



PRESCOTT CITY COUNCIL JOINT STUDY SESSION/ SPECIAL MEETING AGENDA

PRESCOTT CITY COUNCIL
STUDY SESSION
TUESDAY, FEBRUARY 3, 2009
3:00 P.M.

Council Chambers
201 S. Cortez Street
Prescott, AZ 86303
(928) 777-1100

The following Agenda will be considered by the Prescott City Council at its Joint Study Session/Special Meeting pursuant to the Prescott City Charter, Article II, Section 13. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

- ◆ **CALL TO ORDER**
- ◆ **INTRODUCTIONS**
- ◆ **INVOCATION:** Reverend Julia McKenna, Spiritual Architect
- ◆ **PLEDGE OF ALLEGIANCE:** Councilman Lamerson
- ◆ **ROLL CALL:**

MAYOR AND CITY COUNCIL:

Mayor Wilson	
Councilman Bell	Councilman Luzius
Councilman Lamerson	Councilman Roecker
Councilwoman Lopas	Councilwoman Suttles

- ◆ **SUMMARY OF CURRENT OR RECENT EVENTS**

STUDY SESSION

I. PRESENTATION

- A. Presentation by Martina Kuehl of Draft Regional Workforce Housing Policy.

II. DISCUSSION ITEMS

- A. Award the purchase of the required radio equipment through WSCA purchasing contract to Daniels Electronics for \$100,057.54, plus tax, for the Public Safety Communications project.
- B. Award the purchase of the required microwave equipment through AZ contract #ADO10220 to Harris Stratex Networks, in the amount of \$109,196.00, plus tax and shipping, for the Public Safety Communications project.
- C. Award the purchase of the required radio equipment to Simulcast Solutions for \$45,775.00, plus tax and shipping, for the Public Safety Communications project.
- D. Award the purchase of required electrical power modules and function manager to Tessco Technologies using GSA pricing for \$37,106.10, plus tax and shipping, for the Public Safety Communications project.
- E. Approval of Amendment to Comprehensive Sign Plan for The Depot Market Place (Panda Express) located at the intersection of Sheldon and Montezuma Streets, CC08-001.
- F. Approval of authorization to enter into a grant agreement with the Federal Aviation Administration for the design of a new Airport Rescue Fire Fighting (ARFF) Facility in the amount of \$105,263.15 (\$5,263.15 City) and further authorizing the Mayor and City staff to execute any and all related documents.
- G. Award of a contract with Polydyne Inc. for the purchase of dry powder organic polymer for the Wastewater Treatment Plant at the unit price of \$1.73 per pound.
- H. Approval of a professional services agreement with Post, Buckley, Schuh, and Jernigan, Inc., for engineering and design of the Upper Thumb Butte Water Tank, Booster Station, Water Main; and analysis and siting of the Lower Thumb Butte Water Storage Tank, in the amount of \$555,419.00.
- I. Approval of Amendment One to Contract #08-233 with Ninyo and Moore for quality assurance testing for various Public Works Projects in the amount of \$30,000.00.
- J. Notice of Public Hearing (February 10) of a liquor license application from Andrea Dahlman Lewkowitz, Applicant for N and D Restaurants, Inc., for a Series 12, Restaurant, License for the Olive Garden Italian Restaurant, Inc. located at 3060 Highway 69.

- K. Discussion of City Council Travel Budget.
- L. Approval of the Minutes of the Prescott City Council Study Session of January 20, 2009 and the Regular Voting Meeting of January 27, 2009.
- M. Selection of items to be placed on the Regular Voting Meeting Agenda of February 10, 2009.

III. ADJOURNMENT

SPECIAL MEETING

I. Call to Order.

II. Recess into Executive Session.

III. EXECUTIVE SESSION

- A. Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, pursuant to ARS 38-431.03(A)(4).

- 1. Employee claim re overtime compensation and related matters.

IV. POST EXECUTIVE SESSION

- A. Possible action on employee claim re overtime compensation and related matters.

V. ADJOURNMENT

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on _____ at _____m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

Elizabeth A. Burke, City Clerk

COUNCIL AGENDA MEMO – 02/03/2009

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DEPARTMENT: Prescott Regional Communications Center
AGENDA ITEM: Recommendation for Council to purchase Communication Equipment using account number 24-85101-712.

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Approved By:	Date:
Department Head: Darrell Willis, Emergency Services Director <i>DW</i>	1/28/09
Finance Director: Mark Woodfill	
City Manager: Steve Norwood <i>SN</i>	

BACKGROUND

The City of Prescott is working on a major Public Safety Communications upgrade project to improve voice communications in the Prescott area as well as the infrastructure required to use mobile data computers and automatic vehicle locators throughout the Prescott area. Phase one of this project is near completion which included the design and construction of towers, communication buildings and emergency generators at five sites throughout the Prescott area.

We are preparing to begin phase two which will include the infrastructure required to operate MDC's and AVL's and the microwave and VHF radio equipment needed for the improved Public Safety voice radio system. The current schedule will have MDC's and AVL's operational for Prescott Police by the end of February 2009 and the new radio voice system operational for both Police and Fire by December 2009. We are still projected to be under budget.

This current request is for the VHF radio transmitters, receivers and base station equipment for two police channels and one fire channel to serve the City of Prescott Police and Fire Departments.

Staff recommends Daniels Electronics as the manufacturer, and this equipment would be purchased through the Western States Contracting Alliance (WSCA). For the past 50 years Daniels Electronics has provided customers with highly reliable, high performance base stations and radio equipment in North America.

FINANCIAL

In 2006, the total build-out budget estimate for the new Public Safety voice and data communication system was 4.5 million dollars. The decision was made to manage this project, in house, in two phases with an approved budget of 2.5 million dollars. We are still estimating that completion of the project will fall below the 2.5 million dollar budget. There are no known local companies qualified to build and maintain the new Public Safety radio system. Without this upgrade, the Public Safety radio system will be inoperable.

Council has approved funding for the purchase of this equipment via the communications infrastructure budget in the fiscal year 2008/2009. The purchase price of \$100,057.54, plus tax, will be paid out of account 24-85101-712 and procured through Western States Contracting Alliance (WSCA).

ITEM SUMMARY

With the completion of phase I of the Public Safety radio upgrade project, we are ready to purchase the needed equipment for the Public Safety radio system. The new equipment will provide much better coverage and eliminate dead spots for Police Officers and Firefighters in more remote areas of the City.

RECOMMENDED ACTION:

Award the purchase of the required radio equipment through WSCA purchasing contract to Daniels Electronics for \$100,057.54, plus tax, for the Public Safety Communications project.

COUNCIL AGENDA MEMO – 02/03/2009

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DEPARTMENT: Prescott Regional Communications Center

AGENDA ITEM: Recommendation for Council to purchase Communication Equipment using account number 24-85101-712.

M
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Approved By:

Date:

Department Head: Darrell Willis, Emergency Services Director *DW*

1/28/09

Finance Director: Mark Woodfill

City Manager: Steve Norwood *SN*

01/28/09

BACKGROUND

The City of Prescott is working on a major Public Safety Communications upgrade project to improve voice communications in the Prescott area as well as the infrastructure required to use mobile data computers and automatic vehicle locators throughout the Prescott area. Phase one of this project is near completion which included the design and construction of towers, communication buildings and emergency generators at five sites throughout the Prescott area.

We are preparing to begin Phase Two which will include the infrastructure required to operate MDC's and AVL's and the microwave and VHF radio equipment needed for the improved Public Safety voice radio system. The current schedule will have MDC's and AVL's operational for Prescott Police by the end of February 2009 and the new radio voice system operational for both Police and Fire by December 2009. We are still projected to be under budget.

This request is for Synchrocast System by Harris Stratex. This equipment will provide precise time adjustments of audio communication which is required in our new VHF simulcast radio system for Public Safety. This equipment will time the audio signal at each transmit location so that the broadcast tonality will be clear and audible. This required equipment is available on Arizona State contract #ADO10220 through Harris Stratex Networks, Inc.

FINANCIAL

In 2006, the total build-out budget estimate for the new Public Safety voice and data communication system was 4.5 million dollars. The decision was made to manage this project, in house, in two phases with an approved budget of 2.5 million dollars. We are still estimating that completion of the project will fall below the 2.5 million dollar budget. There are no known local companies qualified to build and maintain the new Public Safety radio system. Without this upgrade, the Public Safety radio system will be inoperable.

Council has approved funding for the purchase of this equipment via the communications infrastructure budget in the fiscal year 2008/2009. The purchase price of \$109,196, plus tax and shipping, will be paid out of account 24-85101-712 through AZ contract #ADO10220.

ITEM SUMMARY

With the completion of Phase One of the Public Safety radio upgrade project, we are ready to purchase the needed Synchrocast equipment for the VHF voice radio system which will provide clear communication and eliminate current dead spots throughout the Prescott area.

RECOMMENDED ACTION:

Award the purchase of the required microwave equipment through AZ contract #ADO10220 to Harris Stratex Networks, Inc. for \$109,196, plus tax and shipping, for the Public Safety Communications project.

COUNCIL AGENDA MEMO – 02/03/2009

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DEPARTMENT: Prescott Regional Communications Center

AGENDA ITEM: Recommendation for Council to purchase Communication Equipment using account number 24-85101-712.

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Approved By:

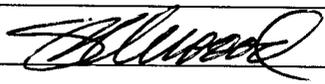
Date:

Department Head: Darrell Willis, Emergency Services Director

1/29/09

Finance Director: Mark Woodfill

City Manager: Steve Norwood



01/29/09

BACKGROUND

The City of Prescott is working on a major Public Safety Communications upgrade project to improve voice communications in the Prescott area as well as the infrastructure required to use mobile data computers and automatic vehicle locators throughout the Prescott area. Phase one of this project is near completion which included the design and construction of towers, communication buildings and emergency generators at five sites throughout the Prescott area.

We are preparing to begin phase two which will include the infrastructure required to operate MDC's and AVL's and the microwave and VHF radio equipment needed for the improved Public Safety voice radio system. The current schedule will have MDC's and AVL's operational for Prescott Police by the end of February 2009 and the new radio voice system operational for both Police and Fire by December 2009. We are still projected to be under budget.

This request is for exact timing and automatic frequency control equipment manufactured by Simulcast Solutions for the VHF Police and Fire radio system. This equipment is a required part of the simulcast radio system which will eliminate the current dead spots for radio reception.

Simulcast Solutions is the United States distributor for the Spectracom equipment needed for this project; therefore, it will be acquired as a Sole Source purchase.

FINANCIAL

In 2006, the total build-out budget estimate for the new Public Safety voice and data communication system was 4.5 million dollars. The decision was made to manage this project, in house, in two phases with an approved budget of 2.5 million dollars. We are still estimating that completion of the project will fall below the 2.5 million dollar budget. There are no known local companies qualified to build and maintain the new Public Safety radio system. Without this upgrade, the Public Safety radio system will be inoperable.

Council has approved funding for the purchase of this equipment via the communications infrastructure budget in the fiscal year 2008/2009. The purchase price of \$45,775, plus tax and shipping, will be paid out of account 24-85101-712.

ITEM SUMMARY

With the completion of phase one of the Public Safety radio upgrade project, we are ready to purchase the needed equipment for the Public Safety radio system. The new equipment will provide much better coverage and eliminate dead spots for Police Officers and Firefighters in more remote areas of the City.

RECOMMENDED ACTION:

Award the purchase of the required radio equipment to Simulcast Solutions for \$45,775, plus tax and shipping, for the Public Safety Communications project.

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COUNCIL AGENDA MEMO – 02/03/2009

DEPARTMENT: Prescott Regional Communications Center

AGENDA ITEM: Recommendation for Council to purchase Communication Equipment using account number 24-85101-712.

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M

Approved By:	Date:
Department Head: <i>DW</i> Darrell Willis, Emergency Services Director	1/24/09
Finance Director: Mark Woodfill	
City Manager: Steve Norwood <i>SN</i>	01/28/09

BACKGROUND

The City of Prescott is working on a major Public Safety Communications upgrade project to improve voice communications in the Prescott area as well as the infrastructure required to use mobile data computers and automatic vehicle locators throughout the Prescott area. Phase one of this project is near completion which included the design and construction of towers, communication buildings and emergency generators at five sites throughout the Prescott area.

We are preparing to begin phase two which will include the infrastructure required to operate MDC's and AVL's and the microwave and VHF radio equipment needed for the improved Public Safety voice radio system. The current schedule will have MDC's and AVL's operational for Prescott Police by the end of February 2009 and the new radio voice system operational for both Police and Fire by December 2009. We are still projected to be under budget.

This request is for the power modules and the power function manager for each of the tower sites. This equipment will charge, maintain and monitor the battery systems for the microwave and VHF radio system to provide constant, even-power distribution to the equipment. This equipment will be purchased from Tessco Technologies using GSA (U.S. General Services Administration) pricing.

FINANCIAL

In 2006, the total build-out budget estimate for the new Public Safety voice and data communication system was 4.5 million dollars. The decision was made to manage this project, in house, in two phases with an approved budget of 2.5 million dollars. We are still estimating that completion of the project will fall below the 2.5 million dollar budget. There are no known local companies qualified to build and maintain the new Public Safety radio system. Without this upgrade, the Public Safety radio system will be inoperable.

Council has approved funding for the purchase of this equipment, via the communications infrastructure budget, in fiscal year 2008/2009. The purchase price of \$37,106.10, plus tax and shipping, will be paid out of account 24-85101-712. The Newmar power supply equipment will be purchased using a cooperative buying agreement (GSA) from Tessco Technologies.

ITEM SUMMARY

With the completion of phase one of the Public Safety radio upgrade project, we are ready to purchase the needed equipment for the Public Safety radio system. The new equipment will provide much better coverage and eliminate dead spots for Police Officers and Firefighters in more remote areas of the City.

RECOMMENDED ACTION:

Award the purchase of the required electrical power modules and function manager to Tessco Technologies using GSA pricing for \$37,106.10, plus tax and shipping, for the Public Safety Communications project.

COUNCIL AGENDA MEMO

2/3/09 & 2/10/09

DEPARTMENT: Community Development

AGENDA ITEM: AMENDMENT OF COMPREHENSIVE SIGN PLAN for The Depot Market Place (Panda Express) located at the intersection of Sheldon and Montezuma Streets, CC08-001

Approved By:

Date:

Department Head: Tom Guice

Finance Director:

City Manager: Steve Norwood

SNorwood

01/29/09

Location: 170 E. Sheldon Street

APN: 113-18-007

Zoning: BG

Owner: Panda Express

Agent/Applicant: Nick Zahner, Ultrasons Electrical Advertising, 9025 Balboa Ave #150, San Diego, CA

REQUEST. This is a proposed amendment to the Comprehensive Sign Plan for the proposed Panda Express Restaurant (formerly Fazoli's) at the Depot Marketplace (Albertson's) Shopping Center. The primary reason for this request is to add a logo sign to the north side of the building facing the parking lot and another sign on the west side facing parking lot. The amendment consists of one paragraph in subsection 3.A. on page 6 of the current sign plan:

The old paragraph (subsection 3 A) reads as follows:

3. Pad Tenants – Any free-standing pad user with a building located on parcels 4, 5 or 7 of Depot Market Place Plat.

A) Pad shops will be allowed the maximum signage allowed by the City of Prescott Land Development Code for each building elevation. (Note the max. signage per the LDC is allowed is 50 sq. ft.).

The new paragraph (subsection 3 A) is proposed to read as follows:

3. Pad Tenants – Any free-standing pad user with a building located on parcels 4 (PAD 'A'), 5 (PAD 'B') or 7 (PAD 'C') of Depot Market Place Plat (see page 17).

A) Pad shops will be allowed the maximum signage allowed by the City of Prescott Land Development Code for each building elevation with the exception of the Panda Express PAD "C" site only, whose allowed building signage is as follows:

Specifically:

North Elevation:	16 sq. ft.
South Elevation:	16 sq. ft.
East Elevation:	32 sq. ft.
West Elevation:	32 sq. ft.
<u>Total Sq. Ft.</u>	<u>96 sq. ft</u>

STAFF ANALYSIS

Existing Plan. The Depot Market Place Comprehensive Sign Plan (CSP) has been in effect without any changes since its approval by City Council in 1991. The CSP covers the entire Depot Marketplace Shopping Center including the bank (PAD 'B' at the corner of Montezuma and Sheldon), the Depot Shops, and the historic train depot. The plan does not include the Spring Hill Suites by Marriot.

