

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

**WHEN:** TUESDAY, OCTOBER 6, 2020

**WHERE:** ZOOM WEB\*

**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.

*Members of the Council are participating by technological means or methods pursuant to A.R.S. §38-431(4).*

The agenda for the meeting is as follows:

**CALL TO ORDER**

**ROLL CALL**

**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 September 1, 2020 Town Council Meeting Minutes.
- ITEM #2** Approval of the September 29, 2020 Town Council Special Meeting and Strategic Workshop Minutes.
- ITEM #3** Acceptance into the public record of the September, 2020 paid bills.
- ITEM #4** Acceptance of the cash receipts and disbursements report for August, 2020.
- ITEM #5** Approval of a Proclamation declaring November 1, 2020 to be Extra Mile Day.

**ITEM #6** Approval of a Proclamation declaring the month of October Domestic Violence Awareness Month.

**REGULAR AGENDA:**

**ITEM #7** Call to the Public: Public comments can be provided in written format by email to [Kandace@Carefree.org](mailto:Kandace@Carefree.org). Please limit your comments to not more than 1 page, double spaced, 12 point type. Comments may not be read that exceed three minute.

**ITEM #8** Current Events.

**ITEM #9** Presentation, discussion and possible action for approval of street closures for walking/running routes, as set forth on the attached application and maps, for the AT&T Veterans Day Charity Three Miler on November 7, 2020 from 7:00 a.m. to 1:00 p.m. Kelsey Hughes, with AT&T Veterans, will appear and speak in regarding to the safety and COVID -19 precautions being implemented for the event.

**ITEM #10** Approval of street closures for Thunderbird Artists' 28<sup>th</sup> Annual Winter Carefree Fine Art & Wine Festival Friday, January 15 through Sunday, January 17, 2021 from 10:00 a.m. to 5:00 p.m. with set-up beginning January 14<sup>th</sup> at 5:00 p.m. and tear down on January 17<sup>th</sup> at 5:15 p.m. Road closures include Hum and HoHum Road, Easy Street, and Sundial Circle as shown in the attached map. Council approval tentative based upon COVID-19 state guidelines.

**ITEM #11** Approval of street closures for Thunderbird Artists' 26<sup>th</sup> Annual Spring Carefree Fine Art & Wine Festival Friday, March 12 through Sunday, March 14, 2021 from 10:00 a.m. to 5:00 p.m. with set-up beginning March 11 at 5:00 p.m. and tear down on March 14 at 5:15 p.m. Road closures include Hum and HoHum Road, Easy Street, and Sundial Circle as shown in the attached map. Council approval tentative based upon COVID-19 state guidelines.

**ITEM #12** Presentation of the **"Carefree Cares" / CCUSD Excellence Award** in conjunction with Cave Creek Unified School District, honoring a teacher from each school in the district each quarter.

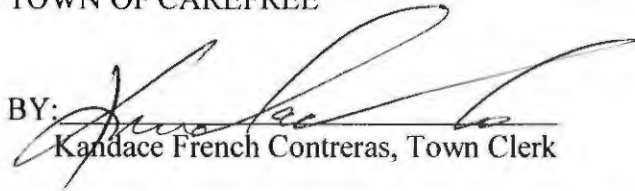
**ITEM #13** Presentation of information regarding the new Ambassador Program for the Town of Carefree

**ITEM #14** Adjournment.

DATED this 1<sup>st</sup> day of October, 2020.

TOWN OF CAREFREE

BY:



Kandace French Contreras, Town Clerk

\*Due to the risks to public health caused by the possible spread of the COVID-19 virus at public gatherings, the Town of Carefree has determined that public meetings will be indefinitely held through technological means. Meetings will be also open to the public through technological means. In reliance on, and compliance with, the March 13, 2020 Opinion issued by Attorney General Mark Brnovich, the Town of Carefree Town Council provides this special advance notice of the technological means through which public meetings may be accessed. While this special notice is in effect, public comment at meetings will only be accepted through written submissions, which may nor may not be read aloud during meetings.

On your computer:

**Click on the following link or cut and paste it into your browser: Join Zoom Meeting**

**<https://us02web.zoom.us/j/3229729660>**

**Or go to <https://www.zoom.us/join> Meeting ID: 322 972 9660**

**A password is not required.**

**On your phone:**

Please call 1-253-215-8782

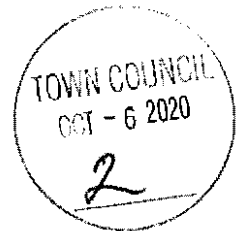


**FOR SPECIAL ACCOMMODATIONS**

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 WILL BE AVAILABLE  
PRIOR TO THE MEETING**

MINUTES OF THE SPECIAL MEETING  
AND STRATEGIC PLANNING WORKSHOP  
OF THE CAREFREE TOWN COUNCIL



**WHEN:** TUESDAY, SEPTEMBER 29, 2020

**WHERE:** ZOOM WEB <https://us02web.zoom.us/j/3229729660>

MEETING ID: 322 972 9660

**TIME:** 3:00 P.M.

**Town Council Attending:**

Mayor Les Peterson  
Vice Mayor John Crane  
Vince D'Aliesio  
Stephen Hatcher  
Michael Krahe  
Cheryl Kroyer

**Town Council Absent:**

**Staff Present:**

Gary Neiss, Town Administrator; Michael Wright, Town Attorney; Stacey Bridge-Denzak, Planning and Zoning Director; Kandace French, Town Clerk/Treasurer.

Mayor Peterson called the meeting to order at 5:00 pm.

Vince D'Aliesio led the Council in the Pledge of Allegiance.

**Town Council Attending:**

Mayor Les Peterson  
Vice Mayor John Crane  
Vince D'Aliesio  
Stephen Hatcher  
Michael Krahe  
Cheryl Kroyer  
Gene Orrico

**Town Council Absent:**

None

**Town Council Elect:**

Tony Geiger

**Staff Present:**

Gary Neiss, Town Administrator; Kandace French, Town Clerk/Treasurer.

Mayor Peterson called the meeting to order at 3:01 p.m.

**REGULAR AGENDA:**

**ITEM #1** Review, discussion and possible action to approve Resolution 2020-08 accepting and approving the disbursement of funds to the Town of Carefree from the Harry S. Vardakis and Marti Vardakis Revocable Trust dated February 14, 2003 as Amended and authorizing the Mayor to sign all documents related to the bequest.

Mayor Peterson called the agenda item and introduced Town Administrator, Gary Neiss and Town Clerk, Treasurer, Kandace French Contreras.

Ms. French Contreras addressed the Council and gave a brief history of the action before them. She explained the legal actions taken by Northern Trust and the late Evelyn Vardakis as well as the additional requirements set out by Northern Trust requiring a Resolution from the Town of Carefree in order to disburse funds from the Vardakis Trust.

There were questions and discussion by the Council.

Council Member Orrico **moved** to approve the Resolution and authorize Mayor Peterson to sign any documentation required to receive the disbursement from the Trust. There was a **second** by Vice Mayor Crane. The motion **carried** unanimously.

**ITEM #2** Council Strategic Planning Workshop #1 to refine and define the future strategy, direction, and allocation of resources for the Town.

Town Administrator Gary Neiss announced the agenda item gave background and information to the Council regarding the process before them as well as the planned future meetings to reduce the process to action items and a Vision and Mission Statement. He introduced the facilitator of the process, Council Member Michael Krahe.

Council Member Krahe explained the SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) of the strategic planning process. He explained how the mission statement and how strategies for the next two years could be built upon the upcoming discussion, and decisions.

Council Member Krahe walked the Council through the SWOT analysis. There was significant input and discussion regarding the strengths, weaknesses, opportunities and threats before the town. There was also discussion regarding what the Town has to offer its visitors and what significant recognition the Town wanted to develop to reach tourist, visitors and the community.

After the SWOT analysis was completed, the Council ended the session.

**ITEM #3** Adjournment.

Mayor Peterson announced the agenda item and asked for a motion to adjourn.

Council Member Krahe moved to adjourn. There was a second by Council Member Kroyer. The motion carried unanimously.

The meeting ended at 4:31 p.m.

DATED this 30<sup>th</sup> day of September, 2020.

TOWN OF CAREFREE

BY: \_\_\_\_\_  
Kandace French Contreras, Town Clerk

TOWN OF CAREFREE

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

Attest:

\_\_\_\_\_  
Kandace French Contreras, Town Clerk

#### CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the Special Meeting and Strategic Planning Workshop of the Town of Carefree held September 29, 2020. I further certify that the meeting was duly called and held and that a quorum was present.

