

**TOWN OF PRESCOTT VALLEY  
WORK STUDY MEETING  
MINUTES  
August 1, 2013**

Library Auditorium  
7401 E. Civic Circle  
Prescott Valley, Arizona 86314

1. Call to Order

Mayor Skoog called the meeting to order at 5:30 p.m.

2. Roll Call

Present: Council Member Whiting, Mayor Skoog, Council Member Marshall, Council Member Mallory, Vice Mayor Nye, Council Member Anderson, and Council Member Grossman.

3. Presentation: Trauma Intervention Program (TIP)

Sue Rutherford gave an overview of the services the Trauma Intervention Programs (TIP) of Arizona provides. Their primary goal is to provide immediate emotional and practical support to victims, family and friends during any tragedy. They have 65 volunteers working with the local program responding 24/7/365 arriving within 30 minutes of a call for support. They serve as liaison between the victims and emergency and hospital authorities. TIP assists victims with immediate needs and arranges for follow-up services for them. The annual fee TIP charges the Town for this service has been raised from \$5,000 to \$13,005.00 based on Prescott Valley's population of 38,822 (averaging about \$1.48 per hour). TIP assisted with 84 calls and 211 clients in Prescott Valley last year.

Vice Mayor Nye said it doesn't surprise her at all that this program has grown; then she noted how important it is to have the program here. Council member Grossman said this is an awesome program which we are fortunate to have here. The discussion turned to the safety of the TIP volunteers deployed in a response situation. Rutherford stressed that a TIP volunteer is never sent to a scene that is not deemed safe. Law Sometimes victims are met at the hospital or somewhere where it is safe for the volunteer. Ninety-nine percent of their calls are from emergency personnel.

Deputy Town Manager Ryan Judy added that the requested funding is budgeted. The agreement will be brought forward for council consideration on next week's agenda. No action was taken.

4. Discussion regarding Council member Committee and Organization Assignments

Vice Mayor Nye said that the council members have a wide variety of assignments beyond the work study and council meetings. Nye read the list of organizations, boards and commissions

and outside committees that they serve on or serve as liaison to. Nye commented how amazed they are to see the quality of volunteers who want to serve this Town on the Boards and Commissions. She pointed out that Yavapai County Supervisor Jack Smith, who was in the audience, is one who stepped forward a few years back to serve on the Planning and Zoning Commission.

Council member Whiting questioned why he was not assigned as the Town's representative to Prescott Channel Access 13 as he was requested for last year. Vice Mayor Nye responded that Prescott did not put that request forward this year. But should Prescott make the offer Whiting confirmed he may be available after September. Council member Nye commented that some of these meetings attended by the council members occur with the four northern counties together, typically through NACOG. This is very important for the sharing of information.

Town Manager Larry Tarkowski commented that staff from other cities and towns remark about how active our council is and how many different hats they wear. Such comments are generated from them seeing our council members at the other meetings. There are very few communities that have council members as engaged in all these various functions, both locally and regionally, as Prescott Valley.

Council member Mallory said she is amazed at the opportunities that she has received in attending these meetings and the hands-on education she is getting. She finds this enlightenment priceless. Doing this gives you a clear understanding of what you can do and what you can't do in the process and when it came into effect. No action was taken.

5. *Discussion regarding entering an Intergovernmental Agreement with Yavapai County for funding in the amount of \$585,000 for the Tonopah Drive Storm Water Management Improvement project*

Public Works Director Norm Davis said that every year Yavapai County Flood Control District levies a tax for storm water management. The Town makes application to the Flood Control District for funding. To accept the funding we have to complete an Intergovernmental Agreement with Yavapai County. This year's Tonopah Drive stormwater project was prioritized as number 15 way back in 2003 on the Master Drainage Plan. The last project they completed was the \$2 million Western Blvd Stormwater project. Supervisor Jack Smith has been the champion for this current project and understands the need for it.

Supervisor Jack Smith commented that it was a highlight of his life time to be a part of Planning and Zoning. He will never forget the awesome interview by the council members. It definitely spearheaded him to where he is right now. Supervisor Smith offered to answer any questions council may have about this project.

Vice Mayor Nye said that Tonopah residents are hoping they will not lose their landscaping during the monsoons. Council member Grossman commented that the improvements on Western Blvd., where he lives, have eliminated the flooding problems they have had in the past.

Supervisor Smith pointed out that Norm Davis and his group does the planning and actually spends the money in the way it was intended to be spent that being to protect streets, infrastructure and funnel water where it needs to be funneled. Partnering like this is very important.

Davis said this project will be scoped and designed this budget year. Davis stressed they are happy for the partnership with Yavapai County and for the funding to deliver these projects. Any disturbance to private property landscaping will be restored. Town Manager Tarkowski added that the project will be done by next monsoon season. Council member Whiting said it is nice to see these tax dollars being put to use here.

Vice Mayor Nye commented that the majority of the water on Tonopah comes from a couple of streets down which she hopes is being factored into the equation. Davis confirmed that that has been taken into consideration.

