



INFORMATION SUMMARY

MEETING DATE: **June 6, 2023**

SUBJECT: **Comprehensive Sign Plan for Town Center / Final Draft Approval**

Review, discussion, and possible action to accept Technical Memorandum D (“Tech Memo D”) of the Comprehensive Sign and Circulation Plan, which includes final sign designs, messaging, and implementation including costs and phasing.

SUMMARY:

The *Comprehensive Sign and Circulation Plan* project began back in April of 2021 in an effort to create a wayfinding system that is cohesive and clear, and that allows for a logical procession into Town Center primarily for those who are new to or visiting Carefree. Following a thorough and inclusive public outreach process, the *Plan* is ready to move forward to formal adoption by Town Council.

At the October 25, 2022 Town Council meeting, the Council provided final input to the draft. In general, Council was pleased with the *Plan* providing final feedback:

- Understanding the scale of the larger signs in the built environment;
- Size and legibility of text during the day and night;
- Ensuring site lines are clear when signs are placed in the rights-of way;
- Clarifying which signs are new and which are existing to be removed;
- Providing for an understanding of costs and phased implementation approach.

On November 14, 2022, the final *Plan* (excluding costs and implementation) was presented to the Planning and Zoning Commission, who then recommended approval by Town Council. Excluding costs allowed the Commission to base its feedback and recommendation solely on the quality of the *Plan* itself.

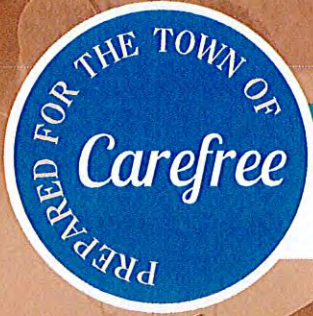
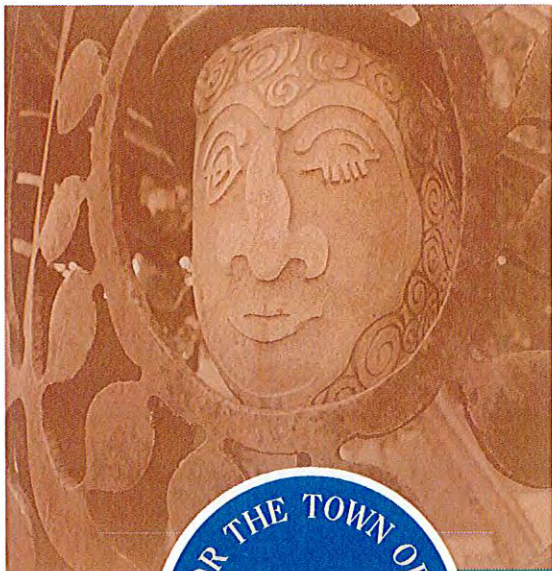
The final draft in front of you today incorporates cost information obtained through Bertram Signs & Graphics and a phasing strategy created by Kimley-Horn for implementation. Also included are potential funding opportunities for the Town to consider. Strategies for implementation are based on which signs will have the most immediate impact on achieving the goals of the *Plan*.

Kimely-Horn and staff have met with the project’s Stakeholder Group on numerous occasions, provided updates to the Commission, conducted several neighborhood meetings, held a joint work

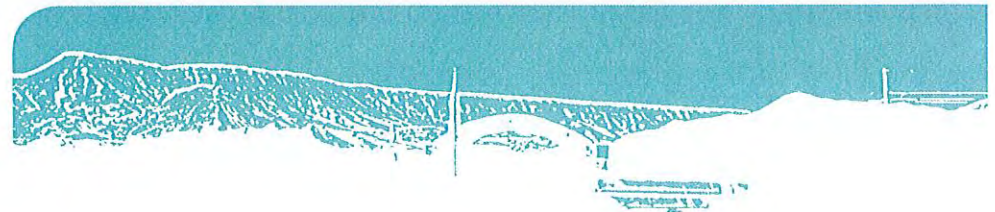
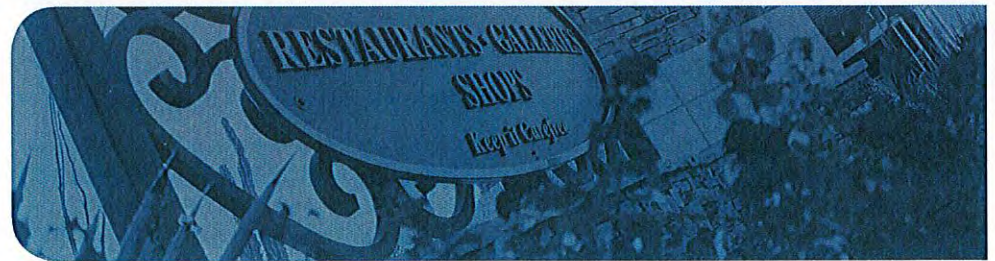
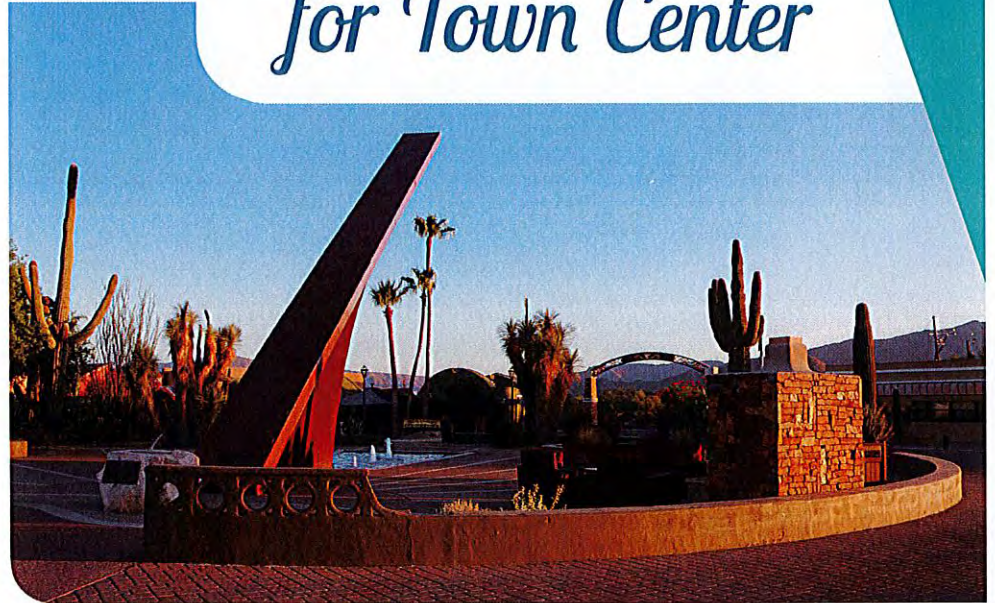
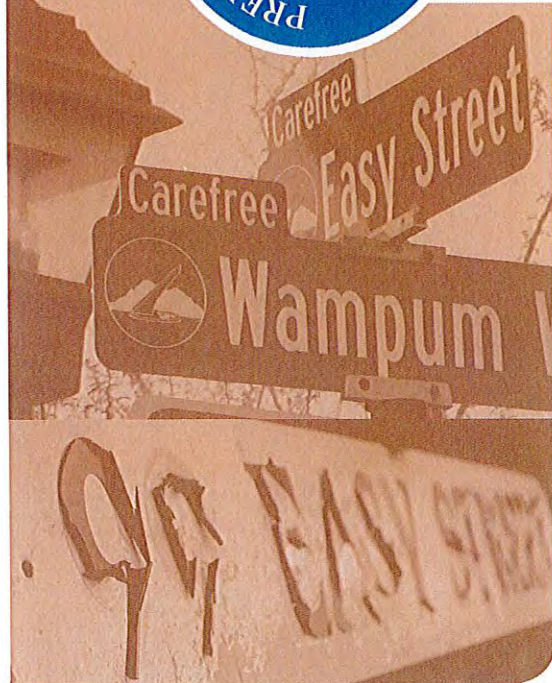
session with Town Council, and held a communitywide meeting to include discussions on wayfinding, circulation, and redevelopment. In general, the sign designs have been well-received by the Stakeholders, the Commission, and community at large. The signs sit nicely within the context of Carefree without disappearing and are effective with regards to their messages and queues. Staff is looking for an action to accept the *Comprehensive Sign and Circulation Plan for Town Center*.

ATTACHMENTS:

- 5/26/23 Final Draft *Technical Memorandum D, Comprehensive Sign Plan for Town Center*



Comprehensive Sign Plan for Town Center



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Introduction

The Town of Carefree (the 'Town') is unique in its history, character, and opportunities for growth. The downtown area is focused around an iconic Sundial and beautiful gardens. There are shops, restaurants, businesses, and offices in the downtown that support the surrounding residential areas.

In 2015, the Town worked with Michael Baker International to develop a Village Center Master Plan. The primary purpose of the plan was to function as a unifying guide to help Town staff and stakeholders to enhance the downtown area. One recommendation from the plan was to develop a comprehensive sign package for Town Center to encourage exploration by improving wayfinding and signage. As part of the comprehensive sign package, it was also recommended that either enhancements or modifications be made to the existing signage along Tom Darlington Drive and Cave Creek Road to enhance visibility. New wayfinding signage was also recommended to be added where appropriate to direct a variety of users to the many features and destinations throughout Town Center.

The intent of Comprehensive Sign Plan for Town Center is to evaluate the existing wayfinding system from multiple perspectives and create a consistent messaged and themed signage program for the Town of Carefree within the study area identified in **Figure 1**. This plan documents the findings of multiple field visits, develops multiple wayfinding strategies for various modes of travel, and concludes with a set of recommendations for the messaging and design of an improved wayfinding and signage system.



Downtown Carefree



Comprehensive Sign Plan for Town Center

Signage and Wayfinding System Goals

The goals for the Comprehensive Sign Plan for Town Center are as follows:

- ▲ Create a comprehensive sign plan that builds on the Carefree Brand
- ▲ Develop a sign plan that considers existing signs and is recognizable
- ▲ Improve messaging to direct visitors to appropriate locations throughout the Town
- ▲ Identify opportunities to support the local businesses and residents
- ▲ Minimize sign clutter
- ▲ Identify opportunities to provide better connectivity between various forms of transportation



Figure 1: Study Area



Existing Condition Observations

Field observations were conducted during off-peak season conditions and during an event to observe and record movement patterns, obstacles, opportunities, existing conditions, and make note of areas of interest. The event conditions were observed during the 2021 Fall Thunderbird Art Festival. The off-peak conditions were observed in late summer of 2021.

The following data was collected as part of the field reviews:

- ▲ **Circulation Observations:** The Team observed the Town Center and surrounding roadways on foot and by car to observe existing circulation patterns, access points, and traffic control and review existing signage and pavement markings.
- ▲ **Parking Observations:** The Team observed existing parking areas within the Town Center and along Tom Darlington Drive and Cave Creek Road to determine how these areas are being utilized during different types of events.
- ▲ **Sign Inventory:** An inventory of existing wayfinding signage within the Town Center and along Tom Darlington Drive and Cave Creek Road was collected. GPS locations were recorded, and pictures of signs were taken.

The observations taken from the field review are summarized in the following sections.

Circulation Observations

Existing circulation patterns and conditions were observed during the field reviews to identify potential challenge areas such as locations with restricted access, unclear signage or overall limitations in current conditions that could be improved. The following sections describe observations made regarding vehicular circulation, pedestrian circulation and bicycle circulation.

Vehicular Circulation

Vehicular circulation within Town Center follows an internal street pattern that radiates out from Easy Street. Unfortunately, this creates confusion along the collector streets, local streets, alleys and driveways as it is often unclear which route is the most direct to the various destinations within the area. Similarly, the two arterial streets have a significant amount of roadway intersections and parking lot driveways which make it challenging for a visitor to identify the most direct entrance to Town Center despite the large gateway features that were added on Carefree Drive and Wampus Way to help address this issue. As discussed later in this report, the large gateway features have limited visibility to the driver due to their placement which runs mostly parallel to the adjacent arterial roadways. Additionally, there is no visual designation or signage to indicate that one has entered or is approaching the Town core when traveling on Tom Darlington or Cave Creek Road near Bloody Basin. Since additional emphasis



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will soon be placed on the arterial streets to enhance the overall Town Center experience, more in-depth discussion regarding the conditions along the arterial roadways is provided in the following sections. Additional information regarding vehicular circulation is provided under a separate cover entitled 'Project Assessment.'

Tom Darlington Drive

There is an existing marked crosswalk with pedestrian-activated circular flashing beacons and in-street flashers on the south leg of Ridgeview Place. It was noted that there are no advanced stop bars at the crosswalk to separate vehicles from the crosswalk. There is an existing marked crosswalk on the north leg of the traffic circle at Wampum Way. The crosswalks are curved to follow the curvature of the traffic circle, creating a longer walking path across the intersection. There is an advanced warning sign at Carefree Marketplace advising through traffic to merge left. However, subsequent pavement arrows in advance of the traffic circle point to the right, indicating that vehicles need to merge right. There is no on-street parking within the project limits. The posted speed limit is 30 MPH. Many right turn lanes were noted along this roadway. Further traffic analysis is required to evaluate whether any of these turn lanes can be removed.

The following is a description of existing typical roadway conditions within the study area:

- **Bloody Basin Road to Carefree Marketplace:** The existing cross-section starting at Bloody Basin Road consists of two lanes in each direction divided by a raised median. The southbound direction contains a left turn lane onto Bloody Basin Road. The north and southbound directions have dedicated turn lanes into Carefree Marketplace east of Tom Darlington Drive.
- **Carefree Marketplace to Carefree Drive:** The existing cross-section starting at Carefree Marketplace consists of two lanes in each direction with no median separation. The northbound direction has dedicated left and right turn lanes onto Carefree Drive. The southbound direction has a dedicated left turn lane onto Carefree Drive.
- **Carefree Drive to Wampum Way:** The existing north bound section begins to taper into one lane from two approximately 85 feet after Carefree Drive and has a dedicated right turn lane onto Wampum Way. The intersection at Wampum way is a 3-branch traffic circle. The southbound direction leaves the circle at one lane tapering to two lanes approximately 250 feet after the circle. This cross-section of the roadway is separated by a raised median.
- **Wampum Way to Lucky Lane:** The existing northbound direction exits the traffic circle at Wampum Way using two lanes and the southbound direction enters the traffic circle with one lane. The three lanes of traffic are separated by a raised median that ends at Lucky Lane. The northbound section has dedicated left turn lane into Villa Del Sol and a right turn



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lane onto Lucky Lane, while the southbound direction has a dedicated left turn lane onto Lucky Lane.

- **Lucky Lane to Ho Road:** The existing cross section consists of two lanes in each direction divided by a median for 100 feet across from the Town's roadside utility infrastructure and undivided the remainder of the section. The northbound direction has a dedicated left turn lane into another driveway entrance to Villa Del Sol. The northbound approach to Ho Road has a dedicated left turn lane. The southbound approach has a left turn lane onto Ho Road.
- **Ho Road to Cave Creek Road:** The existing cross section has two through lanes in each direction until reaching the 4-way stop at Cave Creek Road where the lane configuration splits into a left, through, and right turn lane. A raised median begins where the dedicated left turn lane begins with an approximate 38 feet median break for the driveway entrance to the development on the east corner of the intersection. The northbound direction also has a dedicated left turn lane onto Ed Everett Way.

Cave Creek Road

There is an existing marked crosswalk on the south leg of Hum Road. It was noted that there are no advanced stop bars or yield markings at the crosswalk to separate vehicles from the crosswalk. There is an existing marked crosswalk on the south leg of the traffic circle at Carefree Drive. There is no on-street parking within the project limits, but there is a small parking area along the east side of the road adjacent to the tennis courts (south of the traffic circle). The posted speed limit is 30 MPH and there is a solar-powered speed feedback sign on the northbound approach to the traffic circle.

- **Southeast direction:** The majority of the cross section consists of two through lanes. The southeast direction of travel has a weaving lane receiving a right turn from Tom Darlington Drive where through traffic must merge before the lane turns into a dedicated right turn lane onto Hum Road. There is also a dedicated left turn lane onto Hum Road. After Hum Road the section drops to one lane, enters a traffic circle at Carefree Drive and then returns to two lanes. There is a dedicated right turn lane onto Sunshine Place and a dedicated left turn lane onto Tranquil Trail.
- **Northwest direction:** Starting at Tranquil Trail the cross section consists of two through lanes with a dedicated left turn lane onto Elbow Bend Road and Sunshine Place. The cross section drops to one lane after Sunshine Place, enters the traffic circle at Carefree Drive, and then returns to two lanes approximately 75 feet before Hum Road with a dedicated left turn lane onto Hum Road. There are dedicated left turn lanes for travelers to access the Shell gas station as well as to make a left onto Tom Darlington Drive at the four-way stop.

Intersection Control & Traffic Circulation Patterns

Based on the field reviews, the following intersection control and traffic circulation observations are noted:

▲ Traffic Circles (Figure 2)

- There are two existing, one-way traffic circles along the arterial roadways. The traffic circles have “gateway” architectural elements and serve as the primary entrance points to the Town Core. Two internal traffic circles exist as well. It was observed from a driver perspective that the traffic circles detract and divert attention away from the Gateway entrances to the Town Core.
- The traffic circles operate as a free-flow through movement for vehicles traveling along the mainline. Side-streets operate under stop control. There is yield signage in the middle of the circles, meaning any vehicle making a left turn or U-turn from the mainline or entering the circle from the side streets must make a two-stage movement. The combination of this maneuver and the appearance of the traffic circle operating like a roundabout could create an unsafe environment for vehicles.

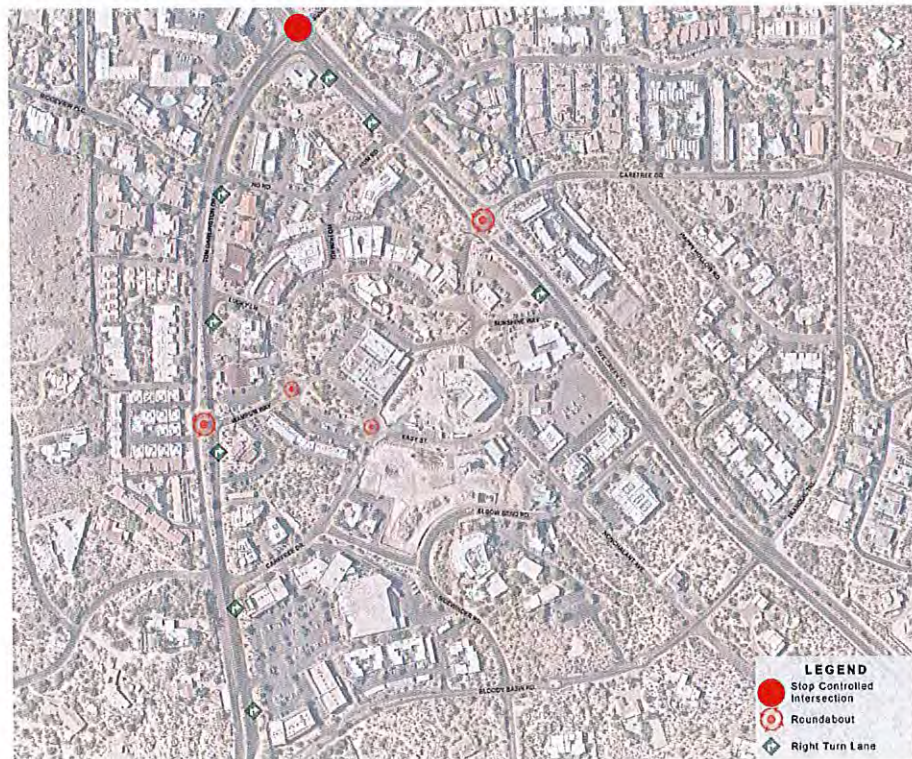
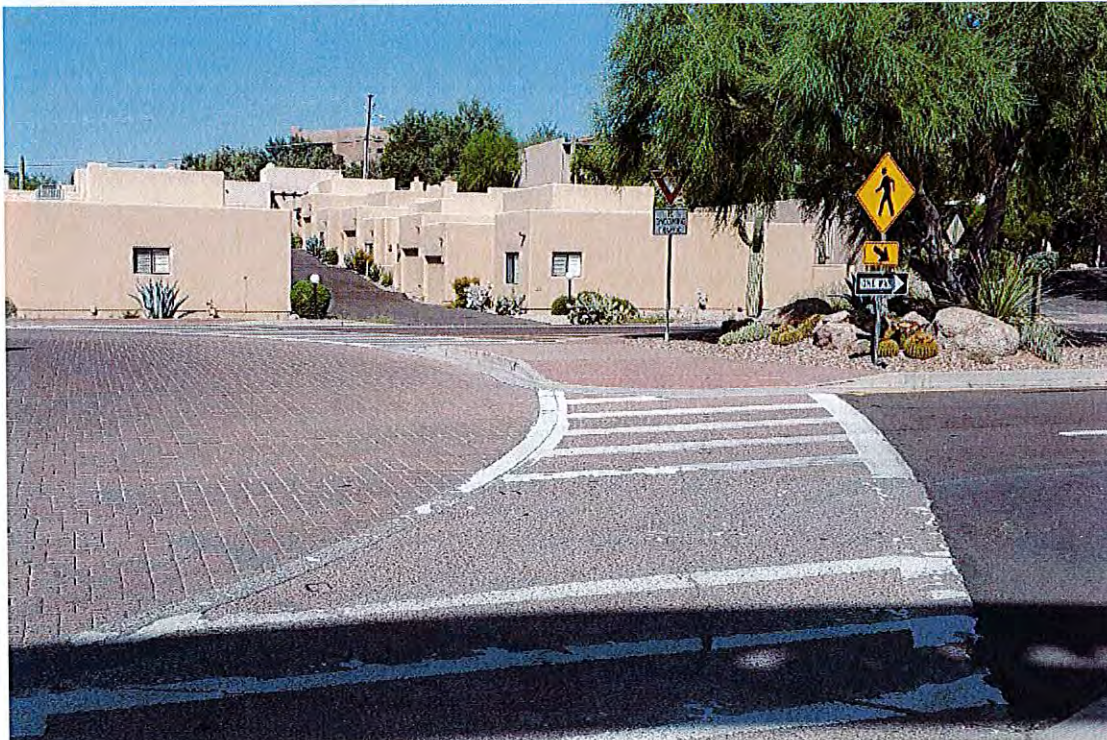


Figure 2: Existing Traffic Circles and Stoplights



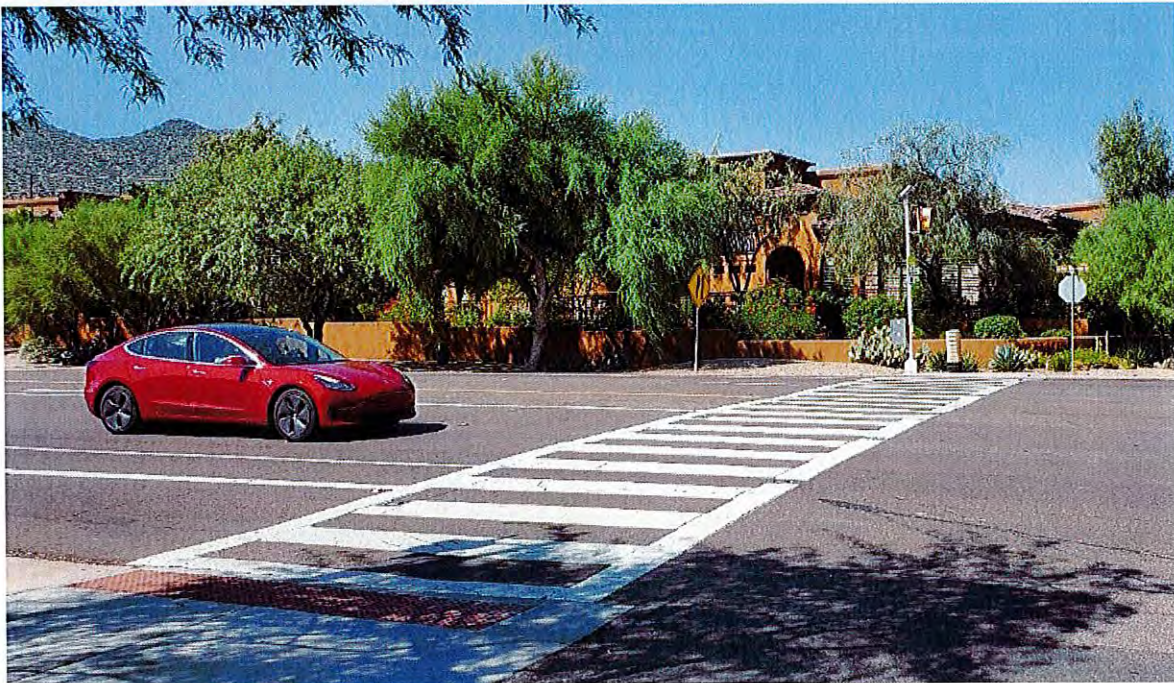
Existing Turn Lane on Cave Creek Road



Existing Crosswalk at Traffic Circle on Tom Darlington Drive



Existing Traffic Circle Near New Hotel Site on Carefree Drive



Existing Signalized Crosswalk on Tom Darlington Drive

Pedestrian Circulation

Everyone who visits Carefree will at some point be a pedestrian. Therefore, pedestrian connectivity is instrumental. Not only is every person a pedestrian, but safe, connected pedestrian traffic supports businesses as well. Overall, pedestrian connectivity is fairly good in some areas while very poor in many areas. There is currently only approximately 275 feet of sidewalk on the west side of Tom Darlington at Wampum Way, and 50 feet on the east side tying into Wampum Way. No other sidewalk areas exist along Tom Darlington Drive. Only approximately 175 feet of sidewalk exists along Cave Creek Road east of Hum Road. No other sidewalk areas exist along the remainder of Cave Creek Road adjacent to Town Center.