\_\_\_\_\_  
Kandace French Contreras, Town Clerk

Check Register Report

ALL CHECKS SEPTEMBER 2020

BANK: NATIONAL BANK OF ARIZONA



Date: 09/25/2020  
 Time: 11:11 am  
 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>							
46681	09/04/2020	Printed		0112	ARIZ SUPREME COURT	ACAP Computer Chargeback	3,349.23
46682	09/04/2020	Printed		0389	CAREFREE WATER COMPANY, INC	Sept 202 Water All	2,785.34
46683	09/04/2020	Printed		0389	CAREFREE WATER COMPANY, INC	Sept 2020 Engineering Service	2,476.81
46684	09/04/2020	Printed		3299	CIRCLE K UNIVERSAL	Aug 2020 Gasoline All	750.47
46685	09/04/2020	Printed		3417	COE & VAN LOO II LLC	CF Water Sys Eval 7/31/2020	5,062.50
46686	09/04/2020	Printed		3417	COE & VAN LOO II LLC	Water ENG Neigh A,B,C 7/31/20	11,238.20
46687	09/04/2020	Printed		1975	DODELL, ROBERT A.	Court Appointed Legal 8/26/20	610.00
46688	09/04/2020	Printed		3210	ECOBLU ENTERPRISES. INC.	Sept 2020 Gardens Fountain Ser	600.00
46689	09/04/2020	Printed		1796	HEINFELD, MEECH & CO.,P.C.	Court MAS Audit FY2019-20	3,500.00
46690	09/04/2020	Printed		1458	HORIZON	Gardens Weed Spray	415.58
46691	09/04/2020	Printed		1320	KARSTEN'S ACE HARDWARE	Aug 20 Public Works Supplies	21.07
46692	09/04/2020	Printed		0091	MARICOPA COUNTY TREASURER	Aug 2020 Court Remittance	520.67
46693	09/04/2020	Printed		3015	NOTHING BUT NET	Sep 20 Comp Maint Agreements	1,361.67
46694	09/04/2020	Printed		2081	O'REILLY AUTO PARTS, INC	Aug 20 Pub Wrks Veh Maint	205.86
46695	09/04/2020	Printed		1940	ROBERT MARTINO ELECTRIC LLC	Firehouse LED Retrofit 18 Lite	3,497.60
46696	09/04/2020	Printed		0668	RURAL METRO FIRE DEPT.	Aug 2020 Fire Truck Diesel	354.91
46697	09/04/2020	Printed		0021	STATE TREASURER	Aug 2020 Court Remittance	3,081.39
46698	09/04/2020	Printed		3226	TECH 4 LIFE COMPUTERS	Website Maint Remove Vendor	59.00
46699	09/04/2020	Printed		0080	US POSTAL SERVICE	PO Box 740 Rent 1 Year	226.00
46700	09/04/2020	Printed		352	WESTERN STATES PETROLEUM INC.	Aug 20 Pub Wrks diesel	352.16
46701	09/04/2020	Printed		3430	WS DARLEY & CO	Fire House Fire Hoses	461.74
46702	09/11/2020	Printed		3334	ARIZ DEPT OF ENVIRONMENTAL	AZPDES Ph 2 MS4 Annual Fee	2,500.00
46703	09/11/2020	Printed		0300	ARIZ PUBLIC SERVICE	Sep 2020 Electric - All	2,762.39
46704	09/11/2020	Printed		1326	ARIZONA REPUBLIC - SUBSCRIBE	Oct 20 Newspaper Subscrip	57.14
46705	09/11/2020	Printed		0414	AZ MUN. RISK RETENTION POOL	AZ Excess LiabilityPolicy FY21	8,038.00
46706	09/11/2020	Printed		673	BLACK MOUNTAIN SEWER	Aug 2020 Sewer Gardens	713.48
46707	09/11/2020	Printed		1470	BROWN & ASSOCIATES	Aug 2020 Bld Inspect 60.5 Hrs	4,235.00
46708	09/11/2020	Printed		1329	COLONIAL SUPPLEMENTAL INS	Aug 2020 Supplemental Ins	111.56
46709	09/11/2020	Printed		1460	COX COMMUNICATIONS	Sept 20 Town Phones & Internet	1,063.44
46710	09/11/2020	Printed		2059	DESERT FOOTHILLS LANDSCAPE	Sept 2020 Gardens Maint	2,000.00
46711	09/11/2020	Printed		2059	DESERT FOOTHILLS LANDSCAPE	Sept 2020 Medians Maint	4,955.00
46712	09/11/2020	Printed		3421	ECO-LOGIC MGMT INC	Bee/Wasp Removal 8234 Serene	125.00
46713	09/11/2020	Printed		1876	LOWE'S	Aug 20 Pub Wrks Supplies&Tools	470.92
46714	09/11/2020	Printed		3221	NATIONAL BANK OF ARIZONA	Repl PW Garage Dr,Clerk Laptop	9,114.55
46715	09/11/2020	Printed		3548	NEXTGEN BUILDERS	Refund 80% Bld Permit#19-0049	3,232.00
46716	09/11/2020	Printed		3425	RAGHT	Sep20 Health,DentalVision Ins	13,693.54
46717	09/11/2020	Printed		3010	REPUBLIC SERVICES #753	Sep 20 Trash PU 33 Easy St	377.28
46718	09/11/2020	Printed		3010	REPUBLIC SERVICES #753	Maint Shop 40 Yd Rolloff 8/28	670.54
46719	09/11/2020	Printed		0668	RURAL METRO FIRE DEPT.	Sep 2020 Fire Contract	126,294.38
46720	09/11/2020	Printed		1691	SPARKLETTS	Aug 2020 Bottled Water All	93.30
46721	09/11/2020	Printed		1794	STAPLES ADVANTAGE	Office Supplies Town	205.79
46722	09/11/2020	Printed		3461	TITAN COMMERCIAL CLEANING	Sep 2020 Gardns,Twn Hall Clean	5,305.00
46723	09/11/2020	Printed		3287	TOSHIBA BUSINESS SOLUTIONS	Sep 2020 Town Copier Lease Agr	368.12
46724	09/11/2020	Printed		3352	UNUM LIFE INSURANCE COMPANY	Oct 2020 Short Term Dis Ins	330.18
46725	09/18/2020	Printed		1753	BERTRAM SIGNS & GRAPHICS	4 Coroplast Signs	174.88
46726	09/18/2020	Printed		3463	BUSTAMANTE & KUFFNER PC	Aug 20 Town Prosecutor Serv	4,650.00
46727	09/18/2020	Printed		3293	CITI CARDS	Aug 20 Zoom Mtg,AMCA Conf cost	114.99
46728	09/18/2020	Printed		1460	COX COMMUNICATIONS	Sep 20 Internet Maint Shop	321.56
46729	09/18/2020	Printed		3174	DESERT DIGITAL IMAGING, INC.	Court Continuance forms	177.72
46730	09/18/2020	Printed		3189	OLOHAN, STEPHANIE	Sep 20 Town Magistrate Service	4,517.92
46731	09/18/2020	Printed		3549	PROKOPEK, STEVE	Gardens Kiosk Supplies	30.68



Check Register Report

ALL CHECKS SEPTEMBER 2020

Date: 09/25/2020

Time: 11:11 am

Town Of Carefree

BANK: NATIONAL BANK OF ARIZONA

Page: 2

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>NATIONAL BANK OF ARIZONA Checks</b>							
46732	09/18/2020	Printed		3236	SHARP BUSINESS SYSTEMS	Town Court Copier Maint	155.80
46733	09/18/2020	Printed		3437	TECHNICALLY INTEGRATED, INC	Repl PavilionMics, ScreenClean	2,565.31
46734	09/18/2020	Printed		3069	UPS STORE	Census Mailing	1,773.99
46735	09/25/2020	Printed		3551	ARCHIVESOCIAL	Facebook,etc Archiving 6/30/21	1,393.00
46736	09/25/2020	Printed		3495	ASSURITY LIFE INSURANCE CO	Oct 2020 Supplemental Ins	462.08
46737	09/25/2020	Printed		0414	AZ MUN. RISK RETENTION POOL	1stQtrFY2021 Worker's Comp Ins	4,775.00
46738	09/25/2020	Printed		3550	BECK, DAVID	Refund Building Permit Fees	1,045.00
46739	09/25/2020	Printed		3160	ECO CORFLEX	Gardens Seal Pavillion Pavers2	2,927.44
46740	09/25/2020	Printed		1829	FIREBIRD TIRE	Replace Tire Cat Backhoe 25%	143.87
46741	09/25/2020	Printed		3520	JENNINGS STROUSS & SALMON, PLC	Legal Serv Water Acquis Aug20	19,269.20
46742	09/25/2020	Printed		1926	LET THERE BE LIGHT, LLC	Misc Gardens Light replace -20	1,240.00
46743	09/25/2020	Printed		2025	QUADIENT FINANCE USA	Postage Meter Postage	400.00
46744	09/25/2020	Printed		1920	SOUTHWEST GAS	Sep 2020 Gas All	102.59
46745	09/25/2020	Printed		3461	TITAN COMMERCIAL CLEANING	Sep 2020 Gardns,Twn Hall Clean	5,305.00
46746	09/25/2020	Printed		3461	TITAN COMMERCIAL CLEANING	Sanitizer Stats&Suppl Concerts	475.00
46747	09/25/2020	Printed		3451	VERIZON CONNECT NWF, INC.	Pub Wrks Mobile Dev Aug20	19.00
46748	09/25/2020	Printed		3115	VERIZON WIRELESS	Sep 20 Mobile Phones All	534.26
<b>Total Checks: 68</b>						<b>Checks Total (excluding void checks):</b>	<b>280,221.10</b>
<b>Total Payments: 68</b>						<b>Bank Total (excluding void checks):</b>	<b>280,221.10</b>
<b>Total Payments: 68</b>						<b>Grand Total (excluding void checks):</b>	<b>280,221.10</b>



Combined Trial Balance - All Funds  
August 31, 2020

**Assets**

Checking - National Bank of AZ	1,054,042
Local Gov't Investment Pool - AZ	10,170,249
Petty Cash	700
Receivables	69,848
Intergovernmental Receivables	202,660
Advances to the Water Company	3,778,630
<b>Total Assets</b>	<b>\$ 15,276,130</b>

**Liabilities**

Accounts Payable	40,472
Bonds	36,010
Sales Tax Remittance	0
Deferred Revenue	14,318
Long Term Deferred Revenue	3,778,630
<b>Total Liabilities</b>	<b>\$3,869,431</b>

**Fund Balance**

Fund Balance-Beginning of Year	10,884,195
Year-to-date change in Fund Balance	<u>522,504</u>
<b>Total Fund Balance</b>	<b><u>11,406,699</u></b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ <u>15,276,130</u></b>

Contingency Reserve Fund	\$2,500,000
Capital Fund	\$8,569,316
<b>Total</b>	<b>\$11,069,316</b>

