TOWN OF PRESCOTT VALLEY
WORK STUDY MEETING
MINUTES
April 3, 2014

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

1. *Call to Order*

Mayor Skoog called the meeting to order at 5:41p.m.

2. *Roll Call*

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

3. *Discussion regarding the Adoption 2012 International Building Codes, 2011 National Electric Code and 2006 International Energy Conservation Code; as well as Amendment of Town Code Article 7-01 Administrative Code and Chapter 15 Mobile/Manufactured Homes*

Community Development Director Richard Parker explained that the Town has periodically adopted newer versions of International and National Codes to keep up with surrounding jurisdictions, which in so doing helps to keep property insurance premiums at the best rates possible. Over a year ago they began meeting with the other jurisdictions to discuss implementation of the newer codes so that they could all adopt the new codes at about the same time. The Building Board of Appeals and the Town's Legal Department have worked together to update the Town Code in order to adopt the newer versions and the Board recommends adopting the codes. The plan is to bring the items back for approval at the next council meeting.

Council member Marshall asked if someone has an old house how do the new codes affect it? Parker responded that as a homeowner does improvements the new standards are applied when a new permit is issued for the work.

Council members Grossman and Whiting also asked questions about house building standards and wiring which Parker said would be addressed in the new standards. The new codes make new homes more energy efficient.

No action was taken.

4. *Discussion regarding the NorthCentral University Annual Surcharge Proceeds distribution*

Deputy Town Manager Ryan Judy stated that for the past ten years NorthCentral University has distributed funds to the community from the annual surcharge proceeds. This is the last year of the agreement with NCU. For 2013 the monies are focused on the children of Prescott Valley and will be divided as follows: $25,000 to the Boys and Girls Club, $15,000 to the Hungry Kids Program and $10,000 to the Yavapai Big Brothers and Sisters.

Carm Staker from the Hungry Kids Program thanked the Council and NCU for the support. They have been doing the program for about three years and this contribution is very much appreciated.

Mayor and Council members agreed that the breakdown of funds was acceptable and asked to bring it back next week.

No action was taken.

5. *Discussion regarding the purchase of an online job application and hiring software system from NEOGOV*

Human Resources Director Karen Smith presented an online job application software system from NEOGOV. The purchase has been on the capital improvement list prior to her arrival over three years ago. The turnover rate has been increasing as of late making the need for the program even more timely. We also have more needs with Volunteer Central. We want to have a shorter turn around time on new hires. The online application will eliminate the need for paper applications with 24/7 availability. The new application will enable a candidate to apply for more than one job opening with the same application. There is much more security for the applicant of their personal information. The internal workflow for human resource staff will be greatly improved as well as everything will be kept electronically. The system will also interface with payroll. Staff has been able to negotiate an amount of $19,516 for implementation and first year licensing fees. The annual fees have been promised to never increase no matter how much we use it. They are asking to add a work station in HR for a total of just under $21,000. The annual fee will be $10,200.

Council members were very supportive of the plan to purchase the NEOGOV program and asked to bring it back next week, adding that we are long overdue for this upgrade.

No action was taken.

6. *Discussion regarding the purchase of ExecuTime software that encompasses both Scheduling and Time & Attendance programs*

Finance Manager Heidi Derryberry explained that the Town is still using paper time sheets for all non-exempt hourly employees. The new software system will eliminate the paper for time keeping and for leave time requests. It will greatly reduce processing time and human error. The employee electronically signs the time sheet and all supervisor approval is done that way as well. Council members were not aware that we were still using a paper system for time keeping and agreed that it was about time we got up to the present day.

Heidi added that the Time & Attendance program will be rolled out with the Police Department first. The program is recommended by SunGard HTE and the existing users who were asked said it has never crashed. We are receiving a discount for purchasing both systems at the same time.

Police Commander James Edelstein added info about the ExecTime scheduling program. It lets patrol officers and supervisors communicate much more efficiently by letting them use whatever device they may have, whether it be text or email, etc. The schedules are fully integrated with Time and Attendance, making a seamless transition to payroll and eliminating paper records that have to be kept.

Town Manager Larry Tarkowski added that staff has wished to implement both the HR software program and the Time & Attendance program in the past six years but the requests had to be placed on hold due to budget constraints.

No action was taken.

7. *Adjournment*

Mayor Skoog adjourned the meeting at 6:39 p.m.

ATTEST:

Diane Russell, Town Clerk

APPROVED:

Harvey Skoog, Mayor

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

CERTIFICATE OF COUNCIL MINUTES

I, June Catanzarite, Deputy 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, April 3, 2014.

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

Dated this 9th day of April 2014

June Catanzarite, Deputy Town Clerk