

**NOTICE OF REGULAR MEETING  
OF THE CAREFREE TOWN COUNCIL**

**WHEN:** TUESDAY, AUGUST 9, 2022

**WHERE:** CAREFREE TOWN COUNCIL CHAMBERS  
33 EASY STREET, CAREFREE, AZ 85377

**LIVESTREAM:** [HTTPS://ZOOM.US/](https://zoom.us/j/3229729660)  
MEETING ID 322 972 9660  
PASSCODE 12345

**TIME:** 5:00 P.M.

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Town Council of the Town of Carefree, Arizona and to the general public that the members of the Town Council will hold a meeting open to the public. For any item listed on the agenda, the Council may vote to go into Executive Session for advice of counsel and/or to discuss records and information exempt by law or rule from public inspection, pursuant to Arizona Revised Statutes §38-431.03.

The agenda for the meeting is as follows:

**CALL TO ORDER**

**ROLL CALL**

*A members of the Council may participate by technological means or methods pursuant to A.R.S. §38-431(4).*

**PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA**

All items listed hereunder are considered to be routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a council member so requests, in which event the item will be removed from the consent agenda and will be discussed separately:

- ITEM #1** Approval of the March 1, 2022 Regular Town Council Meeting Minutes.
- ITEM #2** Approval of the July 5, 2022 Town Council Regular Meeting Minutes.
- ITEM #3** Acceptance into the public record of the July 2022 paid bills.

**ALL TO THE PUBLIC**

**ITEM #4** Call to the Public: Consideration of comments from the public. Pursuant to Section 2-4-7(G) of the Town Code and A.R.S. § 38-431.01(H), those wishing to address the Council need not request permission in advance. The public may address the Council on matters not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter, direct staff to study the matter, reschedule the matter for further consideration and decision at a later date, or may ask that a matter be put on a future agenda. However, the Council may not discuss or take legal action at this time. Please limit your comments to not more than 3 minutes.

**REGULAR AGENDA:**

**ITEM #5** Presentation by the Foothills Land Trust regarding the status of their mission and preservation efforts.

**ITEM #6** Review, discussion and possible action to approve and adopt the Request for Proposal (“RFP”) for Engineering Mapping Solutions, Inc. for the Carefree Sign Inventory.

**ITEM #7** Application for a Wholesale Liquor License by American Premium Vodka located at 100 Easy Street, Mailbox #757, Carefree, AZ 85377

**ITEM #8** Adjournment.

DATED this 3<sup>rd</sup> day of August, 2022.

TOWN OF CAREFREE

BY: Kandace French Contreras  
Kandace French Contreras, Town Clerk/Treasurer

Items may be taken out of sequence

**Council meeting will be broadcast via our Town of Carefree Zoom channel:**

LIVESTREAM:     [HTTPS://ZOOM.US/](https://zoom.us/j/3229729660)  
                          MEETING ID 322 972 9660  
                          PASSCODE 12345

Or watch via the Zoom meeting direct link  
<https://us02web.zoom.us/j/3229729660?pwd=aHBnS3N5L1JRrG8wRGNFT25lc2hGUT09>

Meeting ID: 322 972 9660  
Passcode: 12345

For telephone audio  
1.669.900.6833 or 1.253.215.8782



**FOR SPECIAL ACCOMMODATIONS**

Please contact the Town Clerk, 8 Sundial Circle (PO Box 740), Carefree, AZ 85377; (480) 488-3686, at least three working days prior to the meeting if you require special accommodations due to a disability.



Agenda Item #1 with be provided prior to the  
meeting

**MINUTES OF THE REGULAR MEETING  
OF THE CAREFREE TOWN COUNCIL**



**WHEN:** TUESDAY, JULY 5, 2022  
**WHERE:** CAREFREE TOWN COUNCIL CHAMBERS  
33 EASY STREET, CAREFREE, AZ 85377  
**LIVESTREAM:** [HTTPS://ZOOM.US/](https://zoom.us/)  
MEETING ID 322 972 9660  
PASSCODE 12345  
**TIME:** 5:00 P.M.

**Town Council Attending:**

Mayor Les Peterson  
Vice Mayor John Crane  
Vince D'Aliesio  
Tony Geiger (via telephone)  
Stephen Hatcher  
Mike Johnson  
Cheryl Kroyer

**Town Council Absent:**

None

**Staff Present:**

Gary Neiss, Town Administrator; Michael Wright, Town Attorney; Stacey Bridge Denzak, Planning Director; Town Accountant; Samantha Gesell, Planning Clerk.

Mayor Peterson called the meeting to order at 5:05 p.m.

Ralph Ferro led the Council in the Pledge of Allegiance.

**CONSENT AGENDA**

All items listed hereunder are considered to be routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a council member so requests, in which event the item will be removed from the consent agenda and will be discussed separately:

**ITEM #1** Acceptance into the public record of the June 2022 paid bills.

Councilperson Kroyer **MOVED TO APPROVE** item #1 of the consent agenda. **SECONDED** by Councilperson Johnson. **CARRIED**, unanimously.

**ITEM #2** Acceptance of the cash receipts and disbursements report for May 2022.

Consent Agenda item #2 was deferred.

## **CALL TO THE PUBLIC**

**ITEM #3** Call to the Public: Consideration of comments from the public. Pursuant to Section 2-4-7(G) of the Town Code and A.R.S. 38-431.01(H), those wishing to address the Council need not request permission in advance. The public may address the Council on matters not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter, direct staff to study the matter, reschedule the matter for further consideration and decision at a later date, or may ask that a matter be put on a future agenda. However, the Council may not discuss or take legal action at this time. Please limit your comments to not more than 3 minutes.

Public comment was heard from; Stephanie Barbour, Wendy Mattes, Peg Mckenon, Tom Radde and Diane Roth who read public comment from Cynthia A. Burgin. Written public comment was received from Jacqueline Szenasi and distributed to Town Council.

Town Administrator Neiss and Councilperson Kroyer offered clarification regarding pedestrian/traffic concerns at Town Center, on both Cave Creek Road and Tom Darlington Drive.

## **REGULAR AGENDA:**

**ITEM #4** Current Events.

Councilperson D'Aliesio was pleased to introduce the new Cactus Shadows High School, head football Coach, Mr. Christopher Dixon.