Prescott Preservation Commission

This parcel is located within the Depot Marketplace Historic Preservation District. Any changes needing a Building Permit, including signs, must be reviewed by the Prescott Preservation Commission. The Commission approved the Panda's request by a vote of 6:0 in August 2008 in accordance with the exhibits submitted for 46 sq. ft. of extra signage beyond the 50 sq. ft. allowed under the Comprehensive Sign Plan and LDC.

Comprehensive Sign Plans

Comprehensive Sign Plans allow additional signage when other factors are considered. As required by the *LDC*, the current plan includes the size, location, height, color, lettering, lighting, and orientation of all proposed signs - i.e. street, wall, and freestanding (See attached exhibits). This signage is also required to be reviewed by the City through the standard sign application process.

Staff finds that the current Comprehensive Sign Plan meets the following two *LDC* criteria:
"A Comprehensive Sign Plan shall not be approved until and unless the City Council finds that:

- "1. The plan provides that signs of a similar type and function within the development will have a consistent size, lettering style, color scheme and material construction; and the plan provides for signs that meet the size limitations, location requirements and other applicable requirements of this section.

- "2. The plan results in an improved design in exchange for a greater number of signs or larger sign face area than otherwise permitted by this section."

Area Meeting. No area meeting is required or has been noticed; however, the several shopping center property owners (not lessees) have been noticed by mail of this proposed change, as well as property owners across Sheldon Street.

PLANNING COMMISSION RECOMMENDATION

The Commission recommended approval by a vote of 4-2 at its meeting on January 8, 2009 in accordance with the sign exhibits (Exhibit 'A') as approved by the Prescott Preservation Commission. No one appeared at the public meeting to support or oppose this request.

Minority Report: Mr. Michelman and Mr. Petrovsky voted "no" with opinions including that the current sign plan and *Land Development Code* need to be followed, and that the request nearly doubles what is presently allowed by the *LDC*.

Recommended Action: MOVE to approve the Depot Market Place Comprehensive Sign Plan Dated 2/10/09 and Exhibit 'A' .

JOB INFORMATION
PANDA EXPRESS
SHELDON & MONTZUMA
PRESCOTT, AZ
PROJECT #58-08-01966

SALESPERSON
JOHN MADAYA
DESIGNER
VICKEN JABOURIAN
SKETCH NO.
PANDA620
DATE
05-28-2008

REVISION DATES
 ① 06-11-2008 VJH
 ② 06-13-2008 VJH
 ③ 10-08-2008 VJH
 ④ 12-11-2008 VJH
 ⑤

120 VOLTS
 PRIMARY ELECTRICAL
 TO SIGN LOCATIONS IS TO BE
 PROVIDED BY OTHERS.
 A 20 AMP DEDICATED CIRCUIT
 WITH GROUNDING SHALL BE
 INSTALLED IN ACCORDANCE
 WITH THE PANEL IS REQUIRED FOR
 ALL INSTALLATIONS.

CONCRETE
 ALL THIS DRAWING ARE FOR
 PRESENTATION PURPOSES ONLY.
 THEY WILL NOT BE USED FOR
 CONSTRUCTION. ALL DIMENSIONS
 SHALL BE AS SHOWN UNLESS
 OTHERWISE NOTED. ALL DIMENSIONS
 SHALL BE IN FEET AND INCHES.
 THIS COMPANY SHALL BE THE
 SOLE PROPRIETOR OF ALL RIGHTS.
 IF CANNOT BE REPRESENTED, IN WHOLE
 OR IN PART, WITHOUT THE WRITTEN
 CONSENT OF ULTRASIGNS.
 FROM A TRAVELER.

CLIENT APPROVAL

ULTRASIGNS
 ELECTRICAL ADVERTISING
 TEL: 858-569-1400 FAX: 858-569-1453
 9025 BALBOA AVENUE, STE 150
 SAN DIEGO, CA 92123-1520

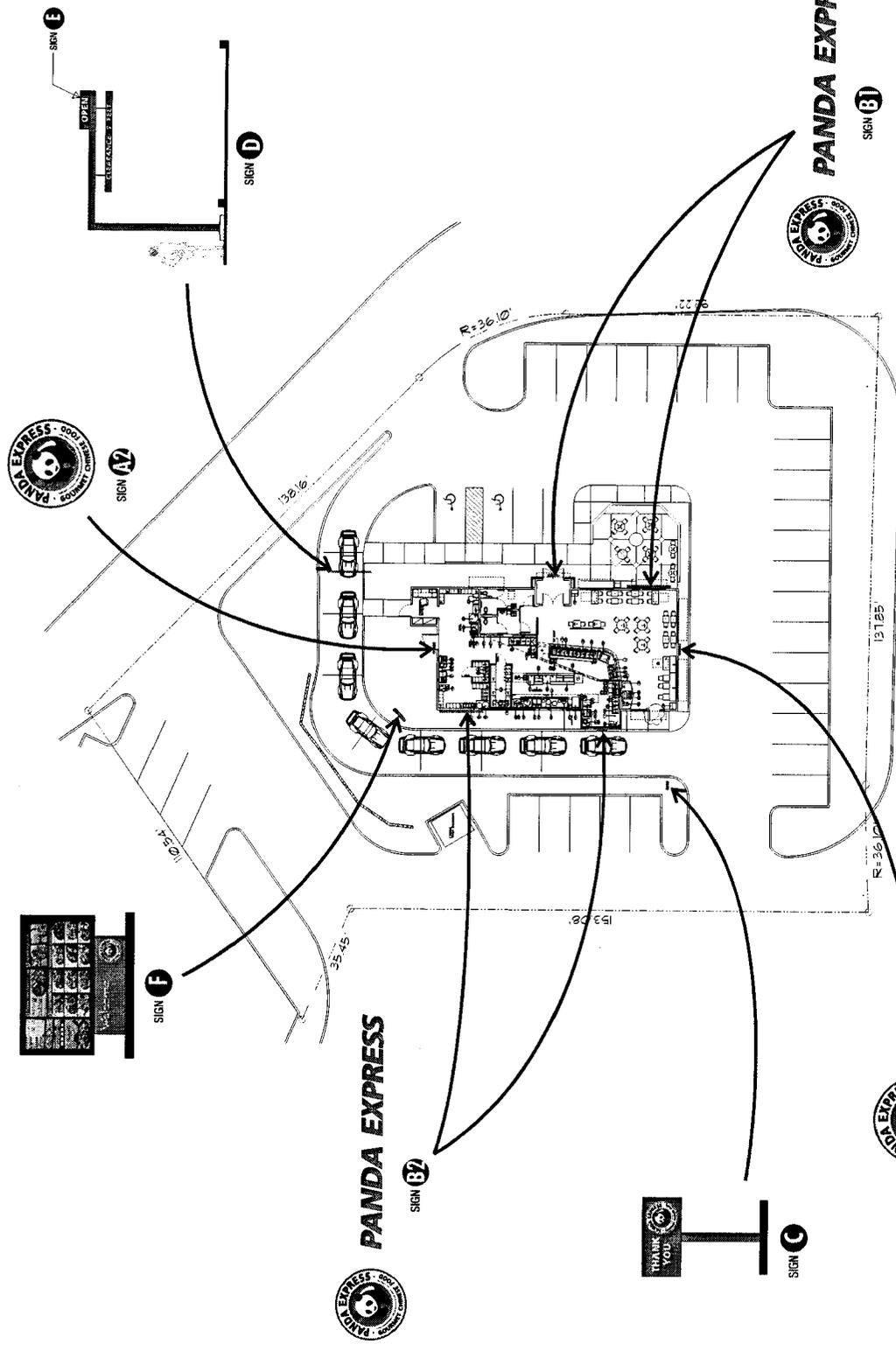


EXHIBIT A
 consisting of all
 attached pages
 for City Council
 Approval 2/10/09

NO SCALE

SITE PLAN

SHELDON STREET

PANDA EXPRESS

SIGN B1



SIGN A1



SIGN C



SIGN B2

PANDA EXPRESS

SIGN F

SIGN A2



SIGN E

SIGN D

JOB INFORMATION
PANDA EXPRESS
SHELDON & MONTEZUMA
PRESCOTT, AZ
PROJECT #SS-08-01966

SALESPERSON
JOHN HADAYA
DESIGNER
VICKEN JABOURIAN
SKETCH NO
PANDA620
DATE
05-28-2008

REVISION DATES
 ① 06-11-2008 VNJ
 ② 06-13-2008 VNJ
 ③ 10-06-2008 VNJ
 ④ 12-11-2008 VNJ
 ⑤

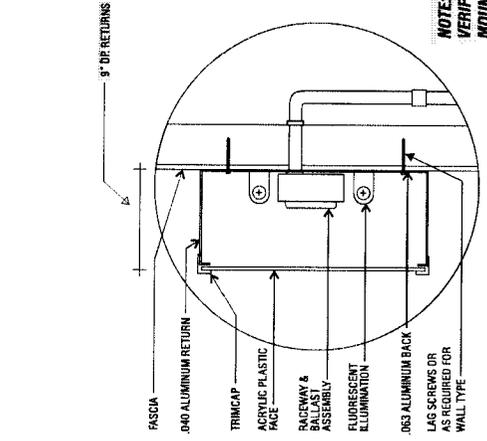
120 VOLTS
 PERMANENT ELECTRICAL
 TO SIGNAL LOCATIONS IS TO BE
 PROVIDED BY OTHER.
 ALL WIRING TO BE INSTALLED IN CONCORDANCE WITH THE NATIONAL ELECTRICAL CODE AND A GROUND RETURNING TO THE PANEL IS REQUIRED FOR ALL INSTALLATIONS.

CEGOS REPRESENTED
 IN THIS DRAWING ARE FOR
 INFORMATION PURPOSES ONLY.
 THIS PANEL IS NOT APPROVED
 FOR INSTALLATION IN ANY
 OTHER JURISDICTIONS AND FOR A
 MATCH AS CLOSE AS POSSIBLE.
 THE ORIGINAL DRAWING IS THE
 SOLE PROPERTY OF ULTRASIGNS
 IT CANNOT BE REPRODUCED,
 COPIED, OR TRANSMITTED IN ANY
 FORM OR BY ANY MEANS WITHOUT
 WRITTEN PERMISSION FROM ULTRASIGNS.

Page 4 of 13

CLIENT APPROVAL

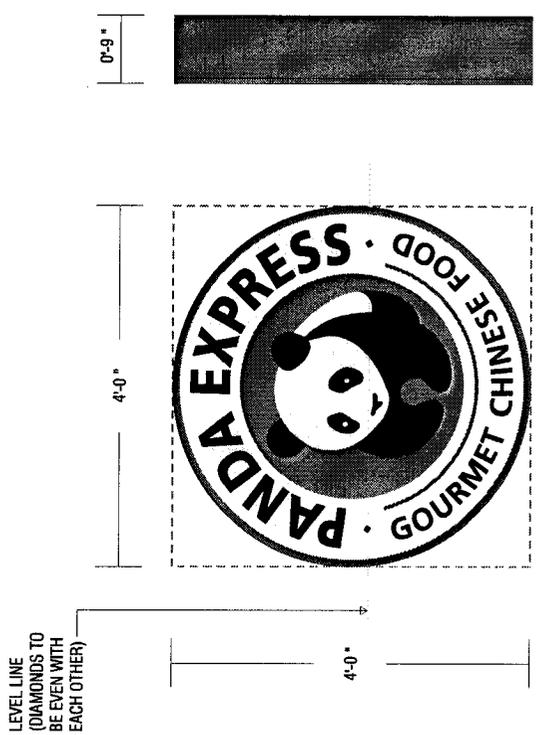
ELECTRICAL ADVERTISING
 TEL: 858-569-1400 FAX: 858-569-1453
 9025 BALBOA AVENUE, STE 150
 SAN DIEGO, CA 92123-1520



NOTE:
VERIFY WALL CONDITIONS
MOUNTING AS REQUIRED.

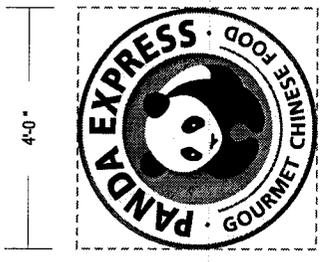
SIGN TO BE UL APPROVED AND BEAR UL LABEL
PLEX FACED CHANNEL LOGO WITH
FLUORESCENT LAMP ILLUMINATION

- 3M IVORY #3630-005
 - BLACK
 - RED PMS #200 /
 - 3M REGAL RED #3630-83
- STANDARD PANDA COLOR SPECS**



SIGN A2 **NEW SINGLE FACED ILLUMINATED WALL DISPLAYS**
 SCALE 3/4" = 1'-0"
 USE STANDARD ALUMINUM CONSTRUCTION WITH MATTHEWS SATIN ACRYLIC POLYURETHANE FINISH,
 SYMBOL USE FLUSH MOUNTED PLEX FACED CABINET.
 DECORATE FIRST SURFACE OF WHITE LEXAN WITH APPLIED VINYL GRAPHICS AND 3/4" JEWELITE "TRUE RED"
 TRIM CAP EDGES.
 RETURNS USE .040 "HUNTER RED" ROBERT & SONS ALUMINUM COIL. BACKS USE .063 "HUNTER RED"
 ROBERT & SONS ALUMINUM COIL.
 ILLUMINATE WITH CWHO FLUORESCENT TUBES.
 SIGN TO BE UL APPROVED AND BEAR UL LABEL.
 VERIFY EXACT TRANSFORMER LOCATIONS PRIOR TO INSTALLATION.

LEVEL LINE
(DIAMONDS TO
BE EVEN WITH
EACH OTHER)



4'-0"

4'-0"

13'-2 1/4"

5'-8 1/4"

6'-10 1/4"

PANDA EXPRESS

PLASTOLED

JOB INFORMATION
PANDA EXPRESS
SHELDON & MONTEZUMA
PRESCOTT, AZ
PROJECT #98-08-01966

SALESPERSON
JOHN HADAYA
DESIGNER
VICKIE JAROUNIAN
SKETCH NO
PANDA620
DATE
05-28-2008

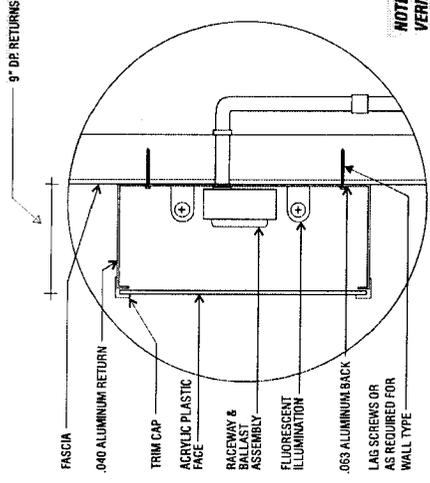
REVISION DATES
① 06-11-2008 VHJ
② 06-13-2008 VHJ
③ 10-08-2008 VHJ
④ 12-11-2008 VHJ

LOGO = 16.00 SF
LETTERS = 15.38 SF
TOTAL = 31.38 SF

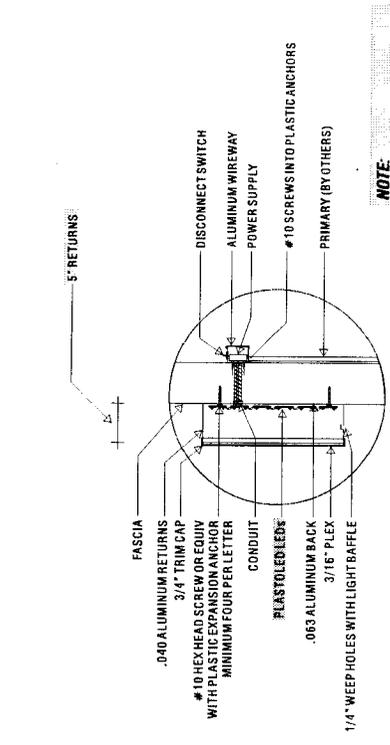
SIGN (B) 62 NEW SINGLE FACED ILLUMINATED PLEX FACED CHANNEL DISPLAYS

SCALE 1/2" = 1'-0"
USE STANDARD ALUMINUM CONSTRUCTION WITH MATTHEWS SATIN ACRYLIC POLYURETHANE FINISH.
LOGO USE ALUMINUM PLEX FACED CHANNEL. BACKGROUND 3/16" WHITE PLEX WITH APPLIED VINYL GRAPHICS.
USE 3/4" JEWELITE "TRUE RED" TRIM CAP RETURNS USE .040 "HUNTER RED" ROBERT & SONS ALUMINUM COIL, BACKS ILLUMINATE WITH CWRO FLUORESCENT TUBES.
LETTERS USE PLEX FACED CHANNELS. FACES USE #2283 RED PLEX WITH 3/4" JEWELITE "TRUE RED" TRIM CAP EDGES, RETURNS USE .040 "HUNTER RED" ROBERT & SONS ALUMINUM COIL, ILLUMINATE WITH PLASTOLED RED LEDS

STANDARD PANDA COLOR SPECS	
BLACK	3M HORY #3630-005
RED PMS #209	3M FEDERAL RD #3630-43
RED #2283 ACRYLITE	



SECTION "A"
SIGN TO BE UL APPROVED AND BEAR UL LABEL
**PLEX FACED CHANNEL LOGO WITH
FLUORESCENT LAMP ILLUMINATION**



NOTE:
VERIFY WALL CONDITIONS -
MOUNTING AS REQUIRED.

