City of Prescott
City Council - Study Session

November 28, 2023 | 1:00 PM
201 N Montezuma Street
City Council Chambers, 3rd Floor
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Mayor Goode called the meeting to order at 1:00 p.m.

2. ROLL CALL

Phil Goode - Mayor
Brandon Montoya - Mayor Pro Tem
Connie Cantelme - Councilwoman
Eric Moore - Councilman
Cathey Rusing - Councilmember
Steve Sischka - Councilman (Excused)
Clark Tenney - Councilman

3. DISCUSSION

A. Presentation & Discussion Regarding an Overview of the Public Works Department.

City Manager Katie Gregory introduced the presentation and stated that this will be the first in a series of city department overviews to help with the strategic approach to the budget in the upcoming year and the Council goal setting that will take place at the end of January. There is a lot of information to cover so that is why the study session time was extended. If there are questions or things related to service deliverables, keep note of that because that will be important in the upcoming budget planning.

Public Works Director Gwen Rowitsch began the discussion with an overview of the presentation.

<u>Areas of Responsibility (11 Areas of Functional Responsibility):</u>
* Engineering
* Transportation and traffic
* Water Resources
* Environmental Services and Stormwater
* Capital improvement program
* Financial and business operations
* Real property
* Solid waste and transfer station
* Street maintenance
* Water and wastewater operations

Strategic Goals:
* Goal 2 - Economic Development #2, utilize and establish regional commonalities to support necessary sewer, water and other transportation infrastructure growth and development
* Goal 4 - Quality of Life #5, natural resource preservation and conservation
* Goal 4 - Quality of Life #6, highly-rated city services delivering efficient and effective services including transportation with improved flow, well-maintained streets, public safety, water and wastewater services
* Goal 4 - Quality of Life #8, improve planning, budgeting, and management of the traffic flow, traffic, enforcement and pedestrian interface within the city
* Goal 5 - Service-Oriented Culture #2, promote continuous process improvement by fostering a culture that enhances employee morale
* Goal 5 - Service-Oriented Culture #3, dispose of city real property assets

Engineering Services:
Randy Perham Deputy Public Works Director & City Engineer, provided an overview of the engineering services offered by the department.
* FY24 Budget - $460,000 funded through water fund, wastewater fund, solid waste fund and streets fund
* Strategic Goals - provide professional engineering services, provide in-house design and survey services, accurate and timely plan review/ issuance of permits, ensure designs are compliant with ADA and FEMA standards
* Key objectives - ensure infrastructure standards, reduce design service costs for smaller and time sensitive projects, protect integrity of utility systems, integrate new developments, meet federally mandated requirements and track development in the floodplain to reduce insurance rates
* Services - plan review and permits, customer service, ROW permits and traffic control plans, FEMA floodplain analysis/floodplain use permits, drainage complaint investigation, coordination of citywide projects, in-house survey and civic design
* Trends - permit applications peaked in 2021 and have continued to trend downward
* FY23 Reviews - 1,677 reviews on 507 public works permits and 2,423 reviews on 995 building permits

Councilman Moore asked what the difference between the Public Works permitting process and the Community Development permit review process and if there is any overlap in these processes.

Mr. Perham responded that engineering permits are only for Public Works, but Community Development does have building and other permits that are solely theirs. All departments do have review on projects, so there is collaboration.

Ms. Gregory added that much of the "horizontal" infrastructure goes through engineering, while the "vertical" projects of planning go through Community Development primarily.

Transportation Services:
Transportation Manager Ian Mattingly provided an overview of the transportation branch of the public works department.

* FY24 Budget - $2.1 million funded by 1% street tax and highway user revenue fund (HURF)

Mayor Pro Tem Montoya asked about the breakdown of what comes from the street tax versus what comes from HURF.

Mr. Mattingly responded that they didn't have that specific information.