**Town of Carefree Reconciled Cash Receipts and Cash Disbursements as of August 31, 2020**

Revenues	FY2019	FY2020	FY2021	2020 vs 2021		July 20	Aug 20	% of Budget
	YTD Aug	YTD Aug	Y-T-D	% (+/-)	Budget			
Local Sales Taxes (1 month lag)	\$376,322	\$383,906	\$ 363,163	-5.4%	1,800,000	197,409	165,753	20.2%
State Sales Taxes (1 month lag)	60,052	63,556	77,555	22.0%	300,000	42,277	35,278	25.9%
Building Fees	106,330	43,825	61,120	39.5%	300,000	31,797	29,322	20.4%
State Income Tax	76,351	83,537	93,537	12.0%	563,000	46,769	46,769	16.6%
Fines	11,276	7,139	9,964	39.6%	120,000	4,918	5,046	8.3%
Court Service Fees	39,924	41,522	28,789	-30.7%	172,734	14,394	14,394	16.7%
Town Clerk-Misc. Sales	220	140	48	0.0%	500	48	0	9.6%
Town Clerk-Permits & Sol Fees	200	350	0	0.0%	1,000	0	0	0.0%
Water Company Reimbursements	115,101	115,101	115,351	0.2%	690,605	57,675	57,675	16.7%
33 Easy St Rent	2,600	2,466	2,600	0.0%	15,600	1,300	1,300	16.7%
Miscellaneous Income & Donations	25,100	25,000	25,020	0.1%	43,000	25,020	0	58.2%
Interest Income	20,542	27,991	1,473	-94.7%	110,820	821	652	1.3%
Utility Franchise Fees (1 month lag)	123,524	11,845	121,420	925.0%	343,000	121,420	0	35.4%
County Lieu Tax (1 month lag)	27,951	30,498	35,278	15.7%	150,000	16,577	18,702	23.5%
General Fund & All Funds Reserve Contribution(Below)			0	0.0%	5,053,540	0	0	0.0%
Special Events	28,620	28,720	8,660	-69.8%	70,000	7,920	740	12.4%
County & State Grants	0	1,233	0	0.0%	200,000	0	0	0.0%
Court Enhancement, GAP, MJCEF	10,191	1,325	2,115	59.6%	22,700	847	1,268	9.3%
HURF (1 month lag)	42,280	243,490	41,321	-83.0%	256,500	19,806	21,515	16.1%
Cemetery	0	0	0	0.0%	600	0	0	0.0%
CPR Ed Fund	430	668	0	0.0%	900	0	0	0.0%
AZ CARES Fund Grants	0	0	450,846	0.0%	0	450,846	0	0.0%
Utility Capital Improvement Fund	0	0	6,485	0.0%	22,500	6,485	0	28.8%
Fire Reimb Income & Ins Reimb	24,261	19,990	17,281	0.0%	60,100	17,281	0	28.8%
Fire Fund-L Sales Tax (1 month lag)	188,161	191,953	181,581	-5.4%	900,000	98,705	82,877	20.2%
<b>Total Revenues</b>	<b>1,279,436</b>	<b>1,324,254</b>	<b>1,643,607</b>	<b>24.1%</b>	<b>11,197,099</b>	<b>1,162,315</b>	<b>481,292</b>	<b>14.7%</b>
<b>Expenses</b>								
Mayor & Council	2,887	2,848	167	-94.1%	212,075	101	66	0.1%
Town Clerk	49,790	51,097	39,892	-21.9%	299,381	19,027	20,865	13.3%
Court	40,056	45,614	48,559	6.5%	285,762	21,340	27,219	17.0%
Administration	67,240	83,360	78,918	-5.3%	434,381	47,418	31,500	18.2%
Claims & Losses	0	0	400	100.0%	5,000	400	0	8.0%
Legal	11,890	24,470	34,506	41.0%	260,000	34,506	0	13.3%
Risk Management	109	33,353	8,131	-75.6%	128,313	8,041	90	6.3%
Planning & Development	25,013	33,871	31,670	-6.5%	255,063	16,617	15,053	12.4%
Building Safety	28,706	31,343	32,208	2.8%	220,552	16,516	15,692	14.6%
Law Enforcement	71,453	76,929	85,846	11.6%	558,677	42,209	43,637	15.4%
Code Enforcement	7,703	8,620	7,639	-11.4%	54,217	3,655	3,984	14.1%
Engineering	40,678	4,874	4,954	1.6%	129,722	2,477	2,477	3.8%
Public Works - Streets & Gardens	93,055	108,364	139,522	28.8%	731,024	44,527	94,994	19.1%
Debt Service WIFA	223,773	227,509	231,385	1.7%	244,378	231,385	0	94.7%
33 Easy St	16,726	2,969	4,811	0.0%	27,708	2,496	2,315	17.4%
Capital Improvement Program (See Below)	0	0	0	0.0%	-	0	0	0.0%
Public Safety Fire General Fund	0	0	0	0.0%	619,934	0	0	0.0%
Town Center-Economic Development	75,156	91,752	24,161	-73.7%	241,993	12,215	11,946	10.0%
Contingencies	520	0	0	0.0%	200,000	0	0	0.0%
Court Enhancement, GAP, MJCEF	0	0	0	0.0%	12,550	0	0	0.0%
HURF (See Below)	0	0	0	0.0%	-	0	0	0.0%
Cemetery	0	0	0	0.0%	600	0	0	0.0%
CPR - Education Fund	0	0	0	0.0%	970	0	0	0.0%
AZ CARES Fund Exp	0	0	252,589	0.0%	-	126,294	126,294	0.0%
Utility Capital Improvement Fund (See Below)	0	0	0	0.0%	-	0	0	0.0%
Transfers Out	0	0	100	0.0%	-	0	100	0.0%
Fire Fund	255,944	257,714	10,517	-95.9%	974,100	3,990	6,528	1.1%
<b>Total Expenses without Capital Expense</b>	<b>1,010,699</b>	<b>1,084,687</b>	<b>1,035,977</b>	<b>-4.5%</b>	<b>5,896,400</b>	<b>633,215</b>	<b>402,762</b>	<b>17.6%</b>
<b>Net without Capital Expense</b>	<b>\$ 268,737</b>	<b>\$ 239,567</b>	<b>\$ 607,630</b>		<b>\$ 5,300,699</b>	<b>\$ 529,100</b>	<b>\$ 78,530</b>	<b>11.5%</b>
<b>All Capital Projects</b>	<b>0</b>	<b>49,080</b>	<b>85,126</b>	<b>73.4%</b>	<b>5,289,500</b>	<b>49,556</b>	<b>35,570</b>	<b>1.6%</b>
<b>Total Expenses with Capital Expense</b>	<b>1,010,699</b>	<b>1,133,767</b>	<b>1,121,103</b>	<b>-1.1%</b>	<b>\$11,185,900</b>	<b>\$682,771</b>	<b>\$438,332</b>	<b>10.0%</b>
<b>Net with Capital Expense</b>	<b>268,737</b>	<b>190,487</b>	<b>522,504</b>	<b>174.3%</b>	<b>11,199</b>	<b>479,544</b>	<b>42,960</b>	<b>4665.6%</b>

# CAREFREE ARIZONA



## PROCLAMATION

**WHEREAS**, the Town of Carefree is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism, and service; and

**WHEREAS**, the Town of Carefree is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

**WHEREAS**, the Town of Carefree is a community which chooses to shine a light on, and celebrate, individuals and organizations within its community who “go the extra mile” in order to make a difference and lift up fellow members of their community; and

**WHEREAS**, the Town of Carefree acknowledges the mission of Extra Mile America to create 550 Extra Mile cities in America and is proud to support “Extra Mile Day” on November 1, 2020.

**NOW, THEREFORE**, I, Les Peterson, Mayor of the Town of Carefree do hereby proclaim November 1, 2020 to be Extra Mile Day. I urge each individual in the community to take time on this day to not only “go the extra mile” in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the Town of Carefree to be affixed at Carefree Town Hall this 6<sup>th</sup> day of October in the year of our Lord two thousand and twenty.

**SIGNED:** \_\_\_\_\_  
Les Peterson, Mayor

**ATTEST:** \_\_\_\_\_  
Kandace French Contreras, Town Clerk

# CAREFREE ARIZONA



## PROCLAMATION

**WHEREAS**, domestic violence is an issue affecting Arizonans in all communities, regardless of age, gender, economic status, race, religion, nationality, or educational background; and

**WHEREAS**, twenty-four people in the United States are victims of intimate partner violence every minute; and

**WHEREAS**, one in four women and one in ten men have experienced contact sexual violence, physical violence, and/or stalking by an intimate partner during their lifetime; and

**WHEREAS**, 30 percent of children exposed to intimate partner violence had their first exposure before the age of two, and an additional 26 percent had their first exposure between the ages of two and seven; and

**WHEREAS**, victims of domestic violence are more likely to experience long-term mental and physical health concerns including a higher risk of chronic disease, substance abuse, post-traumatic stress disorder, depression, and anxiety; and

**WHEREAS**, challenges related to the COVID-19 global pandemic, including stressors such as unemployment, reduced income, limited resources and social support, may increase risk factors for family violence; and

**WHEREAS**, Domestic Violence Awareness Month provides an important opportunity to enhance education, prevention and intervention efforts around domestic violence and support organizations and individuals who provide advocacy efforts, services, and assistance to victims.

**NOW, THEREFORE**, I, Les Peterson, Mayor of the Town of Carefree do hereby proclaim **October, 2020** as **DOMESTIC VIOLENCE AWARENESS MONTH**.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the Town of Carefree to be affixed at Carefree Town Hall this 6<sup>th</sup> day of October in the year of our Lord two thousand and twenty.

**SIGNED:** \_\_\_\_\_  
Les Peterson, Mayor

**ATTEST:** \_\_\_\_\_  
Kandace French Contreras, Town Clerk

TOWN COUNCIL  
OCT - 6 2020  
9



RECEIVED  
OCT 1 2020  
Town of Carefree

**CAREFREE SPECIAL EVENTS APPLICATION**

Carefree Town Hall | 8 Sundial Circle | Carefree, AZ 85377 | 480.488.3686 | VisitCarefree.com

Return all applications to [Vicki@Carefree.org](mailto:Vicki@Carefree.org)

Date of Application: <u>10-1-2020</u>	Permit Application #:
A special event permit must be obtained to conduct a special event or activity in Carefree that effects roads, businesses, parking and uses but not excluding Town property and are based upon availability.	
<b>Permit Fee Schedule</b>	
Basic Special Event Application is \$200* for one 8 hour day <i>plus</i> restroom fees <u>Please waive st/c3</u>	
Special Event Application fee for a 3 day event is a non-refundable \$800* or 4 day at \$1,050*	
<b>*All application fees include restroom maintenance plus supplies for the duration of the event.</b>	
All vendors who are not a brick and mortar town business and don't have a business license with the town <b>must pay a vendor fee of \$45</b> and list the Town of Carefree as a program city for tax purposes.	
<b>Applicant Information (all areas required)</b>	
Name of Applicant/Organization: <u>AT&amp;T Veterans</u> <small>(financially responsible for all invoice and damages obtained as a result of this event)</small>	
Name of Primary Contact: <u>Kelsie Hughes</u> <small>(must be on site during the event)</small>	
E-mail Address: <u>RH1924@att.com</u>	Website/Social Media: <u>attveterans.org/Race</u>
Daytime Phone: <u>602-616-6235</u>	Mobile Phone:
Billing Address: <u>PO Box 3704</u>	City: <u>Carefree</u> State: <u>AZ</u> Zip: <u>85377</u>
<b>Set-up Summary &amp; Rental Agreements</b>	
Name of Event: <u>Charity 3-miler</u>	Location: <u>About town</u>
Proposed Date(s) Requested: <u>Nov 7th</u>	
Actual Hours of Event: From <u>7</u> <u>AM/PM</u>	<u>10</u> <u>AM/PM</u>
Set-Up Times: From <u>AM/PM</u>	<u>AM/PM</u>
Tear Down Times From <u>AM/PM</u>	<u>AM/PM</u>
Expected # of Attendees: <u>@ 100</u>	
Will you be renting equipment? If yes, please fill out attached Rental Agreement and submit with app.	
<b>Restroom Maintenance will be charged with all approved permits at \$200 a day</b>	
<b>MARKETING MATERIALS: Include all materials, posters, online pdfs etc. when submitting application</b>	
<b>Securing Date(s)</b>	
Dates fill fast and are considered secure once an application is turned in, reviewed and approved by the Marketing Dept. and PAID. Consideration of the date (s) are taken if the event is a regularly scheduled event.	
<b>Event Pre-Planning Meeting</b>	
All applicants are required to schedule a meeting with the Town Marketing Staff prior to applying. Meeting will involve the strategy, purpose and expectations of the event as well as the Town's conditions and availability.	



**CAREFREE SPECIAL EVENT INSURANCE ACKNOWLEDGEMENT**

Carefree Town Hall | 8 Sundial Circle | Carefree, AZ 85377 | 480.488.3686

*By executing this application, I (the "applicant and/or private property owner") certify that I (we) understand that if this request is granted I will remove all temporary structures at the end of the approved time period. I further understand that any special event approval shall expire should the use for which it has been approved not be held as described in this application. In addition, I understand that the Zoning Administration may deny or revoke my Special Event Permit if one or more of the factors listed in the Zoning Ordinance in Article III. , Section 3.09 (3) are not satisfactorily addressed either within the application or during the special event.*

*As a condition to, and in consideration of the issuance of the above-requested permit, the applicant hereby agrees to exonerate, indemnify and hold harmless, and to protect and defend, the Town of Carefree, it's officers, agents and employees from all liability suits, claims, losses, damages, expenses and costs, including attorney's fees, for or on account of any injuries to, or death of, person or damages to, or destruction of, property belonging to any person arising out of or in any way relating to the special event authorized by this request if approved, whether the liability, loss or damage are caused, or alleged to be caused, in or in part by negligence, gross negligence, or fault of the Town or its officers, agents and employees, and/or of the applicant or any other person or organization whatsoever.*

*As a further condition to, and in consideration of the issuance of this requested permit, the applicant and any associated private property owner hereby agrees to procure and maintain insurance covering public liability and property damages, including use of owned or non-owned auto, as shall protect the Town and the applicant, as their interest may respectfully appear, from claims for damages for personal injury, including death, and for property damage which may arise out of, or be related in any way to the special event authorized under this request. Such insurance shall be primary, and shall contain not less than \$1,000,000 combined single bodily injury and property damage liability coverage.*

*As a further condition to, and in consideration of the issuance of this requested special event permit, the applicant and any associated private property owner hereby agrees to comply with Title II of the Americans with Disabilities Act (ADA) which requires that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the applicant, or be subject to discrimination by the applicant.*

IN WITNESS WHEREOF THIS APPLICATION FOR A SPECIAL EVENT PERMIT HAS BEEN DULY SIGNED THIS

19<sup>th</sup> OF October, 2020.