**ITEM #5** **PUBLIC HEARING:** Discussion and possible action to approve Resolution 2022-14: Vacating portions of a Vehicular Non-Access Easement (VNAE) for lots 6 and 9 of the Nighthawk on Black Mountain Subdivision and abandoning of the existing access and utility easements shared between these lots.

Planning Director, Stacey Bridge-Denzak presented background of the abandonment case at Nighthawk on Black Mountain subdivision.

Ms. Bridge-Denzak explained, the request is to vacate portions of a Vehicular Non-Access Easement (VNAE) for lots 6 & 9 of the Nighthawk on Black Mountain Subdivision and vacate the existing access easement shared between these lots. Displaying an aerial of the subject parcels, Director Bridge-Denzak pointed out that over time there has been disturbance within the easement that is to be vacated. Further explaining that the easement shall be revegetated with native plants that conform to the density of plants in the surrounding natural environment following utility removals.

Ms. Bridge- Denzak notified Council that all public participation requirements have been met and there was no opposition to the request.

Director Bridge-Denzak responded to questions from Council regarding the timeframe for revegetation in regard to the development of the two adjacent lots.

Vice Mayor Crane **MOVED TO APPROVE** Resolution 2022-14: Vacating portions of a Vehicular Non-Access Easement (VNAE) for lots 6 and 9 of the Nighthawk on Black Mountain Subdivision and abandoning of the existing access and utility easements shared between these lots.

With the following conditions:

1. Finalization of the abandonment of the utility easement shall occur after the approval of the Mountainside development application for the second of the two lots to be developed (Lot 6), which shall include an electrical service design.
2. All utility services shall be from Never Mind Trail'
3. All utility lines shall be located underneath or within 5 feet of each driveway.
4. Prior to issuance of a building permit, each property owner shall record a new document that rededicates the VNAE except for 20 feet at each driveway entrance.
5. The existing disturbance shall be revegetated with native plants that conform to the density of plants in the surrounding natural environment following utility removals.

**SECONDED** by Councilperson Hatcher. **CARRIED**, unanimously.

**ITEM #6** Adjournment.

Councilperson Kroyer **MOVED TO ADJOURN**. **SECONDED** by Councilperson D'Aliesio. **CARRIED**, unanimously.

DATED this 5<sup>th</sup> day of JULY 2022.

TOWN OF CAREFREE

BY: Samantha Gesell  
Samantha Gesell, Planning Clerk

\_\_\_\_\_  
Les Peterson, Mayor

Attest:

\_\_\_\_\_  
Samantha Gesell, Planning Clerk

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the Regular Meeting of the Town of Carefree held July 5, 2022. I further certify that the meeting was duly called and held and that a quorum was present.

\_\_\_\_\_  
Samantha J. Gesell, Planning Clerk

Check Register Report

ALL CHECKS JULY 2022

BANK: NATIONAL BANK OF ARIZONA



Date: 07/29/2022  
Time: 2:00 pm  
Page: 1

Town Of Carefree

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>NATIONAL BANK OF ARIZONA Checks</b>							
48431	07/01/2022	Printed		903	ARIZ MUNICIPAL CLERK'S ASSOC	AMCA Dues French-Contreras+2	260.00
48432	07/01/2022	Printed		3463	BUSTAMANTE & KUFFNER PC	May 2022 Town Prosecutor Serv	4,090.00
48433	07/01/2022	Printed		3192	CIVICPLUS	Website Annual Renewal	4,496.07
48434	07/01/2022	Printed		3692	COPPER STATE PAVEMENT	CC Road Improv & X-walk Inv#3	54,164.29
48435	07/01/2022	Printed		1460	COX COMMUNICATIONS	July 2022 Town Internet&Phones	997.33
48436	07/01/2022	Printed		1880	EMPIRE SOUTHWEST	8 Sundial GeneratorServ 6/8/22	789.82
48437	07/01/2022	Printed		1320	KARSTEN'S ACE HARDWARE	June 22 Shop Supplies	95.52
48438	07/01/2022	Printed		0113	LEAGUE OF AZ. CITIES & TOWNS	League Dues FY 2023	6,330.00
48439	07/01/2022	Printed		0010	MARICOPA COUNTY	July 2022 MCSO Sheriff'sPatrol	41,606.53
48440	07/01/2022	Printed		3015	NOTHING BUT NET	June 22 Comp Maint Agreements	1,530.87
48441	07/01/2022	Printed		3015	NOTHING BUT NET	July 22 Comp Maint Agreements	1,530.87
48442	07/01/2022	Printed		818	RUNBECK ELECTION SERVICES	Carefree Aug2022 Prim Pamphlet	9,924.99
48443	07/01/2022	Printed		1075	SHERMAN & HOWARD LLC	General Legal to 5/31/22	27,080.00
48444	07/01/2022	Printed		1794	STAPLES ADVANTAGE	Office Supplies Town	171.96
48445	07/01/2022	Printed		3461	TITAN COMMERCIAL CLEANING	June 22 Town, Gardens Cleaning	7,305.00
48446	07/01/2022	Printed		3115	VERIZON WIRELESS	Junr 22 Mobile Phones All	470.92
48447	07/08/2022	Printed		3595	AMAZON CAPITAL SERVICES	June 22 Town Office Supplies	112.33
48448	07/08/2022	Printed		0414	AZ MUN. RISK RETENTION POOL	FY2023 Town Insurance	38,907.00
48449	07/08/2022	Printed		3463	BUSTAMANTE & KUFFNER PC	June 2022 Town Prosecutor Serv	6,010.00
48450	07/08/2022	Printed		0389	CAREFREE WATER COMPANY, INC	July 2022 Water All Depts	3,012.52
48451	07/08/2022	Printed		3299	CIRCLE K UNIVERSAL	June 22 Gas All Depts.	1,984.08
48452	07/08/2022	Printed		1329	COLONIAL SUPPLEMENTAL INS	June 22 Supplemental Ins	111.56
48453	07/08/2022	Printed		2059	DESERT FOOTHILLS LANDSCAPE	July 22 Gardens Maintenance	2,000.00
48454	07/08/2022	Printed		2059	DESERT FOOTHILLS LANDSCAPE	July 22 Medians Maintenance	4,955.00
48455	07/08/2022	Printed		3612	DOMENICO, DEBBIE	Office Supplies Town	237.11
48456	07/08/2022	Printed		0010	MARICOPA COUNTY	June 22 MCSO Jail Housing	884.72
48457	07/08/2022	Printed		3221	NATIONAL BANK OF ARIZONA	June 22 ACMA Conf Reg	448.64
48458	07/08/2022	Printed		3221	NATIONAL BANK OF ARIZONA	St Light Bulbs,DustCirl Permit	6,474.52
48459	07/08/2022	Printed		2081	O'REILLY AUTO PARTS, INC	June 22 Pub Wrks Veh Maint	149.57
48460	07/08/2022	Printed		3403	PROSKILL PLUMBING, HEATING	FireStatn Dryer Water Line Ins	375.00
48461	07/08/2022	Printed		3010	REPUBLIC SERVICES #753	July 22 Trash PU 8 Sundial Cir	620.65
48462	07/08/2022	Printed		3010	REPUBLIC SERVICES #753	June 22 40Yd Rolloff 6/20/22	1,412.02
48463	07/08/2022	Printed		1691	SPARKLETTS	June 22 Bottled Water All	205.82
48464	07/08/2022	Printed		1794	STAPLES ADVANTAGE	Town Office Supplies	81.77
48465	07/15/2022	Printed		0300	ARIZ PUBLIC SERVICE	July22 Electric All Depts	3,094.49
48466	07/15/2022	Printed		1470	BROWN & ASSOCIATES	June 22 Bld Inspect 115.5 Hrs	9,100.00
48467	07/15/2022	Printed		1470	BROWN & ASSOCIATES	Missing May 22 Bld Insp Check	6,991.56
48468	07/15/2022	Printed		0389	CAREFREE WATER COMPANY, INC	Reimb Hydrant Signs	30.97
48469	07/15/2022	Printed		3626	CENTRALSQUARE TECHNOLOGIES	New ASYST Accounting Software	4,164.84
48470	07/15/2022	Printed		1058	DAILY JOURNAL CORPORATION	Legal Ad P&Z 22-07-AP	2.21
48471	07/15/2022	Printed		3606	DYNAMITE SIGNS	Sign for Case #22-07-AP	507.70
48472	07/15/2022	Printed		0155	IIMC	FY23 Dues KFrench, JKeen	290.00
48473	07/15/2022	Printed		3599	INDUSTRIAL COMMISSION OF ARIZ	FY23 Mun Fire Cancer ReimbFund	9,483.00
48474	07/15/2022	Printed		3520	JENNINGS STROUSS & SALMON, PLC	Legal Fees CC vs CF to 6/30/22	3,460.80
48475	07/15/2022	Printed		3578	LIBERTY UTILITIES	June 22 Sewer Gardens	947.36
48476	07/15/2022	Printed		1876	LOWE'S	June 22 Pub Works Supp,Tools	786.40
48477	07/15/2022	Printed		0079	MARICOPA ASSN. OF GOVERNMENTS	FY2023 MAG Dues	646.00
48478	07/15/2022	Printed		0091	MARICOPA COUNTY TREASURER	June 22 Court Remittance	1,056.56
48479	07/15/2022	Printed		949	TARA. PARASCANDOLA	July 22 Town Magistrate Serv	3,862.50
48480	07/15/2022	Printed		3105	PETERSON, LES	Miles MAG Meeting	45.63
48481	07/15/2022	Printed		0668	RURAL METRO FIRE DEPT.	June 22 Fire Truck Diesel	702.62