NOTE:
VERIFY WALL CONDITIONS -
MOUNTING AS REQUIRED.

CLIENT APPROVAL



ELECTRICAL ADVERTISING
TEL: 858-569-1400 FAX: 858-569-1453
9025 BALBOA AVENUE, STE 150
SAN DIEGO, CA 92123-1520

120 VOLTS
PRIMARY ELECTRICAL
TO SIGN LOCATIONS IS TO BE
PROVIDED BY OTHERS.
A 20 AMP BREAKER CIRCUIT
WITH GROUNDING SHALL BE
AND A CIRCUIT BREAKER TO
THE PANEL IS REQUIRED FOR
ALL INSTALLATIONS.

COLOUR REPRESENTED
IN THIS DRAWING ARE FOR
REFERENCE ONLY. THE
OWNER WILL NOT BE RESPONSIBLE
FOR THE QUALITY OF THE
COLORS. THE CONTRACTOR SHALL
MATCH AS CLOSE AS POSSIBLE
THIS GENERAL INSTRUCTION IS THE
SOLE PROPERTY OF ULTRASIGNS.
COLOURS OR EXHIBITS IN WHITE
SHALL BE MATCHED TO THE
SPECIMENS WRITTEN PRESENT
FROM ULTRASIGNS.

JOB INFORMATION
PANDA EXPRESS
SHELDON & MONTEZUMA
PRESCOTT, AZ
PROJECT #SG-08-01966

SALESPERSON
JOHN HADAYA
DESIGNER
VICKIE JAGOURIAN
SKETCH NO
PANDA620
DATE
05-28-2008

REVISION DATES
 ① 06-11-2008 VNJ
 ② 06-13-2008 VNJ
 ③ 10-08-2008 VNJ
 ④ 12-11-2008 VNJ
 ⑤

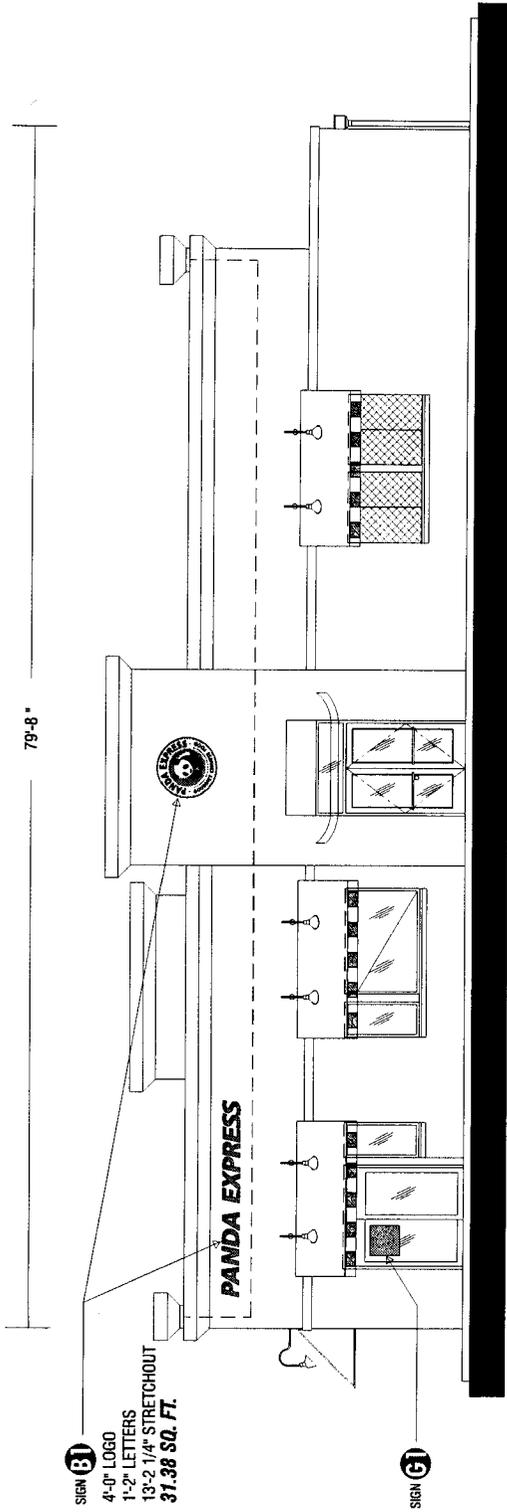
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 PROVIDED BY OTHERS.
 A 20 AMP BREAKER CIRCUIT
 SHALL BE INSTALLED TO THE
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 THE PANEL IS REQUIRED FOR
 ALL INSTALLATIONS.

COLORS REPRESENTED
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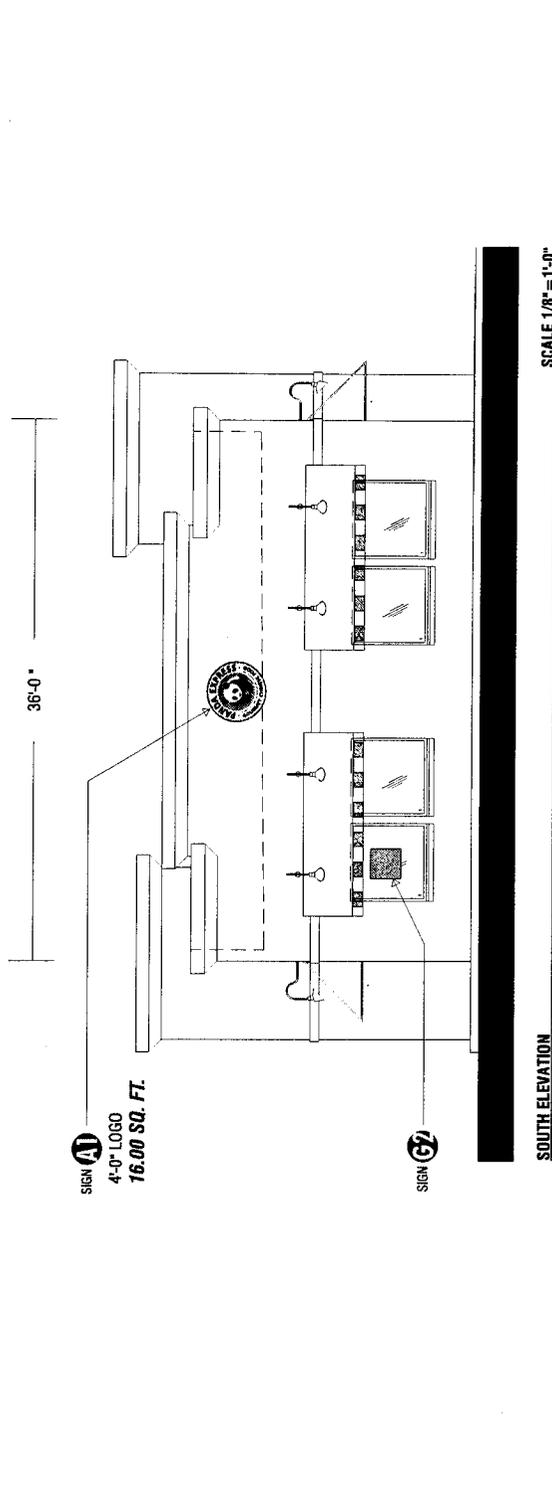
CLIENT APPROVAL

ELECTRICAL ADVERTISING
 TEL: 858-569-1400 FAX: 858-569-1453
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 SAN DIEGO, CA 92123-1520



EAST ELEVATION

SCALE 1/8"=1'-0"



SOUTH ELEVATION

SCALE 1/8"=1'-0"

JOB INFORMATION
PANDA EXPRESS
SHELDON & MONTEZUMA
PRESCOTT, AZ
PROJECT #88-08-01966

SALESPERSON
JOHN HADAYA
DESIGNER
VICKEN JABOURIAN
SKETCH NO
PANDA620
DATE
05-28-2008

REVISION DATES
 ① 06-11-2008 VHJ
 ② 06-13-2008 VHJ
 ③ 10-08-2008 VHJ
 ④ 12-11-2008 VHJ

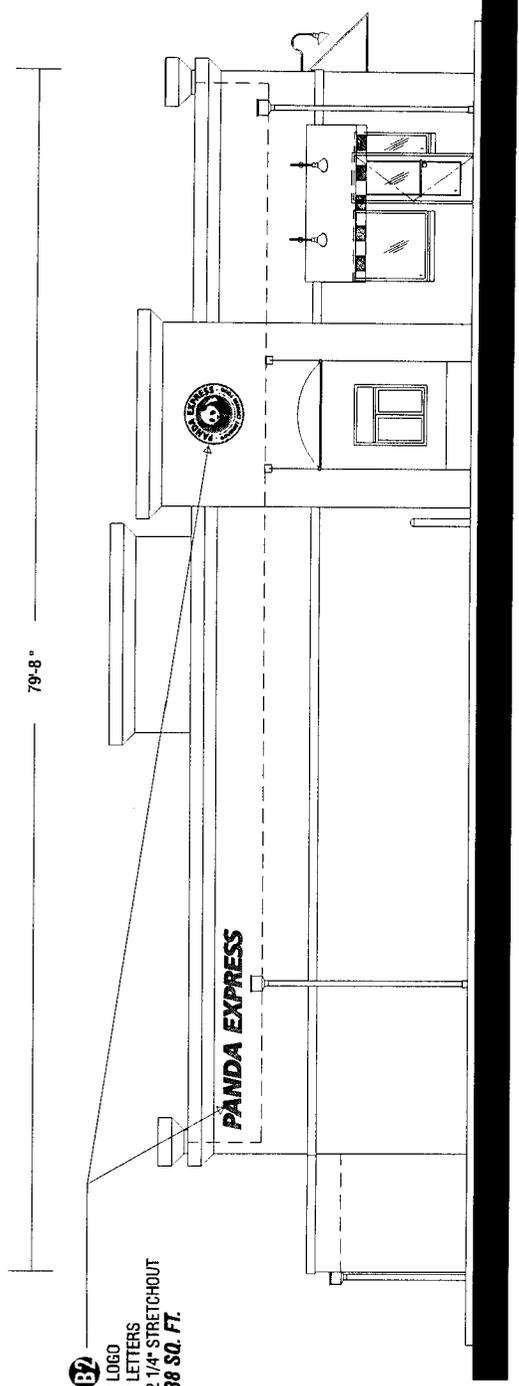
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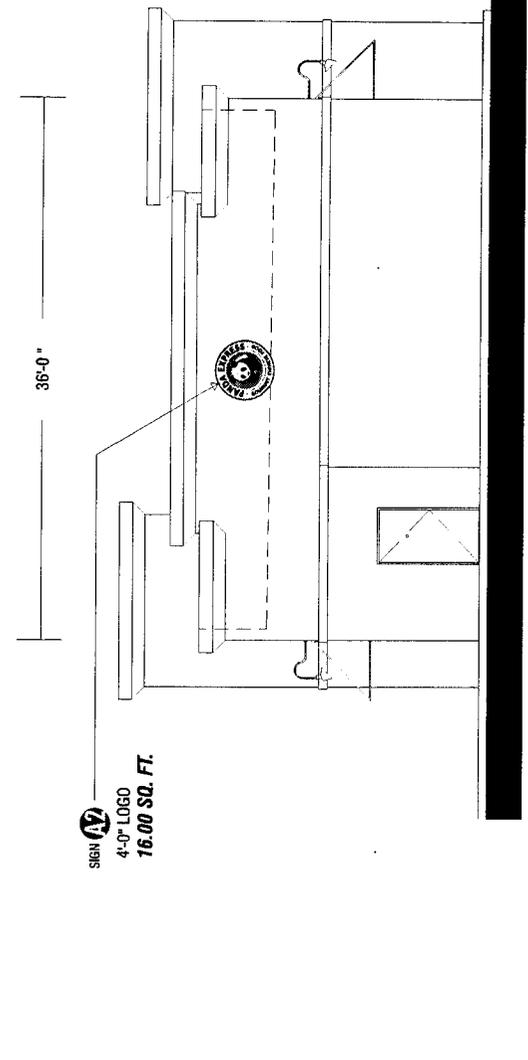
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WEST ELEVATION
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NORTH ELEVATION
 SCALE 1/8" = 1'-0"

JOB INFORMATION
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SHELDON & MONTEZUMA
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PROJECT #58-08-01966

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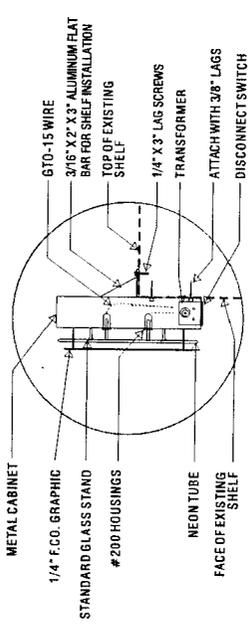
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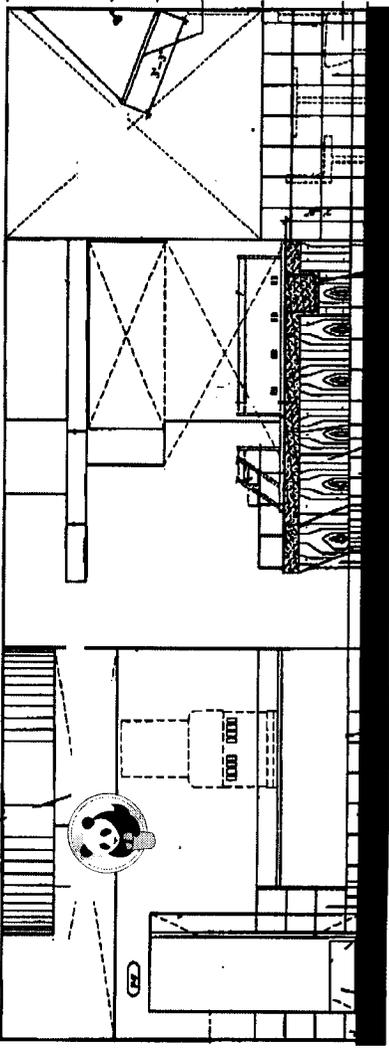
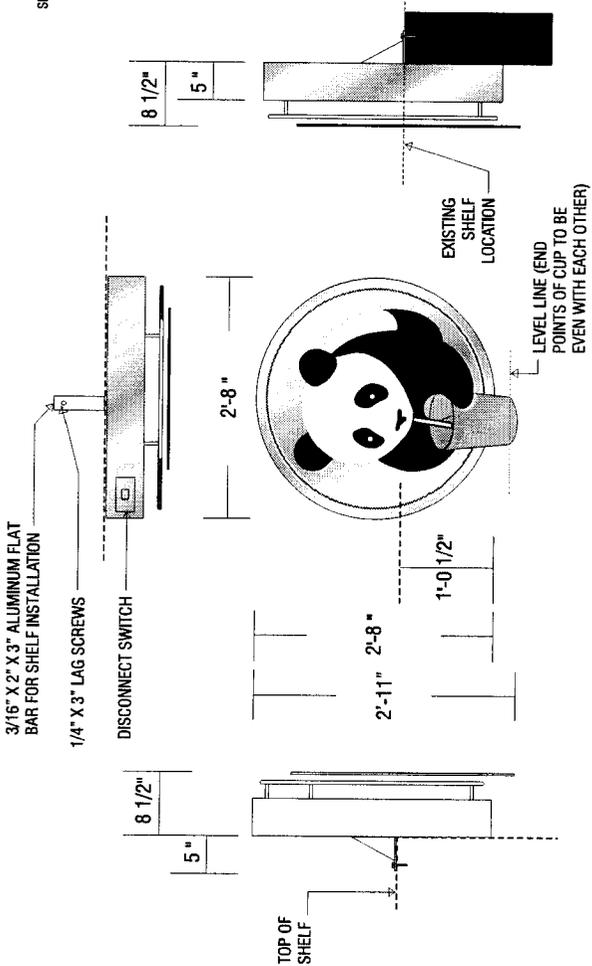
NEW SINGLE FACED SELF CONTAINED ILLUMINATED SHELF TYPE DISPLAY
 SCALE 3/4" = 1'-0"
 USE STANDARD ALUMINUM CONSTRUCTION WITH SEMI GLOSS ENAMEL FINISH, SYMBOL BACKGROUND CABINET USE 5" DEEP ALUMINUM CONSTRUCTION WITH ALUMINUM FACE AND BACK, BURNISH FACE AND RETURNS WITH WIRE BRUSH TO MATCH PANDA STANDARD AND QUALITY AND SEAL WITH CLEAR COAT.
 USE SINGLE TUBE RUBY RED NEON CONTOUR, PANDA AND CUP USE FLAT OUT 1/4" CLEAR PLEX PEG MOUNTED 2-1/2" OFF BACKGROUND, USE WHITE AND BLACK VINYL FOR PANDA.
 USE TRANSPARENT YELLOW #015 AND BLACK VINYL FOR CUP, ILLUMINATE PANDA AND CUP CONTOUR WITH #4500 WHITE NEON HALO.
 NOTE: RIGHT HAND OF PANDA AND LOWER PORTION OF STRAW TO BE ON SECOND SURFACE OF YELLOW #015 OVERLAYS.

