

**TOWN OF PRESCOTT VALLEY  
WORK STUDY MEETING  
MINUTES  
June 6, 2013**

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

1. Call to Order

Mayor Skoog called the meeting to order at 6:37 p.m.

2. Roll Call

Present: Council Member Whiting, Mayor Skoog, Council Member Lasker, Council Member Mallory, Council Member Nye, Council Member Anderson, and Vice Mayor Tjiema.

3. Discussion regarding an Amended Memorandum of Understanding with NACOG for the Voucher Transit System

Public Works Director Norm Davis said the LTAF II funding that funded 75 percent of this system was cut two years ago. However, the council has again opted to fund it again at 100 percent in the amount of \$50,000. Davis showed a handbill advertising the program. It is available at NACOG offices, at the town hall and on our website for those interested in this program. Davis gave an overview of who uses the rides and for what reason. Davis commented that CYMPO offers a public transit Human Services Transportation Plan that lists resources for those in need of a variety of public transportation offerings. They can be contacted at 928-442-5730.

Vicki Mastriani from NACOG thanked the Town of Prescott Valley, Council and staff for finding the funds to help this program. The funding the town provides goes a long way with the lack of public transportation in the quad city area. Their primary goal is transporting labor to market. Eligibility requirements must be met to qualify for use of the \$40 per month vouchers. There is \$2.00 co-pay per ride. Voucher recipients schedule their own rides with the provider of their choice so they can use them as efficiently as possible. This option includes weekends and evenings. Many major users are older citizens who have no other form of transportation and are the most served by the program. The program averages 428 rides per month for PV residents (grocery, pharmacy, medical etc.), only about half of what is really needed according to the riders. On behalf of Terri Drew she thanked Council for continued funding of this program for the residents of Prescott Valley.

Council member Nye commented that Terri Drew told her that we got a good review from a prospective employer who hardly believed her that the town alone funds this program. That

doesn't happen elsewhere. We got a second bounce for doing the right thing and taking care of an acute need.

Council member Lasker said she thinks it is the general consensus among the Mayor and Council that this is a big program. Unfortunately, we only have a little budget for it. It is very near and dear to council's hearts that they take care of our citizens. Council has worked very hard to protect the budget for this even when the state could not help out with it.

Council member Mallory said this is a great program and how much she appreciates all that they do. Even though we only have a little bit of money, she thinks it is a great example to show what can be done with that little bit of money. It is about what you do with what you have that makes an impact.

Council member Whiting requested a copy of the PowerPoint. Norm Davis will be looked at as our "Guardian Angel" from that perspective that Council is able to ensure that funds are available to make it happen, and to impact peoples' lives as far as looking for work, interviews or doctor visits or just simply buying groceries. It is a big help which is appreciated. Whiting requested a profile of the typical user of the program.

Vicki Mastriani responded that most of the people that call are from the very young on their own to the elderly who have no family in town, are isolated and have no transportation to the doctor or store. They are just people who need some help.

Town Manager Larry Tarkowski said this program started in the 1990s. Tweaks have been made to the program to get a bigger bang for the buck; hence the small co-pay. We applaud our partner NACOG who has made it work so well and stretch out those dollars available.

Council member Lasker added that the population that this program serves is door-to-door service. That population would not be served by a bus system as the community is so spread out. She would much rather see future councils increase this budget as she finds it so much more effective than funding empty buses.

No action was taken.

#### 4. Discussion regarding the Contracts for Annual Public Works Materials & Supply Programs

Public Works Operations Manager Ken Stanton pointed out that the town can bid out roadway materials, asphalt paving, concrete, CMP culverts, solid waste disposal and portable toilets each year. He explained in detail what each material was used for in their daily work at public works. Most of these contracts have to be bid every year due to the volatility of the market. The fuel service contract is re-bid every 5 years with prices based on the average wholesale price for fuel. After ten years, we are changing to a new vendor this year at a half percent less than we paid five years. We will pay \$0.085 cents per gallon. The fueling facility is located at 2<sup>nd</sup> Street/Glassford Hill Rd. and at the Grapevine Industrial Park and four additional facilities in the Prescott area. They are affiliated with the Pacific Pride Fueling Network for out-of-town service.

No action was taken.

5. Discussion regarding the Change Order for Renewal of Contracts for Swath Mowing; Striping; Street Sweeping; Landscape & Weed Control; Janitorial Services

Public Works Operations Manager Ken Stanton said this is where the town builds long-term relationships that really pay off for the town. They bid these contracts in one year intervals with the ability to renew them for up to five years. Most of them are capped at a 2 percent cost increase which we have not seen for probably five years because we work with them well. Contracts for consideration are for swath mowing, striping & pavement markings, street sweeping, landscape maintenance and weed control, plus janitorial services. Stanton gave an overview of each service provided for each of these contracts and the years of service each vendor has provided service to the town.

Council member Nye questioned whether the striping on Loos Drive as it heads to Ranger will be redone. She commented that patchwork done in that area covered the striping. Stanton replied that he is preparing to chip seal that road.

Stanton replied to Council member Whiting that trees and plants that die are replaced at an additional cost after the warranty period unless it is the vendors fault.

Stanton replied to Council member Nye's question about security of the buildings, that the janitorial crew are bonded and have background checks just like all employees. Most of them are long-term and check all the public areas making sure the doors are secure from top to bottom in the buildings.

Town Manager Tarkowski added that outsourcing of services was started back in the 1990 instead of building a large municipal organization. We operate the town on about a 4.5 employees per 1,000 citizens. Most cities have 12 to 14 employees per 1,000 citizens. This is one of the items that hold the employee numbers down. It works with the private sector and makes sure that we are getting very competitive prices for services. This process is being emulated by many more cities across the country.

No action was taken.

6. Discussion regarding the FY 13/14 Annual Chip Seal Maintenance Program

Ken Stanton distributed the results of the three bids received for the chip seal program this year with Earth Resources being the lowest bidder at \$379,255.70. Chip seal is the most cost-effective road maintenance that can be done. A colored area map indicated each area that has been chip sealed already and also indicated the areas that are due for chip sealing this year (attached). Stanton commented that he would like to complete the chip sealing cycle every 5-7 years, but with the budgetary constraints they are on a 10-year cycle.

No action was taken.

Stanton thanked Vice Mayor Tjiema and Council member Lasker for the good job they have done for us.

7. Adjournment

Mayor Skoog adjourned the meeting at 7:35 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 Minutes of the Work Study Meeting of the Town Council of the Town of Prescott Valley, held on Thursday, June 6, 2013.

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

Dated this June 12, 2013

  
Diane Russell, Town Clerk