Applicants Printed Name Kelsie Hughes Signature [Handwritten Signature]

Private Property Owner Printed Name\* \_\_\_\_\_ Signature \_\_\_\_\_

\*By signing this document, I acknowledge that I am the rightful owner of the property the special event is taking place upon and agree to the conditions stated above and the applicant's representation of the subject special event.



**Facility Rental & Maintenance Fee Agreement**

EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

**FACILITY RENTAL FEE equipment schedule applies to:**

Ten, 60" round tables	\$10	# needed _____	time(s) _____	total _____
Ten, 42" rounds tables	\$10	# needed _____	time(s) _____	total _____
300 Metal folding chairs	\$1	# needed _____	time(s) _____	total _____
Restrooms:				total <u>\$200</u>
<b>WEEKEND SET-UP: \$50 per hour for labor</b>				total _____
<b>GRAND TOTAL</b>				_____

**WEEKDAY SET-UP INCLUDED:** Public works will set-up rental equipment on **WEEKDAYS ONLY**.

**Technical needs** such as a sound mixer, microphones etc. will be responsibility of applicant. We highly recommend most music be self-contained and plug into our sound system. A meeting is required if third party needs to review Town facility and equipment with Town tech manager.

**Restroom Maintenance: Will be charged \$200 per day with all approved applications.**

**PAYMENT TERMS:** Applicant will agree to pay the Town of Carefree a minimum of (60) days before the scheduled event OR at the time of application. *All checks are to be made out to the Town of Carefree.* **Late Payment Fee of 15% of the total will incur if terms are not met.**

Applicant  
Print Name: \_\_\_\_\_

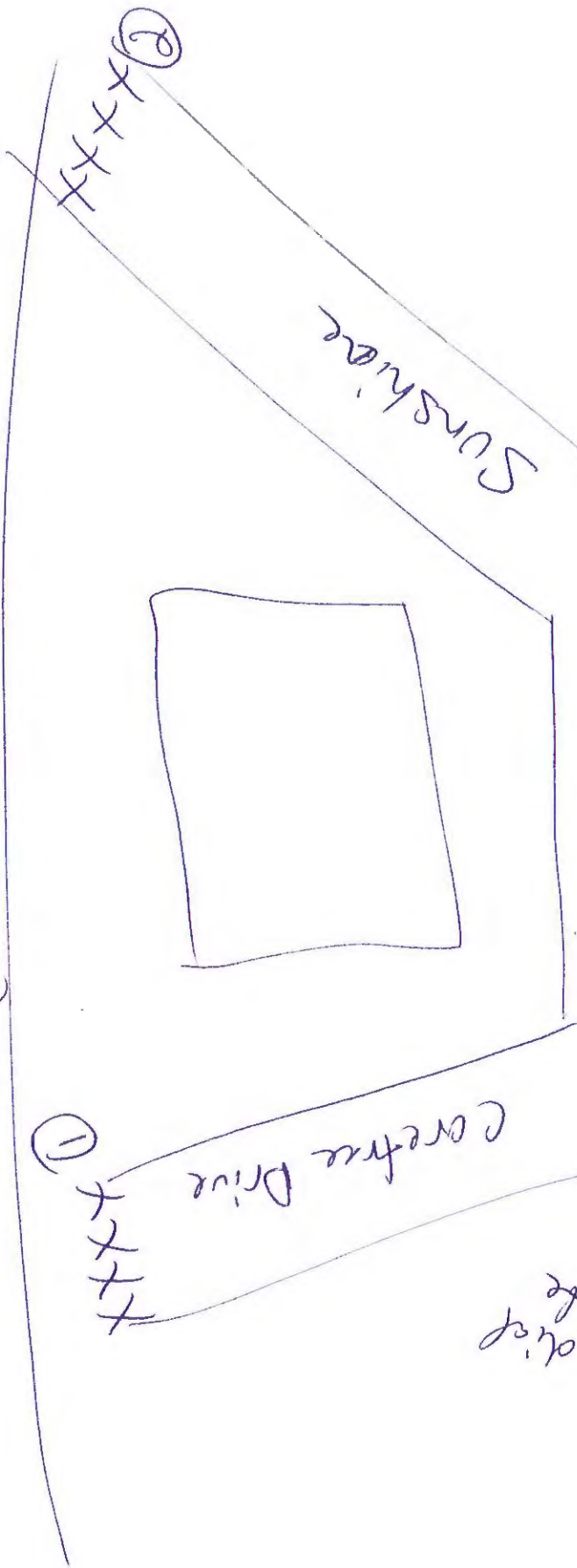
Signature\*: \_\_\_\_\_

\*Upon signing this agreement the applicant is responsible for timely payment and understands all areas of responsibility of the Town Facility Management and the applicants Conditions of Use during the special event.