NOTE: PRIMARY ELECTRICAL TO BE SUPPLIED BY OTHERS (NOT INCLUDED) ONE 20 AMP DEDICATED SIGN CIRCUIT WITH "J" BOX LOCATED AT SIGN IS REQUIRED PRIOR TO INSTALLATION OF SIGN.



SECTION
 SIGN TO BE UL APPROVED AND BEAR UL LABEL
LOGO NEON WALL DISPLAY

NOTE: ELEVATION SHOWN FOR REPRESENTATIONAL PURPOSES ONLY. ACTUAL ELEVATION TO BE DETERMINED.



SIGN **H** INTERIOR ELEVATION

COUNCIL AGENDA MEMO – February 3 & 10, 2009

DEPARTMENT: AIRPORT

AGENDA ITEM:

Approval of Authorization to enter into a grant agreement with the Federal Aviation Administration for the design of a new Airport Rescue Fire Fighting (ARFF) Facility in the amount of \$105,263.15 (\$5,263.15 City) and further authorizing the Mayor and City Staff to execute any and all related documents.

Approved By:

Date:

Department Head: Benjamin Vardiman, Airport Manager	01-27-09
Finance Director:	
City Manager: <i>[Signature]</i>	<i>01/29/09</i>

BACKGROUND

This is a request for authorization to enter into a grant agreement with the Federal Aviation Administration in the amount of \$100,000 for the design of a new Airport Rescue Fire Fighting (ARFF) Facility. This dollar amount represents 95% of the design projects costs. The City will be expected to match this project with the remaining 5% of the design costs (\$5,263.15). Airport Staff will also be applying to ADOT Aeronautics Division but due to the current financial situation, no state funding is expected. This grant is one of two budgeted projects that the Airport is expecting FAA grant funding for this fiscal year. This design project is going to be placed on an accelerated schedule since the construction of the ARFF station has been requested as part of the Federal Stimulus package.

The existing ARFF station is located in the South corner of the Airport and currently serves as a dual use station providing federally mandated fire protection to the Airport as well as emergency services to the community surrounding the Airport. The ARFF crew has a federally mandated response time to an aircraft accident of 3 minutes. During the last inspection by the FAA, the response time recorded was 2 minutes 55 seconds. With the proposed runway extension, the ARFF Crew will not be able to meet these mandated response times. As has been seen in the recent commercial airline accidents in both New York and especially Denver, a quick response to an aircraft accident is critical in saving the lives of as many people on the aircraft as possible. This project will allow the Airport and the Fire Department to have a functional facility which will serve the Airport and community needs for the next several decades.

Recommended Action: MOVE to approve authorization to enter into a grant agreement with the Federal Aviation Administration for the design of a new Airport Rescue Fire Fighting (ARFF) Facility in the amount of \$105,263.15 (\$5,263.15 City) and further authorizing the Mayor and City Staff to execute any and all related documents.

COUNCIL AGENDA MEMO – February 3 & 10, 2009
DEPARTMENT: Public Works
AGENDA ITEM: Award of a contract with Polydyne Inc. for the purchase of dry powder organic polymer for the Wastewater Treatment Plant at the unit price of \$1.73 per pound

Approved By:	Date:
Department Head: Mark Nietupski	
Finance Director: Mark Woodfill	
City Manager: Steve Norwood 	

Item Summary

This item is to award a bid and unit price contract to Polydyne Inc. to provide dry powder organic polymer for use in the biosolids dewatering process at the Sundog and Airport Wastewater Treatment Facilities.

Background

The Wastewater Treatment Facilities currently use approximately 42,000 pounds of emulsion polymer to dewater roughly 6,000 tons of biosolids annually. This polymer enables the dewatering equipment to separate the water from the solids in the treatment process.

Performance testing has been completed using emulsion polymer and dry polymer to establish the best results at the lowest price per ton for the dewatering process. Calculations have shown that the use of dry polymer achieved the best results, both in performance and in cost. The FY 08 use of 52,663 pounds of emulsion polymer accrued a total expenditure of \$68,462.00. Bio-solids disposal costs are estimated to be reduced by \$20,000.00 per year by utilizing the dry polymer resulting in more effective dewatering. The initial contract term is for a three-year period, subject to annual adoption of the City budget, with two, one-year options for renewal. An annual adjustment to unit pricing will be calculated in accordance with the United States Producer Price Index used in plastics and resin manufacturing, not to exceed 5% upwards or downwards.

Bid Results

Three bids were received from the following companies:

Polydyne Inc.	Riceboro, Georgia	\$1.73 / lb = \$2.45 / dry ton processed
Ciba Corporation	Suffolk, Virginia	\$2.50 / lb = \$3.48 / dry ton processed
Hill Brothers Chemical Co.	Phoenix, Arizona	\$1.95 / lb = \$6.89 / dry ton processed

Agenda Item: Award of a contract with Polydyne Inc. for the purchase of dry powder organic polymer at the unit price of \$1.73 per pound

The attached bid tabulation illustrates bids received for dry polymer and emulsion polymer. Based on the bids received, Polydyne Inc., Riceboro, Georgia was determined to be the lowest most responsible bidder. Bid items Clarifloc WE-875 and Clarifloc WE-874 are recommended for award at the respective unit prices of \$1.73 per pound for each product.

Budget

FY 09 funding for polymer purchases is available from the Sewer Fund. (Budget account #13-920-250; amount \$85,000)

Attachments: Bid Tabulation.

Recommended Action: MOVE to award a contract with Polydyne Inc., Riceboro, Georgia to provide dry powder organic polymer for bio-solids dewatering at the Wastewater Treatment Plant at the unit price of \$1.73 per pound.

**Bid Tabulation
Wastewater Treatment Facility Polymer**

Item	Description	Quantity	Unit	Polydyne Inc.		CIBA Corporation		Hills Brothers Chemical Company	
				Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
A.	Dry Polymer Clarifloc WE-875	1	Pound	\$1.73	\$1.73				
B.	Dry Polymer Clarifloc WE-874	1	Pound	\$1.73	\$1.73				
C.	Emulsion Polymer Clarifloc C-9555	1	Pound	\$1.03	\$1.03				
D.	Emulsion Polymer Clarifloc S-462	1	Pound	\$1.03	\$1.03				
A.	Dry Polymer ZETAG 7583	1	Pound			\$2.50	\$2.50		
B.	Emulsion Polymer ZETAG 8819	1	Pound			\$1.60	\$1.60		
A.	Emulsion Polymer HB - 36CE	1	Pound					\$1.95	\$1.95

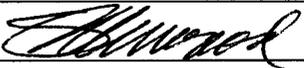
COUNCIL AGENDA MEMO – February 3 & 10, 2009

DEPARTMENT: Public Works

AGENDA ITEM: Approval of a professional services agreement with Post, Buckley, Schuh, and Jernigan, Inc., for engineering and design of the Upper Thumb Butte Water Tank, Booster Station, Water Main; and analysis and siting of the Lower Thumb Butte Water Storage Tank, in the amount of \$555,419.00

Approved By:

Date:

Department Head: Mark Nietupski	
Finance Director: Mark Woodfill	
City Manager: Steve Norwood 	01/29/09

Item Summary

This item is to procure engineering services for design of the Upper Thumb Butte Water Storage Tank, replacement of the Thumb Butte pump station, new 12-inch water main; and preliminary design and analysis for siting a new Lower Thumb Butte Water Storage Tank to be located at the same elevation of the current Lower Thumb Butte Water Tank. The recommended contract is for the initial phase of a two phase design project.

Background

It has been determined through the City of Prescott Water System Model and field observations that additional storage and water pressure is needed within Pressure Zones 24 and 27 of the water distribution area located in the southwest portion of the City, south of Thumb Butte Road, and east of the Prescott National Forest. Insufficient capacity is evident within the zones during periods of peak demand demonstrating an inadequacy in the existing facilities. The planned improvements will increase storage volume, enhance pressure, fire flows, and overall system performance within the two zones.

Phase I of the project is to design the following:

- Remove the existing 100,000 Gallon Upper Thumb Butte Reservoir and replace the Tank with a new 0.5 Million Gallon Tank
- Remove the Existing 335 gpm pump station and replace the pump station with a new 800 gpm capacity pump station
- Design approximately 3,000 LF of 12-inch ductile water main
- Determine the location and assist the City with negotiations for the purchase of land for a new 1.25 Million Gallon storage tank.

Agenda Item: Approval of a professional services agreement with Post, Buckley, Schuh, and Jernigan, Inc., for engineering and design of the Upper Thumb Butte Water Tank, Booster Station, Water Main; and analysis and siting of the Lower Thumb Butte Water Storage Tank, in the amount of \$555,419.00

In Phase I, the engineering firm will work with staff on the design of the new Upper Thumb Butte Tank and determine the preferred location for the new Lower Thumb Butte storage tank. This effort will include public outreach and involvement with educational presentations, direct mailings, public notices in local publications, and web postings on the City's web site. The Upper Thumb Butte Tank presentations will include preliminary drawings and renderings of the future tank.

When the most suitable location has been determined for the new Lower Thumb Butte Tank, a Council presentation will be scheduled to discuss the process, alternative sites evaluated, with preliminary drawings and renderings provided for the recommended storage tank. The engineer will also assist in the City's acquisition of real property and complete a preliminary analysis of upgrade needs for the water distribution system (mains and pump station) to complete Phase I.

Phase II of the project will be brought back to City Council in the beginning of the 2009-2010 budget year and will include the following:

- Design a new 1.25 Million Gallon Lower Thumb Butte Tank
- Design new 12-inch ductile water main to the future tank site.

Phase II, will require a supplemental agreement for the final design of the Lower Thumb Butte Tank and water main extension, which will be based on the results of Phase I. The final design will include the new storage tank, and extension of the water distribution system to the tank.

Procurement

On September 25th, 2008, the City received seventy one (71) proposals from seventeen (17) firms for twelve (12) publicly advertised engineering projects. Pursuant to professional services selection procedures, staff ranked the individual firms based on their Statements of Qualifications, and then interviewed the top ranked three firms to determine the final ranking for each project. Post, Buckley, Schuh, and Jernigan, Prescott, was the top ranked firm for this project. Subsequently, the scope of services and negotiation of fees were successfully completed.

Schedule

Pending award of a contract, Phase 1 design will begin in March, 2009, and be completed within 170 calendar days by October, 2009.

Agenda Item: Approval of a professional services agreement with Post, Buckley, Schuh, and Jernigan, Inc., for engineering and design of the Upper Thumb Butte Water Tank, Booster Station, Water Main; and analysis and siting of the Lower Thumb Butte Water Storage Tank, in the amount of \$555,419.00

Budget

FY 09 funding for the Phase I design is available from the Water Fund. (Accounts #2-90594, #2-90513, #2-90517, #25-90594, #25-90513 and #25-90517; Amount \$726,000). Phase 2 design costs for the project will be brought back to City Council for approval once the location of the lower storage tank has been determined next budget year.

Attachment	Scope of Work	Exhibit A
	Fee Proposal	Exhibit B
	Location Map	Exhibit C
	Schedule	Exhibit D

Recommended Action: **MOVE** to approve a contract with Post, Buckley, Schuh and Jernigan, Inc. for engineering and design of the Upper Thumb Butte Water Tank, Booster Station, Water Main; and analysis and siting of the Lower Thumb Butte Water Storage Tank, in the amount of \$555,419.00.

Thumb Butte Reservoirs, Pump Station & Pipeline

****Exhibit "A"****I. SCOPE OF SERVICES**

Based on our current understanding of the City of Prescott, Upper Thumb Butte Reservoir, Thumb Butte Pump Station, Pipeline and Lower Thumb Butte Reservoir Project, PBS&J will provide the following detailed scope of services that are broken up into two (2) phases. First, The Upper Thumb Butte Reservoir, Pump Station and Pipeline-Segment 1 will be designed concurrently, and construction plans and specifications will be developed as part of Phase I services. The Upper Thumb Butte Reservoir will be designed first, since the Pump Station requires land acquisition and the pipeline location is tied to the final pump station location. Tasks 100 through 1100 of this scope of work cover the Upper Thumb Butte Reservoir, Pump Station and Pipeline. For the purposes of this scope of work, the pipeline will be 12" ductile iron pipe and run from the new pump station west toward the new lower Thumb Butte Reservoir. The Pipeline-Segment 1 design will begin at the intersection of Plaza Drive and Thumb Butte Road and terminate at the intersection of Thumb Butte Road and Butte Canyon Drive. The existing lower thumb butte reservoir and pump station will not be modified as part of this contract. The new infrastructure designed as part of this contract will function/complement the existing lower thumb butte reservoir and associated pump station.

The New Lower Thumb Butte Reservoir will be sited as part of this Contract and then will be designed as part of a future amendment to this Contract. Task 1200 covers the Reservoir Siting work.

For Phase II services, the New Lower Thumb Butte Reservoir along with Pipeline Segment-2 will be designed. These services will be contracted through a contract amendment to the Phase I contract and are not part of this initial contract.

TASK 100 – PRE-DESIGN MEETING

1. Kickoff Meeting. A Pre-Design meeting will be held to discuss the execution of work, scheduling, expectations, approach, special conditions, contract documents, etc. A list of possible alternative sites for the new Thumb Butte Reservoir will be compiled as part of this meeting. PBS&J has submitted, for approval by the City, a list of subconsultants that will be employed on the project.
2. Design Schedule. PBS&J has included a detailed schedule depicting all major tasks and primary submittal dates, for approval by the City with this scope of services. PBS&J has included a minimum of 2 weeks for each of the City review periods.
3. Site Walk. PBS&J will coordinate with the City to walk the site and discuss special areas of concerns.

TASK 200 – TOPOGRAPHIC SURVEY

The survey tasks for this project will be performed by a subconsultant to PBS&J, the Surveyor.

Thumb Butte Reservoirs, Pump Station & Pipeline

1. Aerial Control for 2-foot contours - The Surveyor will place aerial panels with both horizontal & vertical control for referencing the aerial survey performed by a subcontractor of the surveyor. These panels will be of a size required for 40 scale mapping.
2. Aerial Mapping with 2-foot contours- The mapping company will develop 40 scale aerial mapping associated with the control provided by the Surveyor. The mapping company will produce 2-foot contours for the established project alignment.
3. Supplemental Topo- Additional appurtenances found in the field will be surveyed by hand by the Surveyor. These items include water meters, valves, fire hydrants, etc. Once the potholing is complete, the surveyor will pick up spot shots on the pothole locations.
4. The deliverables will include digital AutoCAD files for PBS&J that will contain topographic mapping based on an aerial survey as well as supplemented by ground survey. The file will also contain right-of-way and utility information established by ground surveys. All survey data will be placed on the City of Prescott Datum. That datum is an assumed ground system with vertical control based on NAVD88. This electronic data will form the basis of design for the Construction Plans at a 1:20 scale.
5. The surveyor will be responsible for finding or setting sufficient temporary benchmarks in the immediate project area to allow the project to be constructed in accordance with the design.
6. Boundary surveys of individual parcels, and the creation of legal descriptions for the pump station property and the new reservoir site are included in the basic Scope of Services.
7. Right-of-way resolution- Where discrepancies in existing right-of-way (ROW) along Thumb Butte Road or the reservoir site are identified, the Surveyor will resolve these discrepancies under an allowance item.

