

**TOWN OF PRESCOTT VALLEY
WORK STUDY MEETING
MINUTES
July 7, 2016**

Library Auditorium/Council Chambers
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: Mayor Harvey Skoog, Vice Mayor Rick Anderson, Council members Marty Grossman, Mary Mallory, Stephen Marshall, Lora Lee Nye, and Michael Whiting.

3. Presentation: Prescott Valley Economic Development Foundation, Mike Paredes

Mike Paredes said their focus regions are California, the upper mid-west and international spectrum both north and south of the border. He typically pursues companies with 5-75 employees and establish Prescott Valley as the place for global business expansion. Many of the leads are looking for existing buildings with 15,000 up to 250,000 square feet with the majority of them looking for 25,000 to 50,000 square feet building or large acreage options. He frequents trade associations, trade shows, and the Latin American Industry for expansion and product sales while providing business assistance locally. The area has seen some employment growth since 2014 with custom manufacturing increases of 8 percent. PVEDF has a new marketing brochure which will soon be in distribution. They will also begin e-marketing. The quarterly breakfast meetings continue with the ongoing membership campaign goal which is to reach 70 private members, now at 49. Grant applications will be going forward also. He focuses on Prescott Valley's strengths of available land, buildings, community life here and college programs.

4. Discussion: Glassford Hill Summit Trail - Castle Drive Widening - CIP# P41.2

Public Works Director Norm Davis said since the Glassford Hill Summit Trail opened that Castle Drive is just about a one way road. The intent is to add a lane and rehab the existing lane. They received two bids to complete the project. Davis expects the job to start July 25 and last for about 3 weeks. A phone number is available for the residents to call if they have a question or concern. To mitigate any issues with the Castle Drive residents they will all be sent notices about the construction prior to the work beginning. They will also maintain access to the residents. Council members suggested they hold a neighborhood meeting to also inform the residents. Council member Mallory said she received a well-conceived notice on her house prior to their upcoming road maintenance project.

5. Discussion: Purchase of Hot Patch Body & Trailer

Public Works Director Norm Davis said when you patch potholes you want it to be workable patch material to fit the hole. This equipment will keep the asphalt hot and pliable to do a better job patching. Council member Nye thanked him for staying abreast of new availabilities such as this equipment. Davis said cold patch really doesn't set up well during the winter months. We will see a measureable improvement using hot patch material. He will see if he can put something in the August newsletter to let folks know that the ½ cent sales tax monies are going to road improvements with this equipment.

6. Discussion: Purchase of Tractor/Flail Mower

Public Works Director Norm Davis said they keep 3 mowers busy mowing rights-of-ways 3 times a year. The last mower purchased was a 2007 and it is worn out. This new 4-wheel drive mower is built to handle the harsh, rocky terrain of Prescott Valley.

7. Discussion: Proposed Revisions to Water and Wastewater Rates, Fees and Charges

Customer Accounts Manager Mark Lusson said the rates are reviewed annually to ensure rates pay for the cost of the service, to encourage conservation and discourage waste and assure adequate financial performance measures to pay debt obligations. Weather has a major affect on water consumption throughout the year. In 2003, Prescott Valley had almost 15,000 water customers now in 2016 we have about 20,000 water accounts. Regardless of that, water consumption is slightly less at about 5,000 gallons per month even with the number of customers having increased. We are not using any more water than we did in the 60's. Sewer debt service obligations dropped about 2012 when some debt service was paid off. Debt Service ratio is the minimum of 1.25. We want to maintain 3 months of payments, for water, just in case revenue comes to a halt. Additional funds are also set aside to ensure sewer and cash reserves are also covered in case of sudden emergencies.

Based on the assumptions of June 1, we have 19,703 water customer accounts, 1.5 billion gallons billed this year and with an operations budget of \$5.8M with an annual debt service \$1.8M, and user fees generated. This does not cover about \$1M in connection fees. Given these assumptions, no rate increase is proposed. The last increase of 2 percent is maintaining base water rates and tier rates for this year.