## Check Register Report

ALL CHECKS JULY 2022

Date: 07/29/2022  
Time: 2:00 pm  
Page: 2

Town Of Carefree

BANK: NATIONAL BANK OF ARIZONA

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>NATIONAL BANK OF ARIZONA Checks</b>							
48482	07/15/2022	Printed		0668	RURAL METRO FIRE DEPT.	July 22 Fire Service Contract	154,916.66
48483	07/15/2022	Printed		0021	STATE TREASURER	June 22 Court Remittance	7,594.91
48484	07/15/2022	Printed		3287	TOSHIBA BUSINESS SOLUTIONS	July 22 Town Copier Service	1,028.72
48485	07/15/2022	Printed		3352	UNUM LIFE INSURANCE COMPANY	August 2022 Short Term Dis Ins	441.63
48486	07/15/2022	Printed		352	WESTERN STATES PETROLEUM INC.	June 22 Pub Works Diesel	424.25
48487	07/22/2022	Printed		3625	AETNA LIFE INSURANCE CO	July 22 Supplemental Ins	239.02
48488	07/22/2022	Printed		3495	ASSURITY LIFE INSURANCE CO	June 22 Supplemental Ins	522.13
48489	07/22/2022	Printed		0389	CAREFREE WATER COMPANY, INC	Reimb Diesel Outside Tank 50%	2,206.53
48490	07/22/2022	Printed		3293	CITI CARDS	Costco Renew Ad Building Offic	785.26
48491	07/22/2022	Printed		1460	COX COMMUNICATIONS	Jul22 Shop Internet & Phones	323.05
48492	07/22/2022	Printed		3367	DOG WASTE DEPOT	6,000 Doggie Waste Bags	216.87
48493	07/22/2022	Printed		3210	ECOBLU ENTERPRISES. INC.	Reple Sand in 2 Fountain Pumps	1,044.49
48494	07/22/2022	Printed		3210	ECOBLU ENTERPRISES. INC.	July 22 Gardens Fountain Serv	600.00
48495	07/22/2022	Printed		3694	IMMENSE IMPACT, LLC	1 YR Website Hosting	3,802.00
48496	07/22/2022	Printed		3584	KIMLEY-HORN AND ASSOCIATES, INC	Carefree Sign Plan to 6/30/22	2,272.50
48497	07/22/2022	Printed		3047	L.N. CURTIS & SONS	Eagle Breath Air Compress Serv	2,136.44
48498	07/22/2022	Printed		1366	LEXISNEXIS MATTHEW BENDER	AZ Rules of Court Subscr	119.61
48499	07/22/2022	Printed		949	TARA. PARASCANDOLA	Reimb Judicial Conf Lodging	334.71
48529	07/22/2022	Printed		3403	PROSKILL PLUMBING, HEATING	AC Maintenance 8 Sundial Cir	1,700.00
48530	07/22/2022	Printed		3010	REPUBLIC SERVICES #753	Shop 40YdRolloffs7/8,7/11,7/14	2,579.47
48531	07/22/2022	Printed		3425	RURAL ARIZ GROUP HEALTH	July 22 Med Dental Vision Ins	18,588.13
48532	07/22/2022	Printed		1920	SOUTHWEST GAS	July 22 Nat Gas All Dept	137.66
48533	07/29/2022	Printed		3504	AAA SMART HOME	8 Sundial Sec Sys Maint Serv	949.15
48534	07/29/2022	Printed		3504	AAA SMART HOME	8 Sundial Sec Sys Maint Serv	125.92
48535	07/29/2022	Printed		0660	AMCA	Elect Training French, Gesell	360.00
48536	07/29/2022	Printed		815	ARIZ SECRETARY OF STATE	Renewal Filing Kandace French	43.00
48537	07/29/2022	Printed		1512	ARROW AWARDS	NamePlate G Crossman	25.00
48538	07/29/2022	Printed		1470	BROWN & ASSOCIATES	Inspect 7/15/22	1,725.00
48539	07/29/2022	Printed		3692	COPPER STATE PAVEMENT	CC Road Improv & X-walk Inv#4	66,329.22
48540	07/29/2022	Printed		3588	COPPERSMITH BROCKELMAN PLC	Election Sign Ord June 22	1,862.50
48541	07/29/2022	Printed		1058	DAILY JOURNAL CORPORATION	Legal Ad Case # 22-07-AP	2.31
48542	07/29/2022	Printed		3627	DESTINY SOFTWARE, INC	AgendaQuick Meeting Sys	7,550.00
48543	07/29/2022	Printed		3296	LJCAA	Assn Dues A Mercer, M Dodge	75.00
48544	07/29/2022	Printed		0010	MARICOPA COUNTY	Aug 22 Sheriff's Patrol	41,606.53
48545	07/29/2022	Printed		3105	PETERSON, LES	Miles MAG Mtg	43.75
48546	07/29/2022	Printed		1075	SHERMAN & HOWARD LLC	General Legal thru 6-30-22	18,640.00
48547	07/29/2022	Printed		3598	STORQUEST - CAREFREE-CC	Aug 22 Town Rec Storage	297.66
48548	07/29/2022	Printed		3461	TITAN COMMERCIAL CLEANING	July 22 Town, Gardens Cleaning	7,305.00
48549	07/29/2022	Printed		3132	URBAN LAND INSTITUTE	FY2023 ULI Renewal	600.00
48550	07/29/2022	Printed		3115	VERIZON WIRELESS	July 22 Mobile Phones All	473.86
48551	07/29/2022	Printed		3628	VORTEX INDUSTRIES LLC	Windows f Gardens Doors 1/2	2,129.00