TASK 301- DESIGN WORKSHOP- UPPER THUMB BUTTE RESERVOIR

1. A design workshop will be held to develop a conceptual design for the Upper Thumb Butte Reservoir. It is expected that public works staff, utilities staff and water operations staff will attend this workshop on behalf of the City. Large plots of the topographic survey data will be used as a basemap for developing the conceptual design. Different design alternatives developed in the kickoff meeting will be presented in the meeting and the meeting will last several hours. Once the conceptual design is complete with City concurrence, the Preliminary Design Report (PDR) and 30% Plans can be developed.

TASK 302- DESIGN WORKSHOP- THUMB BUTTE PUMP STATION

1. A design workshop will be held to develop a conceptual design for the Thumb Butte Pump Station. It is expected that public works staff, utilities staff and

Thumb Butte Reservoirs, Pump Station & Pipeline

water operations staff will attend this workshop on behalf of the City. Large plots of the topographic survey data will be used as a basemap for developing the conceptual design. Different site alternatives developed in the kickoff meeting will be presented in the meeting and the meeting will last several hours. Once the conceptual design is complete with City concurrence, the Preliminary Design Report (PDR) and 30% Plans can be developed.

TASK 400 – PRELIMINARY DESIGN REPORT AND CONSTRUCTION COST ESTIMATE

Preliminary Design Report and Preliminary Construction Cost Estimate. PBS&J will provide a set of 30% preliminary plans, a draft Preliminary Design Report (PDR) with major system components sized and a preliminary project cost estimate, including construction phasing to the City for the Upper Thumb Butte Reservoir, Thumb Butte Pump Station and pipeline. These deliverables will be submitted to the City within 30 days after the pump station site is selected.

- a. PDR. The PDR will include tables and exhibits as required to provide enough detail of the conceptual design. The PDR will determine the conceptual layout of the reservoir, and the location and conceptual layout of the pump station.
 - i. Upper Thumb Butte Reservoir: For the purposes of this scope of work, the existing upper Thumb Butte reservoir site includes one 100,000-gallon reservoir and appurtenances.
 1. The conceptual design of the site will include one new reservoir, welded steel, no taller than the existing tank (24-feet) and re-grading of the site. Demolition plans for the existing reservoir and a construction phasing plan will also be included. The new reservoir design will include provisions for a new electrical service. Preliminary electrical load and instrumentation and control designs will be included in the PDR.
 - ii. The Thumb Butte Pump Station site will be located near the existing pump station, with the preferred location being in the DES parking lot adjacent to Casa Sanchez Mexican Restaurant. Up to three (3) different locations will be considered for the permanent location of the pump station. A brief selection analysis will be completed with a recommendation for the best location for the pump station. Once the site recommendation is made, PBS&J will assist with property acquisition for the pump station property. PBS&J will prepare up to three (3) site sketches of the pump station in different locations. The sketches will be in AutoCAD and will be presented to the City for discussion. Detailed design of the pump station will not be completed or presented at this stage.

Thumb Butte Reservoirs, Pump Station & Pipeline

TASK 450- 30% PUBLIC MEETING

1. 30% Public Meeting PBS&J will be responsible for coordinating a 30% design level public meeting. Our subconsultant, ESMpr will lead these efforts. ESMpr and PBS&J will prepare an agenda and exhibits for the public meeting and will host the meeting to respond to any nature of questions from the public. Color renderings of the proposed pump station site and the Upper Thumb Butte reservoir will be prepared. These renderings will show existing and proposed views of the proposed improvements.

A. Format for the meeting will be an open house type forum, with question and answer sessions. An acceptable venue for the meeting will be selected. The large presentation room at Yavapai College or the City Council Chambers may be used as a venue for the meeting. ESMpr and PBS&J will prepare a newsletter publication for the meeting approximately 2-4 weeks before the meeting. The newsletter publication will contain a description of the need for the project, a description of the project and the background study/data for the project. A complete and detailed background description (history of project, Carollo master plan information, and City Council actions) of the project will be created for the newsletter.

B. ESMpr, PBS&J and the City will participate in the public meeting and help the attendees understand the project, its limitations, the options considered, and other project aspects.

C. Following the meeting, ESMpr and PBS&J will meet with City staff to review the outcomes. PBS&J will incorporate and revise existing design as appropriate based on City's direction resulting from public input.

2. Public Involvement PBS&J's subconsultant, ESMpr will also create and distribute (through mailings) Public Service Announcement/News Releases/Brochures regarding the project to customers along the affected project area. The City will provide the mailing lists. ESMpr will coordinate with the City and provide information for City's website consultant for project updates.

TASK 500 – 60 % CONSTRUCTION PLANS AND SPECIFICATIONS

1. Utility Review. Concurrent with submittal to the City of the 30% design, PBS&J will submit copies to the private utility companies (electric, cable, telephone, telecommunications, and gas) for their comments and/or clearance letters. PBS&J will provide to the City copies of each of the transmittal letters to each of the utilities. A workshop meeting, separate from the water main and pumps station upgrade project, sponsored by and held at the City will be held between the City, PBS&J and reviewing agencies to discuss the conceptual plan and construction scheduling. Based upon input from the 30% plans, PBS&J will submit a revised design completion schedule.

2. Utility potholing. Based on the results of utility research, the locations for utility potholing to establish existing horizontal and vertical location of utilities will be established. For the purpose of this scope, PBS&J will provide eight (8) utility potholes near Upper Thumb Butte Reservoir, ten (10) potholes near the pump station site, and up to thirty (30) potholes along the pipeline route. A sub-contractor to

Thumb Butte Reservoirs, Pump Station & Pipeline

PBS&J will perform the potholing using non-destructive digging/vacuuming techniques.

3. *Geotechnical Investigation.* A geotechnical report will be prepared to identify the subsurface conditions, design data for retaining walls, building foundation design, steel reservoir foundation requirements and need for any special equipment for excavation. Findings in the geotechnical report will be incorporated into the reservoir, pump station and pipeline designs and specifications. A rubber-tired backhoe will be used to excavate two (2) test pits to a maximum depth of 10-feet at the reservoir site. Two seismic refraction surveys on the ground surface at the reservoir site will also be completed at the reservoir site. For the pump station and pipeline 12 borings will be completed. Laboratory testing to evaluate the index, compressibility, expansion, and chemical characteristics of the soils will be completed and documented in the soils report. Geotechnical recommendations related to excavation characteristics, side slope stability, pipe bedding, pipe backfilling, subgrade support for pavements, subgrade support for reservoir, differential settlement, pavement design sections, and re-use of on-site soils for engineered fill will also be included in this report.
4. *Hazardous Materials Survey.* PBS&J subconsultant will visually inspect the accessible areas of the building, piping, and exterior of the tanks for suspect asbestos containing materials (ACM) and lead containing surfaces (LCS). Non-destructive samples will be collected of suspect materials, containerized and sent to a certified laboratory for analysis. Suspect LCS and ACM will be analyzed with flame atomic absorption and polarized light microscopy, respectively. The results of the laboratory analysis will be recorded in a Hazardous Building Materials Survey Report prepared by PBS&J. The intent of this Work is to identify the possible presence of hazardous materials within the project site.
5. *Class III (Archeological) Cultural Resources Inventory.* PBS&J's subconsultant, EnviroSystems Management (ESM), a state permitted firm with an Arizona Antiquities Act Blanket Permit No. 2007-008bl will complete a Class III cultural resources inventory of the existing Upper Thumb Butte Reservoir site. This inventory will be completed in accordance with Arizona State standards set forth by the State Historic Preservation Office (SHPO) and Arizona State Museum. Existing archeological survey data will be confirmed and supplemented by conducting an archival records search via AZSITE, Arizona's electronic database of previous projects and known archaeological sites available to permitted archaeologists.

Once the archival records search is complete, a field inventory will be completed of the project site. Results of the work will be submitted to the City and to SHPO for necessary clearances.
6. *Soil Corrosivity Assessment and Cathodic Protection Design for Reservoir*
 - a. *Soil Corrosivity Assessment.* PBS&J's subconsultant will review existing corrosivity and geotechnical data for the reservoir site. They will conduct on-site soil resistivity testing, obtain soil chemical analysis data, and will provide a Soil Corrosivity Assessment or recommendations letter to PBS&J.

Thumb Butte Reservoirs, Pump Station & Pipeline

- b. Cathodic Protection Design for Reservoir. PBS&J's subconsultant will review ADEQ standards for cathodic protection of reservoirs, and will provide cathodic protection design calculations for internal reservoir surfaces. They will also provide cathodic protection detail sheets and specifications for inclusion with the construction plans.
7. Thumb Butte Pump Station- Surge Analysis PBS&J's subconsultant, FlowScience will complete a surge analysis for the pump station. FlowScience will establish an initial non-transient hydraulic grade line elevations for power failure and startup of pump station under maximum and zero (i.e. reservoir fill) flow demand conditions. FlowScience will perform simulations for power failure and startup of the pump station under maximum and zero demand conditions. Then FlowScience will review the analysis results and recommend surge protection measures to eliminate possible adverse surges. FlowScience will prepare a report and submit it to PBS&J.
 8. Thumb Butte Pump Station- Architectural Design. PBS&J's subconsultant, Michael Taylor Architects will complete the architectural design of the pump station building. The building will be similar in design to the Pioneer Pump Station building. The architect will also develop architectural renderings for the pump building to be presented at both public meetings.
 9. Drainage Analysis. Develop a drainage technical memorandum for the Upper Thumb Butte Reservoir site. The analysis will include developing a drainage basin map of contributory areas conveying runoff away from the Upper Thumb Butte Reservoir site. The purpose of this work is to identify the amount of existing runoff and the amount of proposed runoff from the new reservoir and its overflow. The technical memorandum will include recommendations on how to design for this flow.
 1. For the Thumb Butte Pump Station site- Drainage calculations for the existing and proposed condition due the construction of the pump station building will be completed. These calculations will be placed in PBS&J's calculation book as part of the pump station project. A formal drainage report or a technical memorandum will not be created.
 10. Preparation of Preliminary (60%) design. Review comments of the 30% Plans from the City will be solicited, received and addressed by PBS&J. Utility Conflicts that were identified from the Utility Review will be addressed with a detailed approach for mitigation of these conflicts and coordination with the respective utility company(s). Potholing results will be included at this stage. These plans will identify vertical as well as horizontal alignments within the proposed alignments for the pipeline. Recommendations for removal of existing waterlines or relocation of other existing utilities to facilitate new water line construction will be made at this stage in the design. The construction cost estimate will be updated for the 60% design level.

The Upper Thumb Butte Reservoir and Thumb Butte Pump Station 60% design drawings will include Civil, Mechanical, Electrical and Instrumentation and Controls designs. The drawings will also include architectural plans for the new building and structural plans. A complete SCADA system compatible with the City's existing

Thumb Butte Reservoirs, Pump Station & Pipeline

SCADA system at ISR pump station and the New Pioneer Pump Station will be included. Demolition plans for the existing Thumb Butte Pump Station are also included.

1. Preparation of Preliminary (60%) Design Specifications. Brief 60% design level specifications that cover major equipment and materials only will be developed. In generating the specifications, PBS&J will adhere to the City's boilerplate for technical specifications and will include Special Provisions in a format acceptable to the City. All major bid items will be addressed in the 60% technical provisions. Any deviation(s) from the boilerplate will be brought to the City's attention.

11. Second (60%) Concept Public Meeting PBS&J's subconsultant ESMpr will prepare the notices for the second public meeting to present the 60% design level project plans to the public. Format for the meeting will be an open house type forum, with question and answer sessions. ESMpr will prepare a newsletter publication for the meeting approximately 1-3 weeks before the meeting. The City will be responsible for printing of such newsletters. ESMpr, PBS&J and the City will participate in the public meeting and help the attendees understand the project, its limitations, the options considered, and other project aspects.

1. New Thumb Butte Reservoir. PBS&J and ESMpr will add information/detail to the public meeting presentation for the New Thumb Butte Reservoir if the Siting Analysis is complete and a conceptual design is available. This work is an allowance item.

TASK 600 - 90% CONSTRUCTION PLANS AND SPECIFICATIONS

1. Preparation of Pre-final (90%) Plans, Specifications, and Estimate for Submittal to City and Utility Companies. PBS&J will develop 90% design drawings and specifications based on design comments provided by the City. The Plans will be submitted and review comments from the City will be solicited. The plans will include civil and electrical plans along with instrumentation and control plans and diagrams and specifications for the new PS. Recommendations for Traffic Control will be included with this submittal. An updated construction cost estimate and updated project specifications will be included with the 90% design submittal. The plan set will also include architectural and structural plans for the new PS building.

2. Pre-final (90%) Design Meeting. A meeting will be held between the City and PBS&J to discuss any revisions or additional work required for generation of final (100%) plans and specifications. The meeting will take place at the City offices and will occur approximately 2 to 3 weeks after the 90% Plans and Specifications are submitted to the City.

2. Preparation of Easement Legal Descriptions and Maps/Drawings. PBS&J's subconsultant Surveyor will prepare legal descriptions, maps and obtain pertinent title reports for the acquisitions of additional easements required, if any, to construct the proposed improvements. In the event additional easements are needed to construct the project, PBS&J will provide two originals of detailed legal descriptions and

Thumb Butte Reservoirs, Pump Station & Pipeline

maps/drawings, both stamped by a Registered Land Surveyor. PBS&J may be required to accompany the City (or their representative) at meeting(s) held with the affected property owner(s) to explain the need for the taking and its affect on the property. PBS&J will not participate in meetings to negotiate with the pertinent property owners for the acquisitions of any of the required easements. A final easement map (record of survey) will be submitted to the City which indicates new permanent easements required. The additional easements will be staked prior to meetings with property owners.

TASK 700 - 100% CONSTRUCTION PLANS AND SPECIFICATIONS

Preparation of Final(100%) Plans, Specifications, Design Report, Bid Schedule and Engineer's Estimate. The final plans will be prepared incorporating appropriate adjustments or corrections made during the review of the 90% plans, by the City and ADEQ. The plans will include civil and electrical plans along with instrumentation and control plans and diagrams. An updated construction cost estimate, updated project specifications along with thrust restraint calculations will be included with this final design submittal. The plan set will also include architectural, structural and mechanical (HVAC-heater only) plans. A set of final plans will be provided to the City on Bond paper for final approval.

1. Regulatory Agency Review. PBS&J will prepare a portion of the application (Approval to Construct), 90% plans, 90% specifications and design report for submittal to ADEQ for review. The City will complete the application form and provide a check for the submittal fee. It is expected that ADEQ will take approximately 8 to 10 weeks to complete the review of the plans. PBS&J has estimated the amount of effort required to respond to comments from ADEQ. Any review fees assessed by the ADEQ will be paid by the City.

TASK 800 – FINAL MYLAR CONSTRUCTION PLANS AND SPECIFICATIONSPreparation of Mylars/Bid Documents

A set of final reproducible plans will be provided to the City on 3 mil Mylar and on disk (compatible with either AUTOCAD *.DXF). A hard copy and disk of specifications, bid schedule and engineer's estimate, will be submitted (compatible with Microsoft Word). Plans will be submitted as final plans after ADEQ Approval to Construct is acquired, provided that ADEQ approval is within four (4) months of submittal. PBS&J will only be responsible for the special and technical provisions portion of the specifications, bidding schedule and engineer's estimate. The City will prepare the formal contract documents and will provide PBS&J with examples of special and technical provisions in electronic format. All Design plans (hard copy and digital) will be submitted in the Plate 1 plan-profile format.

Thumb Butte Reservoirs, Pump Station & Pipeline

TASK 900 - PROJECT MANAGEMENT**1. Work Sequence and Project Duration**

PBS&J will complete this work in the following sequence.

- Upper Thumb Butte Reservoir and pipeline design
 - Construction Plans and Specifications completed concurrently and first
- Thumb Butte Pump Station design
 - Site selection and land acquisition
 - Construction Plans and Specifications completed concurrently, but second
- Lower Thumb Butte Reservoir Siting
 - Begin site selection immediately upon notice to proceed.

The expected total duration of this project is 9 months, see attached schedule.

