building. Those drawings remain useful, especially when we look five years into future. Among them were artist concepts for dressing up the building's benign façade. Additionally, Mr. Westervelt is currently working on a conceptual drawing (gratis) of a water tower that could be placed at the front of the parcel.

Emblazed with "Welcome to Camp Verde" the water tower, which has historical precedent, would serve as the town's official welcome mat on Main Street. The addition of the water tower as well as the improvements to the façade should also be considered as both would remain viable investments well into the future—regardless of how the building is ultimately used. As the council considers how best to breathe life into the interior, it should also consider directing staff to look into how best we can breathe new life into Rio Verde Plaza's exterior.

Conclusion

The Town has a long history of supporting its non-profits when such support can be provided at a reasonable expense (i.e. VV Archaeology Center, CV Historical Society, CVLE). There seemed little possibility of accommodating nonprofits in Rio Verde Plaza without considerable expense to the town until the AA group offer was made. There is a good deal to be said for exploring such an arrangement. There is also a need to set guidelines for prospective tenants.

If it is the council's wish, I would be willing to put together a proposal based on the use of the building by non-profits and remodeling to be done by the AA group. I would also suggest the town explore the cost of an exterior facelift to

the building including amenities such as a welcome water tower. After exploring all the options for Rio Verde Plaza , this would be my recommendation.

Recommendation

Direct staff to prepare a proposal for the use of Rio Verde Plaza by local non-profits, including a set of occupancy guidelines, with remodel work to be done by registered contractors supplied by AA. The proposal would also include an assessment of the cost of fixing and dressing the building's façade and constructing a "Welcome to Camp Verde" water tower on the property.

City Council Members,

The Camp Verde Group of Alcoholics Anonymous is exploring options to relocate our meeting room. The group has grown in numbers significantly over the past few years, and we are at capacity in our current space. The growth in Camp Verde A.A. is a wonderful thing and the message of recovery from alcohol addiction is being carried to many. We are just getting quite crowded at our present location. These tight quarters could be a real deterrent for someone just coming into A.A. and still reeling from the effects of active addiction. We believe with more room, we could continue to grow.

In our present space, we have access to the community kitchen. This works well, however, there are times when we come into conflict with other community events or private functions. In seeking a new room, a small kitchen, with running water, is high on our priority list. The ease of making coffee, cleaning pots, refrigerating and storing food for our picnics, make having this important.

The group has looked at the city owned building at 497 Main St., suites 4 & 5, in the Rio Verde Plaza. The suites which are joined meet the criteria for a new room having more space, water in the room, A.D.A bathroom, and ample parking. The parking lot would free up space in the current lot that we use in the city complex.

The suites are in need of some repair and clean-up. Camp Verde A.A. is willing and able to handle these tasks. We have several licensed contractors in our membership covering all aspects of the construction/ remodel industry. The group has a modest renovation fund to cover material costs and much volunteer labor.

Any decision to move would have to be voted on by our members, but we would like to explore the following option-

Camp Verde Group of Alcoholics Anonymous proposes:

- Supply material and labor to bring suites 4 & 5 up to a rent ready status
- Sign a five-year lease having a monthly rent of \$350.00 plus utilities
- Provide a friendly helpful presence in the currently vacant building
- Continue to provide the alcoholics of Camp Verde our experience, strength, and hope
- We are open to discussion on having the city council use the room in a limited way

Our group truly appreciates your consideration of this offer. We also greatly appreciate the city space we currently use. It is our belief that the move outlined above would greatly enhance our ability to carry A.A.'s valuable message. This benefits both the community and the individual.

In Service,
Camp Verde Group, Alcoholics Anonymous

Indigenous Peoples Institute
(An Arizona Nonprofit Corporation)
522 Finnie Flat Road, Suite E-630
Camp Verde, Arizona 86322-7265
Tel: 928-567-3009 * Fax: 928-567-3118
Email: IPInstitute@aol.com

August 15, 2013

Steve Ayers, Director, Economic Development
Town of Camp Verde
473 South Main Street
Camp Verde, Arizona 86322

Re: Rio Verde Plaza

Dear Mr. Ayers:

Pursuant to our discussions on the subject matter, please be advised that the Indigenous Peoples Institute (IPI) is extremely interested in relocating its operation to one (1) of the facilities located therein (preferably Suite #2).

It is hopeful that a mutually beneficial arrangement might be reached by and between the Town of Camp Verde and IPI allowing occupancy to take place no later than October 15, 2013.

Thank you for your immediate attention in this matter.

Best regards,



Edward B Lee
Founder/Administrator

cc: Charles German, Mayor
Jackie Baker, Vice Mayor
Councilmember, Jessie Jones
Councilmember, Carol German
Councilmember, Brad Gordon
Councilmember, Bruce George
Councilmember, Robin Whatley
Town Manager, Russ Martin

"Visions Come To Prepared Spirits"



COPPER CANYON
FAMILY HEALTH CENTER

2-01
1-1
1-2

August 15, 2013

Copper Canyon Family Health Center
348 S. Main Street
P.O. Box 1808
Camp Verde, AZ 86322
928-649-6477

Dear Mr. Ayers:

I am writing to you to express our interest to rent one of the city buildings. As you are aware, our current location has limited space and presents barriers for expansion and efficient clinical operations. In an effort to better provide family healthcare services to the citizens of Camp Verde and the surrounding area, we know more space as well as a more accommodating floor plan would better support that effort.