<b>Total Checks: 92</b>	<b>Checks Total (excluding void checks):</b>	<b>626,156.06</b>
<b>Total Payments: 92</b>	<b>Bank Total (excluding void checks):</b>	<b>626,156.06</b>
<b>Total Payments: 92</b>	<b>Grand Total (excluding void checks):</b>	<b>626,156.06</b>



**Agenda Item #**

**TOWN OF CAREFREE  
INFORMATION SUMMARY**

**MEETING**

**DATE:** August 9, 2022

**SUBJECT:** Review and Adoption of the RFP for Engineering Mapping Solutions, Inc. for the Carefree Sign Inventory

**ATTACHMENT:** RFP from Engineering Mapping Solutions, Inc./Y2K.

**SUMMARY:**

The Town of Carefree is seeking to retain a consulting firm to provide sign inventory services. A Request for Proposals (RFP) was published and opened on February 14, 2022. A total of four RFP's were submitted.

The Carefree Sign Inventory will include, but not be limited to, the data as shown below:

- Sign ID Number (to be added by surveyor)
- Sign Type Description
- MUTCD Sign Reference Number
- Sign Image (Google Earth or similar method)
- Location and Street Name (Latitude/Longitude and/or approximate distance to street intersection centerline)
- Side of Road / Direction Sign Faces
- Condition Assessment (Good, Fair, Poor)
- Sign size (inches x inches)
- Height of bottom of sign relative to edge of pavement
- Post type (wood, metal, other)
- Post quantity (quantity of posts for sign structure)
- Post shared with other signs (YES or NO)
- Post condition (good, bent, needs replacement, etc.)
- Notes about sign
  - ❖ Sign condition (bent, graffiti, holes, faded, etc.)

The Carefree Sign Inventory was placed in the Capital Improvement Plan to help the Town more efficiently place, remove, replace, inventory, and purchase traffic signs, warning signs, and guide signs placed on the public thoroughfares throughout the Town. The RFP was developed to accept the consultant's proposals and to come up with a budget figure for this assignment. The budget figure placed within the CIP was set at \$15,000.

The final product will include photos and data points of the deliverable signs, and access to the location of the signs in a Google Map vehicle allowing for multiple layers of map data. This mapping system can be used on any computer, laptop, or smart phone and be available to share with anyone with this type of a system.

Engineering Mapping Solutions, Inc/Y2K was picked as the most responsive RFP given their organization and approach, scope of work, and the attributes they had submitted. Their proposal came in under the budget number at \$13,500.

**ACTION NEEDED:**

Approval of the RFP from Engineering Mapping Solutions, Inc. in the amount of \$13,500.

REPORT PREPARED BY:

*/S/*

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Mark Milstone, Town Engineer

# REQUEST FOR PROPOSAL

## SIGN INVENTORY CONVERSION SERVICES



February 2022

TOWN OF CAREFREE , ARIZONA



# Table of Contents

**SECTION 1. INTRODUCTORY LETTER ..... 3**

**SECTION 2. CONSULTANT INFORMATION AND QUALIFICATION ..... 4**

**SECTION 3. ORGANIZATION AND APPROACH ..... 6**

**SECTION 4. SCOPE OF WORK ..... 8**

    Project Closeout – Implementation and Training..... 11

**SECTION 5. CONTRACT AGREEMENT ..... 12**

**SECTION 5. PRICE PROPOSAL ..... 12**



## SECTION 1. INTRODUCTORY LETTER

Mr. Mark Millstone, P.E., Town Engineer  
Town of Carefree  
8 Sundial Circle  
Carefree, AZ 83577

### **RE: RFP for Sign Inventory**

Dear Mr. Millstone:

Engineering Mapping Solutions, Inc. (EMS) is honored to submit the following response to the above-referenced RFP for the Town's consideration. This proposal is the result of careful consideration of your unique requirements and the experience of 25+ years in performing GIS-based asset collection projects. EMS is a professional services corporation located in Phoenix, Arizona, specializing in enterprise-wide Geographical Information System (GIS) consulting, utility conversion, digital engineering solutions, and custom web-based mapping applications. To cover the Engineering assessment-related tasks, we will be teaming with Y2K Engineering (Y2K) with whom we've worked together on many projects.