We have just less than 19,000 sewer accounts right now. Sewer usage is not metered but is figured on 90 percent of that winter quarter average between November and March. Operating budget this year is \$3.1M with an annual debt service of \$1.6M, not including connection fees. Base sewer rates will remain the same as will the volume per thousand gallons. No proposed increase to the rates.

Council member Nye added that this Active Management Area is held to a much different standard for water usage. The fact that water usage than was used in the 60's is a big surprise to a lot of people. This has been accomplished by the decline in agricultural water use. Mallory added

that she hopes that the customers recognize we are being conservative in our fees and charges. Vice Mayor Anderson appreciates that there is no increase, but he also acknowledged staffs effort in tracking of this information.

8. Year End Presentation: Utilities

Utilities Director Neil Wadsworth said 1,910 meters were converted from direct read to radio read. Another 389 new meters were installed. They made a software transition from in-house servers to a web based solution. They will soon offer customers 24 hour web portal access to personal water usage information. Five pressure reducing stations are being updated. They replaced 1,800 feet of water main at Crossroads. They examined 20 miles of pipe for leak detection. They now pump water at night to avoid peak electrical demand periods. They lowered the Medina well another 40 feet and electrical work on some of the other wells to keep them operational during periods of high water usage. Another 8,607 meters now communicate directly with the Glassford Hill antenna automatically. Only 7,412 on vehicle drive-by read but 1/3 of them will be converted to the Glassford Hill antenna read in the near future. Only 4,279 are manual read remain of which 1,500 are upgraded a year.

Our maximum pumping date was the Mingus Fairgrounds on June 21 when we pumped 188,000 gallons. The maximum pumping per day of the main system fell on June 11 with 8.0M gallons pumped that day. All wells combined we can pump about 15M gallons a day maximum. We have pumped 1.7B gallons out of the ground this year which is an average of 4.5M gallons per day on average.

Our population continues to grow, but water pumped has stabilized due to conservation measures. Our average water usage per person was 125 gallons per day back in 2000; today it is 95 gallons per day.

In 2016 they installed wastewater flow meters at the major lift stations to see where the flows are coming from. A new influence screen was purchased and installed at WWTP. They completed automation of aeration blowers and recycle pumps at WWTP to achieve better control of that and affiliated power usage and costs. They constructed a 3,000 square foot storage facility for the major equipment. They cleaned 60 miles of sewer system then purchased and outfitted a new camera truck. About 901M gallons of wastewater was treated last year. About 550M gallons was recharged into the north plains facility. To come this year they plan to convert more meters to automatic antenna read, to update water model plan, design and install water line replacement from Crossroads down to the Victorian Estates. They plan to update the sewer model and doing a sewer upsizing in Section 2 north of here where the Aqua Fria Park will be located. The StoneRidge Golf course uses about 100M gallons of water a year.

9. Year End Presentation: Parks & Recreation

Parks & Recreation Director Brian Witty highlighted the accomplishments to date with a more formal report coming from both commissions next month. Nineteen year commission member Buzz Gummer retired from the P&R Commission. The Arts and Culture commission lost their tenured Chair Judith Berry. Parks & Rec received nearly \$50,000 in grants. There has been a 52

percent increase in ramada reservations; 10 percent in athletic fields; 17 percent in Civic Center reservations and an 8 percent gain in attendance. Program enrollment and registration fees are at about a 12 percent increase over last year. The department was awarded its 11th recertification of the Tree City USA Community; 5-years in recertification for its Growth Award and a 3rd year of recertification as a Playful City USA Community. Athletics successfully partnered with the City of Prescott in bringing an ASA fast pitch tournament with 100 attendees and an approximation of \$200,000 in economic impact. The Arts and Culture continued the partnership with the Mountain Arts Guild creating an entertainment series. The Art at the Center had its 11th year in operation and was the recipient of nearly \$20,000 in sculpture pieces and added *Douglas the Dragon* to its permanent collection this year. They had a very successful *Movie Under the Stars* season averaging 675 people attending per night with a total attendance of over 4,000 and several thousand dollars in sponsorships contributed to that program. The aquatics program saw a 3 percent increase in participation and enrollment. The Glassford Hill Trail system came together this year. The American Legion Park got a new irrigation system for the turf from community sponsorships and the Friends of Prescott valley Parks and Recreation Foundation. Nearly \$100,000 in donations, largely coming from NAU, was used for development and revitalization of the stage/screen systems, some playground replacement and Mountain Valley Park scoreboards. Council congratulated Brian and the Commissions for his and their ability to provide all the services he does and for garnering the grants and donations he does. Witty added that work on Fain Park Lake dam has been done, sediment is being removed and we are just waiting for rain to fill it up again.