N\*

Cave Creek rd



Carefree Drive  
①

Sunshine

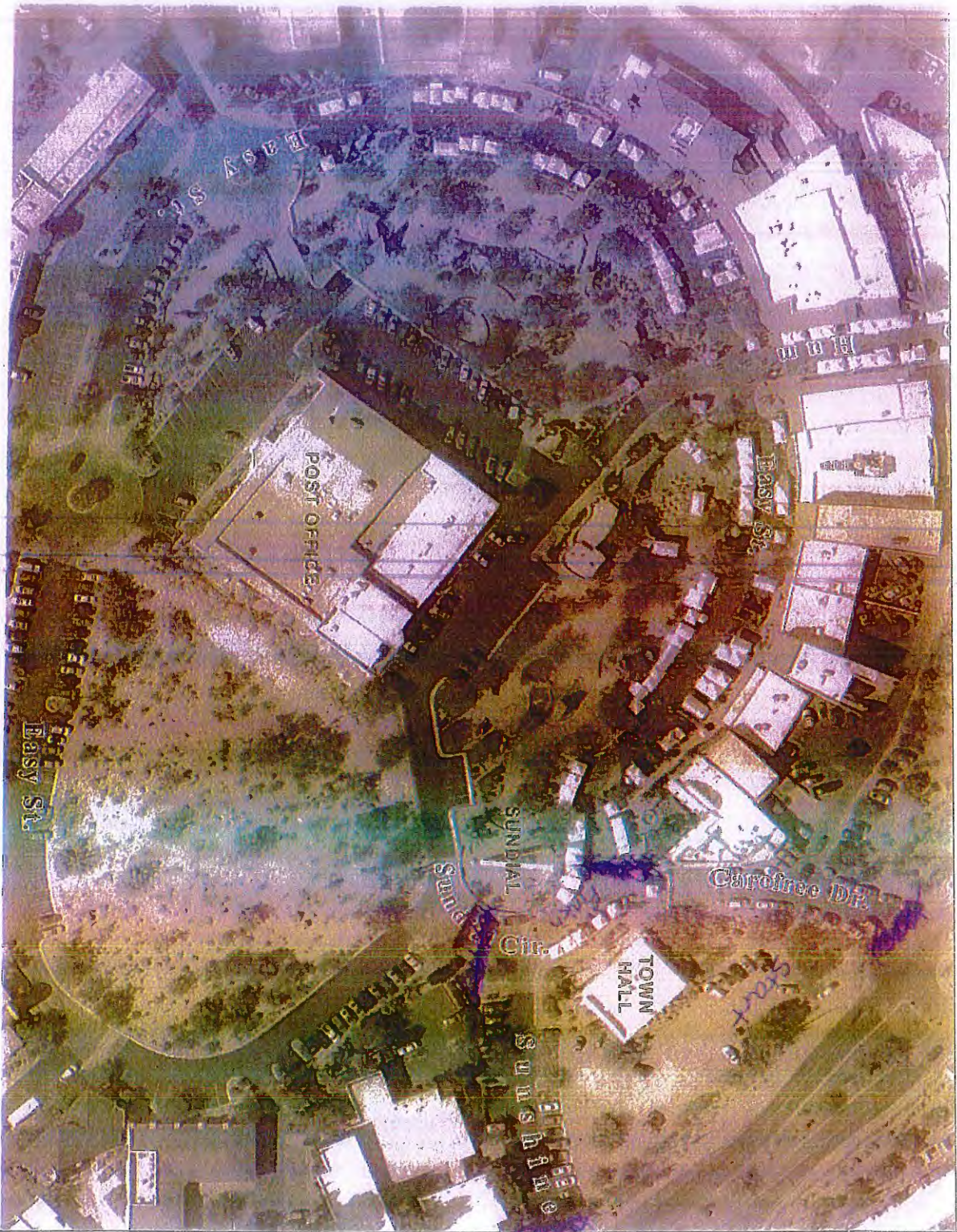
Sundies  
Cafe

Easy st

④

③

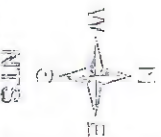
See map next Page



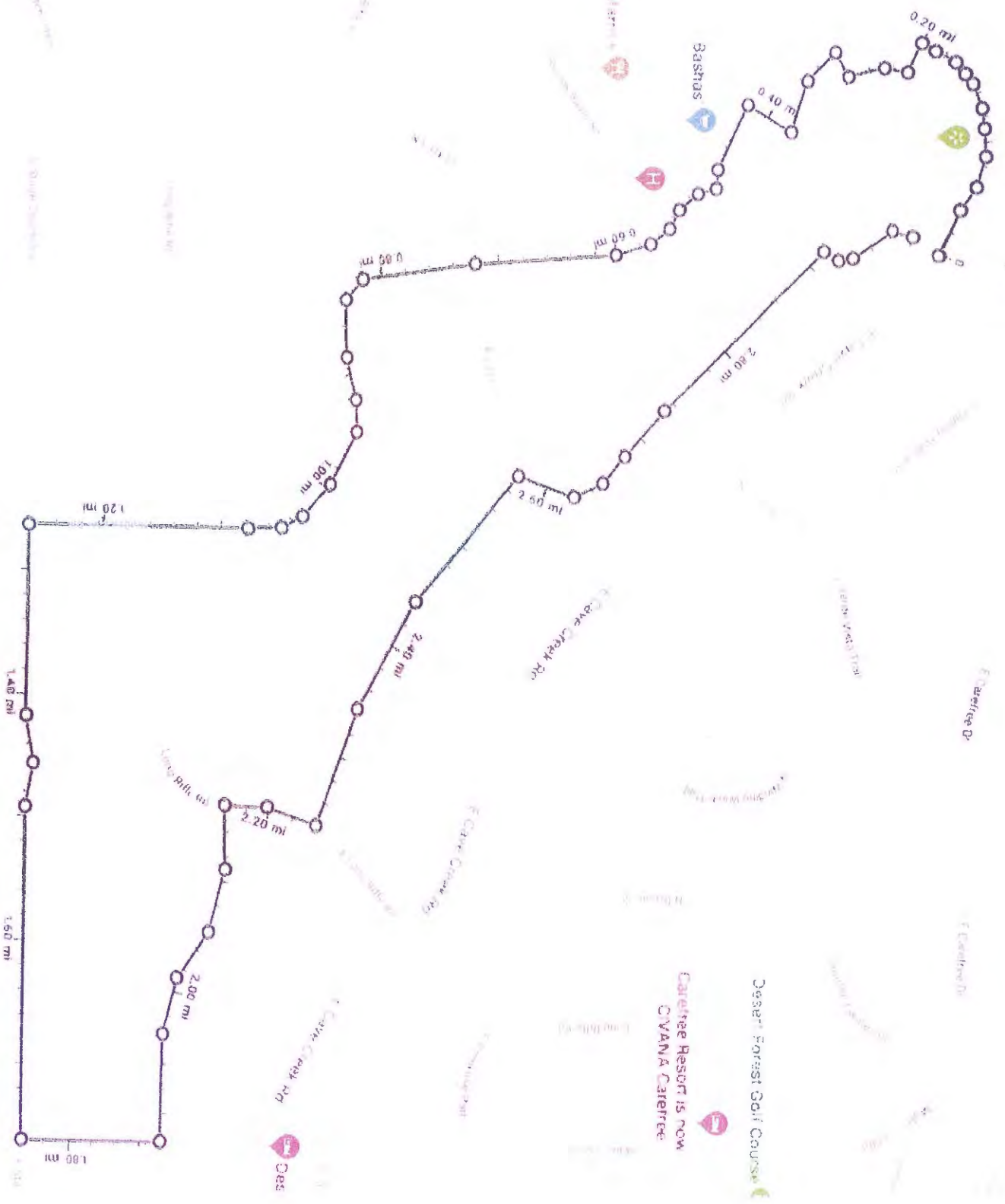
**Town Center  
Event Site Plan**

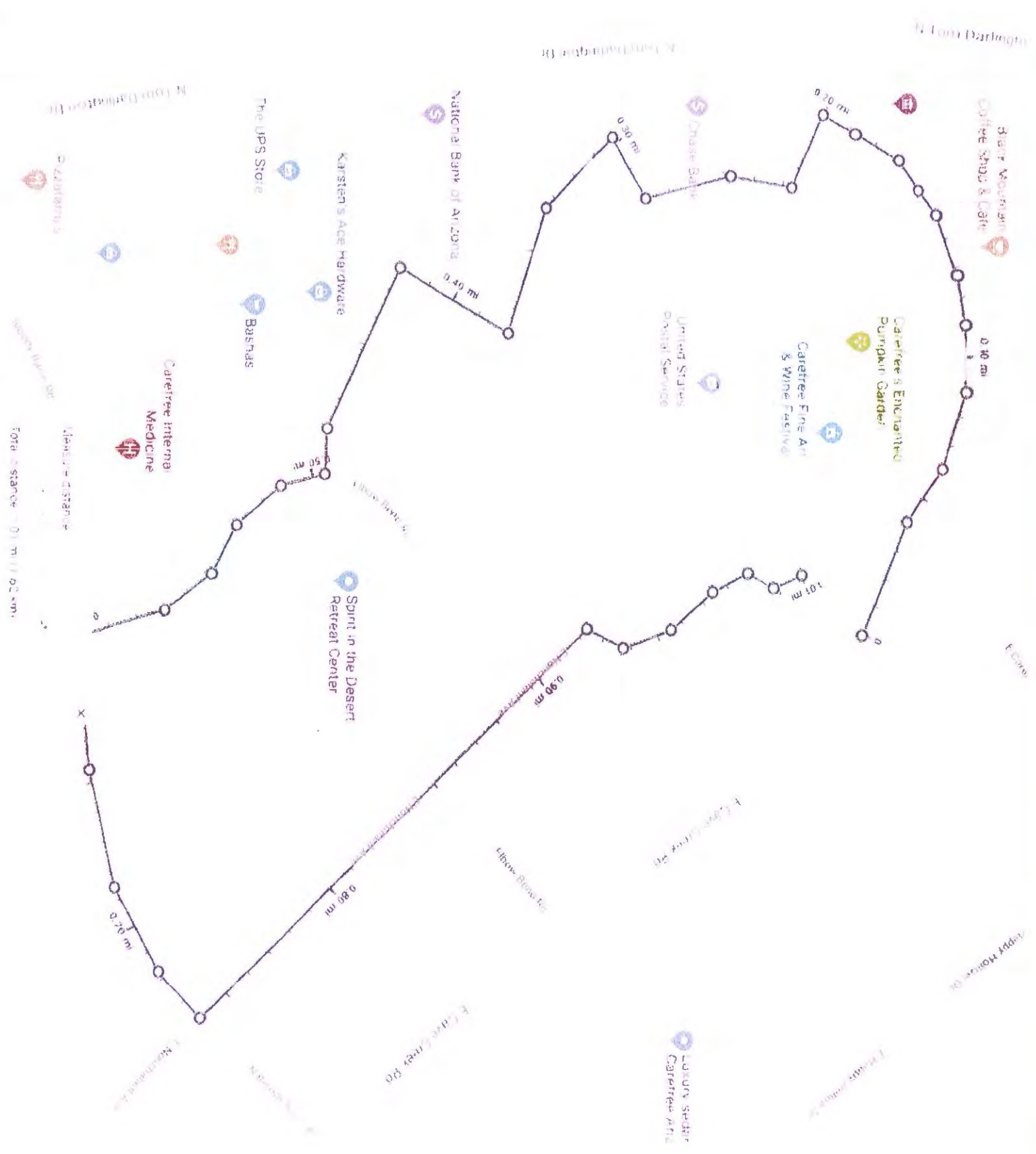
NOTES:

Road closures  
Cardfree Dr  
Sun Sunday  
Sun Sunday  
to Sunday



MEASURED DISTANCE  
 TOTAL AREA 5,491,395.53 FT<sup>2</sup> (161,347.34 AC)  
 TOTAL DISTANCE 3.00 MI (4.82 KM)





# VETERANS DAY



## Carefree, AZ COVID-19 Response 2020

Staggered start times

3-mile timed event 20-25 at a time

1-mile non-competitive 20-25 at a time

Encourage participants to practice social distancing

Stay with your group or family

Paint marks (x) throughout dirt parking lot 6' apart

Ask participants to wear masks until their group starts

Masks available if needed

Sanitation stations available

Our team of volunteers will be in masks and/or socially distant.

We have expedited day of race sign up process our volunteers will do everything except swipe the credit card.

We encourage people to sign up early which allows for no contact delivery. Shirts and participating dog tags will be marked and bagged prior to event allowing for easy check in and move to open space.

After participants finish, they will be kindly asked to come back next year, exit safely, drive safe and stay healthy. Hanging out will be discouraged, but visiting other shops or restaurants in our town will be encouraged.



### CAREFREE SPECIAL EVENTS APPLICATION

Return application to [Vicki@Carefree.org](mailto:Vicki@Carefree.org)

Date of Application:	Permit Application #:
<p>A special event permit must be obtained to conduct any special event or activity in Carefree that utilizes Town property and affects roads, businesses and/or parking.</p> <p><b>ALL EVENTS</b> require proof of liability insurance, with TOWN OF CAREFREE as additional insured.</p> <p>Event dates are based upon availability, and are first come/first served.</p>	
<b>Permit Fee Schedule</b>	
<input type="checkbox"/> Single-day Special Event Permit fee: \$300* (minimum rental is 4 hours/maximum rental is 8 hours)	
<input checked="" type="checkbox"/> Three-day Special Event Permit fee: \$800* <input type="checkbox"/> Four-day Special Event Permit fee: \$1,050*	
<p>*Fee includes Gardens restroom maintenance/supplies for the duration of the event.</p> <p>Fees are non-refundable for ANY reason.</p>	
<b>Applicant Information (all areas required)</b>	
<b>Name of Applicant/Organization:</b> Thunderbird Artists <small>(Fiscally responsible for all payments/damages as a result of event)</small>	
<b>Name of Primary Event Contact (MUST be on-site during the event):</b> Denise Colter	
<b>Billing Address:</b> 15648 N. Eagle Nest Dr. <b>City:</b> Foothills <b>State:</b> AZ <b>Zip:</b> 85268	
<b>Daytime Phone:</b> 480.837.5237 <b>Mobile Phone:</b> 480.710.0554	
<b>E-mail Address:</b> denise@thunderbirdartists.com <b>Website/Social Media:</b> YES-	
<b>Set-up Summary</b>	
<b>Name of Event:</b> 28 <sup>th</sup> Annual Winter Carefree Fine Art & Wine Festival	
<b>Proposed Date(s) Requested:</b> Jan 15-17, 2021	
<b>Actual Hours of Event:</b> From 10 AM/PM to 5 AM/PM	
<b>Set-Up Times:</b> 1/14/21 From 4 AM/PM to 12 AM/PM	
<b>Tear Down Times:</b> 1/16/21 From 5 AM/PM to 12 AM/PM	
<b>Expected # of Attendees:</b>	
<b>Will you be renting Facility Equipment?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please see attached Rental Agreement and submit with application	
<b>Securing Date(s)</b>	
Dates are considered secured once an application is submitted with payment in full, and reviewed/confirmed with the Marketing dept. All permits will receive FINAL approval from Town Council vote if event includes street closures and/or liquor license requirements.	
<b>Event Pre-Planning Meeting</b>	
Applicants are expected to meet with the Town Marketing staff prior to submitting application. Staff will review/approve event, as well as confirm date availability and requirements. Town marketing channels may be available with Town approvals and receipt of event marketing materials.	



28<sup>th</sup> Annual

EVENT: Winter Carefree Fine Art  
Wine Festival

EVENT DATE: Jan 15-17, 2021

**Technical Equipment in Sanderson Lincoln Pavilion**

Events are encouraged to provide music/sound for events that is plug-and-play (iPod or other music player) which plugs into Town-provided sound system equipment at no additional cost.

Technical equipment rental needs for live-performance (eg. sound mixer/s, microphone/s, monitor/s, etc...) are the responsibility of the applicant.

**A meeting with the Town Technical Manager is required if usage of the Pavilion facility sound equipment is necessary for the event.**

**Facility Equipment Availability**

Facility equipment is available, and may be rented separately:

Ten (10) 60" round tables; Ten (10) 42" round tables; 300 metal folding chairs

**Monday-Friday ONLY** Town Public Works will set-up rental equipment. **Set-up charge is \$75.**

**Weekend Set-up** charge for Town Public Works is \$75/hr. per staff member required.

Legal holidays are considered Weekend Set-up days

Access to Green Room will **NOT** be available for events unless they are Town-sponsored.

Facility equipment rentals will require a signed Facility Rental Fee Agreement.

**Special Events Conditions of Use**

All Town of Carefree Conditions of Use (see **Conditions of Use** rider) including but not limited to those specified in this application must be strictly observed at all times. Failure to adhere to Town requirements will result in loss of permit approvals, and other remedies as permitted by law.

**Payment Terms**

Applicant agrees to pay the Town of Carefree at the time permit application is submitted OR no later than sixty (60) days prior to the scheduled event. Checks are to be made out to **Town of Carefree.**

**A Late Payment Fee of 15% of the total permit fee will incur if payment terms are not met.**

Print Name: Denise Colter

Signature\* : Denise Colter

*\*Upon signing this agreement, applicant is responsible for timely payment, and understands all areas of responsibility of the Town Facility Management. Applicant has reviewed and agrees to all Conditions of Use prior to and during the event.*



## Special Events Conditions of Use

All Town of Carefree Conditions of Use, including but not limited to those specified in this application must be strictly observed at all times as an integral part of any "Conditions of Use" granted.