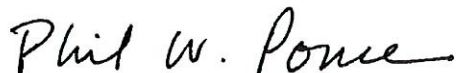
The company principals, Martin Shaeffer, P.E. (President) and Phil Ponce, P.E. (Vice President), have over 50 years of combined expertise in Asset Collection, GIS database design, and engineering-based GIS solutions. Y2K is staffed with ample engineering professionals with robust knowledge of MUTCD standards. Together our team will perform all requested tasks to exceed your expectations.

There are a few aspects of this proposal that we would like to draw the Town's attention to:

- EMS has a proven record of delivering quality services and products on time, on budget, and to the full satisfaction of clients throughout the United States.
- All aspects of this Project will be conducted and managed by registered Civil Engineers who are well-versed in GIS systems, additionally ensuring that your data will be engineering topologically sound and "model-ready" to enable future modeling analysis and engineering-intuitive maintenance.
- EMS is in the ESRI Developers Program and are well versed in ArcServer, Portal, and the ArcGIS Online suite of Enterprise tools including WebApp Builder, Collector Integration.

In conclusion, we welcome and appreciate your consideration of this proposal. EMS shares your commitment to the successful creation of your Sign Inventory and the maintenance procedures to support it. The EMS/Y2K team are your partner and we look forward to assisting you with this important project and welcome any questions you may have.

Sincerely,



**Phil Ponce, P.E. Vice President**  
Engineering Mapping Solutions, Inc

## SECTION 2. CONSULTANT INFORMATION AND QUALIFICATION

**Engineering Mapping Solutions, Inc. (EMS)** is a professional services corporation based in Phoenix, Arizona specializing in enterprise-wide GIS consulting, asset utility conversion, digital engineering solutions, and custom mapping applications. EMS was established in 1995 as an LLC and incorporated in 1997.

We are in good standing with the Arizona Corporation Commission.

### ENTITY INFORMATION

Search Date and Time: 12/17/2021 2:59:48 PM

#### Entity Details

Entity Name:	ENGINEERING MAPPING SOLUTIONS, INC.	Entity ID:	08078996
Entity Type:	Domestic For-Profit (Business) Corporation	Entity Status:	Active
Formation Date:	5/15/1997	Reason for Status:	In Good Standing
Approval Date:	5/16/1997	Status Date:	
Original Incorporation Date:	5/15/1997	Life Period:	Perpetual
Business Type:	Professional, Scientific, and Technical Services	Last Annual Report Filed:	2021
Domicile State:	Arizona	Annual Report Due Date:	10/15/2022
		Years Due:	
Original Publish Date:	7/16/1997		

#### Statutory Agent Information

Name:	PHIL W PONCE	Appointed Status:	Active
Attention:			
Address:	1355 E Northern Ave, Suite 1, PHOENIX, AZ 85020, USA		
Agent Last Updated:	7/22/2021	E-mail:	
Attention:		Mailing Address:	
County:	Maricopa		

EMS is the Prime Consultant on this project and will not be Teaming with Y2K Engineering.  
Y2K is an Arizona-certified DBE/SBE/WBE firm.  
EMS is not a registered DBE.  
EMS carries all necessary insurances.

#### **Your Project Manager and Contract Signatory is:**

Phil Ponce, P.E.  
Vice President  
1355 E. Northern Ave  
Phoenix, AZ 85020  
Cell: 602-402-9878  
www.emsol.com

**Project Roles:** Project Manager including task delegation, long and short-term project planning and coordination. Field data collection and asset collection

**Y2K Engineering, LLC (Y2K)** is based in Mesa, AZ and is an Arizona-certified DBE/ SBE/WBE firm. Founded in February of 2017, Y2K is a transportation planning and civil engineering firm that provides planning, studies, safety analysis and countermeasures, and intelligent transportation systems design. Y2K plans, designs, and manages projects throughout Arizona with one mission in mind – **to provide value to our clients**. Y2K has the experience and expertise to innovate and provide context-sensitive solutions from concept to successful completion.

Y2K was launched by **Yung Koprowski, PE, PTOE, RSP2** who has 14 years of industry experience in transportation engineering and planning, specifically in safety, traffic operations, and complete streets. Her leadership is complemented by **Chris Williams, PE, PTOE** and **Keith Koprowski, PE** who both have 20 years of engineering experience focused on roadway infrastructure, parking and civil site development, traffic control, roadway lighting, traffic signal design, signing/pavement marking and interconnect design.

Your primary point of contact at Y2K is:

**Keith Koprowski, P.E**

1921 S Alma School Rd Suite 204

Mesa, AZ 85210

[kkoprowski@y2keng.com](mailto:kkoprowski@y2keng.com)

480-320-9137

*Project Roles:* Assistant Project Manager supporting Phil Ponce including project coordination, all engineering-related assessment tasks



### SECTION 3. ORGANIZATION AND APPROACH

EMS, led by Phil Ponce and Y2K, led by Keith Koprowski (Team) will jointly lead an introduction meeting with the Carefree project manager and any additional stakeholders that directly influence the scope of services and extent of the data collection area and required information EMS will collect. This will be an introduction to the importance of the project, a fact gathering session for issues and concerns, a development of the vision to guide the project process, and a chance to set the roles of each team member with a schedule and actionable items list. Meeting minutes with action items and a schedule for follow-up meetings will be distributed to all attendees and stakeholders to set the groundwork for the entire project.

EMS will establish a monthly conference call with the project manager and other stakeholders that would like to discuss the project progress and any actions that the Town may have interest in. Minutes from these calls will be provided to the Town project manager with updates on the schedule showing work tasks, phases, durations, milestones, assignments, and critical paths.

EMS will begin the sign inventory process by canvassing the Town with imagery to collect signage attributes to build a GIS database. We begin by driving each road in both directions using truck-mounted cameras positionally corrected with a Bad Elf GPS unit capable of sub-centimeter accuracy. Note that we will need to coordinate with Town staff to gain access to the main gated communities service by the Town.





Once the field imagery is collected, EMS technicians review each photo to gather locations and attributes of each sign. By reviewing the multiple images taken of each sign, EMS techs will have all the information necessary to capture the required attributes.