Times are tough in healthcare: hospitals are purchasing family medicine and specialty practices at rapid pace. One of the reasons for this trend is that small groups, such as ours, often operate with minimal resources that make improvements to the practice nearly unobtainable without outside support or buy-out. We have a strong desire to maintain a hometown feel to our practice as well as increase services, something that would most likely be lost should a large conglomerate negotiate a buy-out of our practice.

As a new business with limited resources, we would like to ask the town to consider renovating one of its empty buildings into medical office space that would accommodate a monthly rental rate equal to or less than \$3000, not including utilities. Ideally, 4000-5000 square feet of space would allow for additional services and expansion that would support our efforts to provide the highest quality of medical care to our community.

We foresee several major benefits to this partnership. First, the citizens of the town would benefit from an expansion of primary care services with a "small-town" feel. Second, the town would benefit from rental income and improvement of downtown while assisting a new medical business venture in support of the continued development of healthcare services to this region.

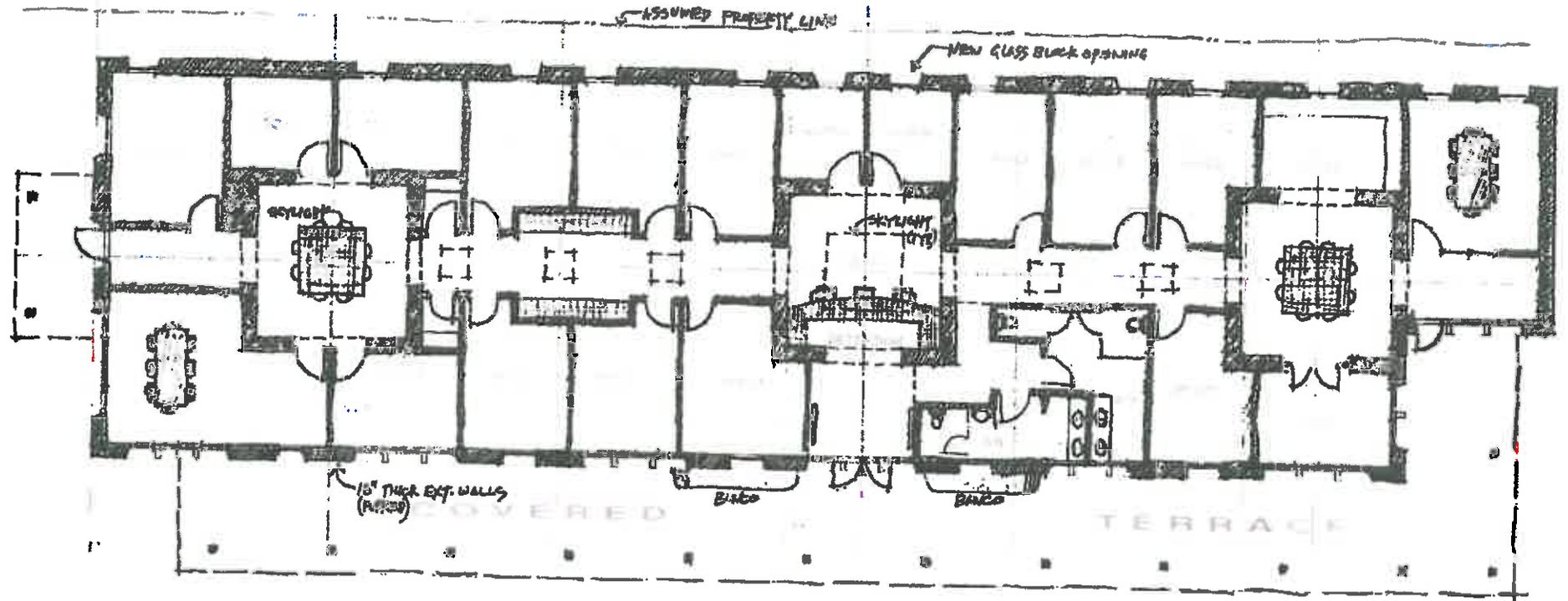
Thank you for your careful consideration, and we look forward to hearing from you in the near future.

