



TOWN OF PRESCOTT VALLEY STAFF REPORT

DATE: March 28, 2024

TO: Mayor & Town Council

THROUGH: Gilbert Davidson, Town Manager

FROM: Casey VanHaren, Community Services Director

DEPARTMENT: Community Services

AGENDA TYPE: Consent Agenda

SUBJECT: IGA Renewal Yavapai County Free Library District Courier Delivery Services - Consideration & Possible Action (Authorize Signature) [Casey Van Haren, Director, Community Services]

VISION 2024 FOCUS AREA: Enhancing the health of neighborhoods by promoting well-being for all through safety, infrastructure, housing, connectivity, recreational space, and community engagement.

SUMMARY/BACKGROUND:

The Yavapai County Free Library District (YCFLD) is a special taxing subdivision of the State of Arizona established in 1987 to provide library services to participating town and city libraries (and unincorporated areas of Yavapai County). YCFLD and various municipalities, boards, and other entities have cooperated for over 3 decades to form a consortium of public, school, academic, and special libraries known as the Yavapai Library Network (Network). The Network has been successful in meeting the informational, cultural, and recreational needs of the various areas of Yavapai County through resource sharing and use of common technology standards for library products and services.

From time to time, the Town is asked to renew an agreement with YCFLD in order to participate as a member of the Network. This is looked upon as an Intergovernmental Agreement (and Town Code 2-02-040(E) requires the Mayor to sign all IGAs after Council approval).

Staff recommends authorizing the Mayor to sign this renewal of the Library Courier Delivery Services Agreement with YCFLD.

RECOMMENDED MOTION:

Motion to authorize the Mayor to sign a renewal of the Library Courier Services Agreement with YCFLD. **VOTE.**

STAFF RECOMMENDATION:

Staff recommends authorizing signature of this renewal of the Library Courier Services Agreement with YCFLD.

FISCAL ANALYSIS:

Costs will be determined utilizing several factors that are performance based, intended to ensure the fair distribution of costs. The factors, their description and their percentage of the total are shown in the table below.

Factor	Weight	Running Total
Base Amount	25%	25%
Miles from Sorting Facility to Drop-off Library	25%	50%
Annual Transits	20%	70%
Weekly Runs	30%	100%

Costs are invoiced and paid annually. In FY 23-24, the costs have totaled \$7,960. The anticipated costs for FY 24-25 is \$9,632.

Council Action at the Meeting:

ATTACHMENTS: Yes