Council member Grossman confirmed that any disturbed landscaping on his street was replaced to equal or better than what was initially there.

Council member Mallory commented that she likes the signs placed on the projects sites stating "Your Tax Dollars at Work". As a citizen it is reassuring to see where our tax money is going.

Council member Whiting echoed what Mallory stated about using tax dollars that are coming back to our community. No action was taken.

6. *Discussion regarding approving an Amendment to the Town Engineer Agreement with Dava & Associates, Inc. for design services in an amount not-to-exceed \$50,020.00 for the Tonopah Drive Storm Water Management Improvement Project (CIP# E354)*

Public Works Director Norm Davis said they have selected Dava & Associates to begin this design and begin construction after the first of the year. Dava will also provide a public meeting at the six percent plan phase. Residents can add their comments and be informed about what they can expect during the project construction period. No action was taken.

7. *Discussion prioritizing the proposed projects for funding through Community Development Block Grant (CDBG) State Special Projects (SSP) Competitive Funding*

Deputy Town Manager Ryan Judy asked council to select the priority project for the Community Development Block Grant State Special Projects funding available in the amount of \$300,000. Last week at the initial public hearing three projects were put forth: 1. Sidewalk and drainage improvements in front of Mountain View Elementary School, 2. Stepping Stones requested \$28,000 for a security gate, HVAC work and flooring, 3. Council member Marshall requested some aid for Homeless Veterans in Prescott Valley.

Judy explained that the rules for these funds state that only one project may be submitted. A lot of advance work has to been done for SSP funds to include an application, environmental and architectural work and a complete environmental review (takes approximately 90 days).

Council member Marshall said the VFW needs \$140,000 to complete the Post #10027 to serve the veterans and any other less fortunate people in the area to provide them food.

Mayor Skoog said he would like to see some funding go toward Florentine Road. Judy responded to Mayor Skoog that for a project to be eligible it had to be discussed at the last public hearing so we are limited to one of the three areas already mentioned. The application deadline is the first week of December.

Council member Whiting questioned whether a project plan would be placed under council's purview as to whichever project they decided on including the additional work? Judy replied that the environmental review for the sidewalk is already done which is one of the advantages of that project. For the other two projects they would have to contract out the work with NACOG and pay them part of the grant proceeds to administer that project. A plan of action is already in place relative to the sidewalk by the school. A similar plan would need to be developed for each of the other two projects submitted either done by the Town or contracting with NACOG to do that. It needs to start off with an application from a non-profit entity.

Vice Mayor Nye expressed how painful this is each year as so many worthwhile projects are submitted. She expressed concern as to whether the other two groups would even qualify for this funding. She doesn't want to submit an application that may not qualify for the funding.

Judy said that both other entities would qualify. No additional information has been submitted about the other two projects. Judy responded to council that matching funds are not necessary with this funding.

Town Manager Tarkowski said we need council's direction. Numerous entities in the past have come forward, laid out very worthwhile projects that for the most part would fit the CDBG requirements. Past councils have listened to great presentations from very needy services and for very good projects. However, over the years there have been very few departures from the councils making a choice to put something together that ended up being an asset to the Town of Prescott Valley. Rather than giving the CDBG money to a different agency they have spent it on infrastructure or assets such as on walk ways, the senior center, and widening Loos Drive. The councils have all struggled with the needs in the community. Those councils determined that they would like to see results from those funds still here thirty years from now rather than putting it into a project where those dollars will be consumed in 12 or 24 months. Judy added that the number one request that we get in this town is for sidewalks.

Vice Mayor Nye said the Mountain Valley School is really depending on these improvements for the protection of the hundreds of school kids. It is hard to weigh and balance it all, as there is no one project that is not deserving. To bring the Loos project this close to the school and then not finish it to protect the children... This is not as easy as it sounds and she finds it troubling. The families have an expectation that this will be completed as a matter of public safety for the children. They desperately need this in that neighborhood as this is a winding, not safe area. This is about public safety for very young children.

Ryan Judy replied to Mayor Skoog that the \$300,000 would continue the improvements past the school. In response to Council member Whiting, Judy said another public hearing will be held on August 22.

Council member Whiting said what he has an issue with is not having all the information on all three proposals in front of them so that they could make an informed decision as what the impact is as far as the community. They have no actual project to look at for neither Stepping Stones nor the Homeless Veterans proposal. "We don't know what to expect as a part of that investment or what results to expect to see." He leans toward something we have an idea about what the outcome will be in terms of end results.

Council member Anderson said it is the job of local government to manage these funds correctly. It is not the Town's job to manage social services agencies. It is not the Town's place to step in and tell these social service agencies how they are going to use that money nor is the Town a pass through for that money. It is not the function of Town government to finance those agencies. The people of Prescott Valley expect council to do what is best for the majority of the people in this Town which is what has been done over the years. Having spent 24 years in the Army himself, Anderson has a soft spot in his heart for homeless veterans and he supports every veteran's agency here. It is the Veterans Administration that should be doing something about it and they have failed woefully over the years. Although all the council members support our veterans, Anderson thought the sidewalk project should continue as that is what the Town government should be doing to make the Town safe for the citizens.