Sincerely,

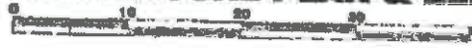

Joe Elio


Ron Parfitt


Jessica Di Nizio



CONCEPTUAL PLAN & ELEVATION



TOWN OFFICE RENOVATION

487 South Main St.
9 November 09

JOEL WESTERVELT ARCHITECT
CAMP VERDE, AZ
928.267.2228

5

Rio Verde Plaza, Camp Verde, Arizona		Joel Westervelt Architect		
Cost Estimate		28-Jun-10		
		Building Area:		6221 s.f.
General Conditions				
Incl. Porta-John, Job Trailer, temp. Utilities, Trash Removal, fencing, testing cleanup, permit fees	\$ 16,000			
General Cond. related to Green construction (ie.Ventilation during const., recycling,)	\$ 6,400			
Site		Unit \$	Area /Qty	
Monument signage (incl. Demolition of existing)	\$ 22,000			
Landscaping/ Irigation	\$ 17,000			
Building signage (incl.LEED plaque, Display boards)	\$ 15,000			
Paving re-surfacing -- assumes no new curb/gutter	\$ 36,000	\$2.00	18000	s.f.
Bumpers	\$ 10,500			
Striping	\$ 6,000			
Lighting (parking & building)	\$ 16,000			
Concrete paving	\$ 11,400	\$6.00	1900	s.f.
Misc. Site walls with stucco finish, bancos, trash enclosure.	\$ 12,000			
Site Utilities	\$ -			
Exterior				
Demolition/disposal (incl. Floor sawcutting, Removal of roof-tails)	\$ 23,000			
Demolition/disposal/recycling upgrade	\$ 8,000			
Ext.Framing & related furring requirements, ie. footing, parapets	\$ 26,000			
Framing (Certified Wood) material upgrade	\$ 10,000			
Covered Terrace; includes rough sawn timbers	\$ 35,000			
Covered Terrace; recycled rough sawn timbers upgrade	\$ 8,000			
Stucco finish (synthetic)	\$ 38,500	\$7	5500	s.f.
Insulation (roof-walls)	\$ 18,000			
Paint, Sealants	\$ 3,000			
Paint, Sealants upgrade	\$ 600			
Large Windows	\$ 7,500	\$1,500	5	
Glass Block or Window in new 36" sq. opening (Incl. Demo)	\$ 14,400	\$600	24	
Large Entry doors	\$ 2,000	\$2,000	1	
Exterior doors	\$ 1,000	\$500	2	
Roof (Incl. Crickets, scupper, drains, etc.)	\$ 33,000	\$6.00	5500	s.f.
Roofing upgrade	\$ 6,600			
Interior:				
Partition walls	\$ 13,000			
Skylight--Roof Demo & Structural support (Footings,mas. Columns, steel & glb beams)	\$ 28,000			
Sm.Skylight--Roof Demo & Structural support smaller skylights (steel strap stiffener)	\$ 12,000	\$6,000	2	
Drywall (hung, textured & painted) & suspended ceiling	\$ 24,000			
Paint, Sealants	\$ 16,000			
Paint, Sealants upgrade	\$ 3,200			
Flooring (\$6/s.f. Mat&Labor)	\$ 30,000	\$6.00	5000	s.f.
Flooring upgrade	\$ 6,000			
Interior doors	\$ 8,400	\$350	24	
Finsh Carpentry	\$ 6,000			
Interior windows	\$ 1,800	\$900	2	
Skylights (Pyramid)	\$ 17,000			
Skylights (small)	\$ 16,000	\$8,000	2	
Cabinetry/ casework	\$ 21,000			
Filing cabinets	\$ 23,100	\$2,100	11	
Cabinetry/ casework for offices	\$ 14,300	\$1,100	13	
Cabinetry/ casework for offices upgrade	\$ 2,860			

Restroom Partitions, Counters & Wainscote (3 restrooms & breakroom)	\$	8,000			
Restroom Partitions, Counters & Wainscote upgrade (3 restrooms & breakroom)	\$	1,800			
Plumbing	\$	8,000			
Plumbing fixtures	\$	3,250	\$250	13	
Plumbing fixtures upgrade	\$	2,500			
Building Systems					
Mechanical (base)	\$	32,500	\$2,500	13	tons
Mechanical upgrade	\$	16,250			
Fire Sprinklers	\$	9,332	\$1.50	6221	s.f.
AV & Network system	\$	12,000			
Security system	\$	4,000			
Solar Power/panels	\$	25,000			
Electrical—power & interior lighting	\$	35,000			
Subtotal:	\$	802,982			
Add allowance for Contractor's Supervision, P&O, taxes, & insurance (14%)	\$	112,419			
*Grand Total (Including 'Green Construction' costs:	\$	915,410			
<i>*Does not include Architecture/ Engineering fees.</i>					
Estimated associated costs for 'Green Construction'	\$	97,010			
Add allowance for Contractor's Supervision, P&O, taxes, & insurance (14%)	\$	13,581			
	\$	110,591			

ADD 10% PER NJEL WETTER VECT: \$1,006,951
W/GREEN OPTION \$1,128,601

TOWN OF CAMP VERDE

Public Works Department
395 S Main Street Camp Verde, AZ 86322
Office (928) 554-0820 Fax (928) 567-1540
www.campverde.az.gov



To: Steve Ayers, Economic Development Director
From: Ron Long, P.E. Public Works Director
Date: May 2, 2013
Re: Construction Cost Estimates for Two Long Term Remodel Options, a Short Term Remodel Option, a Demolition Option, and a Parking Lot Option for Rio Verde Plaza

There are two long term options for Rio Verde Plaza; we would either remodel the building to serve as a Town office building or remodel the building to be our Town Hall and Council Chambers.

In 2010 local Architect Joel Westervelt prepared the plans and specifications for the conversion of the building to an office facility to house Public Works and Community Development at an estimated cost of \$915,410.

The second option is to remodel the Rio Verde Plaza to serve as the Town Hall and Council Chambers using Joel Westervelt's 2010 exterior design. The interior design would need to be revised; opening the interior up to be a town meeting facility for council meetings and community meetings. It would also house office space for Council with a conference room for executive sessions.

The construction costs for the Town Hall option would be equivalent to the cost estimate prepared by Joel Westervelt in 2010 for the remodel of the building to be a Town office facility. Construction costs have not changed significantly since 2010 so that estimate for the office remodel with a 10% increase would be a reasonable estimate for either option. (2010 estimate = \$915,410, Plus 10% = \$1,006,951.00)

The cost estimate for the short term option is \$110,611.80.

In 2008 McDonald Bros. Construction prepared an estimate for the demolition of the building for \$58,344.00 with the 10% adjustment it would be \$64,178.40.

The Estimate to construct a 35,000 SF Asphalt Parking lot with lights is \$50,000.00.