### Facility Rental Fee

As an added service to our applicants we offer the rental of chairs and tables and a source for technical needs such as a microphone, sound mixer, etc. A separate Facility Rental Fee Agreement is required.

### Sanderson Lincoln Pavilion Assets

Any signage shall not be placed on/over the Sanderson Lincoln Pavilion logo.

Available town assets to be rented separately require a Facility Rental Fee Agreement.

Ten, 60" round tables, ten, 42" round tables & 300 metal folding chairs are available for rent.

Public works will remove tables and chairs from Green Room on WEEKDAYS ONLY.

Access to Green Room will not be available for events unless they are Town sponsored.

Technical needs such as a sound mixer, microphones etc. will require contacting a third party vendor.

***Please read and agree to all Advertising, Food and Alcohol Conditions of Use in this agreement***

### Advertising

The Town reserves the right to review and approve all advertising that is done for the permitted event. The usage of the Town logo and branding standards are required. Any banners desired will be placed at the discretion of the Town. The Town is the only approved on-site person to place any signage on Town property. Signage in R.O.W. shall be placed by event promoter after approved by Town Administrator. All other signage on Town property *outside* of the Pavilion needs to be approved BEFORE the event.

### Alcohol & Fencing/Barriers

If alcohol is present at your event, state law requires alcohol to be contained within the event venue. A liquor license is required if the event is open to the public, or if there is a fee for admission, food, or drink. Application will be **submitted at least 45 days prior** to the event to the liquor board.

Check only one:

Alcohol will not be present at the event

Alcohol will be present, but the event is **private** (not open to the public) and there is no fee for admission, food or drink, and donations will not be solicited.

The event is adjacent to an existing liquor establishment (restaurant or bar) and the establishment will temporarily extend their liquor-licensed premises to include my event.

Alcohol will be present and I am making arrangements with an organization for a **Special Event Liquor License (SELL)**.

**Fencing or restricted area** is required around all areas that are serving alcohol with entrance and exit being monitored. Fencing to be provided by the event organizer or promoter along with monitors/security.

Page 1





### Special Events Conditions of Use

Event Vendor Parking & Security
<p>The applicant is responsible for ensuring adequate parking for their vendors and for minimizing any negative impacts to adjacent areas and businesses. It is up to the promoter to secure parking for vendors and to <b>submit a verification letter</b> from the source when applying for the permit. Vehicle parking shall be permitted in areas only designated for public parking. Parking in unauthorized or no parking areas may result in the issuance of citations, towing of vehicles. <i>Indicate on your site plan all parking needs for vendors.</i> Security should be hired and available during show hours at the post office to monitor illegal parking and for entire festival foot print.</p>
Sanitation & Restrooms
<p>The Town will be responsible for managing cleanliness and supplies of the restrooms during your event. <i>The price of \$120 a day plus supplies is incurred and included in the permit fee.</i> The applicant is responsible for removing trash during and after the event, and completely cleaning the site and adjacent/affected areas after the event. Promoters are responsible for contracting with a waste disposal company for minimum 20 yard dumpster for events larger than 1,000 people. Dumpster placement shall be on your site plan.</p>
Public Safety & Volunteers
<p>Applicant is responsible for providing a safe and secure event. This includes the event venue, event parking areas, and adjacent areas affected by the event. Applicant must provide and present general security, maintain order, contain alcohol to licensed premises, protect money, etc. Depending on the nature of the event, private security personnel may be required. Daily attendance that exceeds 2,000 people is highly encouraged to hire security. This is also applicable to the Christmas Festival. Town will not be responsible for feeding volunteers/hired help. How many staff and /or volunteers will be on site for the event? <i>Staff-6 Volunteers-20</i></p>
Traffic Control & Street Closures
<p>The applicant is responsible for drawing a <b>SITE-PLAN</b> and showing any barricade usage, specific street closures or parking restrictions desired. <b>ALL STREET CLOSURES</b> will require a complete site-plan submitted along with the application for <i>approval by the Town Council</i>. Promoters are responsible for directing vendor traffic <b>BEFORE</b> and <b>AFTER</b> the event as indicated on the first page of the application. <i>Barricades are to be provided by the event organizer or promoter.</i></p>
Electrical Requirements
<p>All electrical needs are to be reviewed and approved by the Town Facility Manager. If additional power is required the applicant will be required to provide <b>their own generator</b> especially with food courts. The only power available are 120Volt receptacles on 20 AMP circuit breakers. Broken receptacles are the responsibility of the promoter.</p>
Concessions and Food Vendors/Trucks
<p>In association with special events within the Town Center, all vendors selling food, product or services will need a vendor's certificate. The event promoter is responsible in submitting completed vendor certificates and paying the \$45 fee. Food vendors are required to use plastic tarps on the ground to completely cover-up entire work area to contain grease and food spills.</p>



## Special Events Conditions of Use

Insurance Requirements
A current Certificate of Insurance is required from ALL events permitted on Town Property. Insurance needs to be received by the Town 30 days prior to the event. <i>The certificate must show: The Town of Carefree as the Certificate holder, its agents, officers and employees and volunteers names as "additional insured". A minimum of \$1 million in liability coverage is necessary. Address information should read: Town of Carefree, P.O. Box 740, Carefree, Arizona 85377</i>
Coinciding Events
The Town of Carefree reserves the right to schedule more than one event at a time on other Town owned property. The Town is not liable for other events booked on private property during the permitted Town event. Adjacent property to the Gardens is the responsibility of the private landlord.
Open Applications
The Town of Carefree will accept applications no more than (1) year prior to the special event date.
Clean-up
All large events must provide a clean-up plan including 1.) All <b>tape markings</b> to be pulled up from the streets or Town Property 2.) A final walk-thru of the event area on the next morning after closing day. Check for any garbage, tie wraps, zip ties, tent weights, etc. left behind by vendors. This includes food oils/grease stains on any pavement and all debris must be removed and the area restored to its original condition at the end of the event.
Weather
In the event of inclement weather the applicant is responsible for determining cancellations. It is the decision of the applicant to cancel the scheduled event and the applicant will be responsible for paying Facility fees agreed upon prior to the scheduled event.

Applicant Name: Denise Colter

Applicant Signature\*: Denise Colter

Date: 4/07/2020

\*By signing this document, I acknowledge that I am responsible and agree to all **Special Event Conditions of Use**.

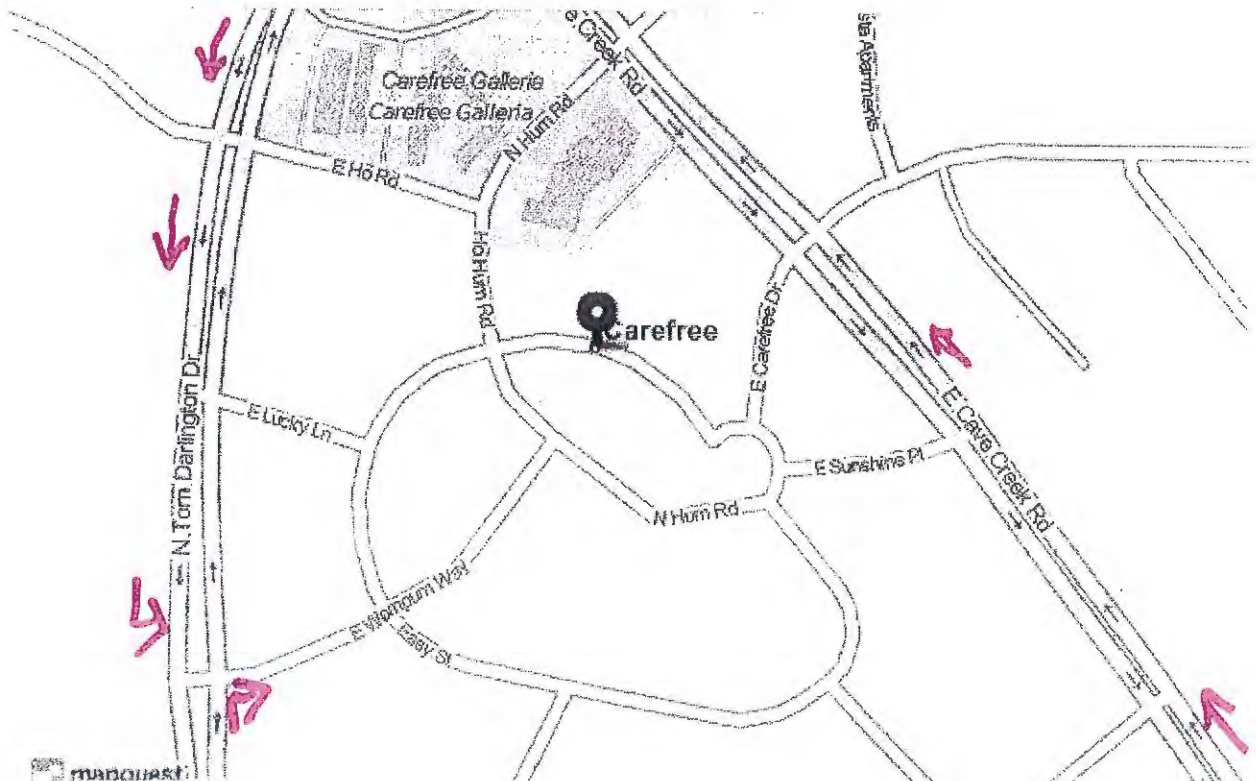
Scan information to Town Hall, Vicki Zimmerman, [Vicki@Carefree.org](mailto:Vicki@Carefree.org)

### Security Posts

 - roaming officer



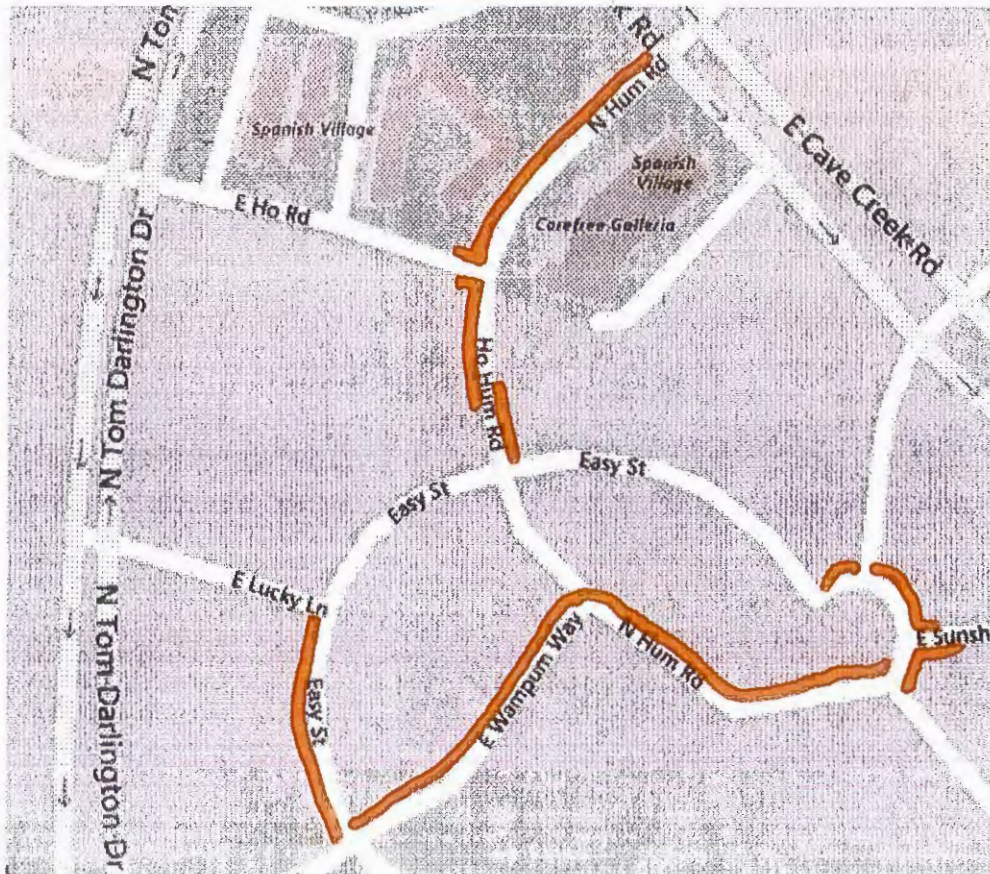
### Signage



### EVENT AREA / BARRICADES



### FENCING





## CAREFREE SPECIAL EVENTS APPLICATION

Return application to [Vicki@Carefree.org](mailto:Vicki@Carefree.org)