Within Town Center, conditions are varied. Many locations along Easy Street and Hum Road have wide sidewalks accentuated with shade trees and other landscaping. These streetscapes create inviting public spaces that offer protection from the heat and create a pleasant environment for a leisurely stroll. Unfortunately, many of the other streets within Town Center are more focused on vehicular circulation and do not offer a pleasant pedestrian experience. There is a significant lack of sidewalks along many of the interior streets, or sections of street where an existing sidewalk leads to a wide vehicular intersection with no clear indication of where a pedestrian should walk. **Figure 3** provides an overview of the existing pedestrian network within Town Center. As noted on the map, many gaps exist. This provides limited opportunities for a seamless pedestrian experience from one destination to the next. As noted in the 2015 Michael Baker document, improving this condition is complex because many of the sidewalks within Town Center are located on private property. The public right-of-way only extends to the edge of the street or parking areas. It is suggested that the Town begin working with private property owners to expand the pedestrian network and promote increased walkability within Town Center.

The following additional observations were made regarding existing pedestrian circulation patterns:

- ▲ A separate crosswalk study is underway along Tom Darlington Drive and Cave Creek Road. Improvements to the area are also anticipated as part of an on-going Project Assessment.
- ▲ There are opportunities for pedestrian wayfinding signage, particularly in parking lots. Parking kiosks are good locations to provide information about the town and “You Are Here” area maps that can provide walking distances to key points of interest near that area.

- ▲ Connectivity of sidewalks to other walkable areas such as plaza spaces could be improved, and signage provided at these intersections to indicate reference points and walking distances to areas of interest.
- ▲ There is not a designated pedestrian entrance to the Town Center.
- ▲ Many people were observed walking down the road in areas with limited sidewalks or in areas where there was not a clear path provided to reach a destination.
- ▲ Many sidewalks within Town Center streets lack shade or amenity landscaping that create safe, comfortable walking spaces for pedestrians. However, sidewalks within the Carefree Desert Garden areas provide exceptional pedestrian experiences.

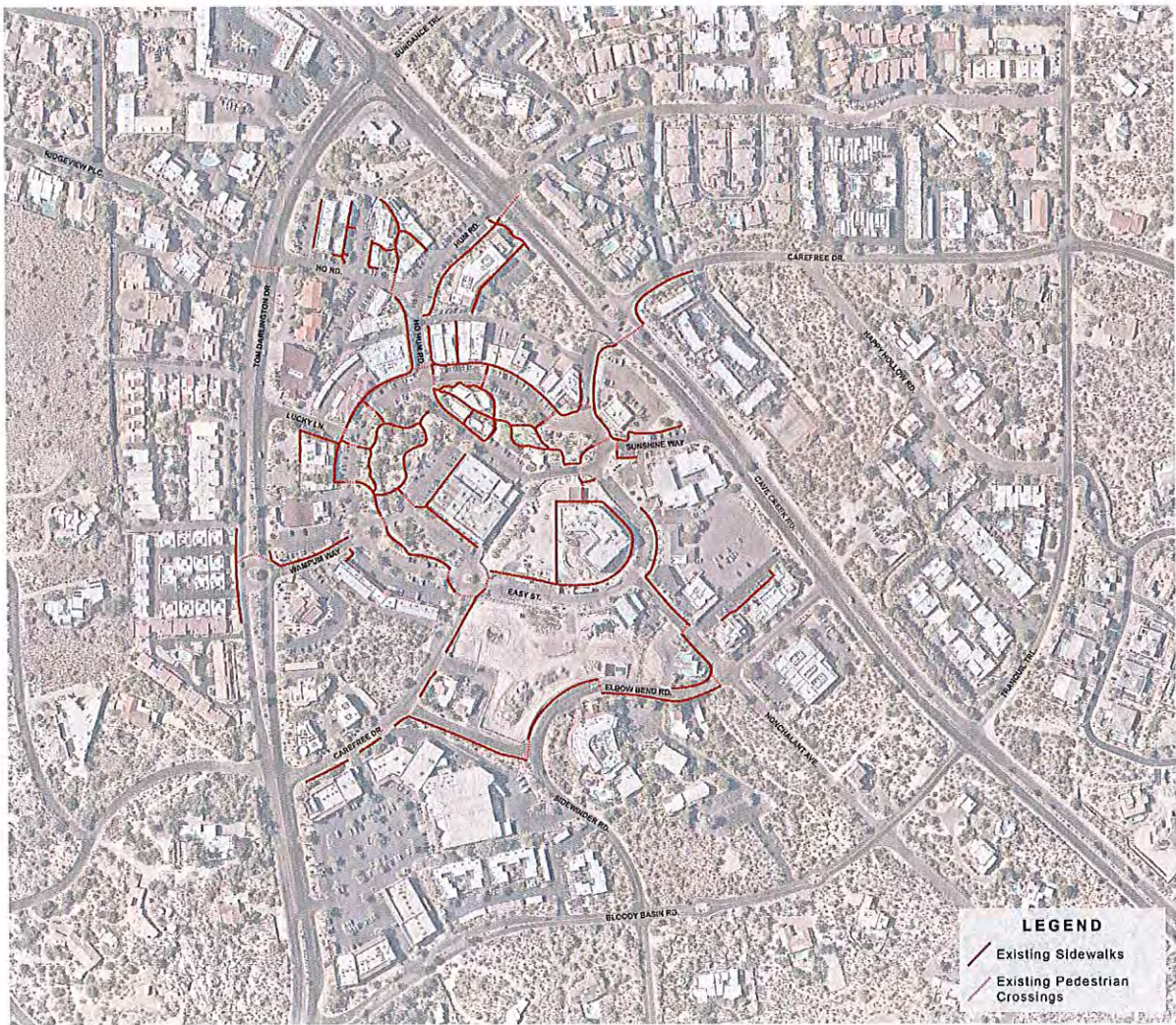


Figure 3: Existing Pedestrian Network



Existing Section of Sidewalk Along Cave Creek Road



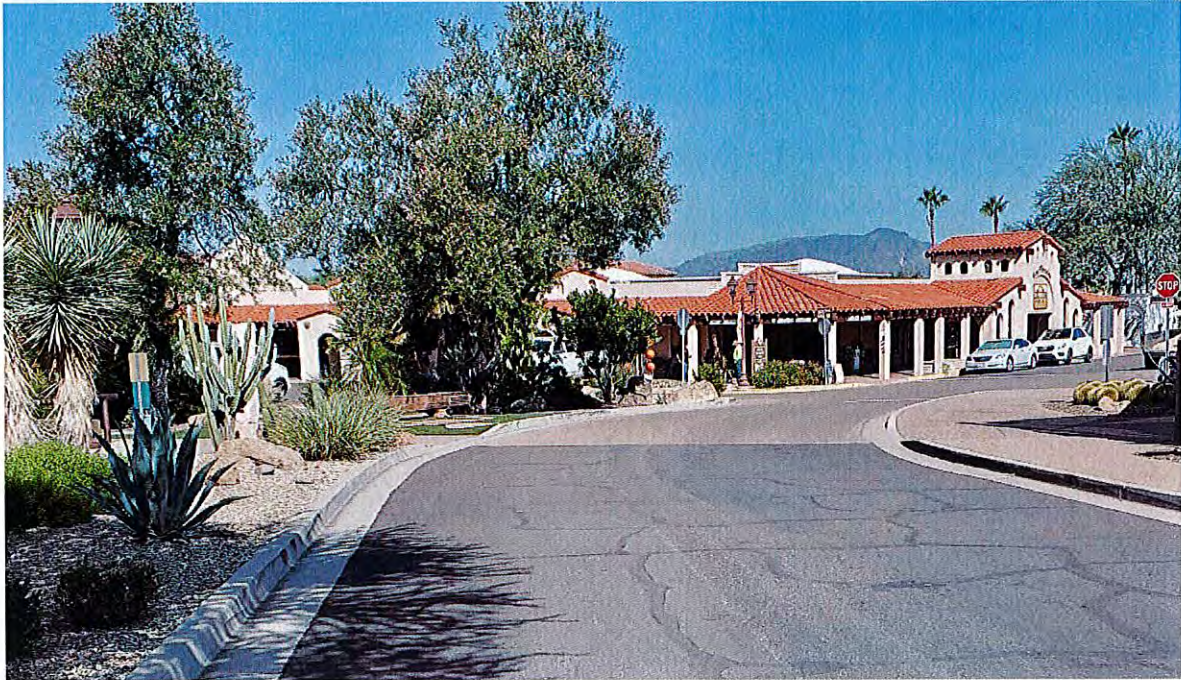
Example of Landscaping and Shade Along Existing Sidewalk



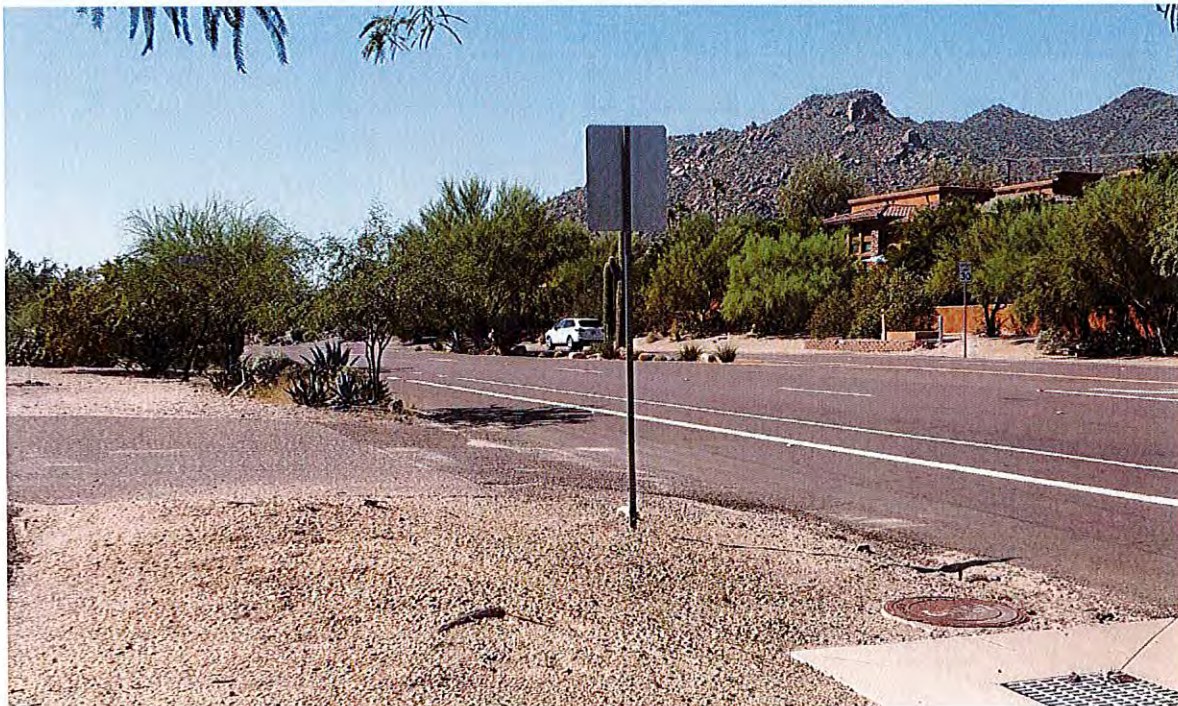
Carefree Drive Offers Limited Pedestrian Opportunities.



Visitors Walking Within the Street Due to Lack of Pedestrian Connectivity at Ho Hum Drive.



Limited Pedestrian Opportunities on West Side of Ho Hum Drive.



Lack of Sidewalks Along Tom Darlington Drive.

Bicycle Circulation

Bicycle lanes are present on both sides of Tom Darlington Drive from Bloody Basin Drive to Ed Everett Way (**Figure 4**), terminating just prior to the intersection at Tom Darlington Drive and Cave Creek Road. Bicycle lanes are also present on both sides of Cave Creek Road from Bloody Basin Drive to Tom Darlington Drive.

- ▲ Bike lanes must be properly maintained and cleaned to provide bicyclists a clear and safe path.
- ▲ Vehicular traffic along both Tom Darlington Drive and Cave Creek Road travels at high speeds, which makes for an uncomfortable ride for inexperienced riders.

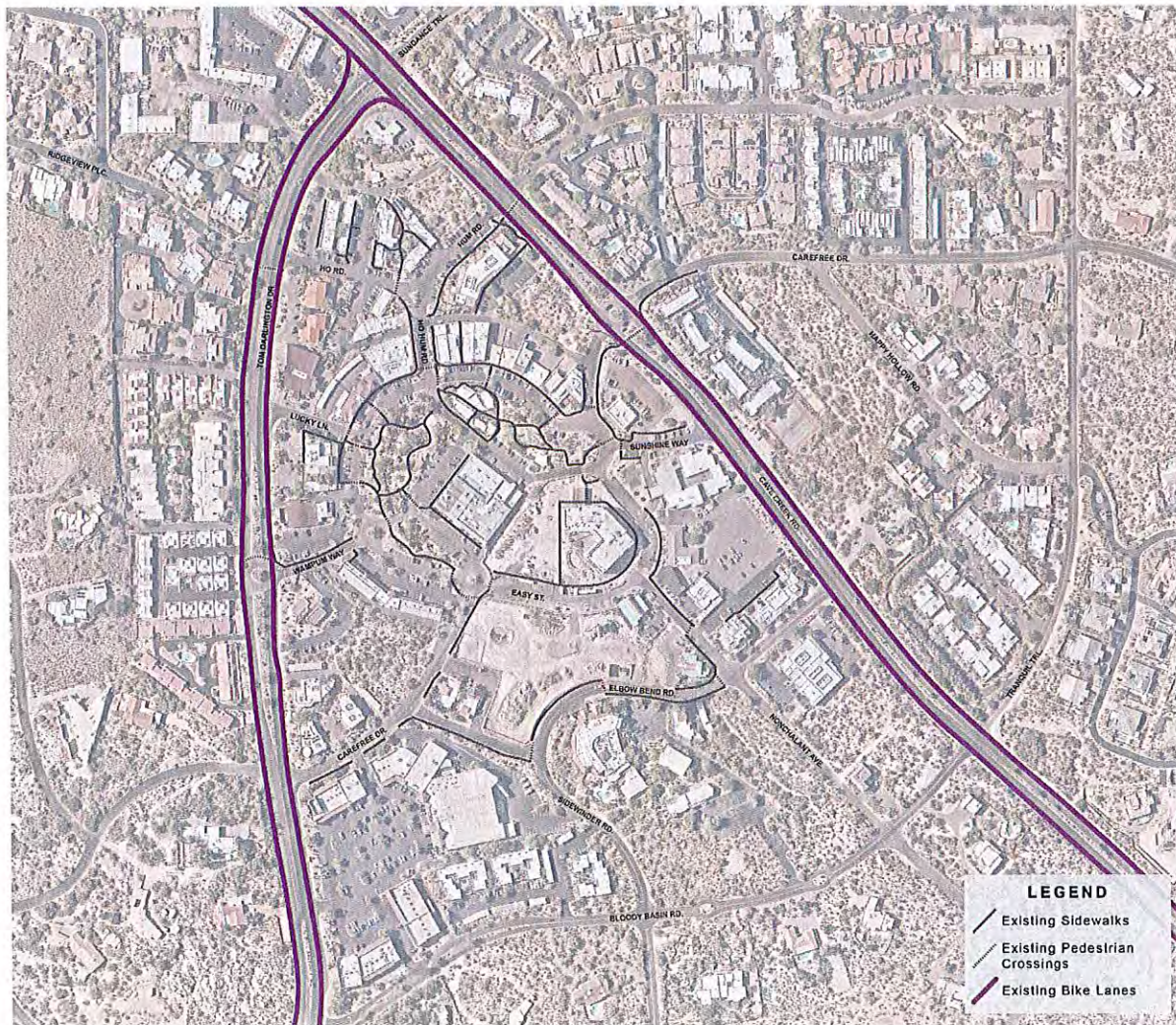


Figure 4: Existing Bicycle Network

Existing Parking Conditions

Parking assets within a community are essential for supporting the town's businesses. Without parking availability, visitors and employees cannot access the businesses. The intention of this section is to identify the parking assets available within Carefree. Understanding where the assets are located and how many spaces are available, can help identify impactful wayfinding signage to improve access to parking and encourage walkability between businesses within the town center.

This section will discuss the parking inventory, which includes the number of physical spaces in the area and their type (public or private). This section will also examine the utilization of the spaces, helping to identify where there are parking constraints in the area and where wayfinding may be leveraged to improve access to parking and businesses.

Parking Inventory

Broadly speaking there are two types of parking in Carefree: public and private.

- ▲ **Public** – spaces that are available for anyone to use. They are not associated with any specific building or business. Patrons and employees are able to park in these spaces and visit multiple destinations during their visit.
- ▲ **Private** – these spaces that are associated with a specific building or business and only people who visit the building or business (employees or patrons) are allowed to park in these spaces.

Most of the parking spaces in the center of Carefree are private as **Figure 5** demonstrates.

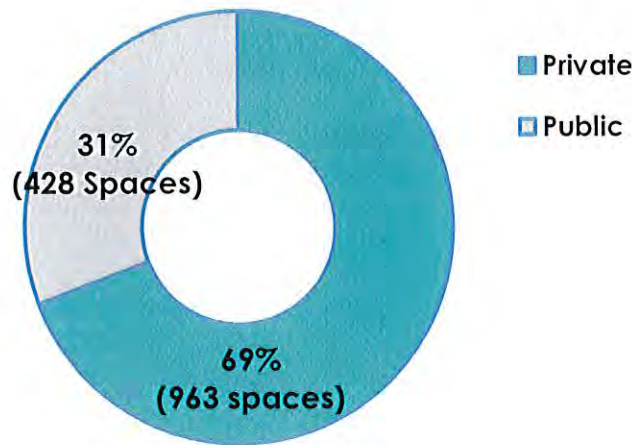


Figure 5: Percent of Parking Spaces by Type of Space



The location of the parking assets and their designation as either public or private is illustrated in **Figure 6**.

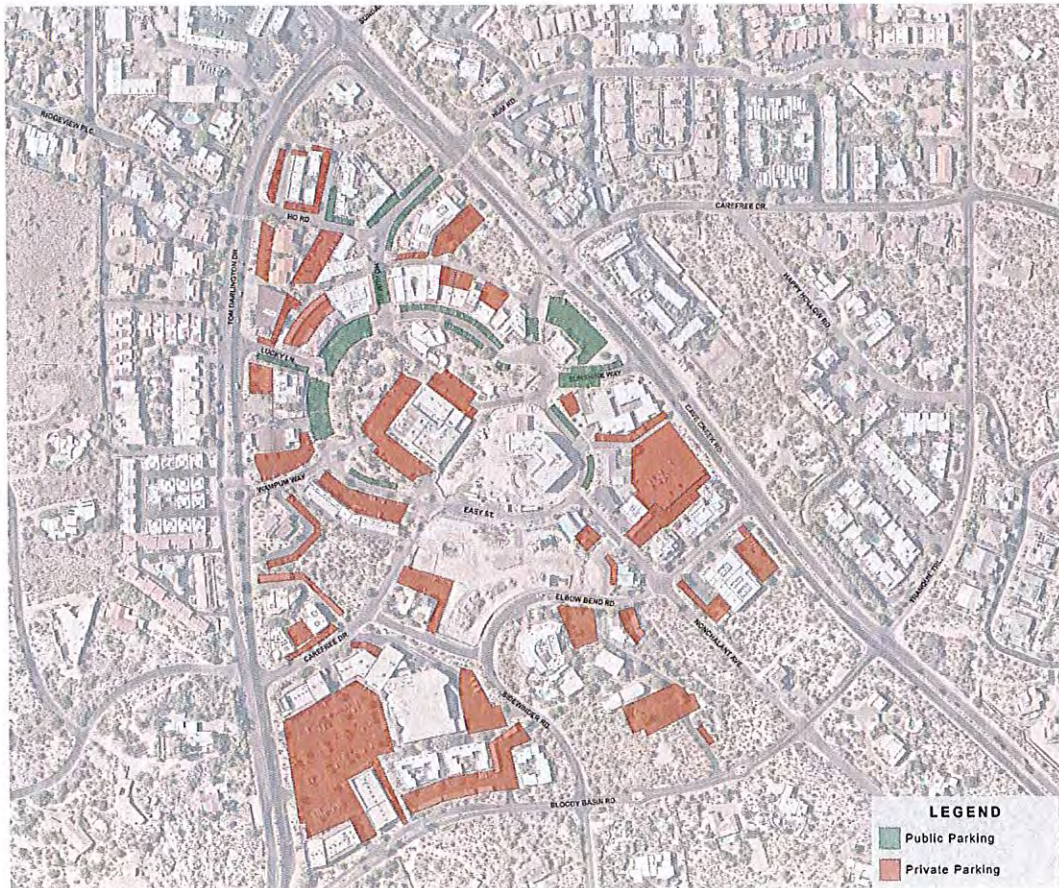


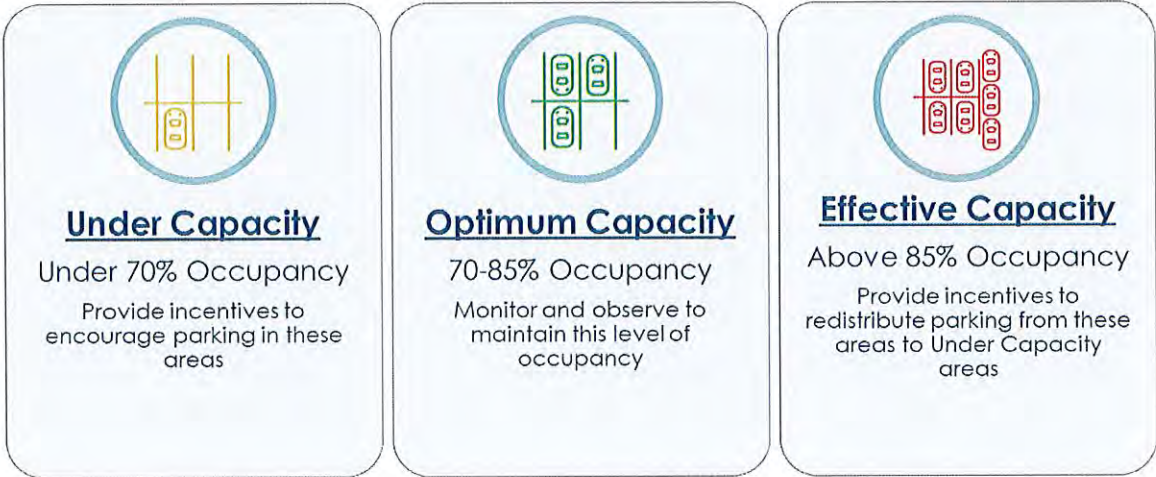
Figure 6: Carefree Parking Assets

As the map demonstrates, the majority of public parking is located in the heart of Carefree. This is essential for supporting the many different businesses in that part of town. The public parking in this part of town enables visitors and employees to park in one location and visit multiple destinations, without having to move their vehicle. The private parking, slightly further away from the heart of town, provides visitor and employee parking for those specific destinations.