10. Year End Presentation: Police Department

Chief Jarrell said these accomplishments can only be completed with the men and women working at the department. They added 4 new positions allowing them to expand community policing programs with the new CSO officer. They began a shop lifting program at Walmart, increased funding and training opportunities for sworn and civilian staff, and restructured the departments command structure. Their VIP numbers continue to grow. The Family Violence Unit received the Governor's Award for Excellence. They obtained and equipped a Police Rescue Armored Vehicle which is available for deployment and police rescue operations. They began rebuilding the traffic section. They hosted and participated in the Yavapai County Fatality Review Committee - typically a victim of a family violence to determine what caused it and could have prevented it. They obtained the IA probe software - personnel tracking to monitor personnel conduct. They contracted with Lexipol to provide agency/state specific defensible policies, training software and hardware. They purchased new Tasers for all officers. They conducted an active shooter training using Homeland Security funding. Trainer Joe McCamish held it at Glassford Hill School with multiple entities participating this year.

This year they want to: increase VIP staffing, focus on weapon recovery at local secondhand businesses and the flea market, launch a business watch program plus two citizen academies will be offered. They anticipate increasing Block watches, conducting community outreach programs, improving traffic safety with the additional staffing deployed properly, implementing the new policy manual, reducing the huge backlog of records and beginning a building expansion project. The PD hired 11 new people yesterday to put in academy in August - now they need lockers for them. Coffee with a Cop will at held at Sally Bs on July 20 at 8:00 a.m. Finally, they continue to

be innovative in putting Prescott Valley on the map – a news release on Coffee with a Cop resulted in an almost immediate invitation to discuss this on AZTZ Channel 7 Morning Scramble show with Sandy Moss on July 19. Next week he will attend a briefing on the National 21st Century Policing Initiative at the White House. This initiative began with the events in Ferguson, New York and Baltimore. The six pillars of focus that came from the commission: building trust and legitimacy, good policy, oversight and accountability, technology and social media, community policing and crime reduction, trust, employees with intelligence and compassion in recruitment, officer wellness and safety.

Lt. Pat Ruiz will be the new NARTA commander who will be traveling to the state of Washington with the class sergeant to look at the new and innovative ways their Training Academy is using to train recruits today. Adjustments will be made to our academy as needed. The old ways don't work anymore.

Council members Nye and Mallory applauded the proactive stance that the department is taking as the town grows. This is a completely new generation that we are training and to acknowledge that the old tactics won't work with today's youth is wisdom. Command staff worked the "Move Over Law" issuing 16 citations – something that will be continued. The department's shift strength is 6 plus a Sergeant too. The department will have 76 sworn officers and 22 civilian support staff. Chief Jarrell introduced Lt. Scott Stebbins, Lt. James Gregory, Lead Police Officer Danny Eller, Officer Robert Payne, K-9 Officer Layton Cooper, Officer Justin Smith, Officer Jesse Newton and Officer Jake Mathis. Council said they are glad the Chief is bringing in officers with new and innovative methods and have the department relevant in technology. Chief said unless you have staff who are willing to accept breaking away from the norm or make some changes all those efforts and visions will fail. They are successful because they have people who willing to take that chance to change.