Date of Application:	Permit Application #:
<p>A special event permit must be obtained to conduct any special event or activity in Carefree that utilizes Town property and affects roads, businesses and/or parking.</p> <p><b>ALL EVENTS</b> require proof of liability insurance, with TOWN OF CAREFREE as additional insured.</p> <p>Event dates are based upon availability, and are first come/first served.</p>	
<b>Permit Fee Schedule</b>	
<input type="checkbox"/> Single-day Special Event Permit fee: <b>\$300*</b> (minimum rental is 4 hours/maximum rental is 8 hours)	
<input checked="" type="checkbox"/> Three-day Special Event Permit fee: <b>\$800*</b> <input type="checkbox"/> Four-day Special Event Permit fee: <b>\$1,050*</b>	
<p>*Fee includes Gardens restroom maintenance/supplies for the duration of the event.</p> <p><b>Fees are non-refundable for ANY reason.</b></p>	
<b>Applicant Information (all areas required)</b>	
<b>Name of Applicant/Organization:</b> <i>(Fiscally responsible for all payments/damages as a result of event)</i>	
THUNDERBIRD ARTISTS	
<b>Name of Primary Event Contact (MUST be on-site during the event):</b>	
Denise Colter	
<b>Billing Address:</b> 15648 N Eagle Nest Dr <b>City:</b> Ftn Hills <b>State:</b> AZ <b>Zip:</b> 85268	
<b>Daytime Phone:</b> 480.837.5037 <b>Mobile Phone:</b> 480.710.0554	
<b>E-mail Address:</b> denise@thunderbirdartists.com <b>Website/Social Media:</b> YES - Thunderbird Artists	
<b>Set-up Summary</b>	
<b>Name of Event:</b> 26 <sup>th</sup> Annual Spring Carefree Fine Art + Wine Festival	
<b>Proposed Date(s) Requested:</b> March 12-14, 2021	
<b>Actual Hours of Event:</b> From 10 AM/PM to 5 AM/PM	
<b>Set-Up Times:</b> 3 1/2 From 4 AM/PM to 12 AM/PM	
<b>Tear Down Times:</b> 3 1/2 From 5 AM/PM to 12 AM/PM	
<b>Expected # of Attendees:</b>	
<b>Will you be renting Facility Equipment?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please see attached Rental Agreement and submit with application	
<b>Securing Date(s)</b>	
Dates are considered secured once an application is submitted with payment in full, and reviewed/confirmed with the Marketing dept. All permits will receive FINAL approval from Town Council vote if event includes street closures and/or liquor license requirements.	
<b>Event Pre-Planning Meeting</b>	
Applicants are expected to meet with the Town Marketing staff prior to submitting application. Staff will review/approve event, as well as confirm date availability and requirements. Town marketing channels may be available with Town approvals and receipt of event marketing materials.	



26<sup>th</sup> Annual

EVENT: Spring Carefree Fine Art & Wine Festival

EVENT DATE: March 12-14, 2021

**Technical Equipment in Sanderson Lincoln Pavilion**

Events are encouraged to provide music/sound for events that is plug-and-play (iPod or other music player) which plugs into Town-provided sound system equipment at no additional cost.

Technical equipment rental needs for live-performance (eg. sound mixer/s, microphone/s, monitor/s, etc...) are the responsibility of the applicant.

*A meeting with the Town Technical Manager is required if usage of the Pavilion facility sound equipment is necessary for the event.*

**Facility Equipment Availability**

Facility equipment is available, and may be rented separately:

Ten (10) 60" round tables; Ten (10) 42" round tables; 300 metal folding chairs

**Monday-Friday ONLY** Town Public Works will set-up rental equipment. **Set-up charge is \$75.**

**Weekend Set-up** charge for Town Public Works is \$75/hr. per staff member required.

Legal holidays are considered Weekend Set-up days

Access to Green Room will **NOT** be available for events unless they are Town-sponsored.

Facility equipment rentals will require a signed Facility Rental Fee Agreement.

**Special Events Conditions of Use**

All Town of Carefree Conditions of Use (see **Conditions of Use** rider) including but not limited to those specified in this application must be strictly observed at all times. Failure to adhere to Town requirements will result in loss of permit approvals, and other remedies as permitted by law.

**Payment Terms**

Applicant agrees to pay the Town of Carefree at the time permit application is submitted OR no later than sixty (60) days prior to the scheduled event. Checks are to be made out to **Town of Carefree.**

**A Late Payment Fee of 15% of the total permit fee will incur if payment terms are not met.**

Print Name: Denise Colter

Signature\* : Denise Colter

*\*Upon signing this agreement, applicant is responsible for timely payment, and understands all areas of responsibility of the Town Facility Management. Applicant has reviewed and agrees to all Conditions of Use prior to and during the event.*



### Special Events Conditions of Use

All Town of Carefree Conditions of Use, including but not limited to those specified in this application must be strictly observed at all times as an integral part of any "Conditions of Use" granted.

#### Facility Rental Fee

As an added service to our applicants we offer the rental of chairs and tables and a source for technical needs such as a microphone, sound mixer, etc. A separate Facility Rental Fee Agreement is required.

#### Sanderson Lincoln Pavilion Assets

Any signage shall not be placed on/over the Sanderson Lincoln Pavilion logo.

Available town assets to be rented separately require a Facility Rental Fee Agreement.

Ten, 60" round tables, ten, 42" round tables & 300 metal folding chairs are available for rent.

Public works will remove tables and chairs from Green Room on WEEKDAYS ONLY.

Access to Green Room will not be available for events unless they are Town sponsored.

Technical needs such as a sound mixer, microphones etc. will require contacting a third party vendor.

**Please read and agree to all Advertising, Food and Alcohol Conditions of Use in this agreement**

#### Advertising

The Town reserves the right to review and approve all advertising that is done for the permitted event. The usage of the Town logo and branding standards are required. Any banners desired will be placed at the discretion of the Town. The Town is the only approved on-site person to place any signage on Town property. Signage in R.O.W. shall be placed by event promoter after approved by Town Administrator. All other signage on Town property *outside* of the Pavilion needs to be approved BEFORE the event.

#### Alcohol & Fencing/Barriers

If alcohol is present at your event, state law requires alcohol to be contained with the event venue. A liquor license is required if the event is open to the public, or if there is a fee for admission, food, or drink. Application will be submitted at least 45 days prior to the event to the liquor board.

Check only one:

Alcohol will not be present at the event

Alcohol will be present, but the event is private (not open to the public) and there is no fee for admission, food or drink, and donations will not be solicited.

The event is adjacent to an existing liquor establishment (restaurant or bar) and the establishment will temporarily extend their liquor-licensed premises to include my event.

Alcohol will be present and I am making arrangements with an organization for a Special Event Liquor License (SELL).

Fencing or restricted area is required around all areas that are serving alcohol with entrance and exit being monitored. Fencing to be provided by the event organizer or promoter along with monitors/security.



## Special Events Conditions of Use

Event Vendor Parking & Security
The applicant is responsible for ensuring adequate parking for their vendors and for minimizing any negative impacts to adjacent areas and businesses. It is up to the promoter to secure parking for vendors and <b>to submit a verification letter</b> from the source when applying for the permit. Vehicle parking shall be permitted in areas only designated for public parking. Parking in unauthorized or no parking areas may result in the issuance of citations, towing of vehicles. <i>Indicate on your site plan all parking needs for vendors.</i> <b>Security</b> should be hired and available during show hours at the post office to monitor illegal parking and for entire festival foot print.
Sanitation & Restrooms
The Town will be responsible for managing cleanliness and supplies of the restrooms during your event. <i>The price of \$120 a day plus supplies is incurred and included in the permit fee.</i> The applicant is responsible for removing trash during and after the event, and completely cleaning the site and adjacent/affected areas after the event. <b>Promoters are responsible for contracting with a waste disposal company for minimum 20 yard dumpster for events larger than 1,000 people.</b> Dumpster placement shall be on your site plan.
Public Safety & Volunteers
Applicant is responsible for providing a safe and secure event. This includes the event venue, event parking areas, and adjacent areas affected by the event. Applicant must provide and present general security, maintain order, contain alcohol to licensed premises, protect money, etc. Depending on the nature of the event, private security personnel may be required. Daily attendance that exceeds 2,000 people is highly encouraged to hire security. This is also applicable to the Christmas Festival. Town will not be responsible for feeding volunteers/hired help. How many staff and /or volunteers will be on site for the event? <i>Staff - 6 or 7 Volunteers - 20</i>
Traffic Control & Street Closures
The applicant is responsible for drawing a <b>SITE-PLAN</b> and showing any barricade usage, specific street closures or parking restrictions desired. <b>ALL STREET CLOSURES</b> will require a complete site-plan submitted along with the application for <b>approval by the Town Council</b> . Promoters are responsible for directing vendor traffic <b>BEFORE</b> and <b>AFTER</b> the event as indicated on the first page of the application. <b>Barricades are to be provided by the event organizer or promoter.</b>
Electrical Requirements
All electrical needs are to be reviewed and approved by the Town Facility Manager. If additional power is required the applicant will be required to provide <b>their own generator</b> especially with food courts. The only power available are 120Volt receptacles on 20 AMP circuit breakers. Broken receptacles are the responsibility of the promoter.
Concessions and Food Vendors/Trucks
In association with special events within the Town Center, all vendors selling food, product or services will need a vendor's certificate. The event promoter is responsible in submitting completed vendor certificates and paying the \$45 fee. Food vendors are required to use plastic tarps on the ground to completely cover-up entire work area to contain grease and food spills.