* Strategic Goals - plan regional road infrastructure needs in collaboration with CYMPO and ADOT, study public transit opportunities through political subdivision coalitions, improve traffic flow through technology and efficiency, and deliver efficient and effective transportation services with improved flow
* Key Objectives - improve regional partnerships to maximize project funding and regional support, improve traffic flow through technology and efficiency, develop a proactive traffic management system through standard data analysis, less reactive to individual requests, maintain high level of customer service

Councilman Moore asked how communication can be improved so that when a project has been in the works for a long time the public is aware of it before it comes to Council for a vote.

Mr. Mattingly responded that staff operates in partnership with a number of regional agencies and have for some time, there are some public outreach components but those things have changed and staff have learned in recent years that public outreach needs to be revised a bit.

Councilman Tenney added that in the past when a study was done there was neighborhood demand for something like a traffic light, but in the case of the Gail Gardener light this wasn't the case. There was a lot of feedback that took everyone by surprise.

* Services/Programs - maintain traffic signals and roundabouts, street signage, street lighting, radar feedback signs/flashing LEDs/beacons, striping and pavement markings, traffic control for special events/construction/emergencies, development plan review/transportation planning, traffic-calming policy management, traffic studies and warrants, bicycle and pedestrian facilities, regional transportation planning/coordination, Pedestrian Bicycle and Traffic Advisory Committee (PBTAC)
* Trends - high number of citizen requests for services (280+ requests annually) primarily related to speeding and congestion complaints, data shows Prescott's conditions are not unique with delays mostly on arterial during rush hour, recent SR89 survey indicates citizens desire balance between traffic efficiency and environmental, historic and community concerns

Councilmember Rusing asked about the pedestrian allcross on Montezuma Street.

Mr. Mattingly responded that the benefits to pedestrians and overall feel to downtown warranted keeping that, but they are not focusing on it to see if it is making significant congestion improvements.

* Accomplishments- traffic calming treatment on Solstice Drive, traffic coordination project and implementation of the Willow Creek Road/Miller Valley Road/Grove Street, pedestrian enhancements (Cortez at Union rectangular rapid flashing beacon (RRFB), Senator Highway at Haisley RRFB, and SR89 at Willow Lake Road Roundabout LED yield sign upgrade)

Water Resources:
Water Resources & Environmental Services Manager Brian Ruiz provided an overview to the Council regarding this division of the department.
* FY24 Budget - $2.2 million funded through the water fund
* Integration with GIS, permit center, wastewater and recreation services staff as well as Comprehensive Agreement #1
* Management - ARS 45 and as administered by the Arizona Department of Water Resources (ADWR)
* Conservation - ADWR requirements and General Plan Initiatives
Alternative Water Supplies - development and acquisition of future supplies including Big Chino Water Ranch
* Strategic Goals - prepare long term water management plan, ensure sustainable high quality water supply into the future, support conservation measures to maximize water availability, preserve the Arizona Groundwater Management Act, and secure alternative water supplies necessary to support economic growth and vitality
* Key Objectives - optimization of water resource management model (WRMM), develop rebate and educational outreach programs to support conservation measures, complete ADWR decision and order modification, administer current water policy, prepare lake management and reservoir operation plans and evaluate the feasibility of Big Chino Water Ranch supply
* Services/Programs - water conservation educational outreach/rebate program, water management regional partnerships, Watson Woods Preservation, Comprehensive Agreement #1 and Willow Lake Management Plan

Councilman Moore asked if there has been any research into doing dredging of the lakes in Prescott given their age and inability to hold the amount of water they need to hold.

Mr. Ruiz responded that the topic has been discussed and analyzed in the past and could be a component of the lake management plans.

Mayor Pro Tem Montoya asked about the increases in the amount of rebates that are being given out and is there any idea toward increasing that amount in the future.

Mr. Ruiz responded that these values are looked at and evaluated annually with changes made when necessary.