Ron Long, P.E.
Public Works Director

Engineer's Estimate

Rio Verde Plaza Repair/Remodel Cost Estimate (Short Term Use)

Item #	Description	Units	Qty	Unit Cost	Item Costs
1	2 Ply Fiberglass Mopped Bituminous Roof	SQ	61	\$215.00	\$13,140.80
2	Interior Lighting Repair/Replacement	LS	1	\$12,035.00	\$12,035.00
3	Exterior Lighting Fixture Replacement	LS	1	\$985.00	\$985.00
4	Exterior Painting	LS	1	\$6,916.00	\$6,916.00
2	ADA Restroom Upgrades	EA	4	\$2,750.00	\$11,000.00
5	Remove Storage Room Walls in Unit 1	LS	1	\$350.00	\$350.00
6	Remove Walls, Repair Drywall, and Replace Partition Between Units 4 & 5	LS	1	\$1,500.00	\$1,500.00
7	Paint Interior (Each Unit)	EA	5	\$1,850.00	\$9,250.00
8	Paint Doors and Trim (Interior) (Each Unit)	EA	5	\$937.00	\$4,685.00
9	Install Base Board Heaters 6/Unit (Each Unit)	EA	5	\$550.00	\$2,750.00
10	Lock Sets (1 Knob Latch & Dead Bolt per Door) 2 Doors (Each Unit)	EA	5	\$350.00	\$1,750.00
11	Repair/Patch Dry Wall Damage (Each Unit)	EA	5	\$250.00	\$1,250.00
12	Replace/Rebuild AC Unit	EA	2	\$12,000.00	\$24,000.00
13	Install New Carpet (Each Unit)	EA	5	\$3,850.00	\$19,250.00
14	Install Rubber Base (Each Unit)	EA	5	\$350.00	\$1,750.00
				TOTAL	\$110,611.80

Notes:

1. This Estimate Represents the Probable Cost of the Repair by a Contractor. Staff Does Not Have the Time or Budget to Complete This Work.
2. Estimate is Based On Only Needing 4 ADA Restroom Upgrades Depending on How Units 4 & 5 Are Used a 5th May be Required
3. The AC Units Are Old and Staff Anticipates That At least 2 of the AC Units Will Need to be Replaced/Rebuilt or Require a Lot of Maintenance
4. Estimate Includes New Carpet & Base for Each Unit
5. There is Very Little Insulation in the Building and This Should be Addressed However It Was Not Included Because of the Short Term Use
6. The Fire Marshal Has Not Inspected the Building and May Have Concerns That Need to be Addressed and Could Increase the Total Cost

5

Steve Ayers

From: Ron Long
Sent: Wednesday, May 01, 2013 7:33 AM
To: Carol Brown; Deb Ranney; Mike Dumas; Mike Jenkins; Robert Foreman; Russ Martin; Steve Ayers
Subject: Rio Verde plaza Option F

Since we ran out of time before I had a chance to address the Rio Verde Plaza (RVP) options in the meeting I thought I should follow up with an e-mail to suggest that there is another option for the RVP.

Yesterday we came up with about 5 options:

- A. Do nothing and let the beatings continue
- B. Demolish It and turn it into a parking lot
- C. Fix it up to last about 3 years and allow non-profits to occupy it
- D. Fix it and lease it out to businesses
- E. Build the offices as designed by Joel Westervelt (or some variation of that) for Town offices

In keeping with the spirit of yesterday's meeting, proposing ideas without worry of being condemned, I would like to propose another option; "Option F"

The basis for Option F is that RVP would be part of a facility plan to design and build a permanent Town Government Complex in its current location utilizing the historic buildings that are very much part of the "Camp Verde vernacular".

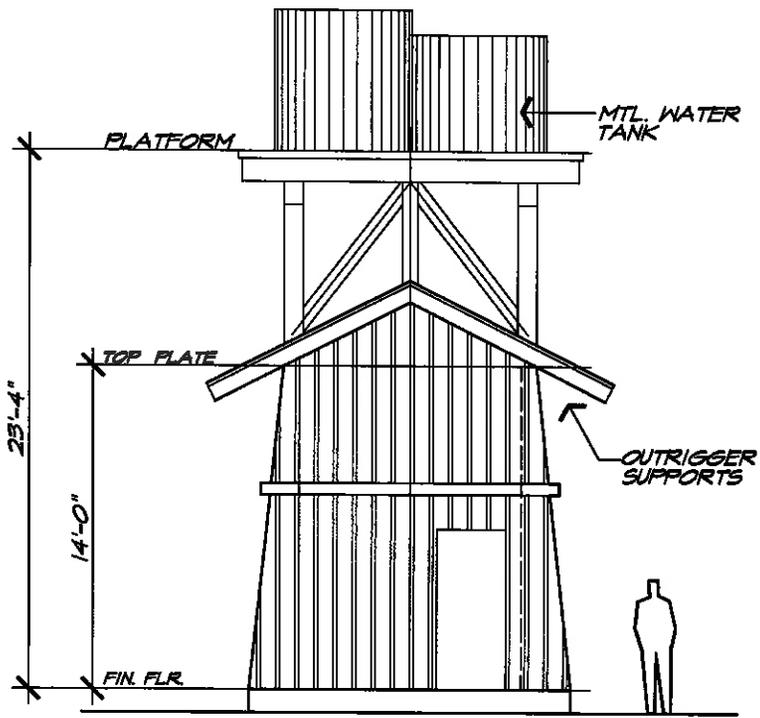
In my opinion our Town Government Campus is in the perfect location and we should be putting together a plan on how to improve and maintain what we have. I see this campus as the Key component to downtown, now and in the future, and the reason businesses will want to be located in this section of Main Street (which should extend from the intersection of Main and 260 to the intersection of Finnie Flat and 260).