When the GIS is built by EMS, it is then handed to Y2K for the engineering assessment. Lastly, we will circle back with the Town for training and implementation provided by EMS.

The details of these steps are in the next section of the proposal.



## SECTION 4. SCOPE OF WORK

Carefree is a unique semi-rural small town nestled among vegetated sloping foothills the Upper Sonoran Desert. The Town was master planned to be entirely distinctive from the surrounding communities. This distinction is reflected in many of the local street names, such as Easy Street, Ho Hum, Nonchalant and Peaceful Place.

The Town of Carefree maintains approximately 60 centerline miles of local roads, which contain an unknown number regulatory and warning signs. The scope of work for this project shall include survey of all regulatory, warning and guide signs in the Town's Road network. The actual number of signs is not known at this time by the Town but will be determined through the work requested.

The Team will apply GIS-based applications to capture data of signs as requested in the request for proposal such as location of signs, size, MUTCD compliance, mounting heights, and condition. This data will be published and provided to the Town in ArcGIS Online for consumption in WebApp Builder and EMSWebMap software.

Further, Y2K Engineering will also take the data points from the GIS database and establish a Google MY Map deliverable. Google's [My Map tool](#) allows you to load multiple layers of map data (point, line or area), change colors and symbols, and import photographs. Carefree will be able to share the resulting map with anyone using a web link and will be able to designate specific people as editors such that the database can be easily maintained. My Maps are also mobile-ready, which means they function correctly on your smart phone, not just on your computer.

The first phase of the project collects field imagery by EMS. Each image is methodically reviewed to provide the following attributes:

- A unique sign ID number
- A description of the sign type
- MUTCD code
- An image of the sign
- The location of the sign both by latitude and longitude along with the approximate distance to the nearest intersection
- The side of the road the sign is on, along with the direction the sign faces
- Information about if the sign post is shared with other signs
- The date the sign was surveyed

Sign Attributes 8.0 - GIS/MSProject/FortWorth\_Tx\_2021/ASSETS\_BY\_ZONE/ZONE\_12\_GRID\_189\_SignLog\_Grid.mxd

File Save Grid Layout

Table Chosen Query Ca

Category Description

- 3 CallSide
- 3 CallMisc
- 3 CallRegulatory
- 3 CallWarning
- 3 Canada
- 3 O&A Defense

Record 13 of 307

FEAT\_ID: 1890015

ID	Stack ID	SHA	Stack Ord.	PLACEMENT	Condition	Sign One	Sign Stack	Sign Size	Sign LED	Sign P.D.	Comments	Sign Text	Support P.	FEAT_ID	Support	NAME	Support Count
47	0	1	0	D3	Grid	Parallel	Top C.	Small	No	No			Behind	1890015	No		Single
48	0	1	1	D3	Grid	Perpe	Middle	Small	No	No			Behind	1890015	No		Single
49	0	1	2	R1-1	Grid	Perpe	Butts	Medium	No	No			Behind	1890015	No		Single
50	0	1	3	KSPF	Grid	Perpe		Medium	No	No			Behind	1890015	No		Single
1008	0	1	4	I-20A	Grid	Back T.	Top C.	Medium	No	No			Behind	1890015	No		Single

Call Advance

32.7°N 97.3°W 25 m 100 ft

Our custom review tools and techniques leverage state-of-the-art programming techniques such as custom pull-down menus to ensure all data is entered properly and accurately.

The GIS information is stored with each database feature as shown below, and all fields are customized to the Town's specification.

Project Edit View Layer Settings Plugins Vector Editor Database Web Mesh Processing Help

Layers

- FORWORTH\FORTWORTH\_StreetPhotos12
  - SSupport
    - imgSUPPORT\_FRONT
    - imgSUPPORT\_FRONT,BACK
    - NOT FOUND
    - NO SURVEY
    - UTILITY\_SIGN
  - Streets
    - ex\_signs
  - ZoneGrid
  - MapGrid
  - GISROUTE
  - Domains
  - Fields
  - Layers
  - Google Satellite