While the chart demonstrates that approximately only 30% of the parking assets in the center of town is publicly available, many of the private assets are difficult to access. While they may be within walking distance, that walk may not be the most direct, comfortable, or intuitive. Wayfinding enhancements can optimize the accessibility to some of these private parking assets.

Parking Utilization

Parking occupancy is a key performance measure used to evaluate the effectiveness of the parking requirements and observed demand. The industry-accepted thresholds for parking occupancy are shown below.



The ideal goal is to have a parking system where 70% to 85% of the available parking spaces within the town center are occupied during the peak conditions. If too many spaces are occupied, then the remaining spaces are too hard to find. If too few spaces are occupied, then the land is not being used to its greatest potential and the parking can absorb more demand.

In the map shown in **Figure 7**, the parking availability is shown on typical Friday when the Farmer’s Market was occurring. The intent of this map is to illustrate the parking “hotspots” in town and areas where wayfinding can be used to direct traffic and pedestrians more efficiently



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to make use of the existing, under capacity parking locations. The hope is that by distributing the demand, parking becomes more available in the town center as well.

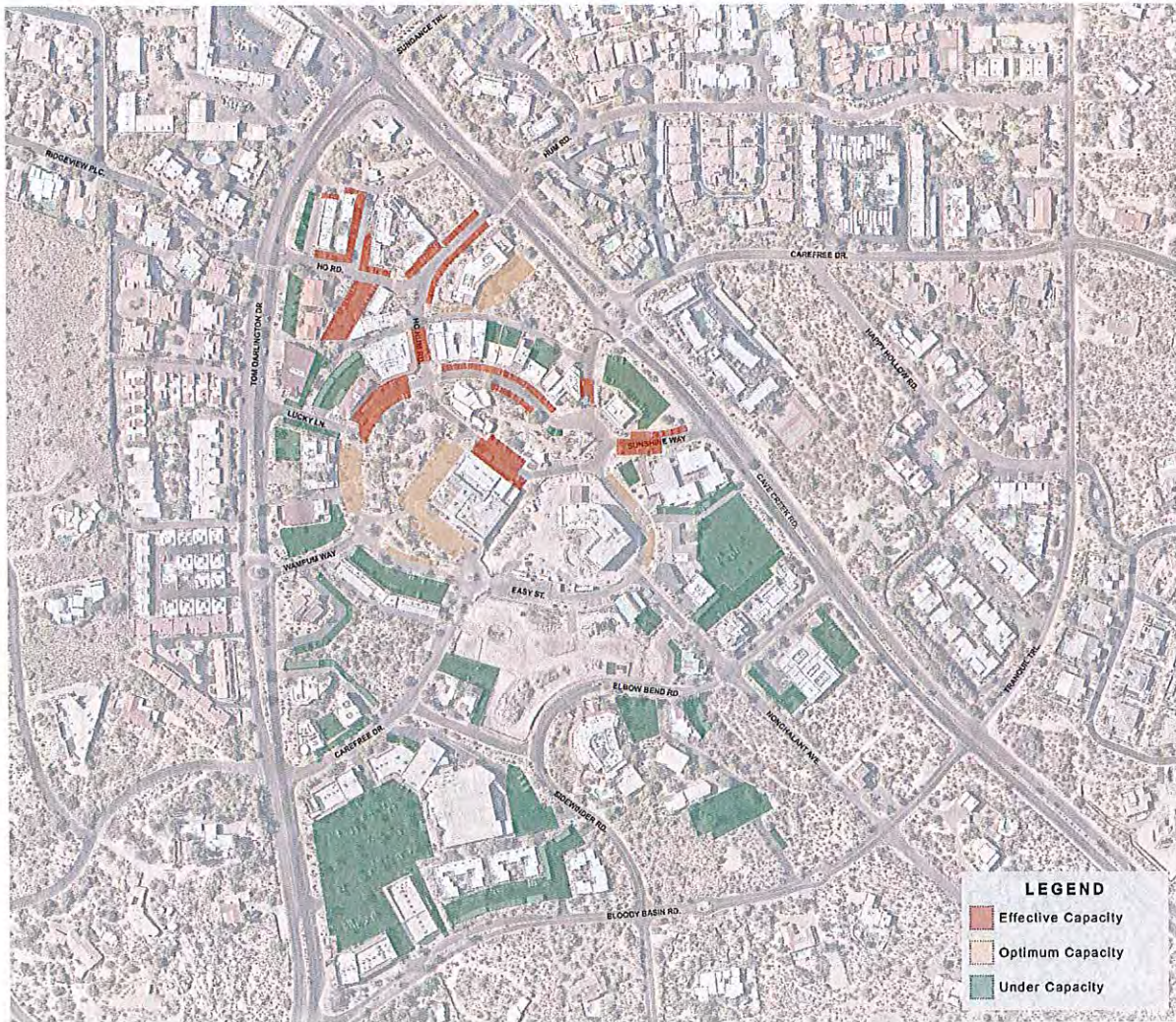


Figure 7: Typical Parking Utilization

To put this in perspective on how many spaces are at effective capacity vs under capacity, Figure 8 provides this comparison.

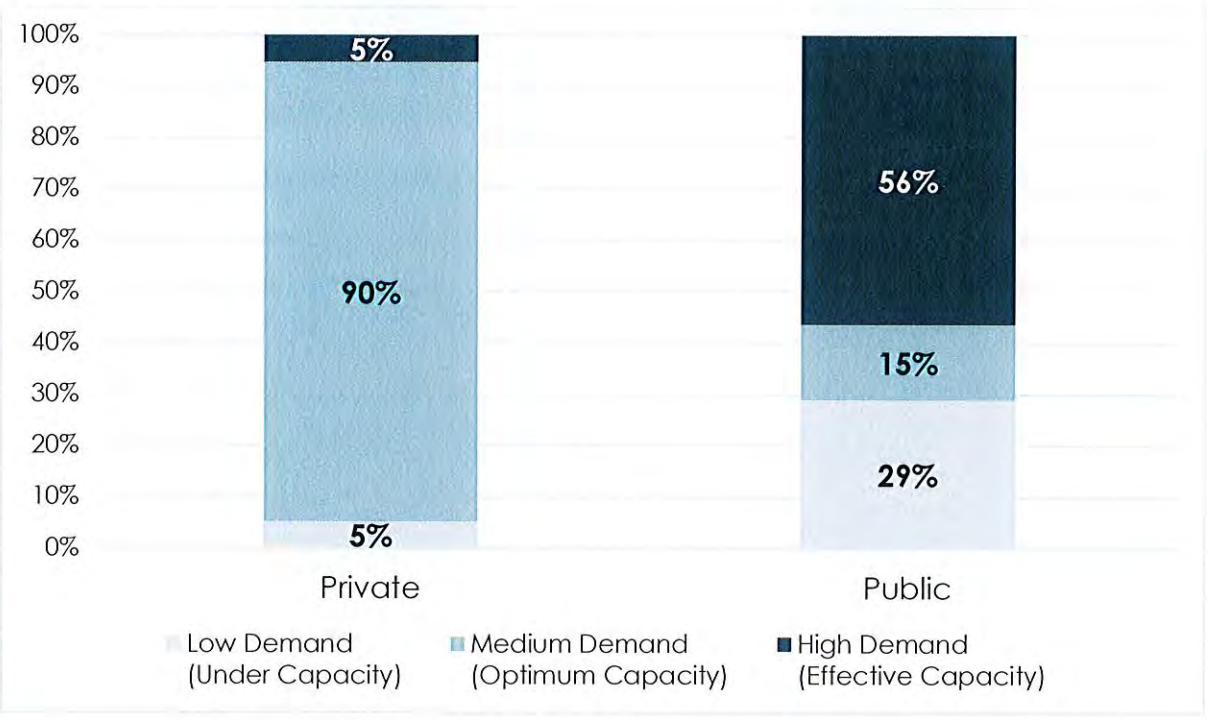
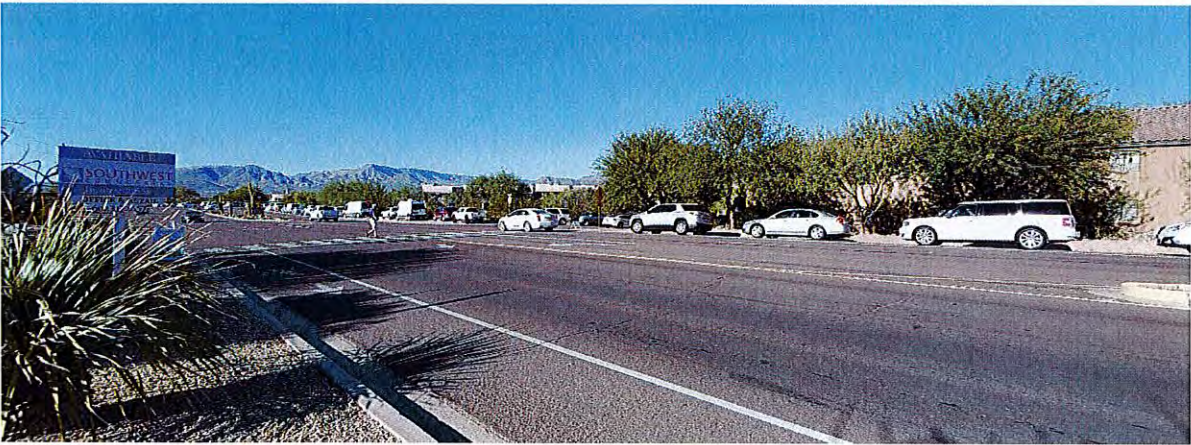


Figure 8: Percentage of Spaces in High, Medium, and Low Demand Parking Areas

Event Parking Utilization



The parking in the town center may be sufficient to absorb and accommodate new demands on typical days and when a large event is not occurring. However, when there is a large event, such as the Thunderbird event, the availability of parking assets becomes severely constrained. Improved wayfinding and circulation enhancements would allow for a substantial improvement



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to the parking situation during an event so that event-goers and those accessing businesses alike can find parking.

The map shown in **Figure 9** illustrates the parking demand conditions during the Thunderbird event on November 7, 2021.

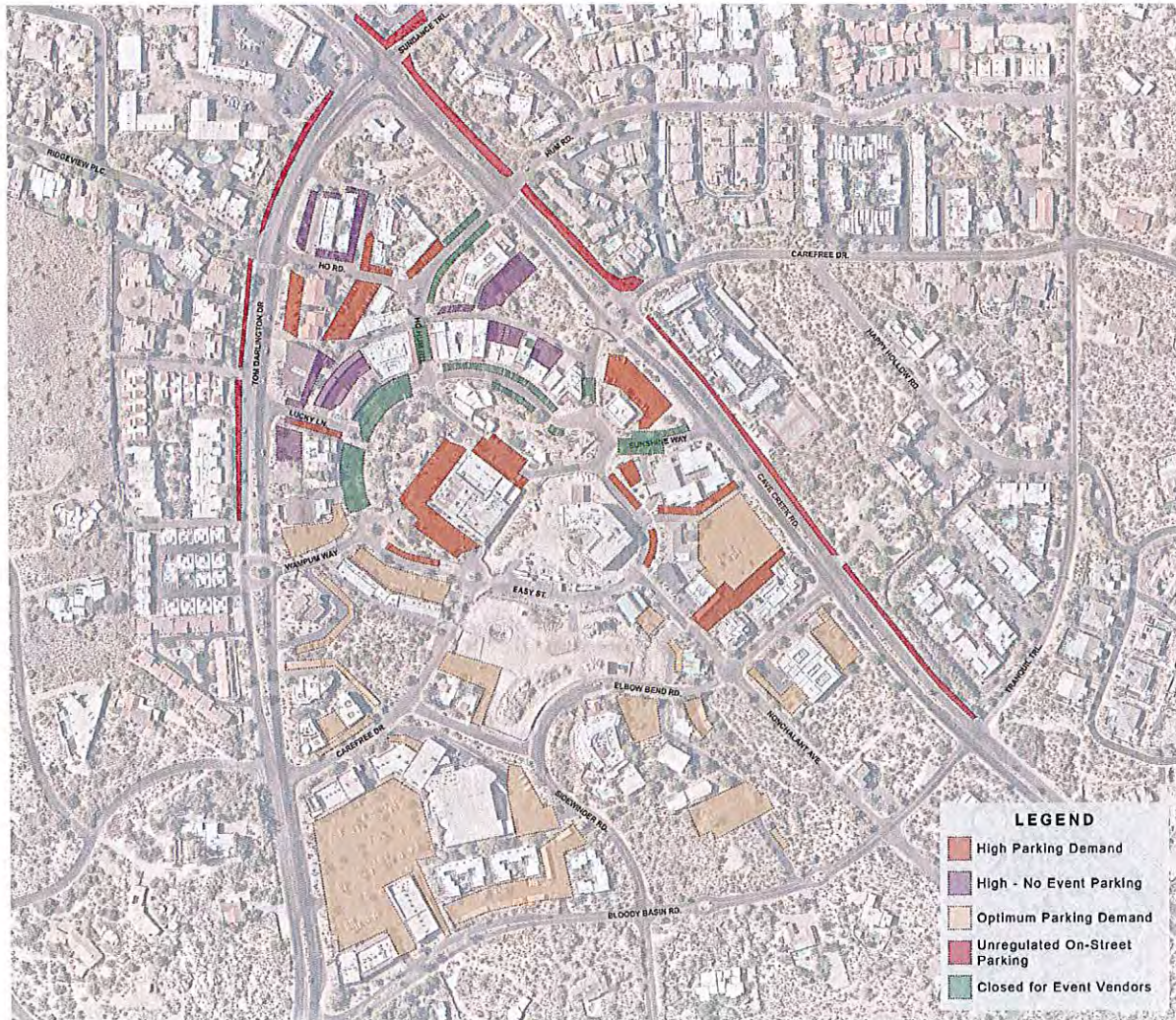


Figure 9: Map of Parking Utilization During the Thunderbird Event

Currently, patrons and event-goers must park along the street to access the town center. The unregulated on-street parking can accommodate approximately 100-150 vehicles. It is important to note that this is not the actual number of parked vehicles observed on the street, but an estimate based on the length of curb where vehicles were observed to be parking during the event. **Figure 10** presents a breakdown of parking options during an event, meaning how many

spaces are closed for the event to accommodate vendors, how many are open to patrons but not the event, and spaces that are in high vs optimum or low demand. The total number of parking, including the unregulated on-street parking, is 1,557 spaces.

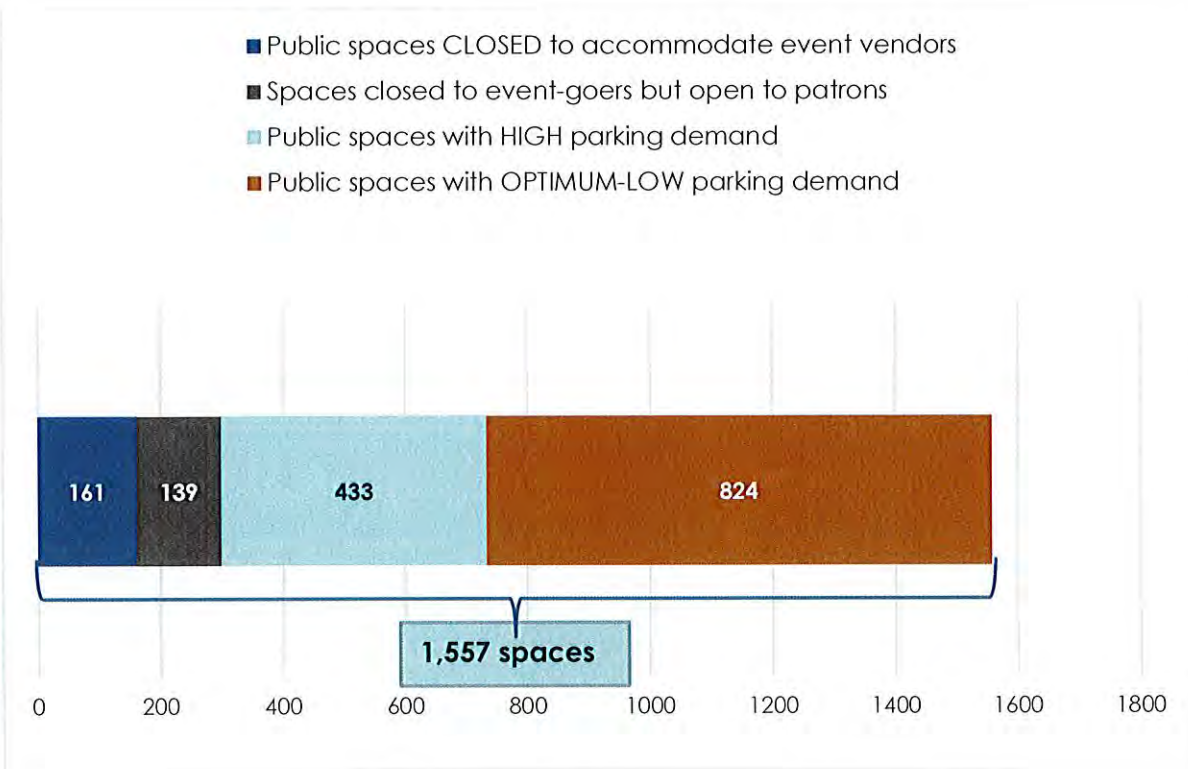


Figure 10: Parking Options During Event

As patrons, event-goers, residents, and employees all navigate the area during an event to try to find available parking, confusion on where to park appropriately becomes an issue. Of the 433 public parking spaces that are in high demand, 100-150 of those are on-street parking that is not normally used. It could be argued that there are enough existing spaces in nearby lots to accommodate that parking need, however, those available spaces are further away from the town center, not easily accessible for a pedestrian, or are privately held for residents and patrons.

During events, there may be ways to optimize parking by changing the streets that the vendors are located on and locating them on streets where parking is in less demand. Currently, vendors are situated on streets where parking is in high demand.

Another option is to make private lots more available during events rather than closing them. Businesses benefit when patrons are able to find parking easily and are then able to walk from one destination to another. Signs restricting parking can be seen negatively by some patrons.



The parking conditions within the town center are currently at a level where parking is generally easy to find. However, the main concern is that the parking is not always directly adjacent to the desired destination. A person may have to walk through the town center after parking to reach their destination. As the area experiences more demand, because more visitors are coming to the area, parking somewhat further away and walking may be necessary. Construction of new parking assets is expensive (approximately \$5,000-\$10,000 per space) to construct. Utilizing the existing parking assets more efficiently should be explored. However, walking to and from some of the parking assets is cumbersome. This is where wayfinding can play a significant role in improving overall access.

Through the parking analysis, it became clear that enhancing wayfinding directional signage, both for everyday conditions and especially during events, can help to direct visitors to available parking within the town center.

Sign Inventory

In anticipation of providing a Comprehensive Sign Plan for Town Center, an inventory of existing signs was conducted to understand the extent of signs within the area and to evaluate the effectiveness of the sign design and/or placement. Four primary types of signs were evaluated during the field review as noted in **Figure 11**. They are:

- ▲ **Gateway Signage:** Iconic sculpture pieces or signage that mark important destinations or create a sense of arrival.
- ▲ **Destination Signage:** Consistently branded signage at destination facilities, also known as confirmation signage, is the last form of communication to patrons to announce they have arrived at the proper destination. Public parking should be branded in a similar fashion throughout the area so travelers can recognize their parking options and not be confused with any private or restricted parking in the area.
- ▲ **Directional Signage:** Directional signs act as a system of “breadcrumbs” directing visitors as they enter the community, navigate through the community street network, and arrive at their desired destination. The design of trailblazer signs should be predictable, easily accessible, and simple. Placement of trailblazer signs can reinforce alternative modes of transportation by making active transportation more visible.
- ▲ **Informational Signage:** These signs provide direction and instructions in the form of kiosks, directories, maps, color cues, or other design features for finding the safest, most direct path to a specific destination. Pavement markings could be considered as an alternative in-route wayfinding strategy to minimize sign clutter and reinforce bicycle or pedestrian routes.

Gateway Signage

As discussed in the 2015 Michael Baker study, Carefree has facilitated the placement of several well-designed wayfinding signs at each entry road to direct visitors into Town Center. A recommendation that came from this study was to provide a gateway feature at the intended primary entries to Town Center at Wampus Way and Carefree Drive. Unfortunately, when combined with the difficult-to-navigate traffic circles at these locations, the gateway features are not entirely effective in directing passersbys into Town Center. The gateway features are placed parallel to Tom Darlington Drive and Cave Creek Road which makes them difficult to appreciate from a vehicular perspective.

The iconic Sundial also serves as existing gateway signage, marking the center of Town and creating a strong visual centerpiece as a visitor approaches off Cave Creek Road.



Existing Gateway Signage

Destination Signage

Existing destination signage within Town Center varies significantly. To create a comprehensive look and feel within the area, destination signage should be consistently branded. Signage noting elements within the Carefree Desert Gardens are all similarly branded which creates cohesion and promotes knowing that these items are all part of the same garden experience. Other destination signs such as the building names on Town Hall or the pavilion vary in appearance and color.

Directional Signage

Directional signage within Town Center also varies significantly. There are numerous styles of signs that direct visitors to area businesses or to destinations. In some cases, temporary sandwich boards have been placed to attract visitors to specific businesses. Unfortunately, the effectiveness of these signs can be limited given the amount of sign clutter that these temporary signs often create. Along the arterials, the sundial directional signs blend into the surrounding landscape and are easily overlooked by many visitors as they drive by. Consistency among directional signage is critical to create a comprehensive wayfinding network within the Town along with signage that is easily observed from both a vehicular and pedestrian perspective.



Informational Signage

Several informational signs exist within Town Center to direct visitors to key destinations and area businesses. While helpful, these signs are often difficult to read given the amount of information that is conveyed on each sign. In addition, the frames blend with the surrounding landscape making these important wayfinding features difficult to quickly identify from a distance. The temporary look and feel of some of the signs also contributes to an overall appearance of sign clutter that could be minimized through consistent design and messaging throughout Town Center.