In many Cities and Towns such as; most if not all of the Phoenix area cities, Prescott, Flagstaff, and many more communities throughout the country; the government complexes are located in the Older Downtown sections and their permanence stabilizes the Downtown area. One commodity we do have in CV is developable land such as Finnie Flat and SR 260 corridors there is no reason to ever think of selling this property.

Option F would be to remodel the RVP to be our Council Chambers using Joel's exterior design. The interior would be opened up to be a town meeting facility where we have council meetings, community meetings, and more. It could also house office space for Council with a conference room for executive sessions. This would free up space in Building 100 and provide the Town with a proper assembly facility that more than 20 people can find seating.

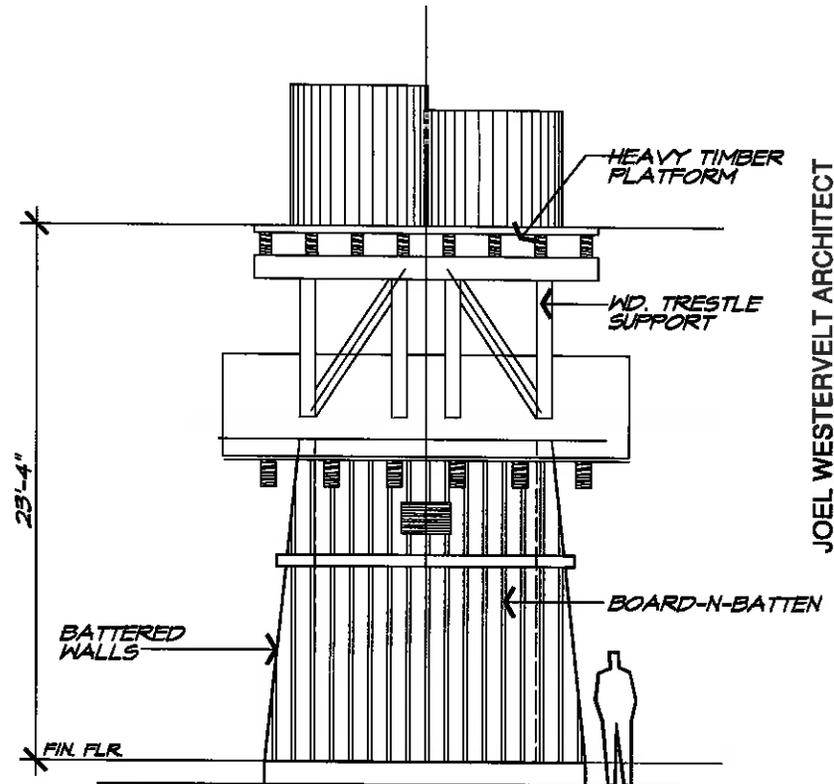
I would like to see this option brought to council along with the others.

Ron Long, P.E.
Public Works Director
Town of Camp Verde
395 S. Main Street
Camp Verde, AZ 86322
Office: (928) 554-0821
Ron.Long@campverde.az.gov



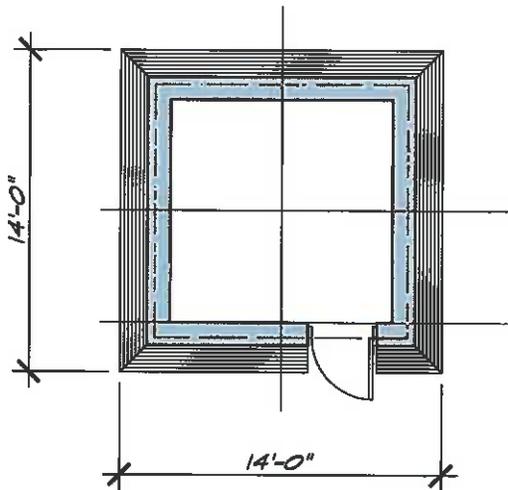
FAIN STREET ELEVATION (SOUTH)

1/8"=1'-0"



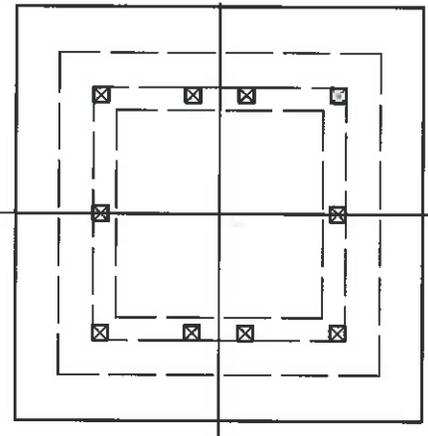
MAIN STREET ELEVATION (WEST)

1/8"=1'-0"



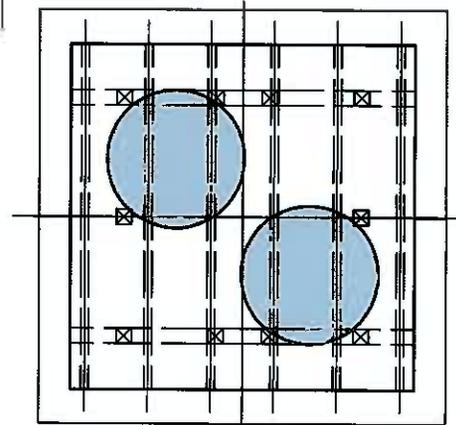
PLAN THROUGH STRUCTURE

1/8"=1'-0"



PLAN BELOW PLATFORM

1/8"=1'-0"



PLAN ABOVE PLATFORM

1/8"=1'-0"