* Trends - 61% reduction since 2001 in GPCD, flat GW pumping rates since 2010, continued drought and aquifer overdraft, reduced Colorado River and CAP supplies, stormwater management and basin recharge plans
* Accomplishments - designation of assured water supply since 1999,

advancement of WRMM, new website, Big Chino cost estimate update, and US Army Core of Engineers (USACE) Reservoir Operations Management Grant

Environmental Services & Stormwater:
Environmental Services Coordinator Matt Killeen provided a presentation to Council regarding this division of the department.
* FY24 Budget - $556,000 funded through aquifer protection fund and streets fund and received an ADEQ Grant of $98,388 as well

Councilman Moore asked if the budget could be decreased if some of the other services charges were done through in-house employees rather than outside contractors.

Mr. Killeen responded that it would depend, for example, if the city were going to analyze dredging options that would have a significant time and expense impact on the city but knowing when to outsource helps with the budget.

* Strategic Goals - improve surface water quality (16 creeks and lake impairments, Watson Lake TMDL Aeration Project), protect wetlands and wildlife habitat, maintain compliance with Clean Water Act requirements as administered by ADEQ, and create recreational swimming opportunities
* Key Objectives - public outreach and education, public involvement, pollution detection and elimination, post-construction water quality, good municipal housekeeping and state WQARF superfund site
* Services/Programs - drainage complaints and compliance, construction and post-construction site regulation, integration of Best Management Practices (BMP) with Floodplain Administration and Water Resource Management to maximize benefits in water quality/flood control/aquifer health, and public education and outreach to all sectors of the community

Councilman Moore asked about the Willow Lake Management Plan and the coordination with Recreation Services in how these sites can be used for both recreation and also a water resource.

Mr. Killeen responded that these resources have to be managed collaboratively, integrated management is a key component and so they do work collaboratively to accomplish goals.

Councilmember Rusing asked about inspections of septic tanks in the city system.

Mr. Killeen responded that the city does not have delegated authority to do that, ADEQ has designated that to the County Environmental Services, so there is a bit of a disconnect there.

* Trends - area regulated by ADEQ will grow significantly in near future to encompass north Prescott growth. More emerging contaminates like PFAS/PFOS are coming, GSI recognition as a benefit to aquifer recharge/offset of potable irrigation/heat island effects/nuisance flooding/climate adaptation strategies
* Accomplishments - Willow Lake proposed by ADEQ for de-listing for its

ammonia impairment, ADEQ 604B grant for $98,388 to evaluate Green Stormwater Infrastructure (GSI) and developing shovel-ready projects

<u>Capital Improvement Program (CIP):</u>
Capital Program Manager Tim Sherwood provided a presentation to the Council regarding this division of the department.
* FY24 Budget - $78 million funded by water fund, sewer fund, street fund and solid waste fund with 14 projects in FY23 and 100% of those coming in under contract
* Strategic Goals - develop data driven 5-year CIP, build/improve and maintain public infrastructure, develop and implement the CIP for Streets & Utilities, and provide professional inspection services
* Key Objectives - work with all Public Works divisions and departments to develop and implement capital needs, integrate projects to include utilities/drainage/asphalt to make sure finished product has as much longevity as possible, implement software and training programs to aid in management of CIP, encourage training for inspection staff, and inspection staff ensures projects are constructed to General Engineering Standards (GES)
* Services/Programs - pavement management program, citywide water main replacement program, concrete program, sidewalk repair and replacement **see slides**
* Trends - fewer bids received for projects (region wide), bids are typically higher than Engineer's estimates, projects come in under contract amount, long material wait times, project delays due to supply shortages, labor shortages
* Accomplishments - water production facility and intermediate pump station project, Zone 56 tank and pipeline project, production well #3 rehab, streets division snow facility, solid waste maintenance building, PUSD Teacherage Project at Taylor Hicks and Slaughterhouse Gulch Sewer Crossing

Councilman Moore asked about when the department embarks on new projects and where there are opportunities for making projects that are environmentally sensitive and serve a purpose in the future.