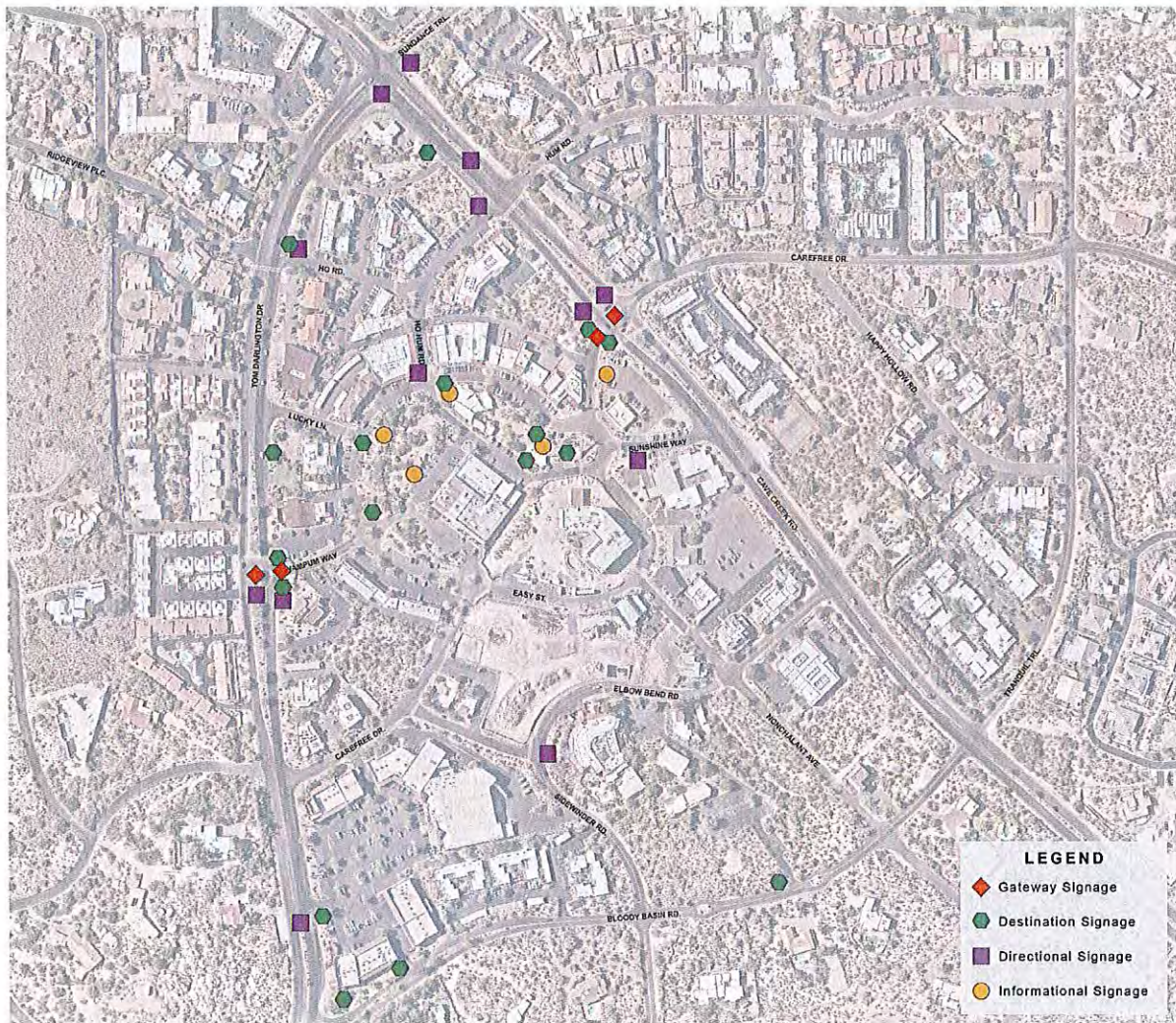
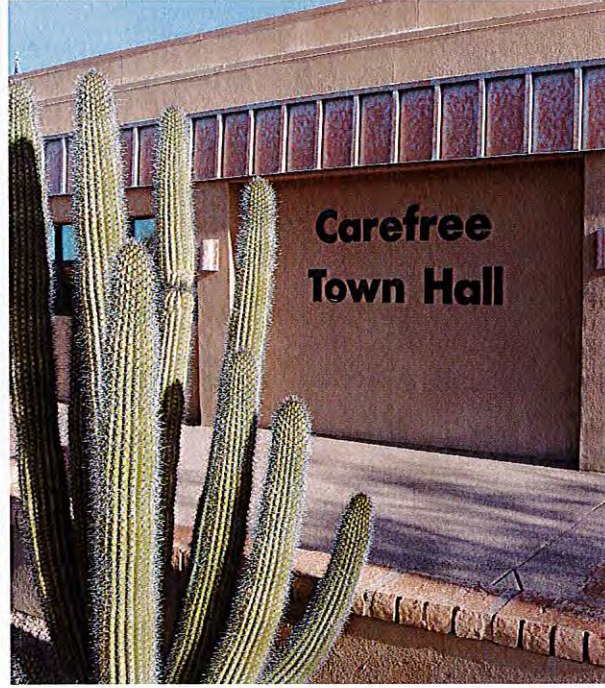
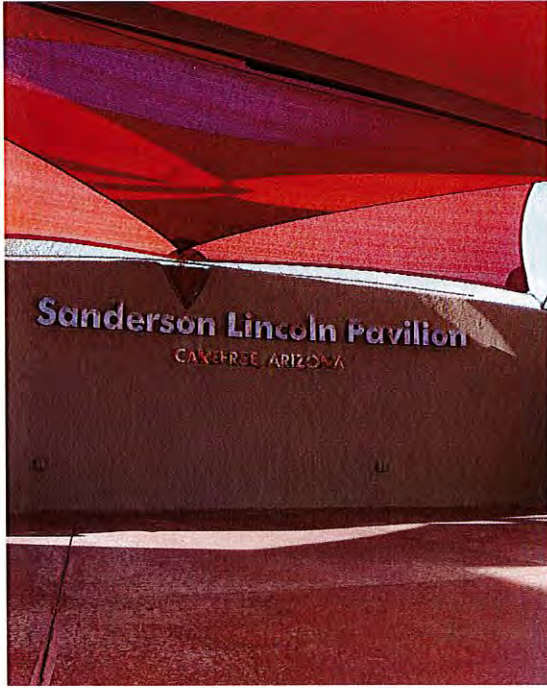
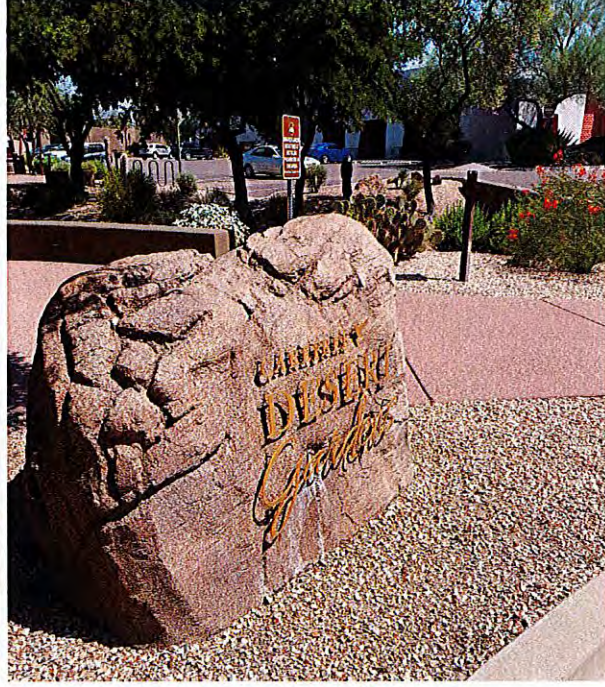
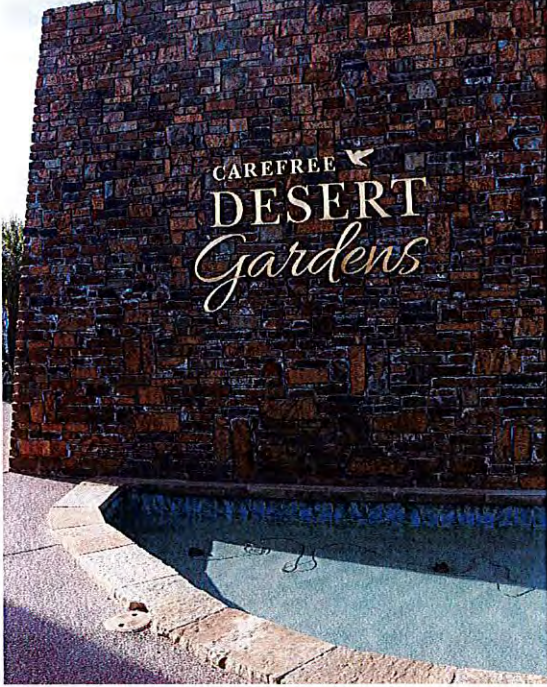
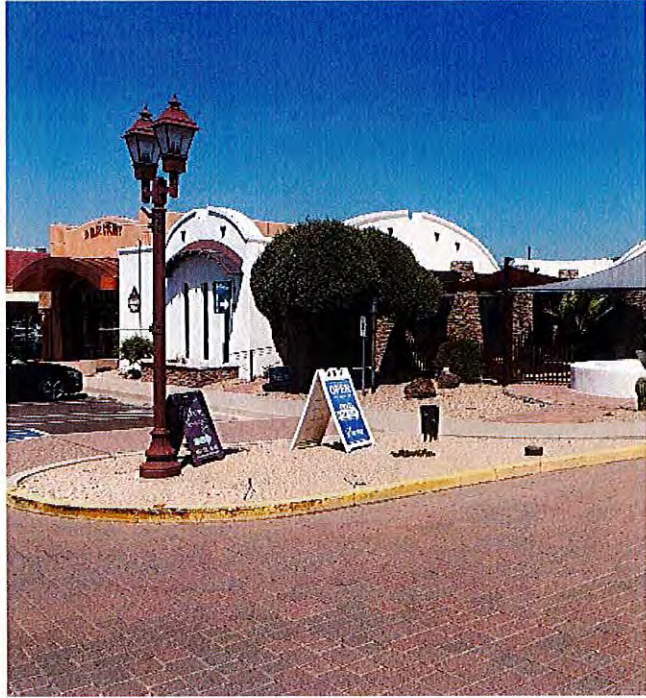


Figure 11: Map of Existing Signs



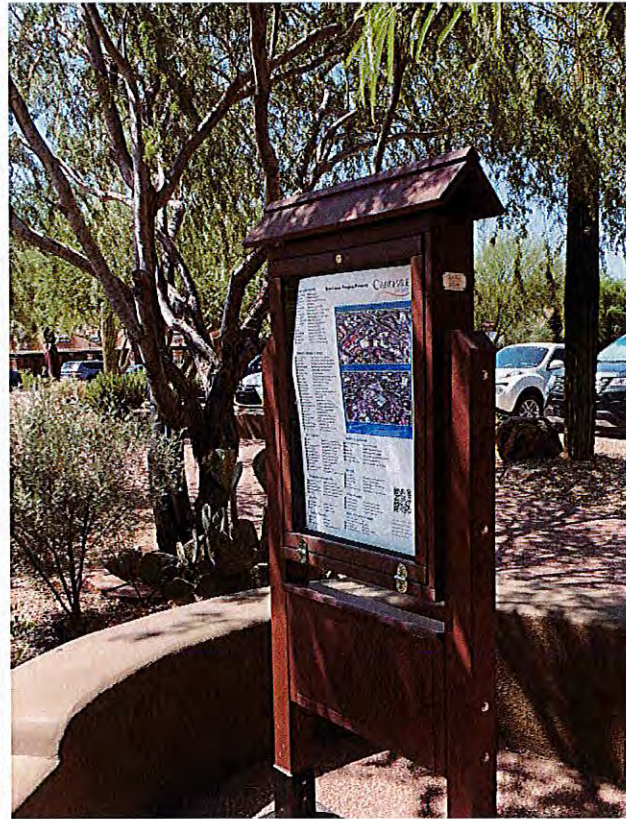
Examples of Existing Destination Signs



Examples of Existing Directional Signs



Comprehensive Sign Plan for Town Center



Examples of Existing Kiosk Signs

Stakeholder Input

Input from community stakeholders is an important part of any plan or study. It provides the necessary community context that helps explain the data. It also provides a deeper level of understanding community parameters: what is working well and why, what needs to change and why, and what actions would be considered appropriate for the community. Although strategies for improving wayfinding and circulation come from a variety of sources, having stakeholder input allows for tailoring that strategy uniquely for the Carefree community.

The following is the summary of the existing condition challenges as identified by the stakeholders.

Challenges

Attendees were asked to identify challenges with wayfinding, circulation, and parking within the downtown area.

- ▲ Circulation
 - Unclear direction throughout Town
 - Business signage clutter makes it hard to find businesses
 - Confusing traffic circles
 - None. Carefree isn't a standard place
 - Consider enhancements at entrances to improve direction
- ▲ Parking
 - Need for designated employee parking
 - Maps of public parking
 - Need for additional capacity for growth
 - Lack of parking during events



- Awareness on parking options throughout Town Center needed
- Residents and business owners do not feel there is enough parking. However, the real issue may be proximity to parking and not availability, meaning people want to park directly adjacent to their destination. In this instance, there is not enough parking in front of every business to accommodate every patron and/or employee.
 - There is not enough safe sidewalk in the Town Center to encourage people to park a little farther and walk.
- Keelers area is most congested for parking on weekends. Could use safer ped crossings across the roads.
- Parking at the Post Office is a challenge for residents, particularly during events.

▲ Wayfinding

- Too diverse
- No direction information
- Poor store name recognition
- Lack of legibility
- Poor locations
- Need for illumination
- Cohesive common theme
- No sandwich boards
- Direction kiosks at key links/bridges
- Misters or shade along pedestrian areas
- Use windows of empty buildings to display Town information, art, or desert education
- Incorporate a “treasure hunt” with public art pieces – desert features placed near walkways that people can walkthrough and find.

Points of Confusion
<ul style="list-style-type: none"> • Gateways • Public Restrooms • Roundabouts • Spanish Village • Corner of Ho and Hum and Easy Street • Downtown • Bashas • Stagecoach Village

▲ Challenges for Customers

- Hard to find businesses
- No clear route around Town Center

- Lack of sidewalks
- Lack of handicap parking
- Not enough parking during dinner hours
- ▲ Other Thoughts
 - Carefree may be too spread out for bicycles and a shared path to be the predominant mode of transportation into the Town Center. Still sees a need for residents to use vehicles to get into Town.
 - Some residents avoid the Downtown area and would prefer to get through the area more quickly. They feel there is too much focus on tourists and not enough on locals.
 - Alternatively, the business owners do not want high speeds and would like to encourage people to enter the Town Center more often



Pavilion in Carefree Town Center

Wayfinding Strategies

Wayfinding is most effective when conducted at various levels and from multiple perspectives. As such, the Study Team evaluated travel in and around Carefree during typical weekend conditions and event conditions as described in the previous sections. Based on those observations and on stakeholder input, several wayfinding strategies have been identified. Strategies include:

- ▲ Identifying strategic modifications to existing signs
- ▲ Recommending locations for new signs
- ▲ Beginning to explore strategies for messaging

The strategies are organized into three categories that include Pre-Trip, In-Route, and Post-Trip strategies.



Thunderbird Art Festival, Fall 2021



Comprehensive Sign Plan for Town Center

Pre-Trip Strategies



Pre-trip strategies focus on meaningful ways to educate visitors before they begin their trip. These strategies provide information on how to reach their destination through various modes of travel and what to expect upon arrival. Pre-trip strategies also include information on necessities such as where to eat, what to do, and where and how to park if arriving by vehicle.

Based on the existing condition observations, the following pre-trip wayfinding strategies should be considered for implementation within the Town of Carefree:

Development of Town Center Parking/Destination Map

A Town Center Parking/Destination Map should be developed for use on the Town’s website with theming and messaging consistent with updated wayfinding signs. It is recommended that this same map or a variation of this map be provided to area businesses for further distribution to visitors. The map should identify all parking locations (including employee parking only areas) and highlight area destinations so that visitors can plan their trip in-advance in conjunction with the information provided on the Town’s website. The existing Carefree Desert Gardens Walking Tour Map should also be updated to match the theming associated with the new wayfinding program. The Gardens map should also be edited to provide additional context in the area to help visitors better orient themselves within Town Center.

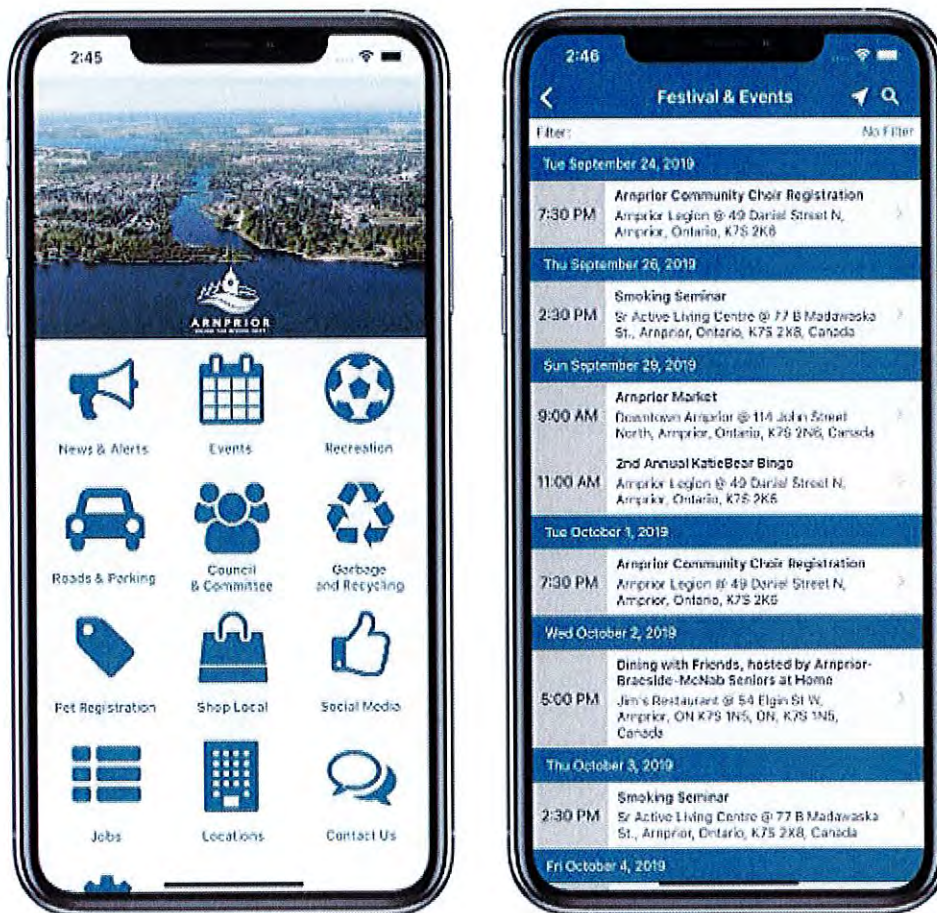


Existing Carefree Desert Gardens Walking Tour Map

▲ Creation or Purchase of a Mobile Application Platform

This application would be coupled with the Town’s website to allow for viewing of the Parking/Destination map as described above. The application could provide regulatory guidance to inform visitors of Town policies prior to them arriving. A business directory could also be provided within the application to allow for visitors to plan out their stops and get familiar with the Town’s amenities.

An alternative to this approach is to include scannable QR codes on all signage to direct visitors to the Town’s website for additional information.



Example Town Mobile Application Platform (www.info-grove.com)



In-Route Strategies



In-route strategies provide wayfinding options for those that have chosen their mode of travel (i.e., vehicle, by foot, bicycle, etc.) and are on their way to a destination. These strategies assist the visitor to reach the vicinity of their destination more quickly. The in-route strategies in this section are divided into mode of transportation and highlight traditional forms of wayfinding such as signage, as well as the use of in-route navigation tools through smartphone applications. The evaluated modes of transportation include vehicles and pedestrians/bicyclists. The following recommendations are applicable to all modes of transportation:

▲ Development of Town Center Parking/Destination Map

As indicated above in the pre-trip strategy section, the map provides the opportunity to set expectations for sign hierarchy, thematic elements, destinations, travel times, etc.

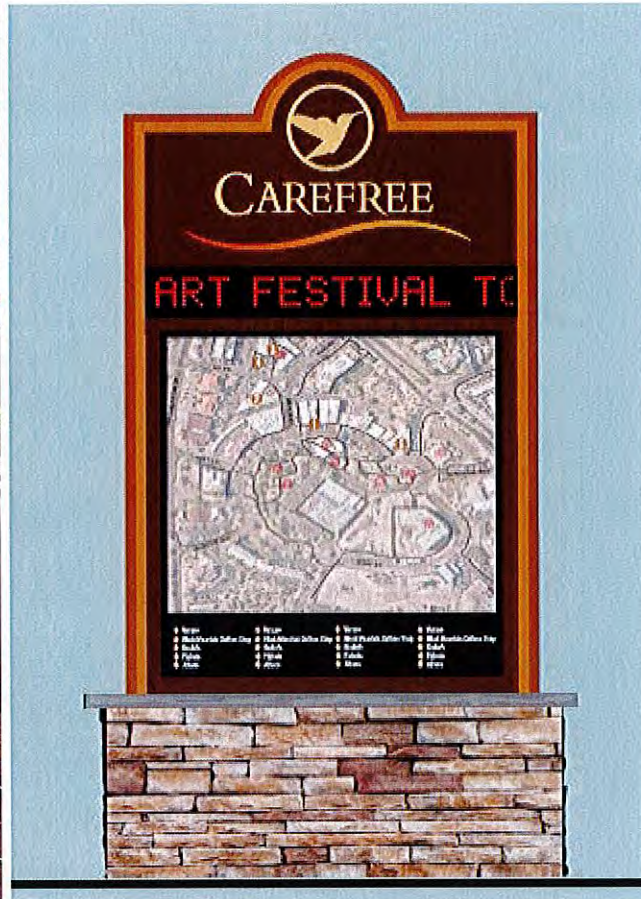
▲ Creation or Purchase of a Mobile Application Platform

As indicated in the pre-trip strategy section, the application reinforces the messaging identified in the Parking/Destination Map and Town website while providing real-time information pertaining to parking availability, business hours, travel distances, special events, etc.

▲ Construct Digital Information Kiosks

As noted in previous sections, the existing informational signs within Town Center contain a large amount of helpful information regarding key destinations and area businesses. However, the signs have a temporary look and feel given the need for quick and easy updates as conditions or businesses change. Digital information kiosks are recommended instead, which allow for easy updates while providing a consistent, branded appearance.

The kiosk should contain information such as the Town Center Parking/Destination Map, parking regulations, upcoming events, business directory and mobile application information. The kiosk should complement and/or supplement information that can be found on the Town's website and the mobile application platform.



Examples of Outdoor Digital Information Kiosks (www.sarasotafl.gov & Bertram Signs & Graphics)

Vehicular Wayfinding Strategies

As noted during previous sections, one of the primary intentions of this study is to highlight the barriers and opportunities related to how easily visitors navigate Town Center. Field observations revealed that many visitors had difficulty understanding the most direct routes into Town Center despite the large gateway features that were added on Carefree Drive and Wampum Way. An internal radial street pattern along with a significant number of driveway/roadway intersections further confuse the vehicular traveler. Availability and proximity of parking is also a noted concern, particularly during events. To help address these issues, a revised concept plan for Town Center was developed to address overall circulation challenges identified in the existing conditions observations. Refer to **Appendix A** for the Carefree Town Center Concept Plan.

In addition to the improvements noted in the Carefree Town Center Concept Plan, the following general wayfinding strategies are recommended for vehicular travelers:

▲ **Provide Gateways at Edges of Town Center**

Provide vehicular gateways at the intersection of Tom Darlington Drive and Bloody Basin Road, Tom Darlington Drive and Cave Creek Road, and Cave Creek Road and Bloody Basin Road. These gateways will give drivers advanced notice that they are approaching Town Center and that they should be prepared to slow down and watch for further directions to their destination.

▲ **Provide Updated Directional Signage along the Arterials**

Provide new directional signage along Tom Darlington Drive and Cave Creek Road to direct vehicles to the designated vehicular entrances to Town Center as described below.

▲ **Improve the Vehicular Entrance with New Gateway Features**

Create improved, designated vehicular entrances to Town Center at Carefree Drive, Ho Road, Hum Road and Sunshine Way. Gateway features could include decorative pavement markings, signs and enhanced landscaping to create a sense of arrival and encourage vehicles to enter at these locations to quickly locate parking.

▲ **Provide Updated Directional Signage along the Local Streets within Town Center**

Provide updated directional signage at key decision-making intersections within Town Center to guide travelers to parking lots and area destinations. Directional signs should be simple, consistent, and visually coordinated with the overall wayfinding program. Icons and/or graphics should be considered where feasible for universal legibility.

▲ **Create a Coordinated Parking System**

Create a coordinated parking system within Town Center through consistently themed signs in both privately-owned and Town-owned parking lots. The signage should be large enough to be legible from a moving vehicle and placed at lot entrances for easy identification. The parking system signage should include a map showing the location of the lot within the context of Town Center along with key destinations and attractions for easy orientation. Walking distances to key points of interest should also be provided.

Pedestrian/Bicycle Wayfinding Strategies

Pedestrian connectivity is varied throughout Town Center, with significant opportunities for improvement along the arterials. Bicycle connectivity is limited to the existing on-street bike lanes which are not always comfortable for less inexperienced riders. To address the overall



Comprehensive Sign Plan for Town Center

pedestrian/bicycle connectivity issues noted previously, the Carefree Town Center Concept Plan provided in **Appendix A** shows suggested modifications to the pedestrian and bicycle circulation networks. The concept plan depicts a new multi-use path for both pedestrians and bicyclists adjacent to Tom Darlington Drive and Cave Creek Road that provides potential for the establishment of an off-street route for travel throughout much of the community. In addition to the improvements noted in the Carefree Town Center Concept Plan, several opportunities have been identified to reinforce wayfinding and improve the pedestrian/bicyclist experience through Town.