11. Year End Presentation: Public Works

Public Works Director Norm Davis said Public Works Operations, Facilities and Fleet Service Managers are great with customer service. He reported that they received 1,043 service requests which is a 17 percent over last year. Two hundred and sixty-one miles of roads were maintained and five traffic signal modules were upgraded. Approximately 727,466 square yards of pre-chip patching was completed and they received 108 right of way permits requests which was an 83 percent increase. Five buildings were maintained, including upgrades and painting of CASA, which is approximately 100,500 sq. feet per facility employee. The town has a fleet of 140 vehicles on the fleet of which 70 are PD vehicles.

More subdivision infrastructure was installed as residential building increased in Granville Unit 10. There was a 36 percent increase in planning use last year. They saw a 100 percent increase in subdivisions system and broke ground with an additional 4 miles of 10 foot wide pathway. Sixty-four plan reviews and 2 subdivision review were completed.

Public Works Director Norm Davis said the Town's Operation crew does a great job in responding to service calls as does the Facilities and Fleet divisions. Employees are offered job specific training including flagger training. Safety is paramount with Public Works.

The [electronic] service request system is the most successful system to address resident's needs. They had over 200 service calls just out of one major storm. They completed 662 work order repairs which is a 2 percent increase. The system prioritizes the requests and responds to each caller with an acknowledgement card. They maintain 261 miles of roadway in town. Sign replacement efforts resulted in the installation of an additional 200 replacement regulatory signs. Traffic signals are updated too. Thirty-five miles of crack seal preparation was also done in house. There was an 82 percent increase in right-of-way permits due to increased construction and work in the right-of-way. Facilities division receives about 1,000 service requests per year which is about a 10 percent increase over the previous year. The CASA building has been "tuned up" with new appliances and a coat of paint on the interior. Fleet oversees 140 vehicles, 70 of those are police vehicles. They were also able to dispose of some of the older vehicles with used and new vehicles. They received 662 repair orders. Engineering worked with CYMPO on the Regional Transportation Plan which guides the region's growth along with the Town's General Plan. The Prescott Valley Transit study was just completed should the advocates wish to move forward with transit.

Granville Phases I through V are realizing several home lots being built on. Public Works supports the public infrastructure to those improvements. The Viewpoint Corridor floodplain was updated and channeled. The \$1.5M P V Multi-use Path has been a long effort but is now under construction with a completion date in October 2016.

Planning use increased by 36 percent and the subdivisions growth has increased. FEMA Floodplain Management Map updating was funded through Yavapai County Flood Control grants. GIS assisted heavily in the sign replacement program, auditing of the Parks and Recreation Department's 10,000 trees plus the Capital Improvement programs. All the colored maps are also done by the GIS department. GIS updated the FEMA floodplain management, funded by Yavapai County Flood Control funds, and will roll them out this year.

Davis clarified that the land currently being cleared north of Granville is Unit 10 of Granville. Town Manager Tarkowski added that this is being mistaken for Glassford Heights, but it is not. Granville is a 3 square mile development spanning both sides of Glassford Hill Rd. now in its last 1/3 of development. Viewpoint or Pronghorn are continuing to work north. StoneRidge has development going on. Quailwood is just about built out. Others are on the horizon – Glassford Heights for example.

Council member Nye said Public Works is unsung heroes given the load of work they have.

12. Discussion: Viewpoint Drive/Roundup Drive Overlay Project

This year the 1/2 cent sales tax voted in this January is funding the Viewpoint Drive/Roundup Drive street maintenance overlay project due to traffic use between 89A and Robert Rd. A sign is prominently displayed along the road indicating the 1/2 cent tax use to fund this project. Word of the coming work will be put out 60-90 days in advance of work beginning. Five bids came in on this project and asphalt prices are down by about 5 percent. They anticipate a start the end of

July with completion in about 3 weeks. A notice of this was put in the July Town Newsletter with notices being distributed to the residents to get the word out.

Council member Grossman said he is looking forward to getting this project done as he is on the road frequently.

13. Adjournment

Mayor Skoog adjourned the meeting at 7:31 p.m.

ATTEST:

APPROVED:

Diane Russell, Town Clerk

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 Work Study Meeting of the Town Council of the Town of Prescott Valley, held on Thursday, July 7, 2016.

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

Dated this July 13, 2016

Diane Russell, Town Clerk