Mr. Sherwood responded that these things are often taken into consideration, as well as recreational opportunities that might be provided by these capital projects as well.

Mr. Killeen added that he is currently working with Skyview School on a potential project to create a wetland in areas where they have experienced flooding in the past. These can be opportunities when projects are done.

Mayor Pro Tem Montoya echoed comments from Councilman Moore and stated that he is glad the department is thinking long term on these types of things, and pointed out the area by five-points, and he appreciates the efforts that are put in and suggested that could be an educational piece for the community.

Councilwoman Cantelme commented on BMXers recently in the area of the drainage and asked about whether that would be a potential use for the future.

Ms. Rowitsch stated that she can pass that information along to the Recreation

Services Department.

Mayor Goode commented on issues happening with responsive bids coming in over Engineers estimates and asked how adjustments are made to address that.

Mr. Sherwood responded that we are not unique in having these issues, there hasn't been a time yet when the city has been unable to fund a project, and he doesn't like to put a bid out more than once.

Financial & Business Operations:
Financial and Business Operations Manager Carey Oberheim provided a presentation to the Council regarding this division, which is the support system of the department.
* FY24 Budget - $136 million funded through the water fund, wastewater fund, solid waste fund, 1% street tax and HURF funding
* Strategic Goals - improve technical software support, improve employee retention, continue to educate and train staff
* Key Objectives - audit and optimize asset management software, promote cross-training and leadership training for all supervisory staff
Services/Programs - customer service, administrative support, budget preparation, invoice processing, public records, technical software support and staff reports for Council

Mayor Pro Tem Montoya commented on issues with employee retention and if there are creative ways to address these issues and what can Council do to support them.

Ms. Oberheim responded that cross-training is a big tool they are utilizing to empower all members and levels of staff. Having support from Council in understanding that they have expertise and trusting what is presented to them.

* Accomplishments - oversee 22 operating budgets, track over 130 current and future CIP projects, manage two WIFA loans, awarded $3 million in grant funding, facilitate over 200 contracts, process 2100 invoices and pay applications annually, complete 250+ records requests, average 650 calls monthly, 30 Council and Commission presentations in 2023, support three Boards & Commissions, and department wide administrative support

Real Property:
Real Estate Administrator Bryan Sparks provided a presentation to Council regarding this division of the department.
* Strategic Boals - centralize real estate activities (easements/rights-of-way/encroachments/land sales and acquisitions/city leases), identify opportunities with city owned property for revenue generation, improve relationships and streamline processes with private development (utility easements/rights-of-way/temporary construction easements and encroachments), work with staff to maximize use of city owned property, foster relationships with State Land and Bureau of Land Management
* Key Objectives - maximize lease and land values, ensure accurate easement and land dedications, centralize city real estate processes, maximize the use of

city-owned property, identification and review of city-owned land no longer needed and foster professional and timely relationships with other city departments
* Services/Programs - land purchases, land sales, city easements and right-of-way, lease negotiation, real property analysis, encroachments, assisting private development in the easements and rights-of-ways necessary for various projects, and working with various city departments on real estate related issues
* Accomplishments - acquisitions (Glassford Hill, New City Hall), land leases (Peavine Trail, Circle Trail), easements and rights-of-way (capital projects, private projects), consolidate all city leases under Real Estate Administrator and airport property acquisitions and sales

Councilman Moore asked if there are any plans to work with the Tribe to connect the trail by the VA or the baseball fields to provide connectivity from the city.

Mr. Sparks responded that would be more of a question for Recreation Services Director Joe Baynes, but while these types of things take a long time they are certainly worth exploring.

Councilmember Rusing asked if there are any pending cell tower leases coming up.

Mr. Sparks responded that cell towers are a unique piece of the market because you hear from consultants and not the company directly, AT&T has contacted the city about one near Walmart on Highway 69. Everyone wants their phone to work but nobody wants a tower in their neighborhood.