▲ Provide a Designated Pedestrian Entrance to Town Center

Provide an accessible and visually clear connection to the designated pedestrian entrance to Town Center at the intersection of Wampum Way and Tom Darlington Drive and the intersection of Carefree Drive and Cave Creek Road. Messaging should be developed to guide pedestrians along the improved Tom Darlington Drive and Cave Creek Road streetscapes to the pedestrian entrances as shown in Appendix A.

▲ Create Pedestrian Level Signage in Parking Facilities

Provide pedestrian level signage near parking areas that contains information for walking to the various destinations within Town Center. Information could include partial maps of the immediate area and walking distances to key points of interest.

▲ Provide Updated Directional Signage for Sidewalks and Multi-Use Paths

Provide wayfinding directional signs at the start and termination points of the multi-use paths and at key decision points along the improved pedestrian/bicycle circulation network. Signs should be predictable, easily accessible, and simple with information indicating direction to points of interest and approximate distances. Points of interest should be marked with destination signs branded to match the Town's wayfinding program.

▲ Create a Visual Pathway Through Town Center

Develop a designated pedestrian route by using a decorative pavement treatment to identify a self-guided walk through Town Center. This designated pedestrian route could feature a 'treasure-hunt' with public art pieces that visitors can find along the pathway. The images below show a similar idea used in a playground setting where kids can use a display panel to identify the hidden treasures that can be found throughout the site. Messaging for signage along this path will be developed to inform visitors on surrounding businesses, points of interest, and/or walking distances to surrounding destinations.



Example of 'Treasure Hunt' Featuring Animals

Post-Trip Strategies



The intent of post-trip strategies is to provide an opportunity to change a visitor's behavior for the next trip or provide an opportunity to improve their experience on the next trip. As identified in previous sections, the recommended post-trip strategies include further refinement/development of the Town's website to include the latest parking and destination information as well as the development of a mobile application for continued use and information-sharing.

Existing Wayfinding Sign Recommendations

Below is a summary of impacts and modifications to the existing wayfinding signs. Refer also to **Figure 12** for disposition of existing signs.

Gateway Signage

The existing large gateway signage at Wampum Way and Carefree Drive should remain in-place to mark the designated pedestrian entrances to Town Center. The existing small monument signs within the traffic circles could remain in-place or could be removed and replaced with pedestrian-scale gateway markers as appropriate. Additional gateway signage is recommended at the following intersections:

- ▲ Tom Darlington Drive & Bloody Basin Road
- ▲ Tom Darlington Drive & Carefree Drive
- ▲ Tom Darlington Drive & Ho Road



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- ▲ Tom Darlington Drive & Cave Creek Road
- ▲ Cave Creek Road & Hum Road
- ▲ Cave Creek Road & Sunshine Way
- ▲ Cave Creek Road & Tranquil Trail



Existing Large Gateway Sign to Remain

Destination Signage

As noted previously, existing destination signage within Town Center varies significantly. To create a comprehensive look and feel within the area, it is recommended that new destination signage be created for the following key features within Town Center:

- ▲ Carefree Desert Gardens
- ▲ Sundial
- ▲ Sanderson Lincoln Pavilion
- ▲ Carefree Town Hall
- ▲ Children's Playground & Little Library
- ▲ Kiwanis Splash Park
- ▲ Visitor Center

New destination signs for the features listed above should be consistent with the overall look and feel of the updated wayfinding program. Since signage noting elements within the Carefree

Desert Gardens are all similarly branded specifically for the garden area, these existing signs should remain in-place.

Directional Signage

As noted previously, directional signage within Town Center also varies significantly. It is recommended that all directional signage be replaced and/or updated to create a consistent, comprehensive wayfinding sign program for Town Center. The existing sundial directional signs are recommended to be repurposed for use along the new multi-use path along Tom Darlington Drive and Cave Creek Road. New directional signage will be developed throughout Town Center to be easily observable for a variety of users, including those traveling by vehicle, by foot or on a bicycle.

Informational Signage

All existing informational signage is recommended to be removed and replaced with digital information kiosks as previously noted.



Existing Sundial Signage to be Removed and Repurposed for Use Along Multi-Use Path

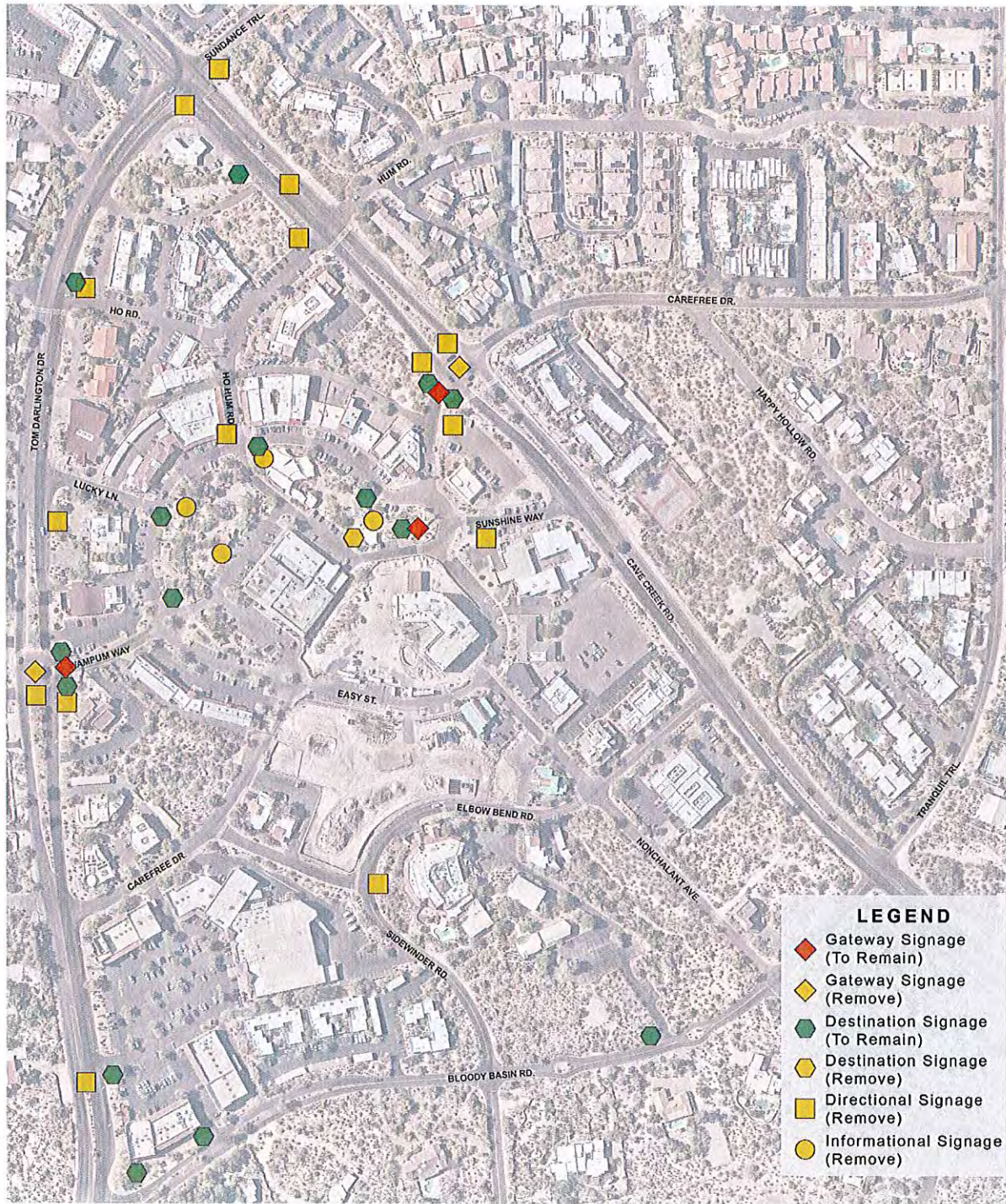
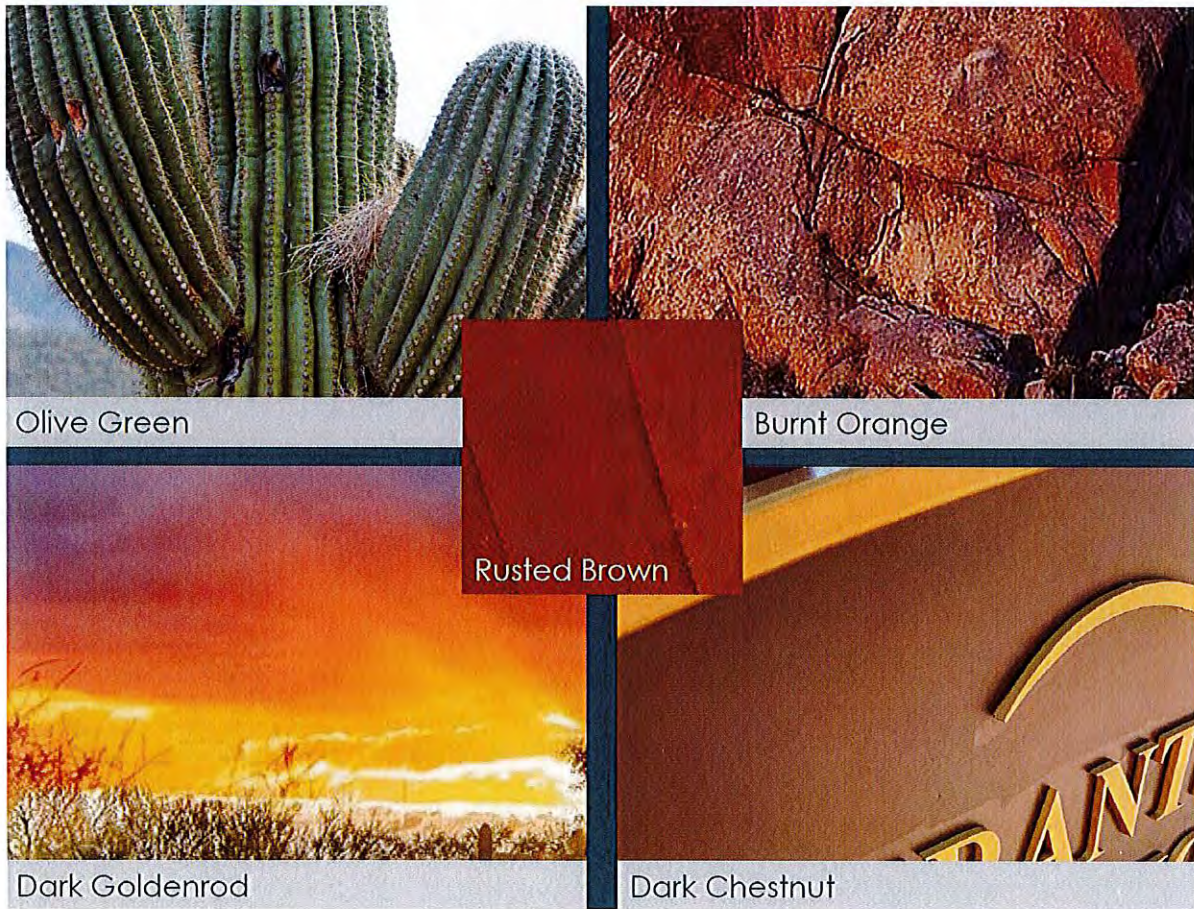


Figure 12: Disposition of Existing Wayfinding Signs



Wayfinding Design Guidelines

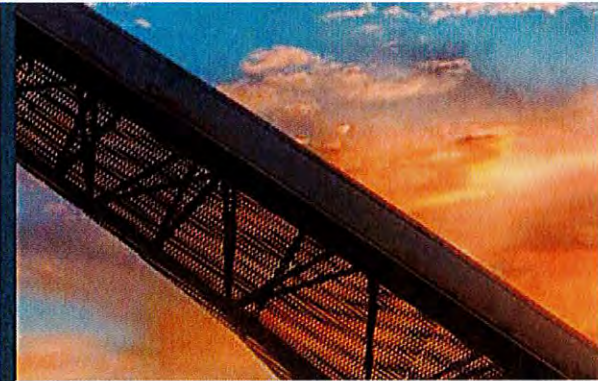
This plan acknowledges that preserving the scenic value of the area is of utmost importance while introducing new visual elements to the town that are in-tune with the existing look and feel of the community. As such, the design of the new wayfinding system takes cues from the surrounding landscape, seeks to minimize text to the greatest extent possible, and attempts to minimize the frequency of messaging while still providing meaningful information to visitors. Materials currently in-use within the community such as metal with a rusted finish, gold accents, and perforated metal are suggested for the fabrication of the new signs.



Color Inspirations for Wayfinding Design & Theming



Metal with Rusted Finish



Perforated Metal Panels



Dark Chestnut & Gold Accents

Material/Texture Inspirations for Wayfinding Design & Theming

Theming Opportunities

New wayfinding and directional signage for both vehicles and pedestrians should be color coded to provide distinctions between recreational, commercial, and municipal destinations throughout Town Center.

Themed signage was developed so that visitors can easily and quickly identify their desired destination. The directional and destinations signs are color-coordinated according to the following destination types:

1. Recreational: Olive Green
2. Commercial: Burnt Orange
3. Municipal: Dark Goldenrod

In addition to the three colors identified above, complementary colors as identified in **Figure 13** have been identified for additional interest in the sign designs. These colors bring warmth to the

identified color palette, mirror the tones of the natural surroundings, and provide consistency across the wayfinding signage.



Figure 13: Signage Color Palette

Existing signs within Town Center currently feature hummingbird icons which could be reflected in the new sign designs as well. See **Figure 14** for the recommended icon to complement the existing themes within Town Center.



Existing Hummingbird Icon in Town Center



Figure 14: Recommended Hummingbird Icon

Wayfinding Signage Recommendations

It is recommended that a new suite of in-route sign types be developed to create a cohesive and coordinated wayfinding system throughout Town Center. New sign types that are further designed and developed include:

1. Gateway Vehicular Directional Sign
2. Arterial Vehicular Directional Sign
3. Local Vehicular Directional Sign
4. Pedestrian Directional Sign
5. Multi-Use Path Sundial Directional Sign
6. Minor Gateway Sign
7. Digital Kiosk
8. Destination Sign
9. Pedestrian Map
10. Parking Sign

Refer to **Appendix B** for a map showing the location of each sign type.

Gateway Vehicular Directional Sign

Gateway Vehicular Directional Signs (GW) provide guidance to area destinations for the vehicular traveler while also serving as an iconic entry feature as one approaches Town Center. Signs include destination names and directional arrows. To reinforce the various destination types that have been identified within Town Center, the accent color within each sign will match the color for the corresponding destination type.

These signs will also serve as iconic exit features for travelers leaving Town Center. As such, there is an opportunity to include a fun ‘goodbye’ message on the back side of the signs. The specific message to be included on the back side of the sign could be determined either by committee or by area residents.

It is important to note that signs along roadways are governed by the Manual on Uniform Traffic Control Devices (MUTCD). These signs shall have a retroreflective white message with a retroreflective or illuminated background. The size of the lettering is also governed by the MUTCD. Based on the speed limit of 35 mph to 25 mph through most of the study area, the height of all upper-case letters shall be at least 6 inches in height, or a combination of 6 inches in height for upper-case letters and 4.5 inches in height for lower-case letters. This font size requirement will inform the overall size of the signs during fabrication.

Confirm compliance with sight-visibility requirements and other height restrictions as applicable upon installation of all vehicular signage. Refer to MUTCD figure 2A-2 for required heights and lateral locations of sign installations adjacent to roadways and pathways. Refer to Section 2A.06 Design of Signs in the MUTCD for additional details on the design of roadway signs, including provisions for breakaway posts.

Refer to **Figures 15 & 16** for the proposed sign design and possible messaging, **Figure 17** for the recommended location of each sign, and **Appendix C** for the messaging associated with the Gateway Vehicular Directional Signs. Refer to **Appendix D** for all sign designs.



Figure 15: Gateway Vehicular Directional Sign (Front)

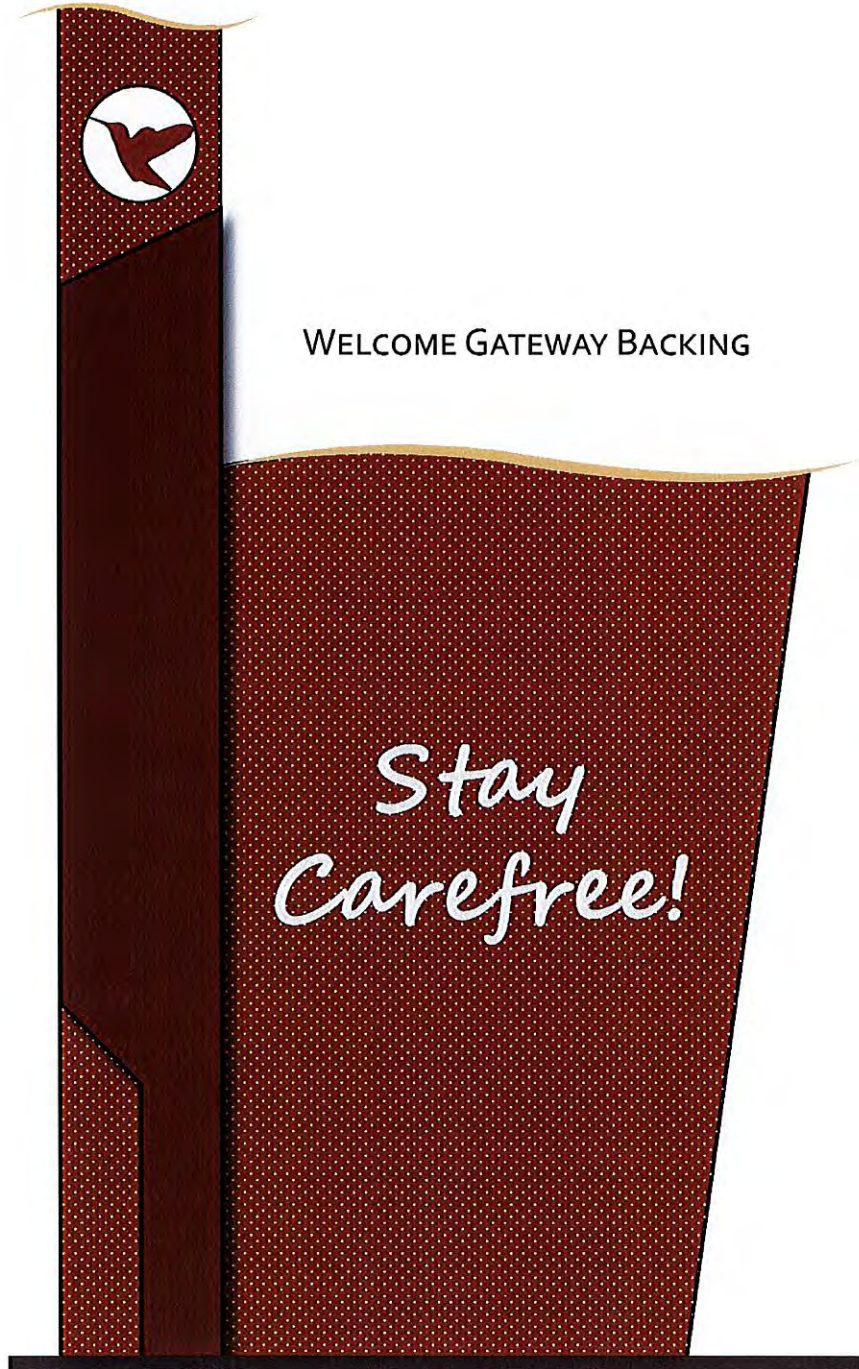


Figure 16: Gateway Vehicular Directional Sign (Back)



Figure 17: Recommended Locations of Gateway Vehicular Directional Signs



Arterial Vehicular Directional Sign

Arterial Vehicular Directional Signs (HS) provide guidance to area destinations for the vehicular travelers along N Tom Darlington Drive and E Cave Creek Road. Signs include destination names and directional arrows. To reinforce the various destination types that have been identified within Town Center, the accent color within each sign will match the color for the corresponding destination type. Refer to **Figure 18** for the proposed sign design, **Figure 19** for the recommended location of each sign, and **Appendix C** for the messaging associated with the Arterial Vehicular Directional Signs.



Figure 18: Arterial Vehicular Directional Sign



Figure 19: Recommended Locations of Arterial Vehicular Directional Signs

Local Vehicular Directional Sign

Local Vehicular Directional Signs (LS) provide guidance to area destinations for vehicular travelers within Town Center. Signs include destination names and directional arrows. Accent colors continue to match the destination types that have been identified for Town Center. Refer to **Figure 20** for the proposed sign design, **Figure 21** for the recommended location of each sign, and **Appendix C** for the messaging associated with the Local Vehicular Directional Signs.



Figure 20: Local Vehicular Directional Sign



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Figure 21: Recommended Locations of Local Vehicular Directional Signs

Pedestrian Directional Sign

Pedestrian Directional Signs (P) provide guidance to area destinations for pedestrians/bicyclists along the future multi-use pathways and sidewalks within Town Center. Signs include destination names, directional arrows and optional approximate distances. Accent colors continue to match the destination types that have been identified for Town Center. Refer to **Figure 22** for the proposed sign design, **Figure 23** for the recommended location of each sign, and **Appendix C** for the messaging associated with the Pedestrian Directional Signs.



Figure 22: Pedestrian Directional Sign



Figure 23: Recommended Locations of Pedestrian Directional Signs

Multi-Use Path Sundial Directional Sign

There is potential to repurpose the existing sundial-inspired directional signs along the future multi-use pathway. It is recommended that the existing horizontal panels that currently display text be replaced with colored panels to match the themes developed for the new wayfinding signs. Refer to **Figure 24** for the proposed sign design, **Figure 25** for the recommended location of each sign, and **Appendix C** for the messaging associated with the Multi-Use Path Sundial Directional Signs.



Figure 24: Multi-Use Path Sundial Directional Sign



Comprehensive Sign Plan for Town Center



Figure 25: Recommended Locations of Multi-Use Path Sundial Directional Signs

Minor Gateway Sign

Minor Gateway Signs serve as an iconic entry feature to Town Center for both the vehicular traveler and pedestrian/bicyclist. Refer to **Figure 26** for the proposed sign design and **Figure 27** for the recommended location of each sign.



Figure 26: Minor Gateway Sign



Figure 27: Recommended Locations of Minor Gateway Signs

Digital Kiosk

Digital Kiosks feature a large touchscreen display that provides a variety of information including an interactive map of Town Center, a directory of local businesses, and a listing of community events. Refer to **Figure 28** for the proposed digital kiosk design and **Figure 29** for the recommended location.