Identify Results

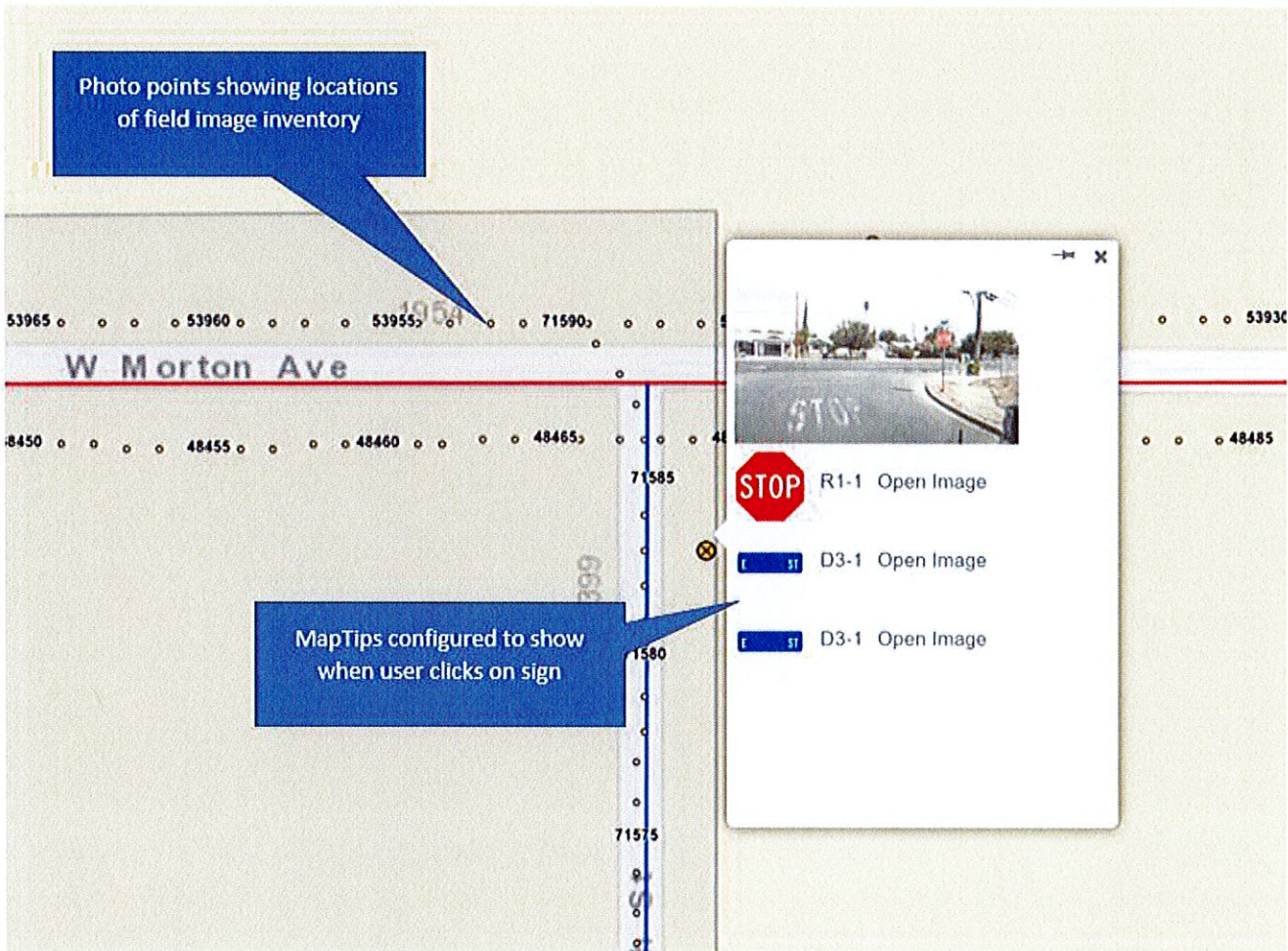
Feature	Value
ex_signs [2]	
intersection_name_number	9999
(Derived)	
(id)	
id	45274
objectId	45274
street	BOLL ST, W
mutcdcode	R1-1
signtext	STOP
condition	75
comments	
signfacedirection	E
initial_date	1900-01-01 00:00:00
owner	FORT WORTH
maintainedby	FORT WORTH
conditionindex	75
install_year	1900
asset_id	SGN0117072
lifecycle	Active
created_user	NULL
created_date	NULL
last_edited_user	HOFFMAN, J
last_edited_date	2020-05-21 05:53:05
intersection_name_nu...	9999
led	NO
pedactivated	NO
photo_hyperlink	http://cfwassetmgmt.fortworthtx.as.gov/videoimages/Signs/181006_DISS_5-F1084-C1.jpg
plan_hyperlink	9999
supplid	POL0030950
ZONE	12
MAPGRID	NULL
REVIEWED	NULL
intersection_name_number	9999



After the initial database has been prepared by EMS, Y2K will complete an assessment, engineering field work, including sign sizes, heights, post and sign conditions.

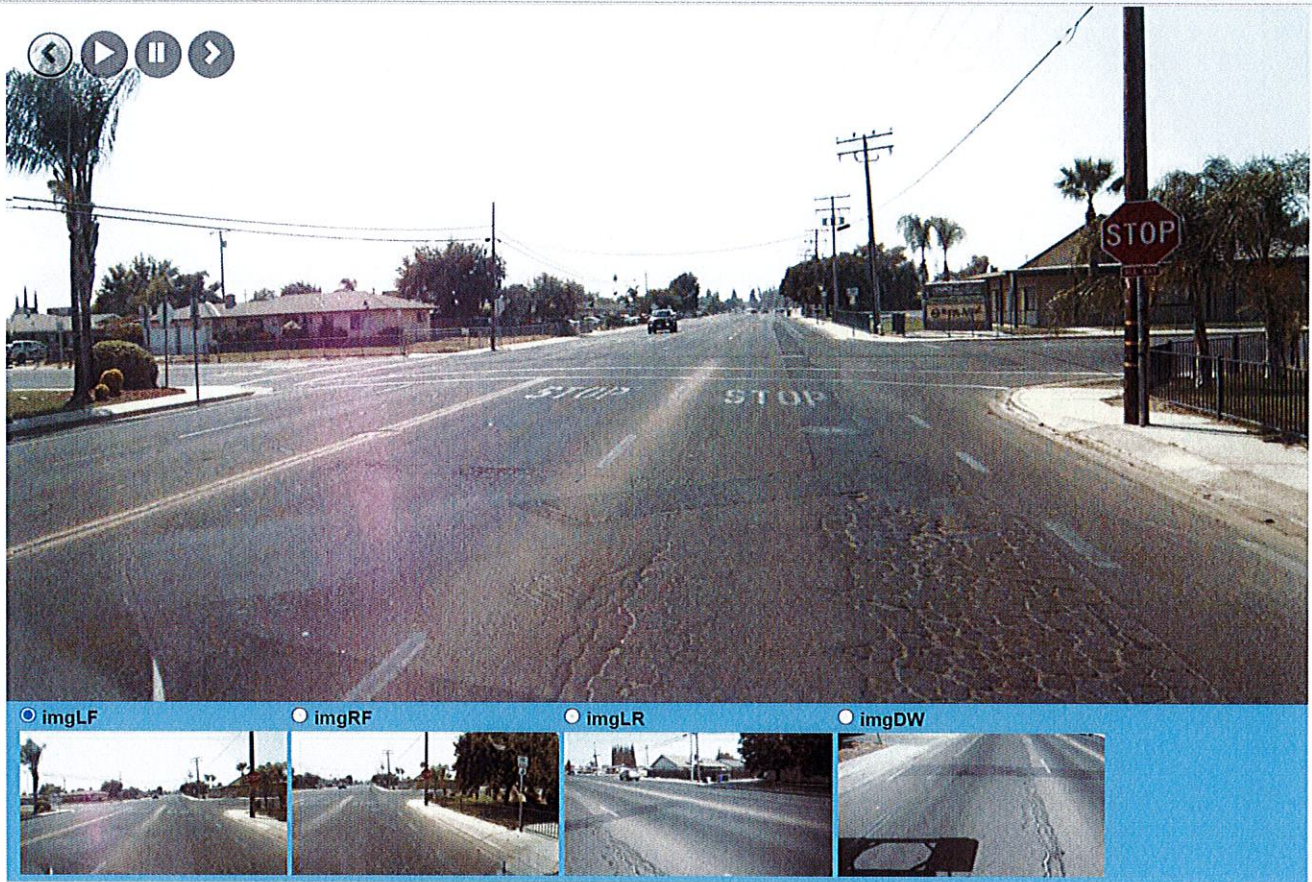
- Condition Assessment (Good, Fair, Poor)
- Sign size (inches x inches)
- Height of bottom of sign relative to edge of pavement
- Post type (wood, metal, other)
- Post quantity (quantity of posts for sign structure)
- Post shared with other signs (YES or NO)
- Post condition (good, bent, needs replacement, etc.)
- Sign condition (bent, graffiti, holes, faded, etc.)
- Notes about sign.