2. Project Management

- A. **Project Management.** Perform project management responsibilities including schedule and budget review. Review invoices prior to submission to the City. Manage staff and resources to efficiently perform the work. Keep City informed on progress of project on a regular basis and update schedule as necessary during the course of the project. Coordinate and lead internal team project meetings.
- B. **Quality Assurance/Quality Control Plan Review.** PBS&J will perform internal review of deliverable in accordance with our Quality Control and Assurance Program (QCAP). Review is provided to clarify documents, and identify discrepancies.
- C. **Coordination with PBS&J Subconsultants** as required.
- D. **Coordination with Other Consultants.** Coordinate contracts and correspondence with Client's other consultants as necessary to complete the work.
- E. **Meeting Minutes.** PBS&J will record and prepare accurate minutes from all meetings involved with the project. A hard copy and disk of the minutes will be submitted to Public Works at the conclusion of the project. The disk must be compatible with Microsoft Word.
- F. **Monthly Progress Meetings.** In addition to those meetings indicated above, PBS&J will meet monthly with the City to discuss the project status, update the schedule and discuss any pertinent issues.

Thumb Butte Reservoirs, Pump Station & Pipeline

- G. Other Agency Meetings. PBS&J will attend meetings with ADEQ and other agencies as required to complete the project.

TASK 1000 - BID PHASE SERVICES

PBS&J will provide engineering support during the bid phase of the project. The following tasks have been identified.

- A. Construction Pre-Bid Meeting. PBS&J will attend the construction pre-bid meeting held by the City of Prescott to answer questions from prospective bidders on the final 100% Plans.
- B. Preparing Bid Addenda. PBS&J will prepare technical responses for City prepared and issued bid addenda based on the results of the Pre-Bid Meeting and other bidders' questions. In the event an addendum is required, PBS&J will prepare the necessary changes to the plans and specifications. PBS&J will be prepared to discuss and address design questions presented by the bidders during this process.

TASK 1200 NEW THUMB BUTTE RESERVOIR SITING**A. Background Data**

1. PBS&J and our subconsultant will gather GPS topographic survey in an elevation band (Approximately 5840) around the Thumb Butte area and in potential pipeline easement/route areas that are not covered by the existing City of Prescott detailed (2-4 foot) contours where the reservoir may be sited. The existing lower Thumb Butte Reservoir and pump station will not be modified or disturbed as part of this work.
2. A high resolution aerial photo will be acquired for selected sites suitable for a reservoir. Up to four sites will be flown.

B. Hydraulic Modeling. PBS&J will coordinate with the City and Carollo Engineers for the inclusion of selected reservoir sites and pipeline alignments into their water model. We will provide input data to Carollo and Carollo will provide written results of the analysis. The goal is to evaluate the hydraulic condition/constraints on the selected reservoir location.

C. Reservoir Siting. PBS&J will identify up to four candidate sites based on background data and hydraulic modeling results. We will consider above grade and buried tank options. For each candidate site we will prepare draft site plan sketches that show the location of the tank and its potential profile/section. The sketches will also identify rough piping requirements to reach the reservoir from Thumb Butte Road or other existing street.

Thumb Butte Reservoirs, Pump Station & Pipeline

D. Hydraulic Assessment. PBS&J will complete a hydraulic assessment with input from Carollo's water modeling. We will consider reservoir water cycling and will size inlet and outlet pipelines. We will evaluate replacing the existing tank in kind as a comparison.

E. Technical Memorandum. The results of our work will be compiled in a technical memorandum submitted to the City. We will; Inventory the facilities for each option; develop budgetary costs for each option; develop a pro/con table for each site that addresses cost, schedule, aesthetic impacts, temporary construction impacts, and system operation/maintenance. At the conclusion of the technical memorandum, we will recommend one or two sites for final site selection and land acquisition.

F. Workshops. PBS&J will coordinate and schedule two workshops to present information and obtain direction during the work duration. It is expected to have one workshop after the Hydraulic Modeling task is complete and another workshop after the technical memorandum is submitted.

II. ADDITIONAL SERVICES- PROJECT ALLOWANCES

In addition to the scope of work outlined in Tasks 100 through 1200, additional work may be necessary to complete the project. The Allowances identified herein will only be used if the City deems the specific allowance task to be necessary to complete the project. A detailed scope of work for each allowance item will be developed if these elements are required to complete the project.

Allowance No.	Description
1	Additional potholing- Up to 14 additional (48 are included in the base scope of work) will be completed based on the field conditions encountered. A sub-contractor to PBS&J will perform the potholing using non-destructive digging/vacuuming techniques. After the potholes are excavated, utility type identified and recorded, and potholes backfilled, the Surveyor will survey the exact location of the utility for inclusion into the design drawings.
2	Boundary survey of City Parcels – The Surveyor will develop boundary surveys for parcels associated with the City Ownership as requested as part of the project. The Surveyor will develop a separate Record of Survey for these parcels. This work also includes resolution of right-of-way (ROW) issues that are discovered along the pipeline alignment and at Upper Thumb Butte Reservoir. This allowance includes up to three (3) properties with ROW issues.
3	2nd Public Meeting- New Thumb Butte Reservoir- If the New Thumb Butte Reservoir site is selected before the 2 nd public meeting this allowance can be used. This allowance includes work efforts to add the selected New Thumb Butte Reservoir conceptual plan to the 2 nd public

Thumb Butte Reservoirs, Pump Station & Pipeline

	meeting. Work efforts include additional renderings, site plans and public information/outreach data.
4	Project Contingency- This allowance item covers unforeseen work items that may come up during the course of the project. These fees can include PBS&J fees, subconsultant fees, or direct expenses. This allowance will only be used upon request of the City and after approval of a scope of work and fee for the proposed work.
NA	Provision of Post-Design Consultation Services – PBS&J may provide consultation assistance during construction, relative to questions pertaining to the approved Construction Plans. The purpose of this work would be to address unforeseen or new issues that were not covered under the design scope of work for the consideration of alternative solutions presented by the Contractor. If desired by the City, fees for these services will be negotiated separately upon completion of the design services.

The Costs for the basic Scope of Services in Tasks 100 through 1200 along with the proposed allowances are shown in Exhibit B.

III. CITY PROVIDED SERVICES

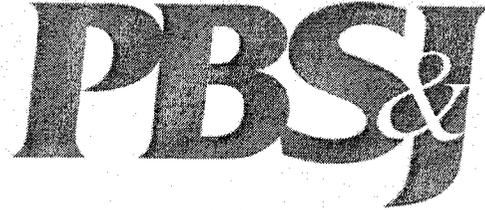
The Client will provide the following services or information:

- A. Copies of all relevant reports, studies, drawings, correspondence, and other relevant project information or data.
- B. Assign one person to serve as the Client's project manager who has authority to represent the Client and will serve as the point of interface for all project issues and communications.
- C. Application and processing of required permits and fees including complete environmental compliance, if needed. The ADEQ Approval to Construct application will be completed by PBS&J and the City and will be submitted to ADEQ by PBS&J.
- D. All available as-built drawings that show existing utilities in the project areas.
- E. A complete written description of all pertinent background project information and issues, including all unusual or critical requirements of the Client prior to project kickoff. Client will provide written direction regarding selection of alternatives and will consolidate and resolve conflicting comments on plan sets.

Exhibit B - Fee Proposal

THUMB BUTTE RESERVOIRS, PUMP STATION AND PIPELINE

Jan-09
Revised 1/15/2009



FEE SUMMARY

<u>ITEM</u>	<u>TOTAL</u>
Labor \$	358,103
Subconsultants \$	154,853
Allowances \$	29,438
Direct Costs \$ (Assumed at 2.4%)	13,025
TOTAL \$	555,419

TASK DESCRIPTION		LABOR CODE/STAFF HOURS										TOTALS			
Pt	Task	TaskSub	priv	SPEII	SPEI	EII	SDII	All	GDI					HOURS	FEE
			JS	TE,JC	GB	ACT	DESIGN	ADMIN	RAPHIC						
100	Kick-off Meeting				1	2								1	\$146
105	Site Walk				2	6								4	\$520
110	Data Collection/Exist. Utilities				4	6	8							18	\$2,292
200	Topo, ROW & Pothole Survey				6	12	2							23	\$2,958
301	Design Workshop-Upper Res				6	4	4							20	\$2,500
302	Design Workshop- Pump Sta.				6	4	4							0	\$16,830
	Subtotal/													22	\$3,016
														22	\$3,016
400	PDR and Cost Estimate				28	44	60	16						148	\$20,016
	30% Reservoir Plans				22	20	32	52						126	\$16,920
	30% Pump Station Plans				30	10	8	50						98	\$13,812
	30% Pipeline Plans				6	10	24	28						68	\$8,788
	Pump station hydraulic Calcs				8	2	18							28	\$3,688
	Subtotal/													468	\$63,224
	Pump Station Land Acquisition				2	6	8	16						32	\$4,172
	Pump Station Site Selection				6	6	6	10						28	\$3,848
	Appraisal Coordination				2	4	12	4						22	\$2,800
	Survey subconsultant													0	\$2,070
	Appraiser- fee (direct expense- estimated at \$1,500)													0	\$0
	Subtotal/													82	\$1,500
	Utility Company Rev/Submittal				2	4								6	\$14,390
	Utility Potholing-Plan & Observ				8	20	2							30	\$748
	Potholing Subconsultant(48 holes)				1	2								3	\$3,704
	Geotechnical Investigation				2	4								0	\$30,240
	Geotech. Subconsultant				2	4								3	\$374
	Hazardous Material Survey				2	4								0	\$18,900
	Hazardous Material Subconsult.				2	4								6	\$748
	Class III Arch. Cultural Survey				2	4								0	\$3,900
	Arch Survey Subconsultant													6	\$748
	Catholic Protection-Res. - Sub													0	\$3,840
														0	\$5,170
TOTAL - THIS PAGE			priv	SPEII	SPEI	EII	SDII	All	GDI						PAGE TOTALS
TOTAL - ALL PAGES			0	116	138	238	196	90	48						688
			11	375	651	876	678	90	48						2,729
															\$174,306
															\$542,394

TASK DESCRIPTION		LABOR CODE/STAFF HOURS											TOTALS				
Pt	Task	Task/Sub	priv	SPEI	SPEI	SPEI	EII	SDII	All	GDI						HOURS	FEE
			JS	TE	GC	GB	ACT	DESIGN	ADMIN	GRAPHIC							
		Electrical & Control Design		8		8	2									18	\$2,740
		Elec. Subconsultant														0	\$38,691
		Architectural Design		4		6	6	4								20	\$2,744
		Architectural Subconsultant														0	\$7,650
		Subtotal														89	\$120,197
		450 30% Public Meeting															
		Subconsultant				10	16	12								38	\$4,820
		Pump Station Renderings-Coord				2	2									4	\$6,750
		Pump Sta. Rendering (Subcon)														0	\$520
		Reservoir Renderings				6	4									30	\$1,620
		Subtotal														72	\$3,272
																	\$16,982
TOTAL - THIS PAGE			priv	SPEI	SPEI	EII	SDII	All	GDI							PAGE TOTALS	
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			11	375	651	876	678	90	48	0	0	0	0	0	0	2,729	\$542,394

Exhibit B - Fee Proposal

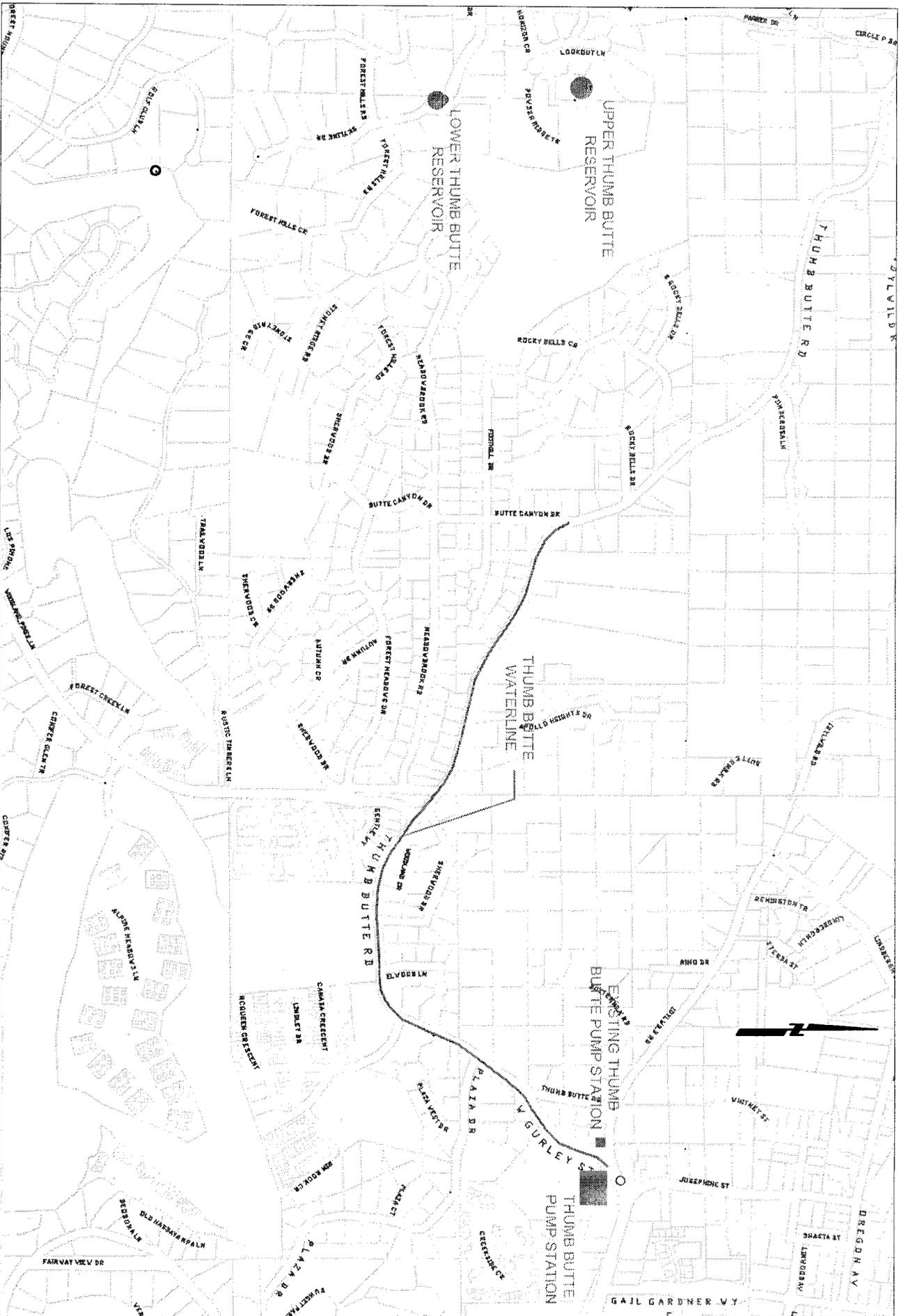
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Pt	Task	Task/Sub	priv	SPEII	SPEI	EII	SDII	All	GDI					HOURS	FEE	
			JS	TE,JC	GB	ACT	DESIGN	ADMIN	RAPHIC							
500	60% Construction Plans	Complete 60% Plan Set		32	50	86	136							0	\$0	
		Surge Analysis		2	4									6	\$39,888	
		Surge- subconsultant												0	\$920	
		Engineers Estimate		2	4	12	16							18	\$8,550	
		Special Provisions-Demo plans		8	26	40	16							90	\$2,288	
		Patholing results incorporation			8	8	16							24	\$11,748	
		Drainage Analysis- Reserv. Site		54	4	32	4							94	\$2,992	
		Drainage Calcs- Pump Sta. site		4	4	8								16	\$13,816	
		Subtotal				12	16	6							552	\$2,168
			60% Public Meeting	Subconsultant											34	\$82,370
	Revise-Pump Sta Renderings(Sub)												0	\$4,344		
	Revise- Reservoir Renderings			4	4				8				0	\$5,985		
	Subtotal												16	\$855		
													50	\$1,816		
														\$13,000		
600	90% and Final Construction Plans	Complete 90% Plan Set	1	32	48	80	124							0	\$0	
		Engineers Estimate		2	4	10								285	\$37,599	
		Special Provisions		4	16	28		32						16	\$2,060	
		Thrust Restraint Calcs			2	8								80	\$8,440	
		Subtotal												10	\$1,204	
													391	\$49,303		
700	100% Plans- Bond- QA Set	Special Provisions	1	32	36	54	84							207	\$27,763	
		Engineers Estimate		4	12	22		26						64	\$6,752	
		ADEQ Plan & Spec Submittal		1	2	6	20							9	\$1,144	
		Subtotal												41	\$5,264	
															321	\$40,923
800	Final Mylar Plans	Special Provisions		4	10	20	28							62	\$7,996	
		Subtotal												13	\$1,664	
															75	\$9,660
TOTAL - THIS PAGE			priv	SPEII	SPEI	EII	SDII	All	GDI					PAGE TOTALS		
TOTAL - ALL PAGES			2	183	258	462	418	58	8					1,389	\$195,256	
			11	375	651	876	678	90	48					2,729	\$542,394	