## Special Events Conditions of Use

Insurance Requirements
A current Certificate of Insurance is required from ALL events permitted on Town Property. Insurance needs to be received by the Town 30 days prior to the event. <i>The certificate must show: The Town of Carefree as the Certificate holder, its agents, officers and employees and volunteers names as "additional insured". A minimum of \$1 million in liability coverage is necessary. Address information should read: Town of Carefree, P.O. Box 740, Carefree, Arizona 85377</i>
Coinciding Events
The Town of Carefree reserves the right to schedule more than one event at a time on other Town owned property. The Town is not liable for other events booked on private property during the permitted Town event. Adjacent property to the Gardens is the responsibility of the private landlord.
Open Applications
The Town of Carefree will accept applications no more than (1) year prior to the special event date.
Clean-up
All large events must provide a clean-up plan including 1.) All <b>tape markings</b> to be pulled up from the streets or Town Property 2.) A final walk-thru of the event area on the next morning after closing day. Check for any garbage, tie wraps, zip ties, tent weights, etc. left behind by vendors. This includes food oils/grease stains on any pavement and all debris must be removed and the area restored to its original condition at the end of the event.
Weather
In the event of inclement weather the applicant is responsible for determining cancellations. It is the decision of the applicant to cancel the scheduled event and the applicant will be responsible for paying Facility fees agreed upon prior to the scheduled event.

Applicant Name: Denise Colter

Applicant Signature\*: Denise Colter

Date: 4/07/2020

\*By signing this document, I acknowledge that I am responsible and agree to all **Special Event Conditions of Use**.

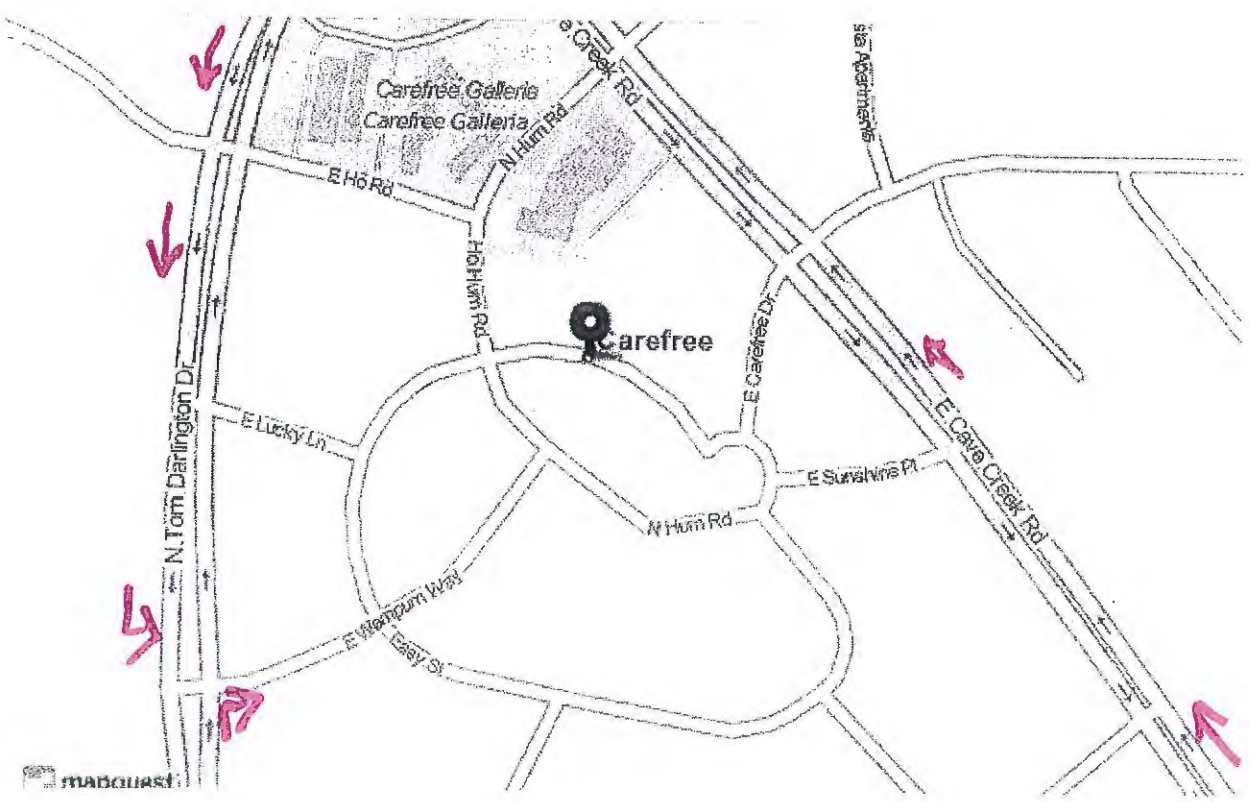
Scan information to Town Hall, Vicki Zimmerman, [Vicki@Carefree.org](mailto:Vicki@Carefree.org)

### Security Posts

 - roaming officer



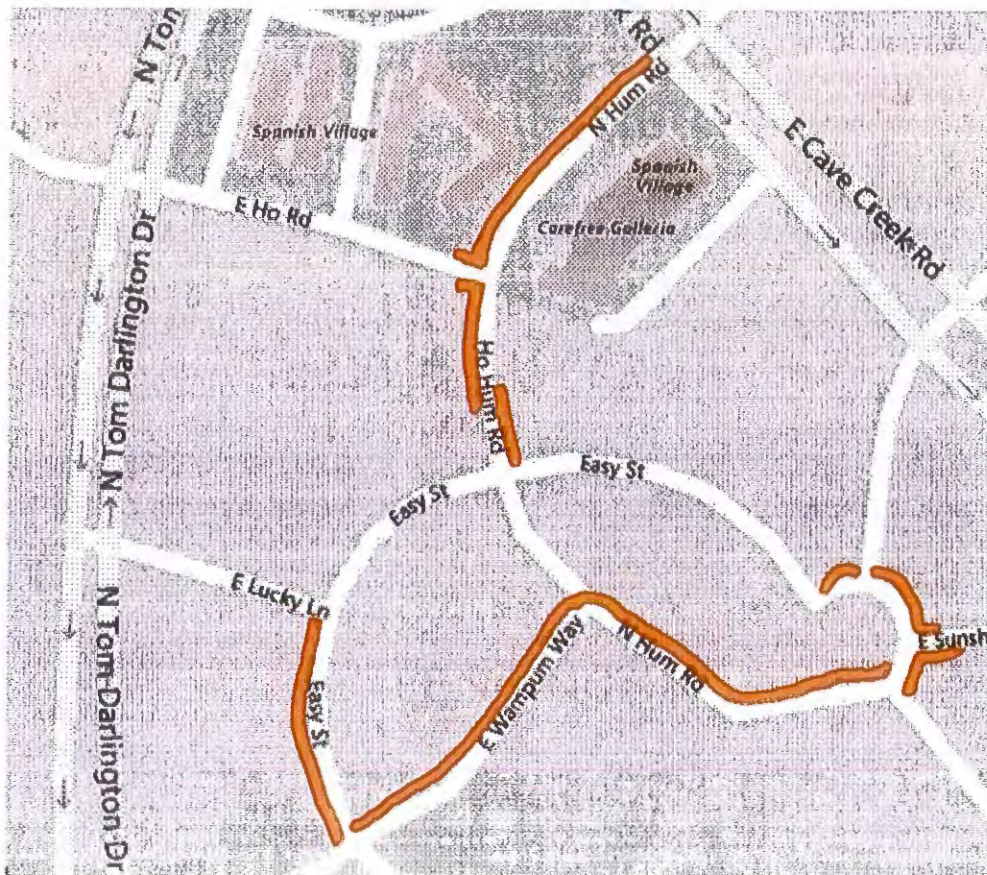
### Signage



### EVENT AREA / BARRICADES



### FENCING



TOWN COUNCIL  
OCT - 6 2020  
12



2020 "CAREFREE CARES" EXCELLENCE AWARDS  
FOURTH QUARTER - OCTOBER 2020





## “Carefree Cares” Excellence Awards

The Town of Carefree is proud to recognize one outstanding Cave Creek Unified School District (CCUSD) staff member from each school or department each quarter of the school year.

- Each award-winner will receive a special “Carefree Cares” pin
- CCUSD will also recognize the winners at an upcoming quarterly Governing Board meeting



## “Carefree Cares” Excellence Awards

### **Criteria for Selection**

- Volunteers substantial time and expertise to CCUSD, the school and/or the community
- Is a positive role model for students, staff and community
- Serves as an inspiration to others
- Always represents CCUSD and the community in a positive and professional manner
- Selections are submitted by the Principals and Directors at each site



## “Carefree Cares” Excellence Awards

**Mr. Andrew Cupo**  
**Theater Teacher**  
**Cactus Shadows High School**

Andrew Cupo is Cactus Shadows High School Theater teacher and an Alumni of Cactus Shadows High School. Andrew is impressive in the classroom, always creating engaging lessons for his students.

**Mr. Jim Swetter**  
**Former Principal, CSHS**





## “Carefree Cares” Excellence Awards

**Ms. Shannon Griffith**  
**7<sup>th</sup> Grade Teacher**  
**Sonoran Trails Middle School**

Shannon Griffith is one of the most talented and respected educators here at Sonoran Trails Middle School as well as the entire Cave Creek Unified School District. Her dedication to her craft is matched by her passion for both her content and her students.

Mr. Bill Dolezal  
Principal, STMS







## "Carefree Cares" Excellence Awards

**Ms. Katherine Herr**  
**4<sup>th</sup> Grade Teacher**  
**Lone Mountain Elementary School**

Katherine Herr has been pushing the envelope for quite some time by including flexible learning options in her classroom with technology, seating arrangements, and scheduling. Katherine has been a bright spot at Lone Mountain and has helped us to innovate something that is truly amazing.

Dr. Patty Jensen  
Principal, LMES





## “Carefree Cares” Excellence Awards

**Ms. Christine Huguley**  
**3<sup>rd</sup> Grade Teacher**  
**Desert Sun Academy**

Christine is a perfect example of a professional educator. She takes pride in establishing positive relationships with everyone she meets and she really works hard to establish a positive professional culture on our campus.

**Mr. Aaron Bagwell**  
Principal, DSA





## “Carefree Cares” Excellence Awards

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**Ms. Sue Jeffer**  
**Kindergarten Teacher**  
**Desert Willow Elementary School**

Education is very important to Sue. She is a really great kindergarten teacher who goes above and beyond at DWES putting her heart and soul into kids. Her “kinders” love her and she always finds the time to check on the students, take them out for fun activities and meals, and address any need that arises.

Ms. Staci Wiese  
Principal, DWES





## “Carefree Cares” Excellence Awards

**Ms. Madison Jones**  
**6<sup>th</sup> Grade Teacher**  
**Black Mountain Elementary School**

Madison has been a rock star at BMES. She has taken on extra responsibilities and never shied away from hard work. Her maturity and dedication help her to stand out as a leader among teachers, but her humility keeps her grounded and connected to her peers

**Mr. Matt Owsley**  
**Principal, BMES**





## “Carefree Cares” Excellence Awards

**Ms. Kathy Schutza**  
**5<sup>th</sup> Grade Teacher**  
**Horseshoe Trails Elementary School**

Kathy Schutza is an incredible asset and advocate for the school and district. She's highly effective as an educator creating dynamic and engaging lessons but what truly makes Kathy stand out from the crowd is her ability to make students feel successful and valued in her classroom.

**Mr. Aaron Pettinato**  
**Principal, HTES**





**CONGRATULATIONS TO ALL OF THE FOURTH QUARTER  
CAREFREE CARES EXCELLENCE AWARD WINNERS!**