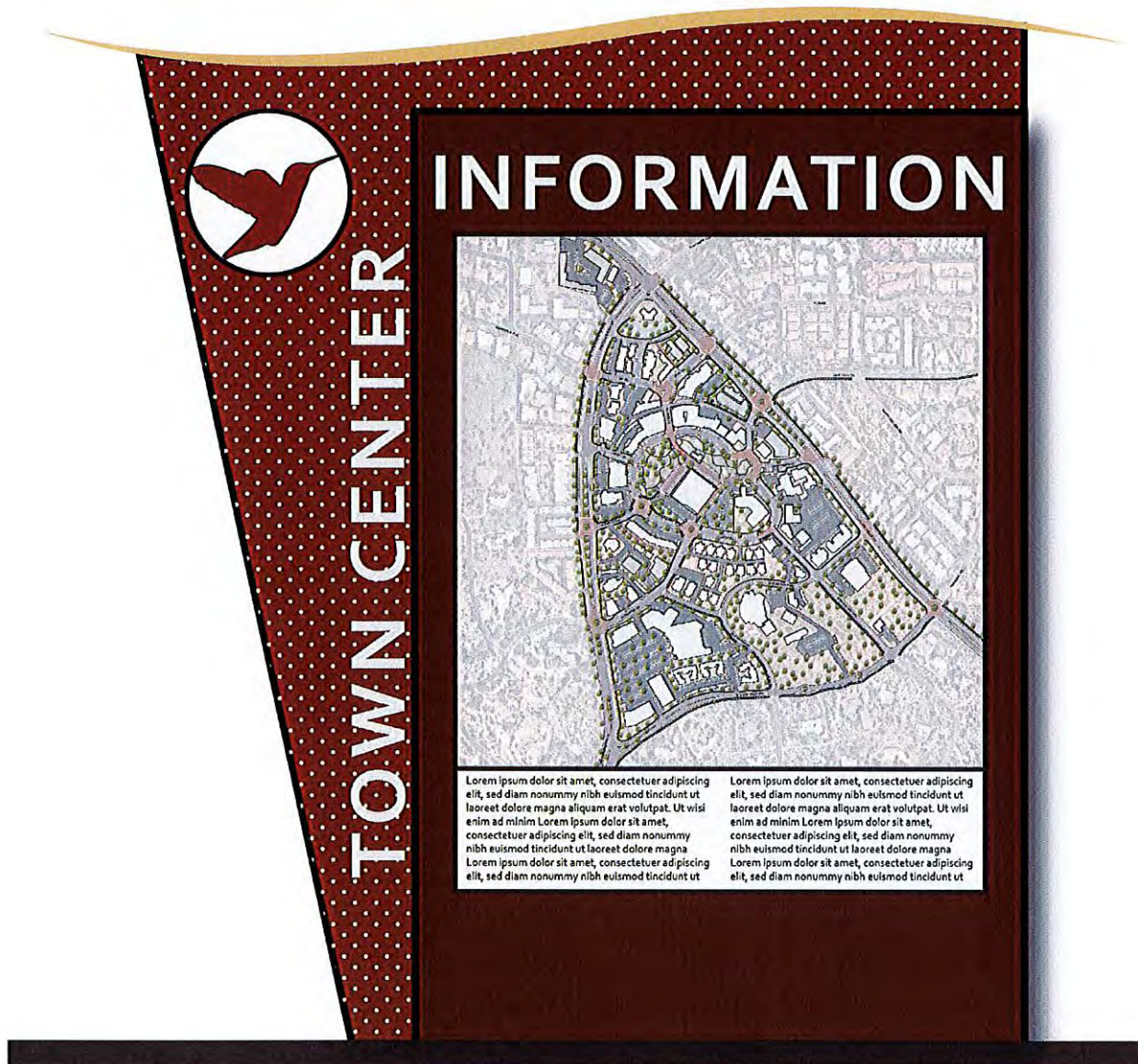


Figure 28: Digital Kiosk



Comprehensive Sign Plan for Town Center



Figure 29: Recommended Location of Digital Kiosk

Destination Sign

Destination Signs indicate arrival at one of the community destinations within Town Center. To reinforce the various destination types that have been identified for Town Center, the accent color within each sign will match the color for the corresponding destination type. Refer to **Figure 30** for the proposed sign design and **Figure 31** for the recommended location of each sign.



Figure 30: Destination Sign



Comprehensive Sign Plan for Town Center



Figure 31: Recommended Location of Destination Signs

Pedestrian Map

Pedestrian Maps provide direction to pedestrians at parking lots once they have exited their vehicle. Signs include a map of Town Center and a town directory. Refer to **Figure 32** for the proposed sign design and **Figure 33** for the recommended location of each sign.

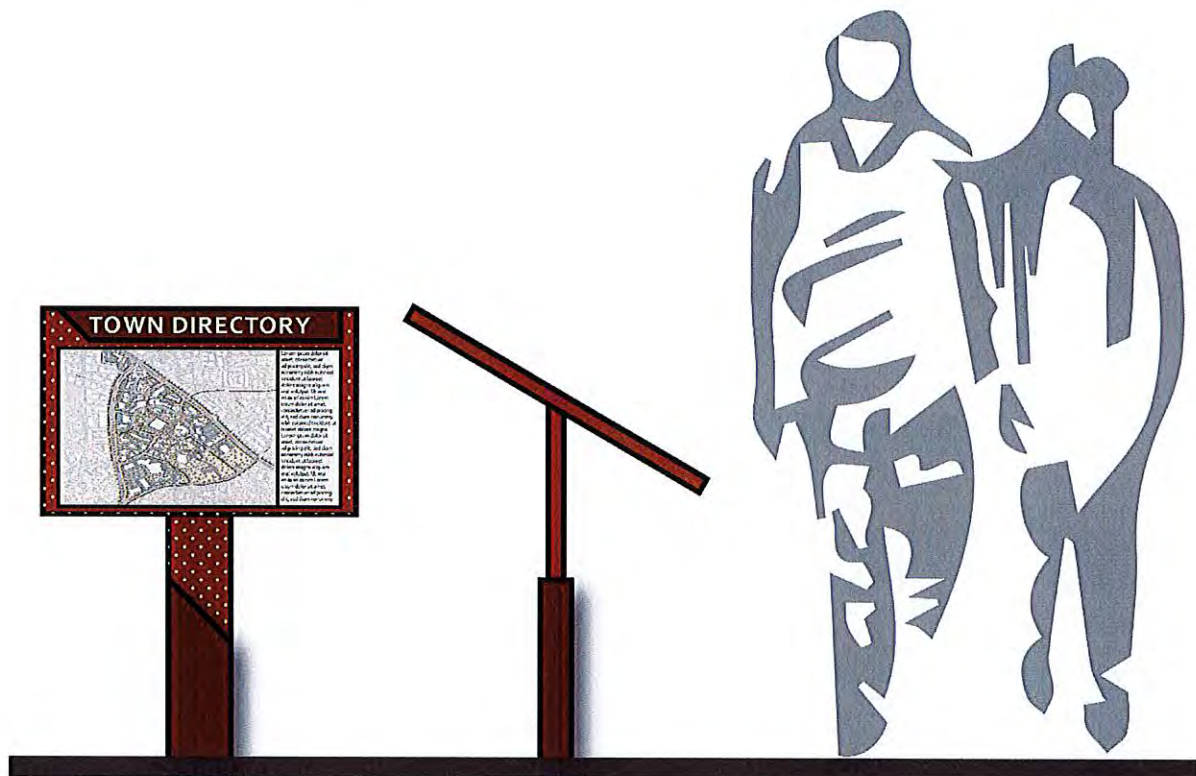


Figure 32: Pedestrian Map



Figure 33: Recommended Location of Pedestrian Maps

Parking Sign

Parking Signs indicate areas suitable for public parking. Refer to **Figure 34** for the proposed sign design.



Figure 34: Parking Sign



Implementation Approach

Wayfinding sign designs within this document are intended to be used as templates for bidding the work to independent contractors. Refer to **Appendix B** for recommended placement of wayfinding signs and to **Appendix C** for the recommended messaging. Placement recommendations provided in **Appendix B** should be field verified to ensure that conflicts are not present and that each sign location is compliant with applicable laws and guidelines. The Town and/or selected contractor must verify placement of the signs within public right-of-way or negotiated easements. Wayfinding signs shall be placed outside the clear zone or, if placed within the clear zone, shall be crashworthy. The placement of wayfinding signs shall conform to the location criteria defined in the MUTCD chapter on guide signing for conventional roads.

Selected sign fabricators will be required to provide shop drawings indicating methods of assembly and structural engineering. Shop drawings must be submitted to the Town of Carefree for review and approval. The production of one full-scale mock-up of each sign type is required as part of the fabrication contract. Fabricators must have at least five years of experience in the field completing projects of similar scope.

Estimated Costs & Phasing Plan

Three phases of implementation have been identified based on the anticipated fabrication costs provided in **Figure 35**. The first phase includes the fabrication and installation of the Arterial and Local Vehicular Directional Signs. These signs have the most immediate impact on achieving the goals of this Comprehensive Sign Plan. The Pedestrian and Sundial Directional Signs, along with the Gateway Directional Signs, are recommended to be installed in Phase 2 to complete the directional sign program. Phase 3 includes the Minor Gateway Signs, Digital Kiosk, Pedestrian Maps, Destination Signs, and Parking Signs.

Funding Opportunities

Funding for implementing the Comprehensive Sign Plan for Town Center is anticipated to come from a variety of sources including sales tax or other taxes, matching grants, bond measures, or public/private partnerships. This section identifies sources of funding for planning, design, implementation, and maintenance of wayfinding improvements. The descriptions are intended to provide an overview of available options and do not represent a comprehensive list. It should be noted that this section reflects the funding available at the time of writing. The funding amounts, fund cycles, and even the programs themselves are susceptible to change without notice.

▲ **Maricopa County/Town of Carefree**

Maricopa County's and the Town of Carefree's capital improvements programs could provide a funding source for implementing portions of the plan. Assessments, bonds, taxes, or special revenue funds could also be considered as funding sources.

▲ **National Endowment for the Arts (NEA)**

The NEA offers an Our Town grant for placemaking projects that contribute to the livability of communities. Through project-based funding, the NEA supports projects that integrate arts, culture, and design activities into efforts that strengthen communities by advancing local economic, physical, and/or social outcomes.

▲ **Corporate / In-kind Support**

Private foundations or businesses are potential funding sources for wayfinding programs within a community. For more information on private foundations, including an extensive list of national foundations visit: <http://www.foundationcenter.org/>

Phase 1	ITEM DESCRIPTION	UNIT			
			TOTAL QTY	UNIT PRICE	AMOUNT
	Arterial Vehicular Directional Sign	Each	10	\$31,685.00	\$316,850.00
	Local Vehicular Directional Sign	Each	7	\$23,000.00	\$161,000.00
	Local Vehicular Directional Sign (DS)	Each	1	\$33,750.00	\$33,750.00
Total:					\$511,600.00

Phase 2	ITEM DESCRIPTION	UNIT			
			TOTAL QTY	UNIT PRICE	AMOUNT
	Pedestrian Directional Sign	Each	7	\$17,250.00	\$120,750.00
	Pedestrian Directional Sign (DS)	Each	5	\$27,650.00	\$138,250.00
	Gateway Directional Sign	Each	3	\$55,000.00	\$165,000.00
	Sundial Directional Sign	Each	4	\$3,780.00	\$15,120.00
Total:					\$439,120.00

Phase 3	ITEM DESCRIPTION	UNIT			
			TOTAL QTY	UNIT PRICE	AMOUNT
	Minor Gateway Sign	Each	4	\$28,500.00	\$114,000.00
	Digital Kiosk	Each	1	\$78,000.00	\$78,000.00
	Pedestrian Map	Each	4	\$3,585.00	\$14,340.00
	Destination Sign	Each	5	\$3,250.00	\$16,250.00
	Parking Sign	Each	12	\$850.00	\$10,200.00
Total:					\$232,790.00

Figure 35: Phased Cost Estimate

Appendix A



Carefree Town Center Concept Plan

Appendix B



Carefree Town Center Wayfinding Signage Location Plan



Appendix C

Gateway Directional Signs

GW1	Sundial	^
	Gardens	^
	Shopping	^
	Dining	^
	Town Center	^
	Pavilion	^

GW2	Sundial	^
	Gardens	^
	Shopping	^
	Dining	^
	Town Center	^
	Pavilion	^

GW3	Sundial	^
	Gardens	^
	Shopping	^
	Dining	^
	Town Center	^
	Pavilion	^



Comprehensive Sign Plan for Town Center

Arterial Vehicular Directional Signs

HS1	Sundial	>
	Gardens	>
	Shopping	>
	Dining	>
	Pavilion	>
	Parking	^ >

HS6	Sundial	<
	Gardens	<
	Shopping	<
	Dining	<
	Pavilion	<
	Parking	<

HS2	Sundial	>
	Gardens	>
	Shopping	>
	Dining	>
	Pavilion	>
	Parking	^ >

HS7	Sundial	>
	Gardens	^
	Shopping	>
	Dining	>
	Pavilion	>
	Parking	^ >

HS3	Sundial	>
	Gardens	>
	Shopping	>
	Dining	>
	Pavilion	>
	Parking	>

HS8	Sundial	>
	Gardens	>
	Shopping	>
	Dining	>
	Pavilion	>
	Parking	>

HS4	Sundial	^
	Gardens	^
	Shopping	<
	Dining	<
	Pavilion	^
	Parking	<

HS9	Sundial	<
	Gardens	<
	Shopping	<
	Dining	<
	Pavilion	<
	Parking	< ^

HS5	Sundial	<
	Gardens	<
	Shopping	<
	Dining	<
	Pavilion	<
	Parking	^

HS10	Sundial	<
	Gardens	<
	Shopping	<
	Dining	<
	Pavilion	<
	Parking	<



Comprehensive Sign Plan for Town Center

Local Vehicular Directional Signs

LS1	SIDE 1		SIDE 2	
	Sundial	>	Sundial	<
	Gardens	>	Gardens	<
	Shopping	<	Shopping	<
		>		>
	Dining	<	Dining	<
		>		>
	Pavillion	>	Pavillion	<
Visitor Center	>	Visitor Center	<	
Restrooms	>	Restrooms	<	

LS2	SIDE 1		SIDE 2	
	Sundial	<	NA	
	Shopping	<		
		>		
	Dining	<		
		>		
	Pavillion	<		
Visitor Center	<			
Restrooms	<			

LS3	SIDE 1		SIDE 2	
	Sundial	<	NA	
	Shopping	<		
		>		
	Dining	<		
		>		
	Pavillion	<		
Visitor Center	<			
Restrooms	<			

LS4	SIDE 1		SIDE 2	
	Sundial	>	NA	
	Gardens	<		
	Shopping	<		
		>		
	Dining	<		
		>		
	Pavillion	<		
Visitor Center	<			
Restrooms	<			



Comprehensive Sign Plan for Town Center

LS5	SIDE 1		SIDE 2
	Sundial	>	
	Gardens	<	
	Shopping	<	
	Dining	<	
	Pavillion	<	
	Visitor Center	<	
	Restrooms	<	
NA			

LS6	SIDE 1		SIDE 2
	Sundial	>	
	Gardens	<	
	Shopping	<	
		>	
	Dining	<	
		>	
	Pavillion	>	
Visitor Center	>		
Restrooms	>		
NA			

LS7	SIDE 1		SIDE 2
	Gardens	>	
	Shopping	>	
	Dining	>	
	Pavillion	>	
	Visitor Center	>	
	Restrooms	>	
NA			

LS8	SIDE 1		SIDE 2
	Gardens	>	
	Shopping	>	
	Dining	>	
	Pavillion	>	
	Visitor Center	>	
Restrooms	>		
NA			



Comprehensive Sign Plan for Town Center

Pedestrian Directional Signs

P1	SIDE 1	
	Sundial	<
	Splash Pad	<
	Playground	>
	Visitor Center	^
	Restrooms	^

SIDE 2	
Sundial	>
Splash Pad	>
Playground	<

P2	SIDE 1	
	Sundial	<
	Splash Pad	<
	Playground	>
	Pavillion	<
	Visitor Center	<
Restrooms	<	

SIDE 2	
N/A	

P3	SIDE 1	
	Sundial	>
	Gardens	<
	Splash Pad	>
	Pavillion	<
	Visitor Center	<
Restrooms	<	

SIDE 2	
N/A	

P4	SIDE 1	
	Splash Pad	<
	Gardens	>
	Playground	>
	Pavillion	>
	Visitor Center	>
Restrooms	>	

SIDE 2	
N/A	

P5	SIDE 1	
	Sundial	>
	Gardens	>
	Shopping	>
	Dining	>
	Pavillion	>
	Visitor Center	>
	Restrooms	>

SIDE 2	
Sundial	<
Gardens	<
Shopping	<
Dining	<
Pavillion	<
Visitor Center	<
Restrooms	<



Comprehensive Sign Plan for Town Center

P6	SIDE 1		SIDE 2	
	Sundial	^	N/A	
	Gardens	^		
	Shopping	^		
	Dining	^		
	Pavillion	^		
	Visitor Center	^		
	Restrooms	^		

P7	SIDE 1		SIDE 2	
	Sundial	>	Sundial	<
	Gardens	>	Gardens	<
	Shopping	>	Shopping	<
	Dining	>	Dining	<
	Pavillion	>	Pavillion	<
	Visitor Center	>	Visitor Center	<
	Restrooms	>	Restrooms	<

P8	SIDE 1		SIDE 2	
	Sundial	^	N/A	
	Gardens	^		
	Shopping	^		
	Dining	^		
	Pavillion	^		
	Visitor Center	^		
	Restrooms	^		

P9	SIDE 1		SIDE 2	
	Sundial	^	N/A	
	Gardens	^		
	Shopping	^		
	Dining	^		
	Pavillion	^		
	Visitor Center	^		
	Restrooms	^		



Comprehensive Sign Plan for Town Center

P10	SIDE 1	
	Sundial	^
	Gardens	<
	Splash Pad	^
	Playground	<
	Pavillion	^
	Visitor Center	^
	Restrooms	^

SIDE 2	
Gardens	>
Playground	>
Pavillion	>
Visitor Center	>
Restrooms	>

P11	SIDE 1	
	Sundial	^
	Gardens	<
	Splashpad	^
	Playground	<
	Pavillion	^
	Visitor Center	^
	Restrooms	^

SIDE 2	
Gardens	>
Playground	>
Pavillion	>
Visitor Center	>
Restrooms	>

P12	SIDE 1	
	Sundial	^
	Gardens	^
	Shopping	^
	Dining	^
	Pavillion	^
	Visitor Center	^
	Restrooms	^

SIDE 2	
N/A	



Comprehensive Sign Plan for Town Center

Multi-Use Pathway Sundial Directional Signs

S1	SIDE 1	
	Sundial	^
	Gardens	^
	Shopping	^
	Dining	^
	Pavilion	^
	Restrooms	^

SIDE 2	
N/A	

S2	SIDE 1	
	Sundial	<
	Gardens	<
	Shopping	<
	Dining	<
	Pavilion	<
	Restrooms	<

SIDE 2	
Sundial	>
Gardens	>
Shopping	>
Dining	>
Pavilion	>
Restrooms	>

S3	SIDE 1	
	Sundial	^
	Gardens	^
	Shopping	^
	Dining	^
	Pavilion	^
	Restrooms	^

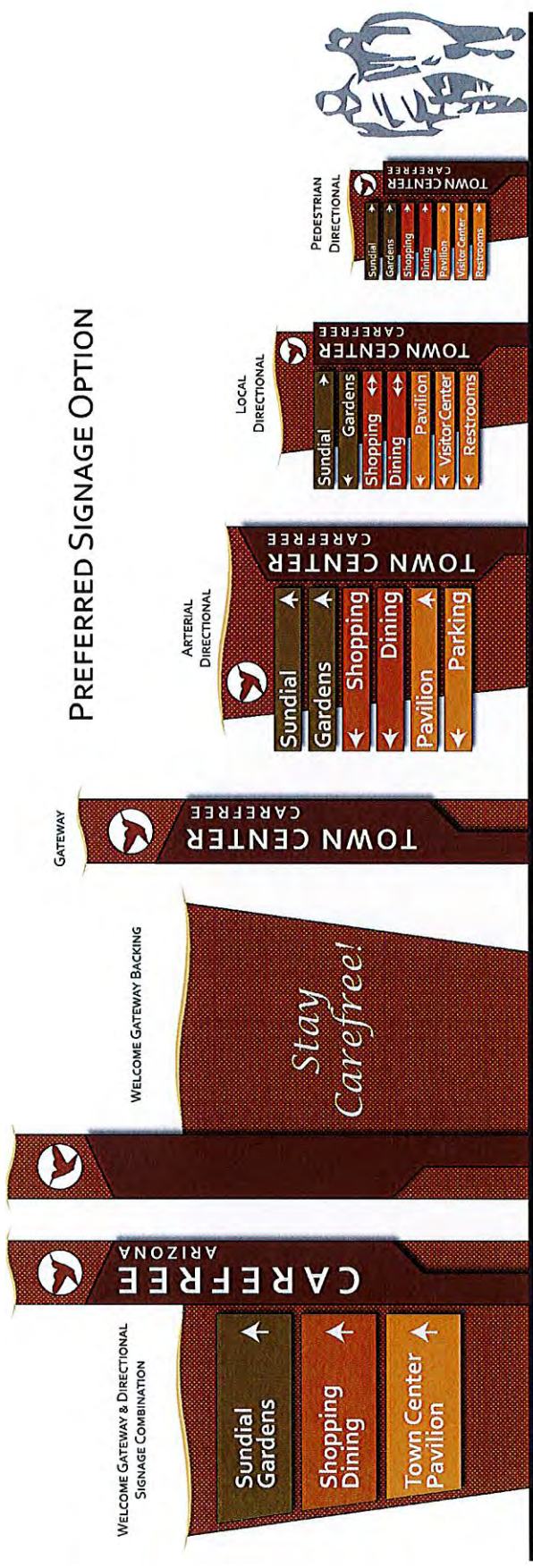
SIDE 2	
N/A	

S4	SIDE 1	
	Sundial	^
	Gardens	^
	Shopping	^
	Dining	^
	Pavilion	^
	Restrooms	^

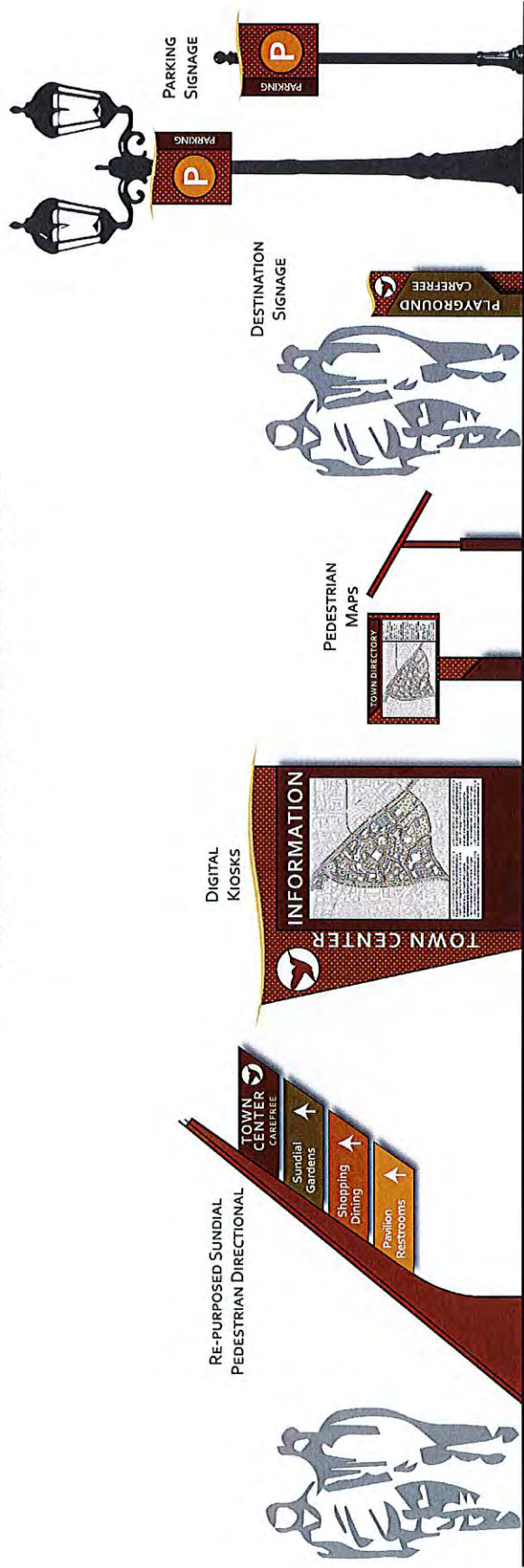
SIDE 2	
N/A	

Appendix D

PREFERRED SIGNAGE OPTION



PREFERRED SIGNAGE OPTION





Agenda Item #12

CAREFREE TOWN COUNCIL AND THE PLANNING & ZONING COMMISSION
DISCUSSION

INFORMATION SUMMARY

MEETING DATE: **June 6, 2023**

SUBJECT: **Circulation Component of the *Comprehensive Sign and Circulation Plan for Town Center / Town Center Concept Plan***

A presentation and discussion with Rebeca Field of Kimley-Horn, consultant for the Comprehensive Sign and Circulation Plan, to include updating the Town Council and Planning and Zoning Commission on the Plan's circulation strategies (Project Assessment or "PA") and to include soliciting feedback for incorporation into the final draft of the PA. This is for informational purposes only. No action will be taken. Comments from the public will be taken.

SUMMARY:

The *Comprehensive Sign and Circulation Plan* project began back in April of 2021. Due to the complexity and community concern related to motorized, nonmotorized, and pedestrian circulations, staff felt an open dialog between the Planning and Zoning Commission and Town Council in a public forum would help facilitate direction on how to move this Circulation component through a process of acceptance by Town Council.