Exhibit B - Fee Proposal

TASK DESCRIPTION		LABOR CODE/STAFF HOURS										TOTALS				
Pt	Task	Task/Sub	priv	SPEI	SPEI	SPEI	EII	SIII	All	GDI					HOURS	FEE
			JS	TE:JC	GB	ACT	DESIGN	ADMIN	GRAPHIC							
900	Project Management	Agency & Plan Review Meetings	2		106	16		12							120	\$16,762
		Subtotal													28	\$3,576
1000	Bid Phase Services	Pre-Bid Conference		2	4	8									0	\$0
		Bid Adenda		2	4	16									14	\$1,832
		Subtotal													22	\$2,744
															36	\$4,576
1200	Thumb Butte Reservoir Siting	Background Data		8	20	20		2							0	\$0
		Survey Sub (GPS & Aerial)													50	\$6,800
		Hydraulic Modeling-Coord	3	14	12	18		26							0	\$7,290
		Reservoir Siting		12	10	8									33	\$4,473
		Hydraulic Assessment	3	12	10	16									58	\$8,052
		Tech. Memo	1	16	23	14		8		20					41	\$5,969
		Workshops		10	10	10									82	\$10,289
		Boundary survey of Site													30	\$4,280
		Subtotal													0	\$2,520
															294	\$49,673
		Allowances													0	\$0
		Extra Potholes (14 holes)													0	\$8,890
		Pothole survey													0	\$1,440
		Boundary Surveys-ROW resolution													0	\$1,900
		2nd Public Meeting- New TB Res			6	16		12							34	\$4,236
		Renderings			6	4				20					30	\$3,272
		PR Subconsultant													0	\$1,700
		Contingency													0	\$8,000
		Subtotal													64	\$29,438
TOTAL - THIS PAGE			priv	SPEI	SPEI	EII	SIII	All	GDI						542	\$104,025
TOTAL - ALL PAGES			11	375	651	876	678	90	48	0	0	0	0	0	2,729	\$542,394
															PAGE TOTALS	

Exhibit B - Fee Proposal

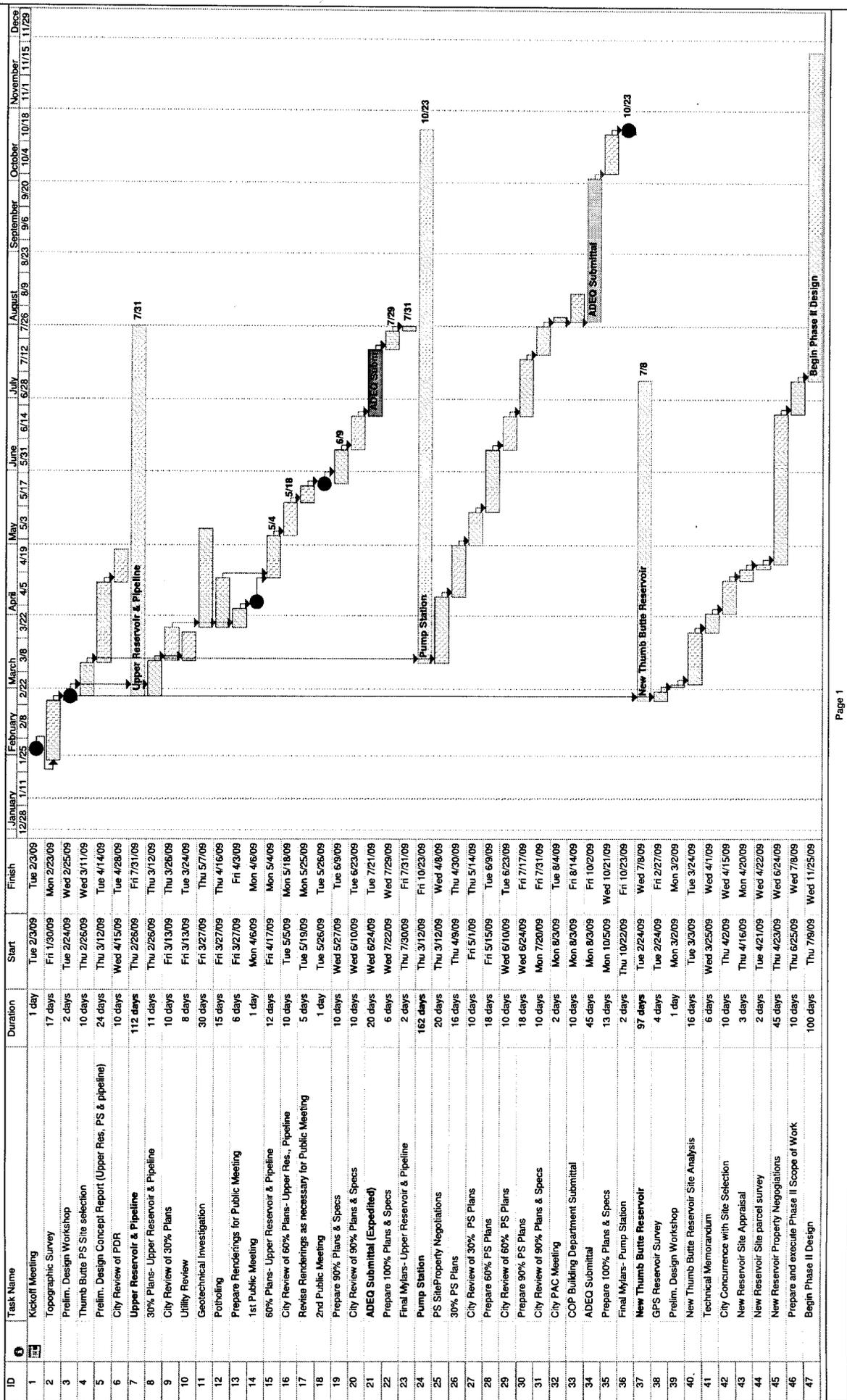
EXHIBIT C



THUMB BUTTE AREA WATER INFRASTRUCTURE IMPROVEMENT PROJECT

Exhibit D

THUMB BUTTE RESERVOIRS & PUMP STATION



COUNCIL AGENDA MEMO – February 3 & 10, 2009

DEPARTMENT: Public Works

AGENDA ITEM: Approval of Amendment One to Contract #08-233 with Ninyo and Moore for quality assurance testing for various Public Works Projects in the amount of \$30,000.00.

Approved By:

Date:

Department Head: Mark Nietupski	
Finance Director: Mark Woodfill	
City Manager: Steve Norwood 	01/29/09

Item Summary

This item is to approve Amendment One to contract no. 08-233 for quality assurance testing services on an as-required basis for City Street and Utility capital improvement projects. Construction tests include earthwork compaction, concrete strength and asphalt paving materials.

Background

On March 31, 2008, Council awarded a contract for quality assurance (QA) materials testing to Ninyo & Moore, Geotechnical & Environment Sciences Consultants, Phoenix, Arizona for an initial one year term. The original contract award, in the amount of \$100,000.00, is insufficient to complete the contract term. The cost of testing required to satisfy City QA specifications on Iron Springs Road, Downer Trail, Rubberized Chip Seal, Asphalt Rubber Friction Course Overlay, McCormick Street Sidewalk, Marina Street Parking, Dexter Street Sidewalk and ongoing Copper Basin Road projects will consume previously authorized funds.

A solicitation requesting Statements of Qualifications for quality assurance testing was published January 20, 2009. Upon completion of that process a new contract will be recommended for Council approval in late March, 2009.

Amendment One to contract 08-233, in the amount of \$30,000.00, will allow testing to continue through the remainder of the contract term.

Budget

FY 09 expenditures for QA testing are charged to the respective projects for which the services are accomplished and then allocated to the specific budget accounts funding the project (i.e., One Cent Sales Tax for Streets and Open Space, Water Fund, or Sewer Fund).

Attachments - Amendment No. 1 to City Contract # 08-233

Recommended Action: Move to approve Amendment One to City Contract #08-233, with Ninyo and Moore, for quality assurance testing on City street and utility projects, in the amount of \$30,000.00.

City of Prescott
Contract Amendment One
Quality Assurance & Compliance Testing

Contractor: Ninyo & Moore, Inc.
Contract No.: 08-233
P. O. No.: 29939
Account: Various
Date: January 12, 2009

Purpose of Amendment:

To increase contract amount for quality assurance testing and compliance testing for various capital improvement projects and increase Purchase Order No. 29939 by \$30,000.00.

You are directed to make the following changes in the Contract Documents:

Increase Purchase Order No. 29939 by \$30,000.00 to be charged to individual project account numbers accordingly from Funds 66, 13, and 2.

Summary of Changes In Contract Price

Original Contract Price	\$ 100,000.00
Amendment One	\$ 30,000.00
Amended Contract Price	\$ 130,000.00

Recommended by:

Craig Taylor, Construction Services Superintendent

Date

Approved by:

Timothy C. Burkeen, Capital Program Manager

Date

Approved by:

Mark Nietupski, Public Works Director

Date

Approved by:

Jack D. Wilson, Mayor

Date

Approved by:

Steve P. Norwood, City Manager

Date

Accepted by:

Ninyo & Moore, Inc.

Date

Copy to: Steve Norwood, City Manager
Liz Burke, City Clerk
Dawn Foster, Purchasing

COUNCIL AGENDA MEMO – (February 3 & 10, 2009)

DEPARTMENT: City Clerk

AGENDA ITEM: Public Hearing and consideration of a liquor license application from Andrea Dahlman Lewkowitz, Applicant for N and D Restaurants, Inc., for a Series 12, Restaurant, License for the Olive Garden Italian Restaurant, Inc. located at 3060 Highway 69.

Approved By:

Date:

Department Head: Elizabeth A. Burke

Finance Director:

City Manager: Steve Norwood



01/29/09

A Liquor License Application, City No. 09-075, State No. 12133432, has been received from Andrea Dahlman Lewkowitz, applicant for N and D Restaurants, Inc, for a Series 12, Restaurant, License for the **Olive Garden Italian Restaurant** located at 3060 Highway 69. This application is for a new license due to an ownership change, in accordance with State Statutes.

The public hearing will be held at the Regular Council Meeting of Tuesday, February 10, 2009. The applicant has been requested to attend the Regular Meeting to answer any questions Council may have.

A copy of the application is available for Council's review in the City Clerk's Office.

Recommended Action: (1) **MOVE** to close the Public Hearing. (2) **MOVE** to approve/deny State Liquor License Application No. 12133432, for a new Series 12, Restaurant, Liquor License for Andrea Dahlman Lewkowitz, Applicant for N and D Restaurants, Inc., for the Olive Garden Italian Restaurant located at 3060 Highway 69.

R19-1-102. Granting a License for a Certain Location

Local governing authorities and the Department may consider the following criteria in determining whether public convenience requires and that the best interest of the community will be substantially served by the issuance or transfer of a liquor license at a particular unlicensed location:

1. Petitions and testimony from persons in favor of or opposed to the issuance of a license who reside in, own or lease property in close proximity.
2. The number and series of licenses in close proximity.
3. Evidence that all necessary licenses and permits have been obtained from the state and all other governing bodies.
4. The residential and commercial population of the community and its likelihood of increasing, decreasing or remaining static.
5. Residential and commercial population density in close proximity.
6. Evidence concerning the nature of the proposed business, its potential market, and its likely customers.
7. Effect on vehicular traffic in close proximity.
8. The compatibility of the proposed business with other activity in close proximity.
9. The effect or impact of the proposed premises on businesses or the residential neighborhood whose activities might be affected by granting the license.
10. The history for the past five years of liquor violations and reported criminal activity at the proposed premises provided that the applicant has received a detailed report(s) of such activity at least 20 days before the hearing by the Board.
11. Comparison of the hours of operation of the proposed premises to the existing businesses in close proximity.
12. Proximity to licensed childcare facilities as defined by A.R.S. § 36-881.

Historical Note

Former Rule 2; Former Section R4-15-02 renumbered as Section R4-15-102 without change effective October 8, 1982 (Supp. 82-5). Repealed effective July 11, 1983 (Supp. 83-4). New Section adopted effective March 3, 1993 (Supp. 93-1). R19-1-102 recodified from R4-15-102 (Supp. 95-1). Amended by final rulemaking at 11 A.A.R. 5119, effective January 9, 2006 (Supp. 05-4).

Editor's Note: The following Section was amended under an exemption from the Arizona Administrative Procedure Act (A.R.S. Title 41, Chapter 6) pursuant to Laws 1996, Ch. 307 § 18. Although exempt from certain provisions of the rulemaking process, the Department was required to provide for reasonable notice and hearing. This Section was not reviewed by the Governor's Regulatory Review Council; and the Department did not submit notice of proposed rulemaking to the Secretary of State for publication in the Arizona Administrative Register (Supp

**ARIZONA STATE LIQUOR LICENSES
TYPES / PURPOSES
AS OF 04/07**

License Types: Series 01 In-State Producer's License

Allows an in-state producer to produce or manufacture spirituous liquor and sell the product to a licensed wholesaler.

License Types: Series 02 Out-of-State Producer's License

Allows an out-of-state producer, exporter, importer or rectifier to ship spirituous liquor into the state to a licensed Arizona wholesaler.

License Types: Series 03 Domestic Microbrewery License

Allows the licensee of a microbrewery to manufacture or produce not less than 5,000 gallons of beer in each calendar year following the first year of operation and not more than 620,000 gallons of beer in a calendar year.

License Types: Series 04 Wholesaler's License

Allows a wholesaler to warehouse and distribute for sale, spirituous liquor to a licensed retailer.

License Types: Series 05 Government License

Allows the holder of a government license to sell and serve spirituous liquor solely for consumption on the premises for which the license is issued. The license is issued in the name of a county, city, town or state university whose governing body has authorized its use.

License Types: Series 06 Bar License – Transferable

Allows a bar retailer to sell and serve spirituous liquors, primarily by individual portions, to be consumed on the premises and in the original container for consumption on or off the premises.

License Types: Series 07 Beer and Wine Bar License - Transferable

Allows a beer and wine bar retailer to sell and serve beer and wine, primarily by individual portions, to be consumed on the premises and in the original container for consumption on or off the premises.

License Types: Series 08 Conveyance License (Airplanes, Trains, and Boats)

Allows the owner or lessee of an operating airline, railroad or boat to sell all spirituous liquors in individual portions or in original containers for consumption *only* on the plane, train or boat.

License Types: Series 09 Liquor Store License (All spirituous liquors) - Transferable

Allows a spirituous liquor store retailer to sell all spirituous liquors, only in the original unbroken package, to be taken away from the premises of the retailer and consumed off the premises.

License Types: Series 10 Beer and Wine Store License (Beer and wine only)

Allows a retail store to sell beer and wine (no other spirituous liquors), only in the original unbroken package, to be taken away from the premises of the retailer and consumed off the premises.

License Types: Series 11 Hotel/Motel License (with Restaurant)

Allows the holder of a hotel/motel license to sell and serve spirituous liquor solely for consumption on the premises of a hotel or motel that has a restaurant where food is served on the premises.

License Types: Series 12 Restaurant License

Allows the holder of a restaurant license to sell and serve spirituous liquor solely for consumption on the premises of an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food.

License Types: Series 13 Domestic Farm Winery License

Allows a domestic farm winery licensee to manufacture or produce more than two hundred (200) gallons, but less than seventy-five thousand (75,000) gallons of wine annually, from grapes or other agricultural products, of which at least seventy-five percent (75%) are grown in this state.

License Types: Series 14 Club License

Allows the holder of a club license to sell and serve spirituous liquor for consumption only on the premises owned, leased or occupied by the club, and only to bona fide members of the club and their guests.

License Types: Series 15 Special Event License

Allows a charitable, civic, fraternal, political or religious organization to sell and serve spirituous liquor for consumption only on the premises where the spirituous liquor is sold, and only for the period authorized on the license. This is a temporary license.

Non-transferable License Types: Series 16 Wine Festival/Wine Fair License (Temporary)

1. Wine festival license: Allows a licensed domestic farm winery to serve samples of its products on the wine festival premises and the sale of such products in original containers for consumption off the wine festival premises.
2. Wine fair license: Allows a licensed domestic farm winery to serve samples of its products at a sanctioned county or state fair, and the sale of such products in original containers for consumption off the fair premises.

License Types: Series 17 Direct Shipment License

Allows an out-of-state producer, exporter, importer, or rectifier to take orders from retail customers by telephone, mail, catalog or the Internet. The orders must be shipped into the state to a licensed Arizona wholesaler. The wholesaler must sell the product to a licensed retailer. The retailer will deliver the spirituous liquor to the customer.