JOEL WESTERVELT ARCHITECT
 83 ARNOLD STREET
 CAMP VERDE, ARIZONA 86322
 928-567-2255

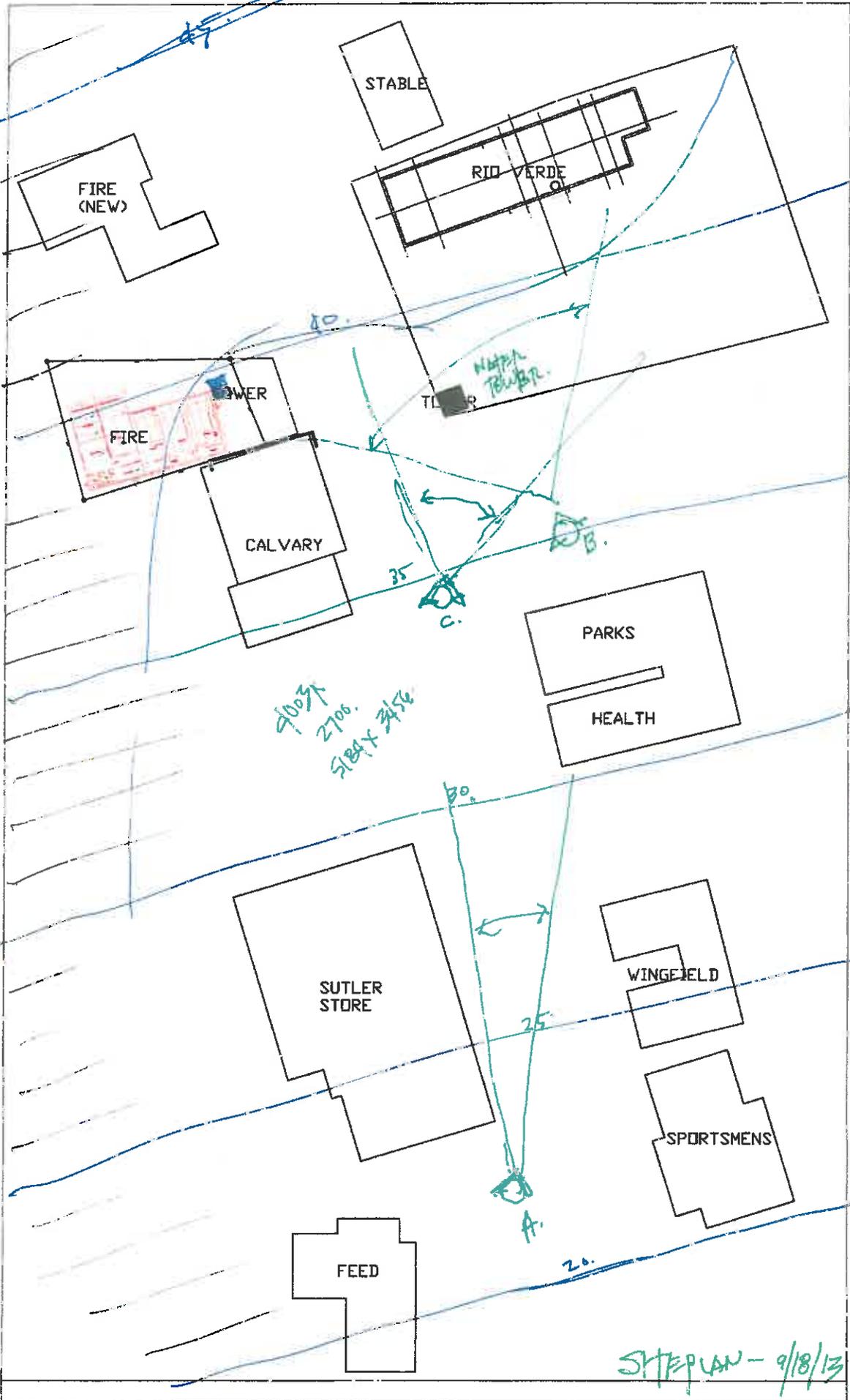
HISTORIC WATER TOWER
 FAIN & MAIN STREET
 Camp Verde, Arizona