Therefore, tonight's discussion will focus on:

- Why the Town Center Concept Plan (attached) is needed;
- Process that has been followed to get to the latest version of the Town Center Concept Plan
- Review of the latest Town Center Concept Plan with an emphasis on the more significant changes such as parking along the arterials, lane reductions, and potential road closures near the Carefree Gardens;
- Receive direction on what changes (if any) are needed to the Town Center Concept Plan
- Reach a consensus on the general roadway modifications suggested for Tom Darlington Drive and Cave Creek Road.

ATTACHMENTS:

- 5/26/23 Draft Town Center Concept Plan



**CAREFREE TOWN CENTER
CONCEPT PLAN**

- ① Pedestrian Gateway Feature
 - ② Vehicular Gateway Feature
 - ③ Decorative Paving/Enhanced Landscape
 - ④ Gateway Street Enhancements w/ Parking
 - ⑤ Designated Town Center Pedestrian Route
 - ⑥ Pedestrian Corridor Closed to Through Traffic
 - ⑦ Potential Event Area
 - ⑧ Carefree Town Center Welcome Feature & Enhanced Intersection
 - ⑨ Potential Redevelopment Area
- New Sidewalk / Path
 - Existing Sidewalk / Path
 - Designated Town Center Pedestrian Route
 - New Multi-use Path
 - Bike Parking



Typical Roundabout Stripping

TOWN COUNCIL
JUN - 6 2023
12

Agenda Item #



**TOWN OF CAREFREE
INFORMATION SUMMARY**

MEETING

DATE: June 6, 2023

SUBJECT: Renewal of Contract with Maricopa County Sheriff's Office for Law Enforcement Services

ATTACHMENT: Resolution #2023-03 (contract attached as Exhibit A)

SUMMARY:

The existing contract with Maricopa County Sheriff's Office (MCSO) is set to expire in June. The Sheriff's Office presented a contract renewal to the Town in May. As typical, this contract is for an initial term for three years with an automatic renewal for an additional three years unless notice is given. Therefore, with the automatic renewal, this contract would be in effect from July 1, 2023 through June 30, 2029. The refinements in this new contract include clarifying definitions, updating the general terms and conditions for County Legal and County Risk Management, and updating the costing explanation to more closely follow the order of Worksheet Exhibit A.

The contracted law enforcement service levels are based on quantitative and qualitative data such as a community's population, types of crime, number of calls for service, call for service response times, and proximity to the MCSO substation for backup support. The service level is measured in a term called a beat. Each beat contains five full-time (FTEs) law enforcement officers plus proportional FTEs associated with supporting detectives, sergeants, lieutenants, and a captain as well as operational costs. Based upon Carefree's quantitative and qualitative analysis by MCSO staff, Carefree's service level has historically been a 1/3 of a beat. Carefree also benefits from the location of the district substation in the Town of Cave Creek and access and visibility to the patrols of nearby areas covered by this substation including the lake patrol.

In addition, to these base service levels, communities that contract with MCSO for law enforcement services may also select additional services. In Carefree's case, due to increased traffic during the winter tourism season, a traffic car has been added to supplement the base service and focus on compliance with traffic laws during this peak traffic season (October – April).

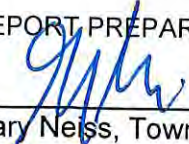
By contracting with a robust law enforcement entity such as MCSO, Carefree maintains a cost-effective law enforcement option with the flexibility to adjust the level of services during any contract period. Additionally, contract communities have the ability to access special response resources as needed including but not limited to aviation resources (helicopter and drones), K-9 units, tactical response units, reserve supports, and specialized equipment/vehicles.

Every year, in late February, the Town receives an update on the next fiscal year's annual cost for law enforcement services. As determined by Maricopa County, these costs include personnel services, supplies and rent, communications, vehicles and equipment, one-time costs and indirect cost recovery (3% fee). The overall costs of this contract will increase by approximately 17% this next fiscal year or almost \$85,000. Approximately 87% (\$444,692) of the next fiscal year's contract (\$583,349) is associated with personnel costs.

ACTION NEEDED:

Approval of Resolution #2023-03 to extend the contract for services with the Maricopa County Sheriff's Office.

REPORT PREPARED BY:



Gary Neiss, Town Administrator

RESOLUTION #2023-03

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CAREFREE, ARIZONA, TO AUTHORIZE AND APPROVE AN EXTENSION OF AN AGREEMENT FOR LAW ENFORCEMENT SERVICES BETWEEN THE TOWN OF CAREFREE AND THE MARICOPA COUNTY SHERIFF'S OFFICE

WHEREAS, the Town of Carefree has historically contracted with Maricopa County Sheriff's Office (MCSO) for Law Enforcement Services, and

WHEREAS, past contracts have been for an initial term of three (3) years with an option that automatically renews for an additional three (3) years unless notice is given, and

WHEREAS, the current contract with MCSO is set to expire on June 30, 2023, and

WHEREAS, the proposed contract will cover the time period of July 1, 2023 – June 30, 2026 with an automatic renewal for the time period of July 1, 2026 – June 30, 2029, and

WHEREAS, the contract in part outlines the scope of law enforcement services and the schedule of reimbursement fees as approved by Maricopa County, and

WHEREAS, each successive year the County will provide an update to this fee schedule while the Town can make adjustments to the level of service based on any desired changes and the reimbursement fee schedule.

NOW, THEREFORE, IT IS RESOLVED by the Mayor and Town Council of the Town of Carefree, Arizona that:

1. The updated Agreement for Law Enforcement Services between the Town of Carefree and Maricopa County is approved (Exhibit A).
2. The Council authorizes both the Mayor and Town Administrator to enforce the provisions of the Agreement.

PASSED AND ADOPTED BY the Mayor and Town Council of the Town of Carefree, Arizona, this 6th day of June, 2023.

AYES _____ NOES _____ ABSTENTIONS _____ ABSENT _____

FOR THE TOWN OF CAREFREE

ATTESTED TO:

John Crane, Mayor

Kandace French Contreras, Town Clerk

APPROVED AS TO FORM:

Michael Wright, Town Attorney

EXHIBIT A

AGREEMENT FOR LAW ENFORCEMENT SERVICES

BETWEEN THE TOWN OF

CAREFREE

AND

MARICOPA COUNTY

on behalf of the Sheriff's Office

C-50-___-0__X-00

July 1, 2023 through June 30, 2026

With One, Three-Year, Automatic Renewal

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**Agreement for Law Enforcement Services
between Town of Carefree
and Maricopa County
on behalf of the Sheriff's Office
C-50-____-____-X-00**

THIS INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT SERVICES (this "Agreement") is made and entered into _____, 2023 between the Town of Carefree, an Arizona municipal corporation ("Carefree," or "Town") and Maricopa County, a political subdivision of the State of Arizona (the "County") on behalf of the Maricopa County Sheriff's Office ("MCSO").

RECITALS

WHEREAS, Carefree has the authority, pursuant to the laws of the State of Arizona, to provide for public health, safety, and the welfare of the people and property within its corporate boundaries, including, but not limited to police protection; and

WHEREAS, Maricopa County has provided continuous contracted Law Enforcement Services for the Town of Carefree for many years and the current contract will expire June 30, 2023; and

WHEREAS, Carefree has neither the trained personnel nor the facilities to provide for Law Enforcement Services, as defined herein, and desires to enter into this Agreement with Maricopa County whereby the Maricopa County Sheriff's Office will provide Law Enforcement Services to Carefree; the following terms and conditions are provided.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, the promises and covenants set forth below, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

I. GENERAL PROVISIONS

A. Definitions

As used throughout this Agreement, the following terms shall have the meanings set forth in this Section:

Agreement means this document and all attachments hereto.

Annual Cost Notification Letter means the letter from the MCSO to the Town Administrator that is issued by February 20 of each year with the updated Worksheet **Exhibit A**, indicating the costs for the next fiscal year.

Automatic Renewal Period means the period of time following the Initial Term of this Agreement as established in Section D. below whereby this Agreement automatically renews for another term if neither party has provided notice to discontinue.

Basic Law Enforcement Services means patrol, responses to emergency calls, incident response, calls for service responses, arrests of suspects, dispatch and communications services, crime investigations, community crime prevention and awareness programs and activities, and vacation watch.

Beat means the basic increment of Law Enforcement Services used in determining service levels and cost. One beat = 1 deputy posted 24 x 7. One beat of patrol service requires five (5) Law Enforcement Officer FTE to staff plus corresponding FTE increments from the FTE staffing requirements, plus corresponding facilities, vehicles, equipment, supplies, technology, and dispatch communications services.

Board means the Maricopa County Board of Supervisors or "BOS."

Calendar Year means a twelve-month period beginning January 1 and ending December 31.

Complaint means an allegation of employee misconduct. The complaint may be made verbally or in writing, in person, by phone, by mail, or online; and may be by the individual complainant, someone acting on the complainant's behalf or anonymously; and with or without a signature.

Contracted Level of Service means the number of beats or fractions of beats, optional staffing and the component resources that support the Agreement and are incorporated in Worksheet Exhibit A.

County means Maricopa County, a political subdivision of the State of Arizona.

Day means calendar day.

Deputy means sworn Law Enforcement Officer (LEO) for the Maricopa County Sheriff's Office and can also be referred as "Detective"; "School Resource Officer"; and "Traffic Enforcement Officer."

District means MCSO designated regional sub-division for County Law Enforcement that is supported by a sub-station or sub-stations depending on the size.

District Commander means the Captain or designated Commander with rank of Lieutenant or higher of the Sheriff's District Office or substation located within the corporate limits of Carefree from which Law Enforcement Services for this Agreement are conducted.

Fiscal Year means a twelve-month period beginning July 1 through June 30.

FTE (full time equivalent) is a standard measure of unit for budgeted personnel that makes workloads comparable across the organization.

FTE Staffing Requirements means the calculated allocation of FTE per market range title/position per "unit" (e.g., beat, position type) required to staff one Beat of service for basic law enforcement service.

Indirect Cost Recovery means a predetermined percent applied to this contract's direct service costs to recover MCSO general administrative services costs such as Human Resources; Budget and Finance; Procurement; Executive Administration; Professional Standards Bureau, Sworn Officer Training; Risk Management; Fleet Management; and certain technology costs, which are not covered elsewhere in this Agreement.

Initial Term shall have the meaning set forth in **Section I, Subsection C**, below.

Non-Renewal Notice means an official communication by either party to the other party by April 15 of the last year of the Initial Term stating they do not desire the automatic renewal term to take effect.

Optional Law Enforcement Services means continuing additional positions requested by the Town for service beyond the FTE Staffing Requirements for Basic Law Enforcement Service, and generally limited to contracts of one beat of service or more. Examples include traffic deputies, School Resource Officers, Community Policing Deputies, Crime Analysts, supplemental Clerical, and additional supervisory positions.

Other Law Enforcement Services means supplemental and/or specialized law enforcement resources that are available within MCSO and deployed as necessary in special situations or that occur daily and are not included in Worksheet Exhibit A. Examples include Aircraft—helicopter and drones; Bomb Squad, Canine, Command Posts; Counter Terrorism; Crime Lab; Mounted Patrol; Posse Coordination; Property and Evidence; Special Investigations Division; Specialized Weapons and Tactics (S.W.A.T.); Traffic Enforcement methods and Accident Investigations; required Arizona Peace Officer Standards Training to maintain certifications, Records and ID, and Prisoner Transport.

Report means a regular (monthly, annual) Sheriff's Office communication that includes calls for service, crime, criminal activity, arrests, response times in report format to the Town compared with information and crime statistics from previous periods.

MCSO means the Maricopa County Sheriff and those functions, activities and facilities for which the Sheriff has mandated responsibility.

Staffing Allocation Factor means the FTE to staff one of three types of posts: 24-hour/7-day post (5 FTE); 8-hour/7-day post (1.67) FTE; and 8-hour/5-day post (1.19) FTE.

Town means the Town of Carefree, an Arizona municipal corporation.

Town Administrator means the Town Administrator of the Town of Carefree, or Town Administrator's authorized designee.

Town Council means the Mayor and Town Council of the Town of Carefree.

Transitional Start Up Phase means any time period up to 12 months between when the Agreement or an amendment to the Agreement to increase services is approved through the time that contracted level of service and equipment is attained or stabilized.

Worksheet (Exhibit A) means the annualized cost detail information page(s) for the contracted level of service that is updated annually and is the basis for monthly billing amounts.

B. Legal Notices

Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if (1) delivered to the party at the address set forth below, (2) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below or (3) given to a recognized and reputable overnight delivery service, to the address set forth below:

If to the County:

Jen Pokorski, County Manager
Maricopa County
301 W. Jefferson, 10th Floor
Phoenix, Arizona 85003
Jen.Pokorski@Maricopa.gov

If to the Sheriff's Office:

Paul Penzone, Sheriff
MCSO
550 W Jackson, Fifth Floor
Phoenix, Arizona 85003

Russ Skinner, Chief Deputy
MCSO
550 W Jackson, Fifth Floor
Phoenix, AZ 85003

James R Prindiville, Exec Chief Financial Officer
MCSO
550 W. Jackson, Fifth Floor
Phoenix, Arizona 85003
JamesPrindiville@mcsso.maricopa.gov

If to the Town:

John Crane, Mayor
Town of Carefree
Carefree Town Hall
8 Sundial Circle
Carefree, AZ 85377

Gary Neiss, Town Administrator
Town of Carefree
Carefree Town Hall
8 Sundial Circle
Carefree, AZ 85377
e-mail: gary@carefree.org

or at such other address, and to the attention of such other person or officer, as any party may designate in writing by notice duly given pursuant to this Section. Notices shall be deemed received (1) when delivered to the party, (2) three business days after being placed in the U.S. Mail, properly addressed, with sufficient postage or (3) the following business day after being given to a recognized overnight delivery service, with the person giving the

notice paying all required charges and instructing the delivery service to deliver on the following business day. If a copy of a notice is also given to a party's counsel or other recipient, the provisions above governing the date on which a notice is deemed to have been received by a party shall mean and refer to the date on which the party, and not its counsel or other recipient to which a copy of the notice may be sent, is deemed to have received the notice.

C. Term of the Agreement

This Agreement shall become effective July 1, 2023 (the "Effective Date") following approval by the Town Council and the Board. This Agreement shall remain in full force and effect from the Effective Date through June 30, 2026 (the "Initial Term"), unless terminated pursuant to **Section I, Subsection F.** or continued through automatic renewal pursuant to Section I, Subsection D of this Agreement.

This Agreement can be extended past the three-year automatic renewal term by Amendment approved by the Parties prior to the automatic renewal end date (6/30/2029).

D. Automatic Renewal

This Agreement will automatically renew for one, three-year following the initial term, with all the terms of this Agreement in effect, unless renegotiated or terminated pursuant to **Section I, Subsection F** below.

E. Amendments

This document contains the entire Agreement of the parties and cannot be changed orally. Any changes or modifications of this Agreement must be in the form of a written amendment (1) approved by the Town Council and the Board and (2) signed by both parties.

F. Termination

1. Non-Renewal Notice. Either Party shall have the right to exercise non-renewal of this Agreement by sending a Non-Renewal Notice to the other party not later than April 15 of the last year of the initial term (2026).
2. Without Cause. Either party shall have the right, upon twelve (12) months written notice to the other party, to terminate this Agreement without cause.
3. Uncured Breach. In the event of breach of any of the provisions of this Agreement, either party may terminate this Agreement for cause by serving written notice to the other party specifically setting forth the nature of the breach. If said breach has not been resolved within ninety (90) days after receipt of notice, then this Agreement shall be deemed terminated and both parties shall perform their respective obligations up to the date of such termination.

G. Insurance

The parties agree to secure and maintain insurance coverage for any and all risks that may arise out of the terms, obligations, operations, and actions as set forth in this Agreement,

including but not limited to public entity insurance. The acquisition of insurance or the maintenance and operation of a self-insured program may fulfill this insurance requirement; provided, however, that the unencumbered reserves available under any such self-insurance program shall be equal to or greater than the required minimum coverage amounts set forth below. The parties to this Agreement shall exchange certificates of insurance or self-insurance.

1. General:

- a. Maricopa County is self-insured and any claims for which Maricopa County is found legally liable are paid under the Declaration of Trust for Maricopa County, Arizona Self-Insured Risk Trust Fund, adopted January 14, 2015. Maricopa County has no legal right to extend or convey "Additional Insured" status to the Town.
- b. Coverage Term: All insurance required herein shall be maintained in full force and effect until all Law Enforcement Services required to be performed under the terms of this Agreement are satisfactorily performed.
- c. Primary Insurance: County's insurance shall be primary insurance with respect to performance of the Law Enforcement Services included in this Agreement and in the protection of Town as an Additional Insured.
- d. Policy Deductibles and or Self-Insured Retentions: The policies set forth in these requirements may provide coverage that contains deductibles or self-insured retention amounts.

2. Required Insurance Coverage:

- a. Public Entity Liability: County shall maintain public entity liability coverage for bodily injury and property damage with an unimpaired limit of not less than \$5,000,000 for each occurrence; no aggregate limit. The policy shall cover liability arising from premises/operations and personal injury.
- b. Automobile Liability: The County shall maintain Business Automobile Liability insurance with a limit of \$5,000,000 combined single limit each occurrence on County's owned, hired and non-owned automobiles assigned to or used in the performance of the Law Enforcement Services under this Agreement.
- c. Workers' Compensation Insurance: County shall maintain Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of County's employees engaged in the performance of Law Enforcement Services under this Agreement and shall also maintain Employer's Liability Insurance of \$2,000,000 for each accident, \$500,000 disease for each employee and \$2,000,000 disease-policy limit.

3. Cancellation, Material Changes and Expiration Notice: Insurance required herein shall not expire, be canceled, or materially changed without thirty (30) days' prior written notice to the Town.
4. Limitation on Insured Liability. The County shall only be liable for such claims, losses, damages or injuries that result from negligent actions or misconduct related to Law Enforcement Services by the Sheriff's Office as contemplated by this Agreement.

H. Indemnification

1. Mutual Indemnity. To the extent permitted by law and notwithstanding any liability insurance or other conditions of this Agreement, each party hereby covenants and agrees to indemnify, defend and hold harmless the other party, its officers, employees, contractors and agents for, from and against all suits, actions, legal or administrative proceedings, claims, demands or damages of any kind or nature relating to this Agreement which are the result of any act or omission of the party, its officers, employees, contractors, agents and/or anyone acting under its direction or control whether intentional or negligent, in connection with or incidental to this Agreement.
2. Sheriff's Office Actions. The Town shall not indemnify, defend or hold harmless the County, but the County shall indemnify the Town, for any suits, actions, legal or administrative proceedings, claims, demands or damages of any kind or nature brought against the County as a result of any act or omission of the Sheriff's Office which is caused or alleged to have been caused by the negligence or misconduct of any member of the staff of the Sheriff's Office or which occurs while any such staff member is performing Law Enforcement Services not directly related to this Agreement. The County shall pay, on behalf of the Town, all judgments, fines, penalties, interest on judgments, fines and penalties, or costs including attorney's fees, court costs, expert witness fees and discovery costs associated with a claim brought hereunder. The indemnity under this Agreement shall commence as of the Effective Date of this Agreement and shall continue in full force and effect with respect to any and all actions, legal or administrative proceedings, claims, demands or damages of any kind or nature arising out of or relating to this Agreement.

I. Record Keeping and Audits

1. Required Records. The parties agree to maintain and furnish to each other such records and documents pertaining to the Law Enforcement Services provided pursuant to this Agreement as may be required by applicable Federal and State laws, rules and regulations.
2. Audit. Each party, prior to conducting an audit, must give thirty (30) calendar days' notice to the other party. If the audit indicates that fees or billable items have been charged incorrectly, each party agrees to make appropriate corrections and adjustments.

Audit requests will be limited to information that does not exceed three most recent fiscal years closed.

J. Construction of Agreement

1. Superseding Prior Agreements. This Agreement replaces and supersedes any existing Agreement for Law Enforcement or Enforcement Communications Services between the two parties, the most recent being that certain Agreement for Law Enforcement Services between the parties signed June 1, 2017, BOS #C-50-17-096-3-00, amended April 25, 2019, (BOS #C-50-17-096-3-01).
2. Severability. Every provision of this Agreement is and will be construed to be a separate and independent covenant. If any provision in this Agreement or the application of the same is, to any extent, found to be invalid or unenforceable, then the remainder of this Agreement or the application of that provision to circumstances other than those to which it is invalid or unenforceable will not be affected by that invalidity or unenforceability. Each provision in this Agreement will be valid and will be enforced to the extent permitted by law and the parties will negotiate in good faith for such amendments of this Agreement as may be necessary to achieve its intent, notwithstanding such invalidity or unenforceability.
3. No Waiver; No Accord or Satisfaction. The failure of either party to insist in any one or more instances upon the full and complete performance of any of the terms and provisions of this Agreement to be performed on the part of the other or to take any action permitted as a result thereof shall not be construed as a waiver or relinquishment of the right to insist upon full and complete performance of the same or any other covenant or condition either in the past or in the future. The acceptance by either party of sums less than any that may be due and owing at any time shall not be construed as an accord and satisfaction.
4. Entire Agreement. This Agreement contains all the terms and conditions agreed to by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto. Nothing in this Agreement shall be construed as consent to any suit or waiver of any defense in a suit brought against the State of Arizona, Maricopa County, or the Town of Carefree in any State or Federal Court.
5. Counterparts. This IGA is effective when signed by the Parties. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute the same instrument. Faxed, copied, electronic and scanned signatures are acceptable as original signatures.
6. Governing Law, Dispute Resolution, and Jurisdiction. This Agreement shall be interpreted in accordance with Arizona law. Any litigation arising from the agreement, or the performance thereof will be decided in the federal or state courts of Maricopa County unless otherwise agreed to between the Parties. The laws of the State of Arizona shall govern the construction and interpretation of this IGA. This Agreement is subject to the provisions of A.R.S. § 12-1518 relating to the use of arbitration.
7. Compliance with Civil Rights. The Parties to this Agreement agree to comply with A.R.S. Title 41, Chapter 9 (Civil Rights), Arizona Executive Order 2009-09, and any other federal or state laws relating to equal opportunity and non-discrimination, including the Americans with Disabilities Act. No Party shall

engage in any form of illegal discrimination with respect to applications for employment or student status or employees or students.

8. No Joint Venture. It is not intended by this Agreement to, and nothing contained in this Agreement shall, be construed to create any partnership, joint venture, or employment relationship between the Parties or create any employer-employee relationship between the Parties' employees. Neither Party shall be liable for any debts, accounts, obligations, or other liabilities whatsoever of the other Party, including, but without limitation, the other Party's obligation to withhold Social Security and income taxes for itself or any of its employees.

Parties acknowledge that under this IGA no employee of the Town is to be considered a County employee, and that no rights of County merit, County retirement, or County personnel rules shall accrue to such individual. The Town shall have total responsibility for all salaries, wages, bonuses, retirement, withholdings, workman's compensation, occupational disease compensation, unemployment compensation, other employee benefits, and all taxes and premiums appurtenant thereto concerning such individuals and shall save and hold MCSO harmless with respect thereto.

9. Independent Contractors. For purposes of A.R.S. § 31-121(d), the Sheriff's Office and its employees shall be considered to be peace officers engaged as independent contractors, not as employees, of the Town while performing the responsibilities imposed by this Agreement.
10. Cancellation for Conflict of Interest. This Agreement is subject to the provisions of A.R.S. § 38-511. (Cancellation of political subdivision and state contracts.)
11. E-Verify. The parties mutually warrant that they are in compliance with A.R.S. § 41-4401 and further acknowledge that they and their subcontractors, if any, warrant their compliance with A.R.S. § 41-4401, and all federal immigration laws and regulations that relate to their employees and their compliance with A.R.S. § 23-214, subsection A and shall keep a record of the verification for the duration of the employee's employment or at least three years, whichever is longer.
12. Scrutinized Business Operations. The parties certify that they do not have scrutinized business operations in either Sudan or Iran, per A.R.S. § 35-391.06 and 35-393.06.

II. SERVICES

The Sheriff's Office shall provide Law Enforcement Services at the level of patrol beats set forth in the Worksheet (**Exhibit A for FY 2024**), attached hereto as and incorporated herein by reference.

Contracted service levels are supported by quantitative and qualitative data such as population, crime, number of calls for service, call for service response times and proximity to MCSO substation for backup support. MCSO will deploy its resources in the safest and most efficient way. Requests for changes in service levels will only be considered with optional additional

service items or sustained quantifiable reductions in demand indicators such as population, calls for service, and crime rates.