COUNCIL AGENDA MEMO – February 3/10 2009

DEPARTMENT: City Council

AGENDA ITEM: Council Travel - Placed on Agenda at the Request of Councilpersons Suttles, Roecker and Lopas.

Approved By:

Date:

Department Head:

January 28, 2009

Finance Director:

City Manager:

Background:

The City of Prescott has an adopted travel policy that applies to all exempt and non-exempt employees. In 2008, the Prescott City Council agreed upon an addendum to this policy that was created to specifically address travel by Councilmembers.

Each year during the budget process, funds are set aside for Council travel. This amount is suggested by staff based off of prior year expenditures, but confirmed and adopted by the City Council. Staff does not approve or disapprove travel requests from Council, all requests are routed through staff to the Mayor.

At the request of Councilmembers, staff is providing the travel policy as well as a breakdown of travel expenses to date. In FY2009, \$25,000 was budgeted in the City Council's travel account. Charges include items such as conference registrations, mileage reimbursement, hotel/per diem costs, parking, and city related lunches and dinners (such as Chamber events or economic development events).

Expenses year to date are as follows:

Councilmember	Amount Spent
Bob Roecker	0
Jim Lamerson	717.40
Mary Ann Suttles	735.84
Bob Bell	794.27
Lora Lopas	2217.84
Jack Wilson	2989.46
Bob Luzius	5291.82
Total	\$12746.63

Recommended Action: Item for discussion only.



**CITY OF PRESCOTT, AZ
COUNCIL POLICY
TRAVEL ADDENDUM**

Approving Official:

Jack Wilson, Mayor

Effective:

5/1/08

Per City Charter (Article II, Section 6) the Mayor "shall be a chief executive of the city government for all purposes and recognized by the governor for purposes of military law and civil defense and shall have executive but no regular administrative duties." For purposes of this policy, policy making and administrative approval is defined as an executive function.

Per City Code (Chapter 1-11), "The Mayor during his or her term is hereby authorized to create ad hoc committees for specific limited purposes and for specific limited terms, to act in an advisory role to the Mayor and Council in areas not otherwise within the province of established boards or commissions due to the nature of the limited scope of the topic in terms of time or specialty area. Members shall be appointed by the Mayor, and the Council shall receive notice of the creation, term, membership and duties of each said ad hoc committee. The Council may make any changes to the committee, term, membership, duties or any other matter pertaining to same as they shall by majority vote."

The Mayor will make annual appointments to ad hoc committees (Ex. NACOG, Water Conservation, Open Space, Etc.) for all Councilmembers – the list of appointments will be maintained by the City Clerk. Councilmembers who are assigned to committees (by Mayor or whom are appointed by City Council) or who travel for any other bona fide Council related interest will be reimbursed all travel expenses subject to the mileage exclusion. Additionally, attendance by Councilmembers at special events or conferences such as the AZ League of Cities, National League of Cities, etc., must be approved by the Mayor. The Mayor will sign and approve all travel or reimbursement forms for Council.

- Mileage Exclusion: Councilmembers will not be reimbursed mileage for travel within the Quad Cities and/or if the round trip is under 50 miles. Round trips over 50 miles will be reimbursed for total mileage incurred and be paid for the most direct and sensible route from Prescott.

Disputes regarding approval decisions made by the Mayor may be appealed to the Council as a whole and decided by majority vote.

For charges and mileage that are not reimbursed by the City for bonafide business expenses, Councilmembers may be personally eligible to claim the expenses for tax purposes per IRS guidelines (check with your tax advisor for applicability).



CITY OF PRESCOTT, AZ
Administrative Regulation
TRAVEL

Approving Official:

Steve Norwood, City Manager

Effective:

9/1/08

POLICY STATEMENT

The purpose of this policy is to protect the interests of the City and ensure fair and uniform procedures for administering reimbursement for certain expenses. All City funds are held in trust for the benefit of the community. It is absolutely essential that every public dollar be carefully monitored to assure that its expenditure results in a benefit to the public. It is critical that City employees demonstrate the highest integrity in their conduct and their use of public funds.

General Process

City employees shall apply "common sense" in the implementation of this administrative regulation. Employees are reminded that public monies fund authorized travel, and accompanying the authorization are a recognition and obligation that expenditures be reasonable and defensible. The City Manager reserves the right to approve exceptions to this policy.

The City will cover expenses including seminar or conference registration fees, transportation, luncheons, meals, conference activity fees, and other associated fees, provided these expenses are directly related to the employee's job, and prior approval has been obtained from the Department.

Job related seminars, conferences or training classes, paid by the City on behalf of the employee, will be prepaid whenever possible. It is the responsibility of the employee/supervisor to initiate travel requests sufficiently in advance of the travel to provide adequate time for all arrangements to be made, including prepayments. Additionally, if the employee is receiving any additional payments, reimbursements or cost offset for the travel/training/mileage reimbursement from grants, professional associations, or any other similar arrangement, the City must be repaid any expended funds within 10 working days of reimbursement. Failure to reimburse the City expended funds will result in discipline and may also result in criminal charges.

All out-of-state travel requires approval by the City Manager in advance on the travel form. If prepayment by City credit card is not possible, through the Department, the employee will submit a requisition to the Finance Department and receive payment following processing of the request, accompanied by the required documentation.

Meal allowance, petty cash or other travel expenses should be forwarded to the Finance Department for payment. Any expense not supported by required documentation within 10 working days from return of travel status will be considered income, instead of reimbursement, and reported on the employee's W-2.

Departments or the traveling employee are responsible for making all travel arrangements. Any cancellation fees incurred due to circumstances within the control of the employee are the responsibility of the employee and not the City.

Credit Card Charges

Any prepayment made with a City credit card shall be noted on the Multi Day Travel Form and forwarded to the Finance Department.

Department Heads, Managers and other key personnel may be authorized by the City Manager to use their City issued credit card for actual expenses as opposed to adhering to the meal allowance cap. This provision may be used in high expenditure areas of travel or with City Manager approval.

Meal Allowance

Estimated meal allowance may be issued in advance to those employees who are required to travel on City business. Meals included in conference or seminar registration fees are not eligible for meal allowance. Employees are allotted a total of \$50.00 per day (including tips) to use on meal expenses and must provide ITEMIZED receipts. The employee is not required to stay within the \$50.00/day meal allowance; but the employee must stay within the total travel meal allowance.

- ✓ Example: The employee is traveling for 3 days. Each day they receive \$50/day for meals - or a total of \$150 for the entire travel period. On day one, the employee spends \$75 on meals. That leaves the employee \$75 to spend in the remaining 2 days. Don't forget to keep your itemized receipts!

If meal allowance is advanced to the employee, the employee will be required to pay the difference of the estimated allowance if a portion goes unused.

Meal allowance is authorized for multiple day business travel. Meal allowance is to be given for single day travel only if it is directly business related. The following examples will provide more clarification of the appropriateness of one day meal expense.

The following are examples of APPROVED meal expenses

- ✓ Mark has traveled to Phoenix to attend a Finance presentation hosted at the Capitol. The presentation breaks for a lunch period as lunch is NOT provided by the presenter. Mark goes to lunch with several colleagues and discusses the presentation and how each entity will be addressing the problems within their organization.
- ✓ John is attending a water quality seminar with three co-workers. The seminar ended at 5pm and the group stopped to get dinner on the way home due to the two hour travel time. While they are eating, the group discusses current departmental problems and brainstorms solutions. One member takes notes and addresses the groups ideas at the staff meeting scheduled for the next day.
- ✓ Pam is meeting four members of her professional association for lunch to help plan for the upcoming state conference. Pam has City approval and the City pays for her contributions of time to her professional association. Pam charges her portion of lunch on her City credit card.
- ✓ Jane is meeting a potential new business prospect at a local restaurant to talk about their possible relocation to the Prescott area. Jane spends her lunch talking to the clients about the City culture, tourism, available real estate and employment numbers supporting the Prescott business area. Jane picks up the tab for not only her meal, but the clients as well.

The following are examples of NON approved meal expenses

- ✓ Jim was sent to Phoenix to attend a morning meeting. The meeting concluded at 11am. On the drive home, Jim got hungry and stopped at a restaurant for lunch. No business was conducted during this lunch. Jim figured since the City sent him to Phoenix, the City could pay for his lunch.

- ✓ Sally was sent to Flagstaff for a graphic design workshop. The workshop did not provide lunch. Sally stopped for lunch at the local Chili's and ate alone. While waiting for her food, Sally passed the time reading a non work related book. Once the break time was over, Sally returned for the remainder of the workshop.
- ✓ Gary is late for a meeting as his previous meeting ran over its scheduled time. Since the last meeting was so late, Gary missed lunch and is now starving. Gary stops at the local drive thru and picks up his meal to take to his next City meeting.

"Off District" Exception

Employees who are engaged in "off district" assistance will fall under the contract agency's rules for meals, mileage and other applicable reimbursable rates. Off district contract language will supersede the City travel regulation. A copy of the contract and applicable rates must be attached to the multi-day travel form in order to qualify for reimbursement.

Tips

The City will pay for other reasonable tipping that is standard business practice such as baggage handling. Tips must be noted and explained on the Multi Day Travel Form and no receipts are required. Meal tips are included in the \$50/day rate.

Transportation

1. Airfare

Airfare should be noted on the Multi Day Travel Form. Criteria for flight selection will be based on the lowest, discounted airfare (non stop, round trip, coach seating). Upgrades must be paid by the employee.

Payment will be for the exact amount of the airfare only. Whenever possible, the employee shall make reservations far enough in advance to receive the lowest, discounted fare on a round trip non stop flight in coach seating. In the event the employee elects to make personal stops en route to a business destination point, the employee will only be reimbursed for the lowest, discounted fare from Phoenix to the business destination point.

2. Ground Transportation/Rental Vehicles

Information should be obtained about available ground transportation and costs from the organization sponsoring the conference (conference materials often contain such information). The employee shall evaluate the most economical means of transportation available, considering alternatives consisting of shuttles, buses, cabs, rental cars, hotel parking fees, airport parking fees, etc.

The employee should check ahead to see if a shuttle service is available for airport pick up to conference or seminar locations. As a general rule, the lower of the following will be the reimbursable amount for traveling involving flights from Sky Harbor Airport: (a) the sum of private automobile mileage plus parking at Sky Harbor; or (b) the cost of shuttle service from Prescott unless mitigating circumstances are provided.

If car rental is necessary for City business, the car rental rate shall be noted on the Travel Requisition Form. Criteria for rental car selection will be based on the lowest rate. Car size requested should be appropriate to the circumstances (upgrades will be considered on a case by case basis under extenuating circumstances). Additionally, the

City of Prescott should be noted as the lessee whenever possible. A fuel credit card may be checked out from the Finance Department/Purchasing prior to travel. City credit cards can also be used to purchase fuel.

Employee's shall not obtain additional liability, collision damage, or medical insurance when renting a vehicle as this is covered under the City's insurance policy. Copies of the City's insurance policy can be obtained from Risk Management.

The City provides coverage for its liability arising out of the authorized work activities of its employees. Coverage will not apply when activities fall outside of the course and scope of employment.

Coverage can be obtained for activities that would not be covered by the City by purchasing optional coverage through the rental car agency (at personal cost – not reimbursable by the City) or through medical coverage through your personal auto insurance policy. Employees should contact their own insurance carriers with any questions concerning coverage for their passengers.

3. Personal Vehicle

If a City vehicle is not available for in-state travel, the use of personal vehicles, or rental vehicles (see above section for rental details) will be allowed and reimbursed at the current IRS federally-approved rate. The most direct and sensible route from Prescott will be used for car mileage. City employees will be reimbursed for travel at the IRS federally-approved rate if the following conditions are met: (a) no city vehicle is available; and (b) the travel is necessary for conducting City business.

Employees who receive a monthly car allowance will be reimbursed for total mileage if the round trip mileage exceeds 100 miles for business purposes only. All trips to Phoenix will be deducted from the 100 mile range and will be reimbursed their total mileage MINUS the 100 mile minimum regardless of whether the trip is for one or multiple days.

The total payment for transportation with a personal vehicle shall not exceed the cost of round trip coach airfare and a rental car (when also necessary).

In accordance with ARS 28-4135, all employees operating a personal vehicle must maintain liability insurance satisfying coverage types and minimum amounts prescribed by state law for vehicles business purposes. If sufficient insurance is not maintained, personal vehicles cannot be used in the conduct of City business. Employees are responsible for ensuring that adequate insurance is maintained at all times – these are personal responsibilities, not City responsibilities.

4. City Vehicle

The City provides coverage for its liability arising out of the authorized work activities of its employees.

- ✓ Non-city personnel (such as employees of other entities, spouses and/or children) are allowed to ride in a City vehicle or vehicle rented for City purposes for short, specific, and non-habitual uses as approved by a supervisor or the City Manager.

City liability insurance covers the vehicle, the employee and passengers when the employee and passengers are engaged in activity that is in the course and scope of employment. Coverage will not apply when activities fall outside of the course and scope of employment.

Additionally, drivers of City vehicles are covered by the City's liability insurance as described above with the following exclusions:

- ✓ The employee has broken the law
- ✓ The employee is outside the scope of their work assignment
- ✓ The employee has violated City policy in the performance of their job
- ✓ The employee has a history of violations or infractions
- ✓ The employee has engaged in "unauthorized use" of the City vehicle
- ✓ The employee committed an intentional wrongful act

Lodging

Reimbursement for lodging will be based on locality, purpose for travel and availability of accommodations. Reasonableness and economy shall be exercised by the traveler in all instances. The employee is encouraged to register early to receive any and all "early bird" discounts. Additionally, employees should request government, seminar or conference discount rates. Lodging arrangements should be made at the single moderate rate.

Registrations

The cost of registration must be included on the Multi Day Travel Form, even if paid by credit card, so that the total cost of the trip can be determined. One copy of the completed registration shall be attached to the Multi Day Travel Form. The employee is encouraged to register early to receive any and all "early bird" discounts.

Entertainment

1. Travel Entertainment

Only entertainment necessary in the conduct of City business, or that is sponsored as a part of the official conference or seminar is allowed. If such entertainment is anticipated when the trip is planned, specific approval from the appropriate Department Head must be obtained in advance. To be reimbursed for such an expense, employee must indicate on their dining and entertainment form of the expense report "who was being entertained" and "for what reason".

2. Non Travel Related Business Meals & Entertainment

Since many business and professional discussions, negotiations, and transactions take place during periods of dining or entertainment, it is recognized that business dining or entertainment is important to the operation of the City. By definition, business dining or entertainment involves those expenses incurred in extending reasonable hospitality to City guests and in connection with specific City business discussions. ITEMIZED receipts are required for reimbursement or proof of payment via the City credit card. Additionally, a Dining and Entertainment Form must be submitted as additional explanation.

Per IRS, a business/entertainment expense is defined as:

- ✓ The employee discussed business with the person(s) during the meal or entertainment period
- ✓ The main purpose of the business and meal (or entertainment) was the active conduct of business
- ✓ The meal or entertainment occurs directly before or after a substantial business discussion
- ✓ There was more than a general expectation of obtaining sales or deriving some other specific business benefit in the future

Other Expenses

ITEMIZED receipts are required in order to receive reimbursement in all cases, including meal allowance, unless specifically excepted herein. If a receipt is lost, a detailed memo describing the cost, the vendor and the usage of the expense MUST be submitted to the Department Head for possible approval. Only expenses incurred by the employee (no guests and/or spouses, etc.) will be covered. Failure to provide receipts may result in discipline up to and including termination.

The following are examples of reimbursable expenses.

- ✓ Garage and parking fees
- ✓ Taxis
- ✓ Faxes, internet and FEDEX (postage)
- ✓ Any other City business related expenses must be documented; and reimbursement will be subject to approval by the Department Head/City Manager/Mayor

The following are examples of non-reimbursable expenses.

- ✓ Expenses incurred because of accidents or car repairs involving a personal vehicle used for City business
- ✓ Laundry
- ✓ Personal entertainment (bowling, tour buses, rental cars for sightseeing, etc.)
- ✓ Hotel long distance phone calls (personal)
- ✓ Traffic and parking tickets
- ✓ Theft, loss or damage to personal effects (should be submitted under the appropriate insurance)
- ✓ Incidentals - haircuts, manicures, pedicures, massages, etc.
- ✓ Purchase of luggage, briefcases, etc.
- ✓ Trip insurance policies
- ✓ Medical expenses (should be submitted under employee's medical insurance)
- ✓ Travel in personal car, unless prior authorization has been obtained