Council member Grossman agreed with Anderson as that is what council is supposed to be doing. The greater good will be served by having the street improved and sidewalk installed. Council member Mallory agreed to go with the street and sidewalk project adding that other places in Prescott help the veterans with a lot of their needs.

Council member Marshall explained what exactly the VFW was going to do with the money, but agreed with Anderson that the VA has failed, but they are getting better. Without veterans this would not be possible. Council member Marshall chose the homeless veterans project.

Council member Whiting chose the street sidewalk project given that additional information did not accompany the other two proposals.

Vice Mayor Nye also chose the sidewalk project stating it is gut-wrenching to have to choose between our children and our veterans because they are so equally deserving.

Deputy Town Manager Judy reiterated that the next public hearing for this competitive grant will be August 22, 2013. The Town has been fortunate to receive several of these grants over the last few years. No action was taken.

#### 8. Discussion regarding the yearend financial report

Management Services Director Bill Kauppi gave a brief budget overview of the 2012-13 fiscal year showing monies budgeted versus what was actually spent, and the expected revenue versus

what the Town actually collected. Kauppi thanked Kelly Ruelas who helped put this report together and congratulated her as she just had a baby girl on Saturday.

Kauppi pointed out that this is an unaudited document. He talked about the balance sheet items pointing out where cash draws were used, the original budget versus actual expenditures of the enterprise funds and balances of same. Kauppi went on to discuss the General, Highway Users Revenue (HURF), Wastewater, and Water Funds in more detail indicating what the projected versus actual fund balances are. [The detailed report is attached to these minutes.]

Town Manager Tarkowski pointed out that Kauppi and his group have done a great job. Bill is very conservative in his projections. In addition, the Department Heads displayed very good cost control in not spending the remaining monies in their budgets at the end of the year. Kauppi said that money rolls back into cash reserves for re-appropriation the following year. Tarkowski continued, when the recession started in 2007, at which time the comment was made that, “when times are good, prepare for the bad”. And, “when times are bad, position yourself for the good times”. That is the mantra that we have used with the Town of Prescott Valley. He suggested that individuals should do that in their own personal lives as well. Times are getting better - we need to turn and start preparing for the next downturn, which will happen. It is his hope that we will be able to build our reserves again as this community had done in the past; curb its appetite for things that are not essential and build reserves because there will be a downturn. It is just a question of when. This council has been very good about doing that and you don’t have to look very far in this country to see other communities that did not have that kind of foresight - they are filing for bankruptcy. He is not concerned about bankruptcy with this organization because we do budget well and are conservative with expenditures while we are still providing outstanding customer service.

Council member Anderson said the restraint the Department Heads have shown is outstanding. They have done a great job keeping expenditures down and he thanks them for it. Council also sees that we all play a part in using the money wisely.

Vice Mayor Nye commented that we have had budgets as high as \$111 million in the good times. This year’s budget is just a little over \$62 million. The Town maintained quality services even with sacrifices along the way. The naysayers in the community who say the Town is poorly run have been proven wrong on that fact.

Council member Whiting said he is grateful for the due diligence staff and Department Heads have shown and wondered why it isn't that case in other communities. He continued with it is just the professionalism of our Department Heads and staff. Council member Mallory said the Department Heads are successful as a team.

Kauppi said we had a bond rating surveillance overview a couple of weeks ago. While he was concerned about it, he commented that the Town had an AA- rating last time. The Town has maintained that same level, which is good. A detailed analysis was performed on financial balances and resources going forward. It will be two years before the auditors come back.

Mayor Skoog commented that this all appears favorable in every category. We can look forward to a better year coming up.

Council member Mallory sends a big thank you to this community and the volunteers for their time in areas where the Town really needed help. Our Town abides by the budget, sticks by their guns, with the community pitching in. It takes a group effort to be successful. You are not successful alone; you are successful as a team and group working together to get through the crunch times and then the celebration times that follow. No action was taken.

9. Adjournment

Mayor Skoog adjourned the meeting at 6:57 p.m.

ATTEST:

APPROVED:

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Diane Russell, Town Clerk

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Harvey Skoog, Mayor

STATE OF ARIZONA)  
COUNTY OF YAVAPAI) ss:  
TOWN OF PRESCOTT VALLEY)

CERTIFICATE OF COUNCIL MINUTES

I, Diane Russell, Town Clerk of the Town of Prescott Valley, Arizona, hereby certify that the foregoing minutes are a true and correct copy of the Minutes of the Work Study Meeting of the Town Council of the Town of Prescott Valley, held on Thursday, August 1, 2013.

I further certify that the meeting was duly called and held and that a quorum was present.

Dated this August 6, 2013

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Diane Russell, Town Clerk