A. Service Provision

1. Scope of Services. The County, by and through the Sheriff's Office, shall provide the Law Enforcement Services described in this Agreement within the incorporated limits of the Town. The Sheriff's Office shall have responsibility for investigating and enforcing certain Town code violations that directly impact public safety and that fall within the definition of Law Enforcement Services set forth above. The Town Administrator and the District Commander shall establish between themselves the Sheriff's Office duties and responsibilities pertaining to the Town code violations, animal control issues and other local enforcement services that fall within the definition of Law Enforcement Services.
2. Response Times. Deputy response to calls for service will be provided twenty-four (24) hours per day, seven (7) days per week. Patrol deputies shall be physically within the Town's jurisdiction. The level of contracted service provided for in this Agreement shall allow management of dispatch and deputy response times for Emergency Priority 1 Calls as follows:
 - a. Emergency Priority 1 Calls shall be answered within sixty (60) seconds. The dispatch time shall be measured from the point at which the call is answered to the time the dispatcher initiates radio notification to the deputy assigned to respond. Any dispatch taking more than sixty (60) seconds to complete shall be documented, and reports shall be made available to the Town upon request.
 - b. It is the goal of the office to have a deputy on scene responding to Emergency Priority 1 Calls from the MCSO Dispatch within five (5) minutes or less. Details on Emergency Priority 1 responses taking longer than five (5) minutes to arrive on scene after dispatched will be furnished by the Sheriff's Office upon request from the Town.
 - c. It is mutually understood that the outcome for on-scene deputy response, as outlined in 2.b., above, is impacted when contract staffing levels are less than 1 full beat of service. This contract is .30 of one beat.
 - d. Parties acknowledge that the MCSO's special response resources shall be deployed within the Town, when necessary, as determined by the Sheriff, for public safety. Such resources include:
 - Aviation (Helicopter and Drones)
 - Reserve and Posse Coordination and Resources
 - Specialized Response (K-9 Units, Technical Operations Unit(s), Special Vehicles)
 - Command Posts
 - Specialized Weapons and Tactical Response (SWAT)
3. Citation in Town Court. Misdemeanors, traffic infractions and civil violations occurring within the corporate limits of the Town shall be cited in the Town's

Magistrate Court. There should be a rational nexus between monthly reporting by the Sheriff's Office and Citations into the Town Court.

B. Establishment of Service Priorities

1. Personnel Utilization. District personnel shall be utilized in the most efficient manner to meet the needs of the Town, as determined by the District Commander.
2. Setting Priorities. The District Commander and the Town Administrator or authorized designee shall meet at least once each quarter to establish priorities for the delivery of Law Enforcement Services as desired by the Town. Priorities shall be communicated through the appropriate Sheriff's Office chain of command to the patrol units providing Law Enforcement Services within the Town's jurisdiction.
3. Criminal Activity Increases. If the Sheriff's Office, acting through the District Commander in consultation with the Town Administrator, observes that criminal activity is dramatically increasing in the Town, the Sheriff's Office may temporarily deploy support units as deemed reasonably necessary to suppress such activity. Increases and decreases in supplemental service will be supported by relevant crime data. Short term deployments of additional resources will be at no additional cost to the Town. Longer term deployments (in excess of three months) will be subject to cost reimbursement via an amendment to this Agreement. Charges for additional services shall incorporate the same methodology described in Section III of this Agreement and shall be pro-rated as necessary. The parties agree and understand that the length of time to establish and hire new positions can be up to nine (9) months.
4. Changes to Service Levels. Amendments to change the service levels in this Agreement shall be made in accordance with **Section I, Subsection E** above. Implementation of service level increases can take several months.

C. Maintenance of Sheriff's Substation

The sub-station from which this contract is managed is located in the Town of Cave Creek. The Town's share of the cost is explained in Section III.B.2.d. of this Agreement.

D. Community-Oriented Policing

The District Commander shall ensure that policies and procedures are in place and implemented within the corporate limits of Carefree consistent with the philosophy of Community-Oriented Policing, which combines traditional aspects of law enforcement with preventive measures, problem-solving, Community engagement and Community partnerships.

E. Chain of Command and Responsibility for Performance Standards

1. Town Administrator Responsibilities. The Town Administrator or authorized designee is responsible for coordinating all Law Enforcement Services within the Town as well as conveying the wishes of the Town Council to the District Commander with respect to Law Enforcement Services. While the Town

Administrator or authorized designee shall have no chain of command authority to direct the operations of the deputies from the Sheriff's Office, such authority being reserved to the Maricopa County Sheriff pursuant to **Section II, Subsection E (2)**, below, the parties to this Agreement understand that the Town expects the Sheriff's Office to reasonably respond to its needs for Law Enforcement Services as communicated through the Town Administrator or authorized designee. The District Commander shall, at all times, consider the request of the Town Administrator or authorized designee with respect to the implementation of Law Enforcement Services.

2. Deputy Performance. The Maricopa County Sheriff is solely responsible for the performance, evaluation discipline and movement of MCSO personnel as well as other matters incidental to the provision of the Law Enforcement Services under this Agreement. In the event of a dispute between the parties regarding the manner of performance of such service, the determination made by the Maricopa County Sheriff shall be final and conclusive.
3. Citizen Complaints. MCSO employees are trained to consistently perform their duties with professionalism and accountability. Citizen Complaint and Comment Forms are available from deputies, on-line, and from the District Facilities. Complaints will be processed through the MCSO according to policy.
4. Removal of Assigned Staff. The Town, acting through the Town Administrator shall have the right to request in writing that any staff assigned to service within the Town by the Sheriff's Office be reassigned or otherwise removed from service within the Town. When such a request is made, the Sheriff's Office shall comply as soon as reasonably practical, but in any case, within no more than three weeks after such request is made.

F. Reports and Information

1. Reporting. This Law Enforcement Services Agreement is limited to law enforcement service delivery and the management thereof. The terms of this Agreement provide for basic reporting as defined in **Section I, Subsection A**, above. Reports will be presented consistent with current MCSO reporting technology and reporting formats.
2. Information Requests. The Town Administrator may request additional law enforcement service information that is not included in the reports by sending a written request to the MCSO Executive Chief of Enforcement or to the Chief Deputy.
3. Financial/Administrative Information. Requests from Town officials for financial and other administrative information that are not applicable to day-to-day law enforcement service will be in writing and directed to the MCSO Executive Chief Financial Officer.

III. REIMBURSEMENT COSTS AND CHARGES

A. Reimbursement for Law Enforcement Services

1. Worksheet to Determine Reimbursement Amount. The Town agrees to reimburse the Sheriff's Office for all Law Enforcement Services rendered as outlined in the attached Worksheet (**Exhibit A**) for the first year of this Agreement (July 1, 2023, through June 30, 2024).
 - a. The Worksheet (Exhibit A) template and calculation methodology is used for all MCSO contracted law enforcement service with Cities and Towns.
 - b. Changes to the level of service effected by Amendment will result in a new annualized Worksheet (**Exhibit A**) showing the impact of the change for implementation coincidental to the effective date.
 - i. Effective dates for implementation will be 90 to 180 days following governing body approval.
 - ii. The Town will be charged 1/12 the new annualized rate effective with implementation.
 - iii. If MCSO is unable to provide increased resources for increased services by the implementation date, parties will agree on a new date and the increase to the monthly amount payable will be delayed or pro-rated, accordingly.

B. Annual Review of Costs.

The reimbursement costs for this Agreement are reviewed and revised on an annual basis. The Sheriff's Office recognizes the Town's need to have information early for its budget and planning process.

1. Annual Cost Notification. By February 20 of each year that falls within the term of this Agreement, or any extension thereof, the Sheriff's Office will provide the Town Administrator an updated Worksheet (**Exhibit A**) that indicates the calculated annualized amount for Law Enforcement Services for the coming fiscal year.
 - a. Unforeseeable and unavoidable cost increases effective with the coming fiscal year but unknown at the time of the February 20 issuance of Worksheet (**Exhibit A**), may only be passed through to the Town pursuant to an amendment to this Agreement.
 - b. Explanation of Cost Changes. An explanation of cost variances by Worksheet Exhibit A. section from the current fiscal year will be incorporated in the Annual Cost Notification.

2. The MCSO, the County or the Town cannot arbitrarily change costs. Each annual preparation of the Worksheet Exhibit A. shall employ consistent methodology applicable to all Sheriff's Office contract cities and towns.

The annual office-wide general fund vacancy rate from the previous fiscal year ended may be applied to the next annual Worksheet Exhibit A. Special Pay section when continuous vacancies result in unfilled posts and extraordinary overtime across the MCSO Patrol Districts. An extraordinary, sustained vacancy rate would be greater than 8%.

C. Explanation of Charges

The Sheriff's Office annual Worksheet (**Exhibit A**) shall be beat-driven and prepared with the following sections:

1. Personnel Services. The premise for the methodology used for calculating Personnel Services is cost recovery using FTE (full-time equivalents) that align with the contracted level of service.
 - a. Annual full-time hours per FTE (full time equivalent) are 2088.
 - b. Average Hourly Base Pay: The MCSO Patrol district-wide hourly regular pay average by market range title for the current fiscal year.
 - c. The Variable Benefits Rate Charge (retirement system, FICA, Medicare) using the retirement system applicable to the position type, is the current fiscal year rate.
 - d. The Fixed Benefit (Health Care costs) amount is the current year fixed benefit annual cost.
 - e. Workers' compensation and unemployment are employer payroll expenses allocated per FTE.
 - f. The **Staffing Requirements** applicable to MCSO's contracted law enforcement and this Agreement are as follows:

1 beat = 7 day coverage per week, 24 hours per day with five (5) FTE deputies. The staffing requirements are:

FTE Staffing Requirements				
Market Range Title/ Position	FTE Allocation	Allocation Unit	# of Units	This Contract
Patrol Deputies (LEO)	5	Beat	0.30	1.50
Detectives (LEO)	0.5	Beat	0.30	0.15
Sergeant	1	LEO's	8	0.27
Lieutenant	1	LEO's	18	0.12
Captain (LEO Commander)	1	LEO's	30	0.07
Clerical/Admin Assist.	0.14	Beat	0.30	0.04

*Contracts with 1 beat of service or more may be expanded at the Town's request for funding additional supervisory, specialized deputies, and/or clerical positions beyond the beat-driven calculation. Such requests, when approved by Amendment, are incorporated in Part I, Personnel Services, of the Worksheet (**Exhibit A**).

- g. The Dispatcher/Communications allocation is determined by the previous year's number of calls for service/incidents that occurred applied as a percent to Dispatch Costs that is converted to an FTE. This allocation is calculated annually.
- h. The Staffing Allocation Factor represents the basic staffing requirement (including required coverage and shift relief factors) in a single beat. The Staffing Allocation Factor is determined according to the time period of each post within a beat (i.e., 24 hours per day, seven days per week vs. eight hours per day, five days per week) on an organization-wide basis, which is then applied to all positions necessary to provide the Law Enforcement Services to the Town. The Staffing Allocation Factor to be applied in this Agreement is:

Staffing Allocation Factor		
24 hour / 7 day post	5.00	FTE
8 hour / 7 day post	1.67	FTE
8 hour / 5 day post	1.19	FTE

- i. Special Pay
 - 1. Overtime
Overtime cost recovery is calculated using actual overtime cost from the previous fiscal year closed plus current variable benefits by District to arrive at an annual cost per sworn eligible FTE.
 - 2. Shift Differential
Shift Differential cost recovery is calculated using actual differential from the previous fiscal year closed by District plus current year variable benefits to arrive at an annual cost per sworn eligible FTE.
 - 3. Regular Over Budget
Regular Over Budget cost recovery is calculated by multiplying the new base rates in the worksheet by 24 (hours) by 10 holidays plus the current benefit rate for a cost per beat. That cost is divided by the number of contracted sworn FTEs for a cost per FTE.

2. Supplies.

- a. Supplies cost recovery is calculated using actual supplies cost downloaded from the financial accounting system for District for the previous fiscal year closed. An annual cost per FTE is calculated and multiplied by the number of FTE assigned from Worksheet Exhibit A "positions."
- b. Ammunition cost recovery uses a four-year average actual ammunition cost (this includes taser cartridges) and divides it by the current year number of MCSO sworn FTE for a cost per FTE. That amount is then multiplied by the number of FTE for sworn positions on Worksheet Exhibit A.
- c. Uniform Allowance is the annual amount provided each sworn officer to maintain a uniform and is charged by FTE.
- d. Rent and utilities charges are per FTE and are based on actual rent and utilities costs from the previous fiscal year in District IV for the District substation divided by the number of FTE in District IV.

3. Communications and Information Technology. Sophisticated and costly information and communications systems are used in everyday MCSO law enforcement operations. Cost recovery includes but is not limited to system hardware and software maintenance and licenses, technology supplies, monthly service, data charges, information system connection fees, and data storage fees. This Part of the Worksheet is comprised of several components:

- a. Information System Service Charge: The Town's charge is calculated by taking its percent of the previous year's Patrol expense (using the contracted total as the numerator) and applying it to the calculated amount of technology system hardware and software licensing and maintenance expense attributed to patrol.
- b. Monthly Radio Charges: The monthly charges per FTE (1 per) and per vehicle (2 per) are per device calculated by Maricopa County Wireless and based on the number of system users.
- c. Monthly Deputy Laptop Charges: The monthly deputy laptop data mobile data charges are per device and based on the number of system users.
- d. Monthly I-phone charges are per device based on number system users.

Wiring installations and upgrades for MCSO designated space owned by the Town. Costs incurred by MCSO for technology wiring installations, wiring upgrades, voice or data communications connections, device docking stations, charging stations, radio communications base stations and computing equipment purchased for use in MCSO occupied spaces furnished by Town, either explicit or implicit to this Agreement, will be recovered.

4. Vehicle Charges.

Vehicle depreciation and vehicle equipment charges fund continuous replacement of patrol vehicles through the County's vehicle replacement plan. Maintenance of vehicles is the responsibility of the MCSO.

- a. The current vehicle and vehicle equipment cost will be used to determine vehicle depreciation and equipment depreciation amounts. The expected life of vehicles is 125,000 miles and expected life of vehicle equipment is 343,750 miles.
- b. The annual number of miles driven will be used in determining charges for vehicle mileage, vehicle depreciation, and vehicle equipment depreciation.
- c. Actual miles for the District from Fleet Management system reports from the previous fiscal year are used in Worksheet Exhibit A.
- d. Per Mile Rates
 - The Per Mile Rate for mileage charge is the average cost per mile for the previous fiscal year for all patrol vehicles.
 - The Per Mile Rate for Vehicle Depreciation is the current cost of a vehicle with warranty divided by the established lifetime miles.
 - The Per Mile Rate for Equipment Depreciation is the current cost of vehicle equipment divided by the number of established lifetime miles.

5. One-Time Costs

MCSO is obligated to recover costs from the Town for equipment replacement or for new equipment items that are necessary to support the contracted level of Law Enforcement Service and are not otherwise funded in the Sheriff's operational budget.

- a. The Town will be required to fund one-time reimbursement for the initial purchase of vehicles and patrol vehicle equipment (lights; sirens; push bars—not MDCs or radios) upon initiation of service and for any vehicles and patrol vehicle equipment purchased to meet contracted increases in levels of service authorized by Amendment(s) to this Agreement. Subsequent vehicle and vehicle equipment replacements shall be funded by the County as provided in **Section III, Subsections B (4)** of this Agreement, and not by the Town.
- b. The Town will be required to fund the costs of items necessary to equip contract positions upon initiation of service and for any positions associated with increases to service by Amendment. Examples of such items are radios (for sworn personnel and vehicles), computers, mobile data terminals for vehicles, e-ticketing equipment for vehicles, Tasers

and accessories, radar guns, body cams, service weapons, body armor, and cell phones.

- c. Reimbursement costs for replacement of equipment items listed in b., above, will occur in conjunction with the annual updating of Worksheet **(Exhibit A)** as provided for in **Section III, Subsection B.** of this Agreement. Any replacement cost reimbursement that is not included in the annual updating will be handled by amendment as provided for in **Section III, Subsection B.1.a.** of this Agreement.
 - d. All one-time and replacement equipment items regardless of funding source, shall be County property.
 - e. Maintenance of vehicles is the responsibility of the Sheriff's Office.
6. Indirect Cost Recovery. A 3% administrative service charge will be applied to operating costs, excluding one-time items to help recover a portion of administrative support costs that are not recovered elsewhere in the Worksheet as named in the Definitions Section of this Agreement.

D. Payment

- 1. The Town agrees to pay the total amount listed on Worksheet Exhibit A for FY 2023-24 for Law Enforcement Services rendered and at the rate agreed to by the parties (via the Worksheet) and at the rates established each year thereafter.

Payment for Law Enforcement Services for each year of this Agreement including the automatic renewal will be made monthly in twelve (12) equal installments (1/12 of the annualized cost) on or before the 20th day of each month, beginning with the first month of the Initial Term.
- 2. Payment for increases in Law Enforcement Services authorized by Amendment to this Agreement shall commence per the terms of the Amendment and shall be applied to regular monthly payments unless otherwise specified by Amendment.
- 3. Payment to reimburse the initial purchase of one-time items described in **Section III, Subsection B. (5)**, above, shall be billed separately as one-time reimbursements.

E. Cost of Incarceration

Nothing in this Agreement shall alter the financial responsibilities of the Town and the County for the incarceration of prisoners arrested by the Sheriff's Office in the performance of its responsibilities hereunder.

[Signatures follow on next page.]

IV. Authorization and Signatures

Carefree has the authority to enter into this Agreement pursuant to A.R.S. §9-498 and §11-952, and the County has the authority to enter into this Agreement pursuant to A.R.S. §§11-951 et seq.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement as of the date of the last signature set forth below.

TOWN OF CAREFREE,
an Arizona Municipal Corporation

MARICOPA COUNTY
a political subdivision of the
State of Arizona

BY: _____
Date
Mayor
Mayor

BY: _____
Date
Chairman, Board of Supervisors

ATTEST:

ATTEST:

Town Clerk Date

Clerk of the Board Date

MARICOPA COUNTY SHERIFF'S OFFICE

BY: _____
Paul Penzone
Sheriff Date

In accordance with the requirements of A.R.S. § 11-952(D), the undersigned attorneys acknowledge that (i) they have reviewed the above Agreement on behalf of their respective clients and (ii) as to their respective clients only, each attorney has determined that this Agreement is in proper form and that execution hereof is within the powers and authority granted under the laws of the State of Arizona.

Town Attorney Date

Deputy County Attorney Date

**EXHIBIT A
TO
INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE TOWN OF CAREFREE
AND
MARICOPA COUNTY**

[Cost Detail]

See following pages.

Town of Carefree
 Maricopa County Sheriff's Office
 Law Enforcement Service Charges
 FY 2024
 (July 1, 2023 through June 30, 2024)

BEATS	0.30
Operating	\$ 566,358.42
3% Indirect	16,990.75
One Time	0.00
Total Contract Cost	\$ 583,349.17

Part 1. Personnel Services **\$ 511,862.58**

Annual Hours Budgeted 2088

Position	FTE Allocations	Average Hourly Base Pay	Hourly Variable Benefits Rate Charge	Hourly Average Base Plus Variable Benefits	Fixed Benefit	Annualized
Patrol Beat Deputies (LEO)	1.50	\$34.31	84.42%	\$63.27	\$13,632	\$ 218,607.13
Supplemental Traffic Enforcement-- 40 hrs. per week October 1 through March 31 (LEO)	0.50	\$34.31	84.42%	\$63.27	\$13,632	\$ 72,869.04
Detectives (LEO)	0.15	\$33.98	84.42%	\$62.66	\$13,632	\$ 21,669.06
Sergeants	0.27	\$45.11	84.42%	\$83.19	\$13,632	\$ 50,346.67
Lieutenants	0.12	\$54.07	84.42%	\$99.72	\$13,632	\$ 26,621.88
Captain	0.07	\$68.81	84.42%	\$126.90	\$13,632	\$ 19,502.53
Clerical/Administrative Assistant	0.04	\$23.13	19.82%	\$27.71	\$13,632	\$ 2,859.62
Worker's Comp	2.65	\$1,059.87	(Fund-Wide Allocation per FTE)			\$ 2,807.33
Unemployment	2.65	\$73.18	(Fund-Wide Allocation per FTE)			\$ 193.84
Dispatch	0.37	\$26.38	19.82%	\$31.61	\$13,632	\$ 29,214.85

Sub Total Salary and Benefits: **\$ 444,691.95**

Staffing FTE Allocation Factor		FTE Staffing Requirements				
Type of Duty Post	FTE Allocation	Market Range Title/ Position	FTE Allocation	Allocation Unit	# of Units	This Contract
24 hour / 7 day	5.00	Patrol Deputies (LEO)	5	Beat	0.30	1.50
8 hour / 7 day	1.67	Detectives (LEO)	0.5	Beat	0.30	0.15
8 hour / 5 day	1.19	Sergeant	1	LEO's	8	0.27
		Lieutenant	1	LEO's	18	0.12
		Captain (LEO Commander)	1	LEO's	30	0.07
		Clerical/Admin Assist	0.14	Beat	0.30	0.04
		Dispatch/Communications	0.37	Cost allocation expressed as FTE using annual number of calls for this contract.		
Special Pay Sworn	Eligible Sworn FTEs	District Rate Per FTE	Cost	Cost Includes 84.42% Variable Benefits		
Overtime	2.42	\$26,326.43	\$63,677.06			
Shift Differential	2.42	\$3,074.09	\$7,435.45			
Regular Over Budget (Sworn FTE)	2.61	\$1,746.30	\$4,555.66			

Sub Total Special Pay \$ 75,668.17
 FY 2022 Dept Wide Vacancy Credit (11.23%) -8,497.54
 Net Total Special Pay \$ 67,170.63

Town of Carefree
 Maricopa County Sheriff's Office
 Law Enforcement Service Charges
 FY 2024
 (July 1, 2023 through June 30, 2024)

Part 2. Supplies and Rent

						\$ 23,422.52
Applicable FTEs	2.65	FTE total minus Dispatch				
Supply Cost (By District)	\$326.03	Per applicable FTE				
Ammunition	\$469.65	Per Sworn FTE	2.61		\$ 863.57	
Uniform Allowance	\$800.00	Per Sworn FTE	2.61		1,225.20	
Rent and Utility Costs	\$7,266.35	Per applicable FTE	2.65		2,087.00	
					19,246.75	
Sub Total Supplies and Rent						\$ 23,422.52

Part 3. Communications and Information Technology (IT)

						\$ 24,377.95
Sworn FTEs	8.31					
Information System Service	\$13,490.84	Annual Cost				
Monthly Radio Charges Vehicles	\$124.19	Per Month (12); 2 per Vehicle		Vehicles 1.5	\$ 13,490.84	
Monthly Radio Charges Sworn	\$124.19	Per Month (12) per Sworn FTE		Sworn FTE 2.61	4,470.84	
Deputy Laptop Connection	\$40.01	Per Month (12) per Sworn FTE		Sworn FTE 2.61	3,887.77	
I-Phone Monthly Charge	\$40.76	Per Month (12) per Device per Sworn		Sworn FTE 2.61	1,252.51	
					1,275.99	
Sub Total Communications and IT						\$ 24,377.95

Part 4. Vehicles and Equipment

						\$ 6,695.37
Vehicle Cost with Warranty	\$ 49,338.12	Vehicle life 125,000 miles				
Equipment Costs (Lights; Push Bar, Etc.)	\$ 20,000.00	Equipment life 343,750				
Component	Per Mile Rate	Annual Miles	Costs			
Mileage	\$0.652	6,058	\$3,951.97		\$ 3,951.97	
Vehicle Depreciation	\$0.395	6,058	\$2,390.96		2,390.96	
Equipment Depreciation	\$0.058	6,058	\$352.44		352.44	
Sub Total Vehicles and Equipment						\$ 6,695.37

Part 5. One-Time Costs

This section is reserved for cost reimbursement of replacement or new equipment items that have been identified as necessary for Law Enforcement Service delivery that are not otherwise funded in the Sheriff's operational budget. (Requires amendment.)

Part 6. Indirect Cost Recovery

Indirect costs are recovered at 3% for Sections 1 - 4.

\$ 16,990.75