Councilwoman Cantelme asked if he will participate in the monthly reports from the City Manager.

Mr. Sparks responded that he already is and is providing some more specific information in those types of reports.

<u>Solid Waste:</u>
Deputy Public Works Director of Operations Janet Ramsay provided a presentation to Council regarding this division of the department.
* FY24 Budget - $17.8 million funded through solid waste fund.
* Strategic Goals - master planning the transfer station, increase application of technology (routing software, fee booth software), enhance customer services (fee booth relocation, change hours of the Transfer Station, residential service re-routing, proposal of concierge service for bulk collection), increase education and outreach, improve employee retention
* Key Objectives - improve site use and minimize impact on surrounding environment, enhance routing efficiency, improve accounting accuracy and billing for services, shorten wait times the transfer station, increase recycling to minimize impacts to land fill, utilize truck side sign boards for messaging and potential revenue opportunities, and enhance employee development/cross-training and appreciate activities

Councilman Moore commented that he would love to see a land swap that moves the transfer station included in a future plan.

* Services/Programs - commercial collection, residential collection (curbside trash and recycling), household hazardous waste collection, bulk waste collection, brush collection, Christmas tree collection and education/outreach
* Trends - growth planning/timed service expansion, long wait times for truck orders, contractual service contract price increases, tonnage increases, and challenges in hiring/retaining drivers
* Accomplishments - completed rate study to fund services for existing and growth and routing software implemented to maximize efficiencies and document record of customer services

Street Maintenance:
Ms. Ramsay and Street Maintenance Supervisor Brian Scott provided a presentation to the Council regarding this division of the department.
* FY24 Budget - $6.97 million funded through 1% Street tax and HURF funding
* Strategic Goals - increase application of technology for enhanced efficiencies in all operations, ensure safe/clean/well-maintained roads, drainage systems and rights-of-way, stormwater regulation (MS4) compliance and routine drainage maintenance, and implement software for snowplow operations
* Key Objectives - pavement management program update, increase level of service for street sweeping due to new sweeper, pavement condition assessment in this fiscal year, and ensure safe and proactive snow and storm response
* Services/Programs - asphalt and concrete maintenance and repair (pothole and utility cut/repairs), regular route sweeping, pavement management program, snow and ice preparations and response, drainage maintenance/repair and flood mitigation and right-of-way management and weed abatement

Councilman Moore commented that he would like to see Prescott as the example of not using herbicides for weed abatement.

Mr. Scott responded that the city uses the lowest level of chemicals for these services. This is the safest not only for the environment but for our staff as well.

* Trends - long vehicle repair times (patch truck, sweepers, waiting for parts), impacted levels of service, unpredictable weather patterns, staff retention and turnover/market competition for CDL drivers and growth/added lane miles
* Accomplishments - assigned street maintenance supervisor to advance pavement management program, increased street sweeping productivity by 25% with addition of new street sweeper and increased efficiency of existing vehicles for snow removal with installation of wing plows

Water Operations:
Utilities Manager Steve Olfers provided a presentation to Council regarding this division of the department.
* FY24 Budget - $6.67 million funded by the water fund
* Strategic Goals - meet state and federal regulations for water quality, provide safe/good tasting drinking water through a well-managed delivery system, shift balance of staff time from reactive to proactive service, provide better technology for citizens, improving customer interface, maximize the life cycle of infrastructure