Date
 9/18/2013





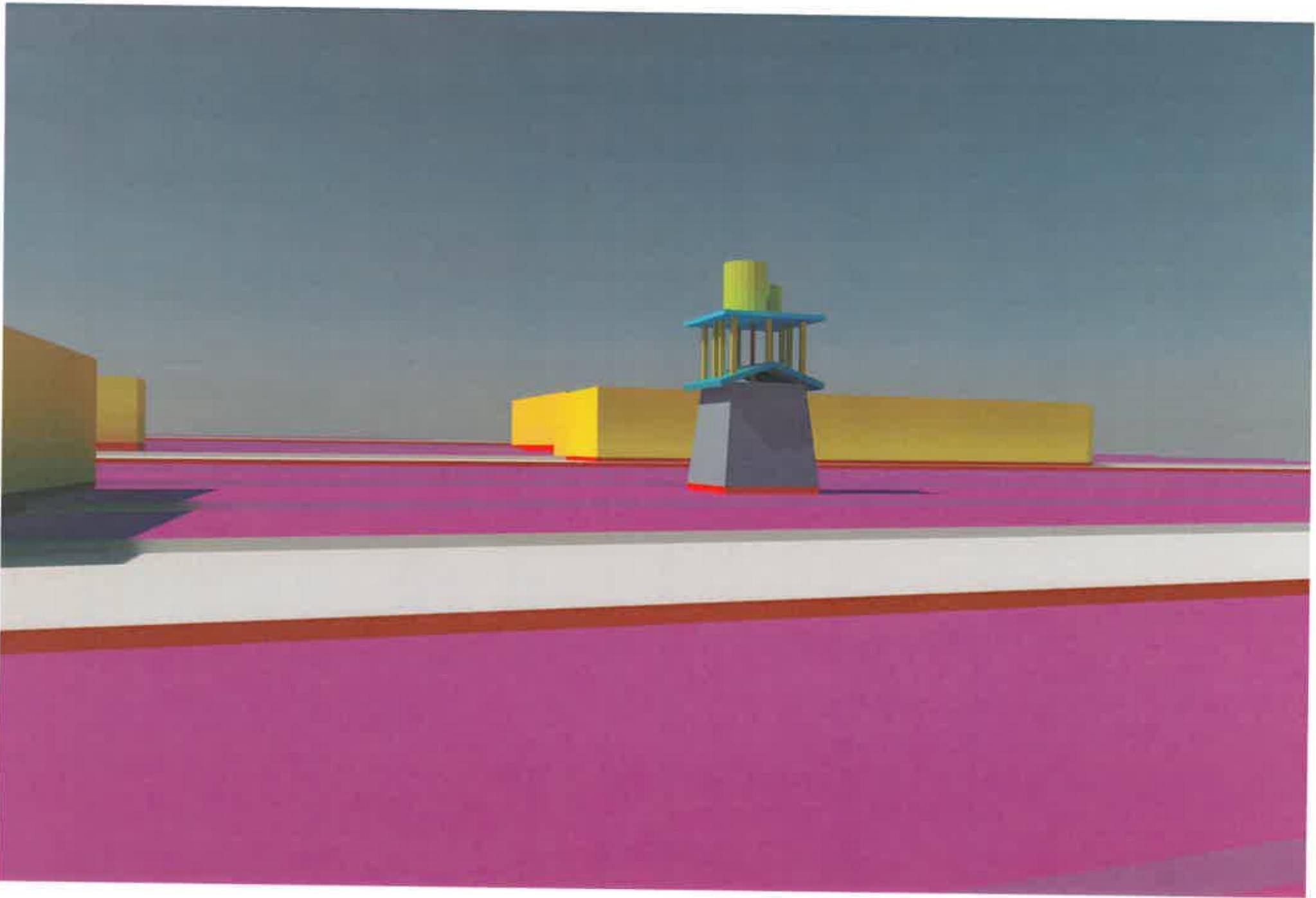




SITE PLAN - 9/8/13





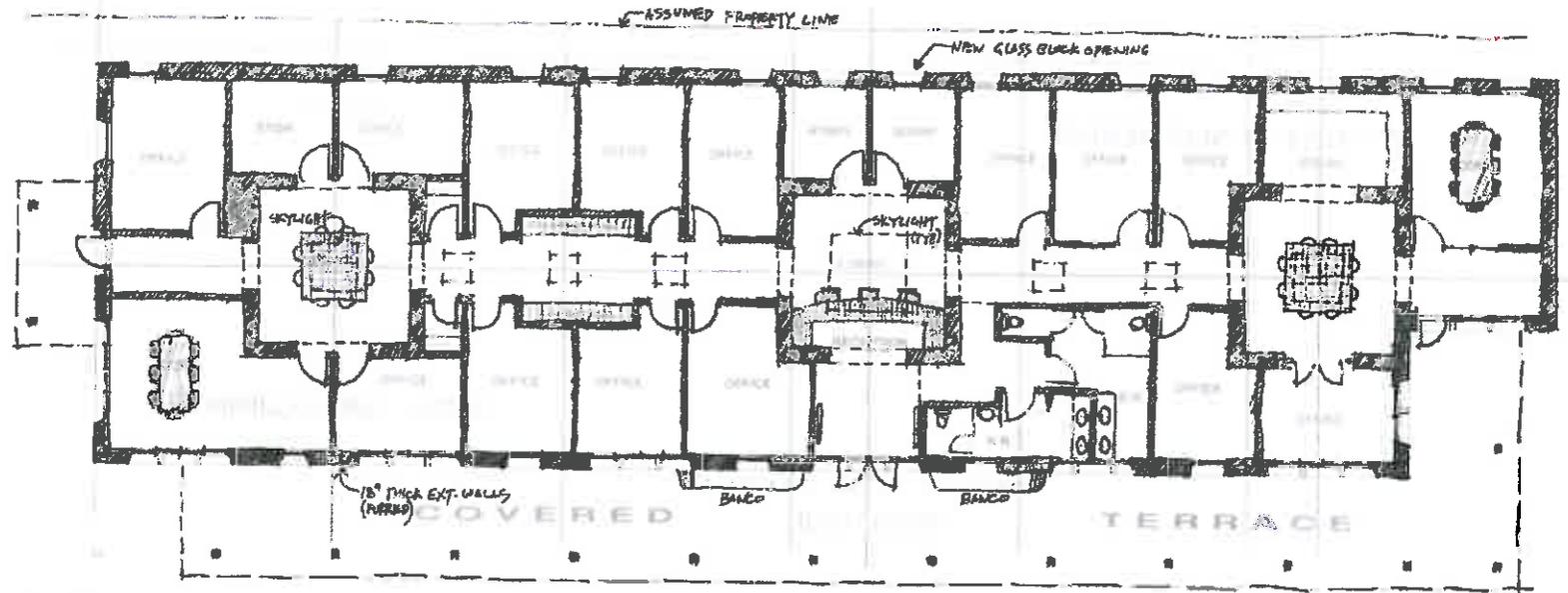






H. B. W.





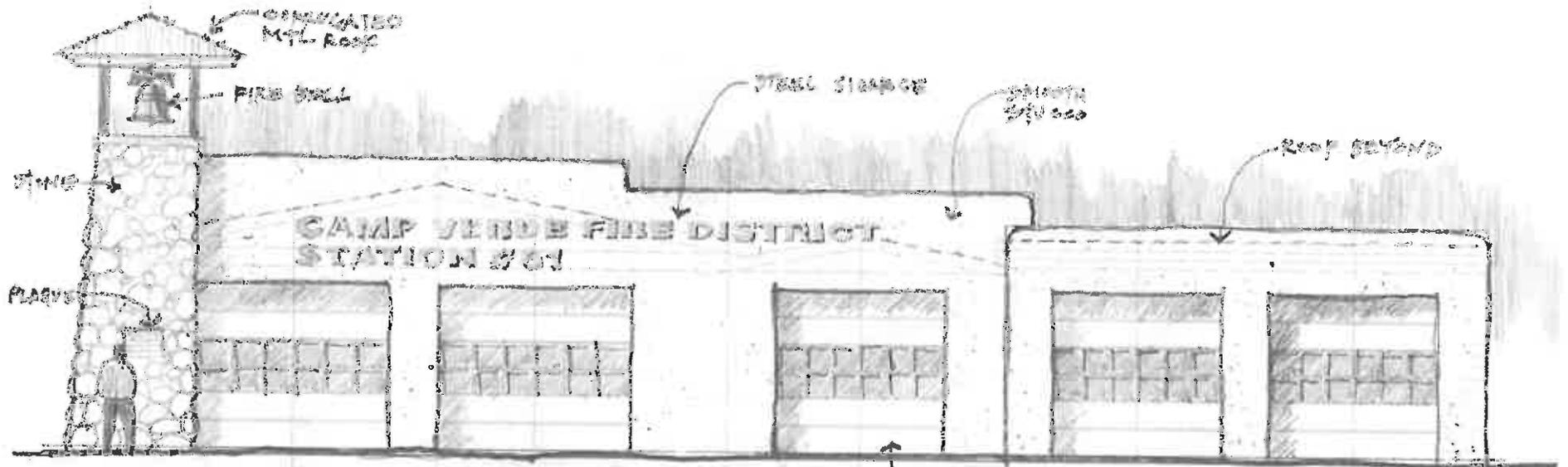
CONCEPTUAL PLAN & ELEVATION



TOWN OFFICE RENOVATION