Final delivery of data will be in many formats, as the Town needs. Our primary delivery will be in GIS format using browser-based web access. Below is an example of what is returned when you select a sign. Note that you can select the sign to retrieve the sign stack and an image of the sign.





Additionally, when you select an image point, you can then “walk” down the street seeing the same images we use to gather the inventory.



This approach allows Town web users to see the current status of their entire street network system when complete.

## Project Closeout – Implementation and Training

The final step of the project is to train and implement the new system with Town users. We envision working with management as well as field staff to ensure the data is useable on their existing hardware, including mobile devices.

Our goal is to ensure the data is used properly and is scaleable for future application in both the office and the field. Our job will not be complete until you are completely satisfied with the entire process. To that end, we will work directly with town staff to ensure they can access, edit, and maintain the resulting datasets via ArcGIS Online and any desired mobile field applications.

## SECTION 5. CONTRACT AGREEMENT

EMS takes no exceptions to the scope of services or other requirements of this RFP and has no requested changes to the contract agreement or insurance requirements.

EMS Engineering acknowledges that the proposal terms shall remain in effect for one hundred and twenty (120) days following the date proposal submittals were due (February 14, 2022).

## SECTION 5. PRICE PROPOSAL

Based on our collective knowledge of this work, EMS proposes a Not to Exceed, fixed fee of **\$13,500** to complete this project in a timeframe of approximately **12 calendar weeks**.

This schedule has ample float to accommodate the availability of the Town staff for meetings and periodic data review.

State of Arizona  
Department of Liquor Licenses and Control



Created 07/13/2022 @ 10:11:11 AM

Local Governing Body Report

**LICENSE**

Number: Type: 004 WHOLESALER  
Name: AMERICAN PREMIUM VODKA  
State: Pending  
Issue Date: Expiration Date:  
Original Issue Date:  
Location: 100 EASY STREET  
#757  
CAREFREE, AZ 85377  
USA  
Mailing Address: 100 EASY STREET  
#757  
CAREFREE, AZ 85377  
USA  
Phone: (602)677-2225  
Alt. Phone:  
Email: MARKGUSSCOTTUSA@GMAIL.COM

**AGENT**

Name: MARK ALAN SCOTT  
Gender: Male  
Correspondence Address: 100 EASY STREET  
#757  
CAREFREE, AZ 85377  
USA  
Phone: (602)677-2225  
Alt. Phone:  
Email: MARKGUSSCOTTUSA@GMAIL.COM

**OWNER**



Name: AMERICAN PREMIUM VODKA LLC  
Contact Name: MARK GUS SCOTT  
Type: LIMITED LIABILITY COMPANY  
AZ CC File Number: 23256944 State of Incorporation: AZ  
Incorporation Date: 08/17/2021  
Correspondence Address: 100 EASY STREET  
CAREFREE , AZ 85377  
USA  
Phone: (602)677-2225  
Alt. Phone:  
Email: PRESIDENT@AMERICANPREMIUMVODKA.COM

**Officers / Stockholders**

Name:	Title:	% Interest:
MARK ALAN SCOTT	Member	100.00

**AMERICAN PREMIUM VODKA LLC - Member**

Name: MARK ALAN SCOTT  
Gender: Male  
Correspondence Address: 100 EASY STREET  
#757  
CAREFREE, AZ 85377  
USA  
Phone: (602)677-2225  
Alt. Phone:  
Email: MARKGUSSCOTTUSA@GMAIL.COM

## APPLICATION INFORMATION

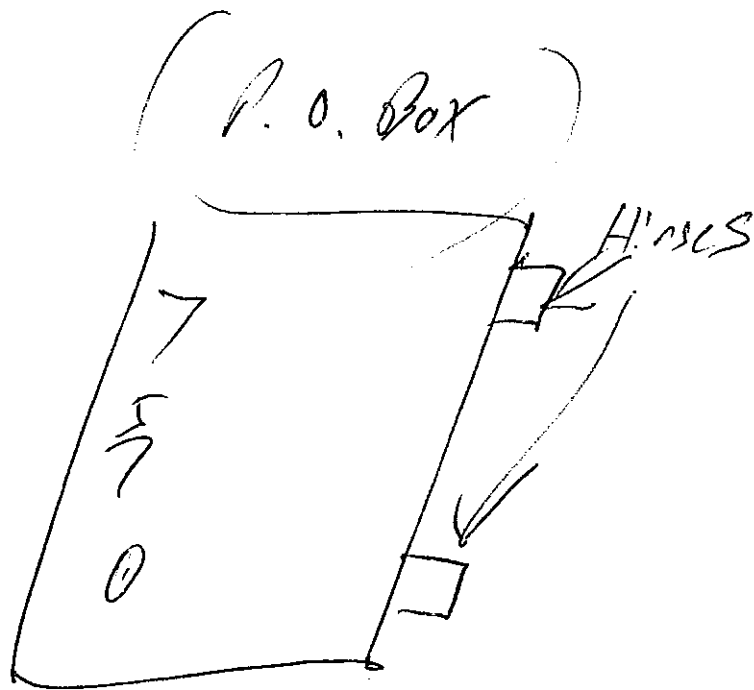
Application Number: 201341  
Application Type: New Application  
Created Date: 06/21/2022

## QUESTIONS & ANSWERS

### 004 Wholesaler

- 1) Are you applying for an Interim Permit (INP)?  
No
- 2) Are you one of the following? Please indicate below.  
Property Tenant  
Subtenant  
Property Owner  
Property Purchaser  
Property Management Company  
Property Owner
- 3) Is there a penalty if lease is not fulfilled?  
No
- 4) Is the Business located within the incorporated limits of the city or town of which it is located?  
Yes
- 5) What is the total money borrowed for the business not including the lease?  
Please list each amount owed to lenders/individuals.  
N/A
- 6) Are there walk-up or drive-through windows on the premises?  
No
- 8) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?  
No

America Premium Vodka  
100 Easy St. # 757  
Cavefree, AZ 85377  
- Business Location Address



20 JUN 21 10:14 AM '52