and assure adequate revenue to support system needs
* Key Objectives - launch AMI Meter Replacement Program (identify and reduce water loss, increased accuracy and data provision for utility billing purposes) and replace and update aging infrastructure (through regular maintenance, propose capital improvement projects for strategic life cycle management replacing budgetary allocation)
* Services/Programs - provide water service, customer service utility location (blue stake), construction hydrant meters, consumer education, cross-connection program, service upgrades/new construction and bulk water station
* Proactive - scheduled maintenance & inspections (pump station, hydrants, valves, system valves, air releases, blow offs and pressure reducing valves
* Reactive - main and service line repairs, manual reads and replacements for faulty meters and ERTs, customer service investigations (water loss), service upgrade estimates and flow/pressure testing
* Trends - increasing service orders and customer services calls due to aging infrastructure, increasing demand for new services (growth) complexity and emerging contaminants
* Accomplishments - awarded $3 million grant, bulk water station upgrades, identifying and reducing water loss, managed compliance with ADEQ's proposed maximum contaminant level (MCL) prior to mandate

Mayor Goode asked how much of the city's water lines are still PVC pipe.

Mr. Olfers responded that staff will need to look into that.

Ms. Rowitsch added that as part of master planning the systems are regularly evaluated for age/condition assessments in order to determine where updates and repairs or replacement may be needed.

Wastewater Operations:
Mr. Olfers provided a presentation to the Council regarding this division of the department.
* FY24 Budget - $3.69 million funded through the wastewater fund
* Strategic Goals - meet all state and federal regulation guidelines, complete centralization of wastewater treatment plants, apply BMPs through coordinated lake management
* Key Objectives - reduce sanitary sewer overflows, identify and reduce inflow and infiltration, reduce complexity of system (gravity), replace and update aging infrastructure (complete scheduled maintenance and inspections to prioritize repair/replacement, proposed capital improvement projects for strategic lifecycle management within budgetary allocation), expand airport water reclamation facility (AWRF) to manage efficiency and growth and maximize surface water recharge
* Services/Programs - trenchless technologies, sewer line root control, effluent delivery and reuse, CCTV condition assessment, structure cleaning program (manholes, lift stations and sewer mains), dam and reservoir management, industrial pre-treatment program and sewer main repair/replacement
* Proactive - Jet rodding, MH inspection, easement cleaning, close circuit televised inspection and lift station cleaning, meet ADEQ standards, treat to Class A effluent, centrifuge maintenance, acid wash disk filter panels, aeration

basin diffuse inspections
* Reactive - customer service investigation, pipe bursting repair/upsizing, main line repair, sanitary sewer overflows and investigation, analyzer calibration, grit system maintenance, effluent line repair, on-site chlorine generator maintenance/service, secondary clarifier scum removal system
* Trends - reduction in number of sanitary sewer overflows, increased septage intake, increased number of sanitary sewer service installations (growth), aging infrastructure (pipelines/lift stations/manholes), increased in breaks in the effluent line on SR89 through Granite Dells

Councilwoman Cantelme asked if staff has looked into other products and techniques that could improve infrastructure and services.

Mr. Olfers responded that there are a number of products in the GES which can be used in sewer infrastructure but not in water infrastructure, staff regularly looks into these options and possibilities to see where improvements or changes could be made.

* Accomplishments - recharged 3,861 AF of surface water, structured cleaning program designed to clean 35% of the 408 miles of sanitary sewer annually, trenchless repairs totaling 4,198 linear feet (cured-in place pipe and pipe bursting), and completed 2.5 mile sewer bypass to repair leaking valve on force main at Willow Lake Regional Lift Station

Ms. Gregory thanked the Public Works department for providing the appropriate level of information and the data sets that will be important for Council policymaking and goal setting as well as the budget.

Councilman Tenney thanked staff for everything they do, they are what makes our city go around.

Mayor Goode echoed Councilman Tenney's comments.

This item was for discussion only, no formal action was taken.

4. ADJOURNMENT

There being no further business to discuss, Mayor Goode adjourned the meeting at 3:46 p.m.

PHILIP R. GOODE, Mayor

ATTEST:

SARAH M. SIEP, City Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Voting Meeting of the City Council Voting Meeting of the City of Prescott, Arizona held on November 28, 2023. I further certify the meeting was duly called and held and that a quorum was present.

Sarah M. Siep, City Clerk