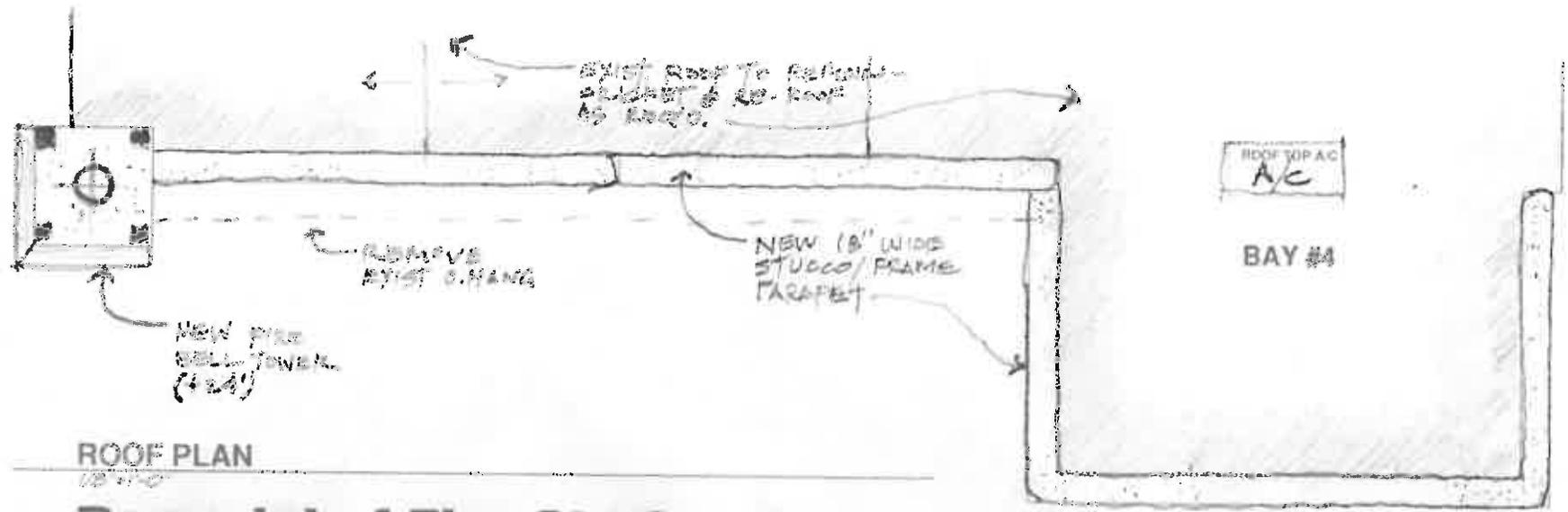
497 South Main St.
9-November-09

JOEL WESTERVELT ARCHITECT
CAMP VERDE, AZ
929.267.2222



CONCEPTUAL ELEVATION

1/3/10



ROOF PLAN

1/3/10

**Remodel of Fire Station #81
Camp Verde, Arizona**

JOEL WESTERVELT ARCHITECT