TOWN OF PRESCOTT VALLEY
WORK/STUDY MEETING
MINUTES
February 6, 2014

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

3. *Presentation: Mid-year financial review & GFOA Budget Award*

Town Manager Larry Tarkowski read the letter announcing Management Services 14th GFOA award and congratulated Management Services Director Bill Kauppi and staff for their hard work.

Bill Kauppi presented a detailed financial review of General Fund revenues by category noting an eight percent increase overall. TPT collections are projected to increase potentially to the 2007 level of $12 million. State Shared revenues, although unknown for the future, he assumes will show some minor growth. Building permits are numbered at 168 as of 12/31/13 but are expected to continue increasing in number.

Expenditures by category are pretty much in line with the expectations with about 49.97 percent remaining. His projections for the HURF at the $2.7 projected figure will be close to what is actually spent. HURF revenue is projected to receive something within the $300,000 range. Impact Fees run parallel to permits so as one increases so will the other. The Wastewater fund is right on target for collections. The Water fund and Utility fund is looking strong. The Town has outstanding debt obligations of $84,511,903; the Town paid off about $7 million on Major Capital Projects. No action was taken.

4. *Discussion regarding a Town Engineer Amendment for design services with Dava & Associates for the Enterprise Parkway Project (CIP# E364)*

Public Works Director Norm Davis showed a map covering the area where the Enterprise Parkway is located. Davis said the Town received a $500,000 Rural Economic Development Grant from Arizona Commerce Authority (ACA) to facilitate the construction of Enterprise

Parkway connection to SR 69. This project consists of a 4,150 foot roadway extension providing access to SR 69 from Valley Road that was approved by ADOT in 1997. This will require completion of engineered design plans for roadway improvements in addition to highway improvements to existing SR 69 by professional transportation engineering services for a traffic impact analysis to determine requirements by Arizona Department of Transportation for access approval to SR 69.

This action is for the consideration of approval of an Amendment to the Town Engineer Agreement with Dava & Associates, Inc. for those designs.

The Enterprise Parkway is not a funded project in FY 2013/14. Grant funding from Arizona Commerce Authority requires that project work must begin within six months of the signing of the Agreement with ACA which Council approved this past December 2013. Staff proposes the use of unspent Highway Users Revenue Fund (HURF) budgeted for the PV Pipeline Multi-use Path which will not be constructed in this FY 2013/14 budget year.

Davis added in response to questions that this project could include a signal if warranted to meet ADOT criteria. Turn and acceleration lanes will be a part of the project. The project will cost over $1 million. No action was taken.

5. *Discussion regarding the Tonopah Storm Water Management Improvement Project (CIP# E354) award of construction contract and Town Engineer Amendment*

Public Works Engineer Ron Pine stated that the Town has received funding assistance for the Tonopah Dr. Storm Water Management Improvement Project from the Yavapai County Flood Control District in the amount of $585,000.00 through the Intergovernmental Agreement approved by Council on August 8, 2013.

The project improvements will include almost a half mile of underground storm drain along Tonopah Dr. to collect and divert storm water run-off to Navajo Wash at Lakeshore Dr. The 2003 Master Flood Control Plan justifies the project to mitigate flood water. The project will be brought in on time and on budget. Sixty-five percent of the project will be completed in Phase 1 followed by Phase 2 at a later date.

On January 27, 2014, ten (10) bids for construction services were received. The engineering consultant for the project (Dava & Associates, Inc.) has reviewed the bids and recommends award of the Base Bid only to Asphalt Paving & Supply, Inc. in the total amount of $462,386.90. Award of the Base Bid fits within the budget grant funds available. Construction is scheduled to begin Monday, February 24, 2014 and will last approximately two and a half months.

This request also includes an amendment to the Town Engineer Agreement with Dava & Associates, Inc. for construction administration services in an amount of $55,030.00.

Town Manager Tarkowski added that this is another case of our tax dollars at work. Pine said the neighborhood residents will be impacted by the project but they will be accommodated as much as possible during the 75-day project. No action was taken.

6. *Discussion regarding an Agreement for Professional Design Services for the Bradshaw Mountain High School Sewer Line Up-sizing Project, CIP # W362*

Utilities Director Neil Wadsworth said the existing 6 inch diameter pipe was constructed with minimal slope. Because of this, it frequently plugs up and requires monthly cleaning to prevent backups. Installation of approximately 2,500 feet of continuous 8 inch diameter piping with an appropriate slope will mitigate the described issues.

Professional design services are required and Town staff is requesting approval of an agreement with Town Engineer, Dava & Associates, based on their expertise and familiarity with the project.

Construction will be taking place within school property so timing of selected portions of work must be scheduled to coincide with summer break while students are absent. Consequently, some of the construction and administrative work will straddle fiscal years (FY 13-14 and FY 14-15). The remaining budget for this project is not sufficient to complete the project. Therefore, additional funds will be budgeted in fiscal year 14-15 to complete the project.

Staff anticipates that design will be completed in fiscal year (FY 13-14). Once design is concluded, staff will generate bid documents for construction and seek Council approval for 1) build by the lowest responsible bidder and 2) professional construction administrative services from Dava & Associates. No action was taken.

7. *Presentation: Waste water informational videos*

Neil Wadsworth introduced and showed two short videos, produced in house, that have been posted on the Town website to provide educational info about the collection and cleaning of the waste water system as a part of the response to the ADEQ for the wastewater spill a couple of years back. The videos will explain the consequences of improper disposal of: a. Disposable Wipes and b. Fat, Oils and Grease. No action was taken.

8. *Discussion regarding requesting proposals for Town logo apparel*

Deputy Town Manager Ryan Judy said the Town had a Town Store a few years ago that sold items with the Town logo on them. He would like to again start a Town Store via the use of an outsourced private company so people could buy products directly from the company and eliminate the middleman (Town). The Town would realize a percentage of the sales. No action was taken.

9. *Adjournment*

Mayor Skoog adjourned the meeting at 6:18 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, 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, February 6, 2014.

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

Dated this February 11, 2014

Diane Russell, Town Clerk