



City of Prescott

City Council - Voting Meeting

February 27, 2024 | 3:00 PM
201 N Montezuma Street
City Council Chambers, 3rd Floor
Prescott, AZ 86301

AGENDA

The following Agenda will be considered by the **Prescott City Council** at its **Voting Meeting** pursuant to the Prescott City Charter, Article II, Section 13. Notice of the meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02. One or more members of the Council may be attending the meeting through the use of a technological device.

Viewing & Participation

This meeting may be viewed on Channel 64, Facebook Live or on the City's website: [City of Prescott Public Portal](#)

Public comments for Council may be submitted through the City website: [Public Comment Form](#)

1. **CALL TO ORDER**
2. **INTRODUCTIONS / ANNOUNCEMENTS**
3. **INVOCATION - Father Raj Britto with Sacred Heart**
4. **PLEDGE OF ALLEGIANCE - Councilman Gambogi**
5. **ROLL CALL**
6. **PROCLAMATIONS**

A. Recognition of Robin Sobotta

7. **OPEN CALL TO THE PUBLIC**

The City of Prescott welcomes public engagement and residents may comment & address Council regarding matters NOT included on the posted Agenda during the Call to the Public. Please complete a green speaker card and submit it to the City Clerk prior to the meeting being convened. Speakers are limited to four (4) minutes, and the Call to the Public will be limited to forty (40) minutes in total with the following stipulations:

- Citizens will be limited to addressing Council on the same topic only four (4) times in total
- If a topic has been addressed more than five times by different speakers, the Mayor may limit future discussion on this topic
- Topics of a primarily national concern may be limited at the discretion of the Mayor

Please Note: Pursuant to A.R.S. §38-431.01(H), members of the Council may NOT discuss items that are not specifically identified on the Agenda and, therefore, interaction will be limited to the following:

- 1) Responding to criticism
- 2) Requests to staff to investigate & report on the matter
- 3) Request that the matter be scheduled on a future agenda

8. CONSENT AGENDA

Items listed on the Consent Agenda may be enacted by one motion and one vote. If discussion is required by members of the governing body, the item will be removed from the Consent Agenda and will be considered separately. Recommended Action: MOVE to approve Consent Agenda Items 8.A. through 8.D.

- A. Approval of Meeting Minutes from the February 13, 2024 Executive Session, the February 13, 2024 Study Session, the February 13, 2024 Voting Meeting, the February 14, 2024 Special Executive Session, the February 15, 2024 Strategic Planning Workshop, the February 16, 2024 Special Voting Meeting and the February 16, 2024 Strategic Planning Workshop.
- B. Approval of Night Work on Willow Creek Road North of Pioneer Parkway & South of James Lane.
- C. Approval of City Contract No. 2019-251A7, an Amendment to City Contract No. 2019-251 with the City of Phoenix for Processing of Recyclable Material Increasing the Annual Contract Amount by \$100,000.00. Funding is Budgeted & Available in the Solid Waste Fund.
- D. Approval of City Contract No. 2022-225A1, an Amendment to City Contract No. 2022-225 with Sadie Sarti Design Co. for Professional Web Design and Development Services in an Updated Amount not to Exceed \$77,500. Funding is Budgeted & Available in the IT Budget.

9. REGULAR AGENDA

- A. Council Direction to Staff to Undertake Additional Study and/or Operation of a Temporary Traffic Signal at the Gail Gardner Way and Fair Street Intersection for the Purpose of Making a Decision to Accept a Federal Highway Safety Improvement Program (HSIP) Grant in the Amount of \$1,040,050 for the Construction of a New Traffic Signal.
Recommended Action: MOVE to direct staff to conduct a temporary traffic signal test & additional study as described
- B. Adoption of Resolution No. 2024-1875, Approving the 2024 City Water Management Policy; and Approval of Additional Recommendations from the Mayor's Commission on Water Policy Review & Monitoring.
Recommended Action: MOVE to adopt Resolution No. 2024-1875 and approve additional recommendations by the Mayor's Commission on Water Policy Review & Monitoring
- C. Approval of City Contract No. 2024-170 with Fann Contracting, Inc., for Solid Waste Hauling Services. Funding is Available in the Solid Waste Fund.
Recommended Action: MOVE to approve City Contract No. 2024-170

10. ADJOURNMENT

Upon a public majority vote of a quorum of the City Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:

- (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1));
- (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2));

- (3) Discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03(A)(3));
- (4) Discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid litigation (A.R.S. § 38-431.03(A)(4));
- (5) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5));
- (6) Discussion, consultation or consideration for negotiations by the city or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6);
- (7) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(A)(7)).

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on 2/22/24 at 11:00 a.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

Sarah M. Siep

Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: February 27 Voting Meeting
DATE: February 27, 2024
DEPT: City Clerk
ITEM #: 8.A
SUBJECT: Approval of Meeting Minutes from the February 13, 2024 Executive Session, the February 13, 2024 Study Session, the February 13, 2024 Voting Meeting, the February 14, 2024 Special Executive Session, the February 15, 2024 Strategic Planning Workshop, the February 16, 2024 Special Voting Meeting and the February 16, 2024 Strategic Planning Workshop.

ITEM SUMMARY

This item is for the approval of meeting minutes from the February 13, 2024 Executive Session, the February 13, 2024 Study Session, the February 13, 2024 Voting Meeting, the February 14, 2024 Special Executive Session, the February 15, 2024 Strategic Planning Workshop, the February 16, 2024 Special Voting Meeting and the February 16, 2024 Strategic Planning Workshop.

BACKGROUND

None.

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

MOVE to approve the meeting minutes as presented

ATTACHMENTS

1. February 13, 2024 Executive Session Minutes
2. February 13, 2024 Study Session Minutes
3. February 13, 2024 Voting Meeting Minutes
4. February 14, 2024 Special Executive Session Minutes
5. February 15, 2024 Strategic Planning Workshop Minutes
6. February 16, 2024 Special Voting Meeting Minutes
7. February 16, 2024 Strategic Planning Workshop Minutes



City of Prescott

City Council - Executive Session Meeting

February 13, 2024 | 9:00 AM
201 N Montezuma Street
Executive Session Conference Room, 3rd Floor
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Mayor Goode called the meeting to order at 9:00 a.m.

2. ROLL CALL

Phil Goode - Mayor
Connie Cantelme - Mayor Pro Tem
Lois Fruhwirth - Councilwoman
Ted Gambogi - Councilman
Brandon Montoya - Councilman
Eric Moore - Councilman (Excused)
Cathey Rusing - Councilmember

3. CALL TO ENTER EXECUTIVE SESSION

**MOTION BY COUNCILWOMAN FRUHWIRTH TO CONVENE EXECUTIVE SESSION;
SECONDED BY COUNCILMEMBER RUSING: PASSED (6 - 0)**

4. LEGAL MATTERS

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Prescott City Council and to the general public that the Prescott City Council will hold a Meeting at 9:00 AM on Tuesday, February 13, 2024, in the Executive Conference Room for the purpose of deciding whether to go into executive session. If authorized by a majority vote of the Prescott City Council, the executive session will be held immediately after the vote and will not be open to the public. The agenda for the meeting is as follows:

A. Discuss & Consult with the City's Attorneys for Legal Advice and to Consider the City's Position and to Instruct its Attorneys and Necessary City Employees Regarding Possible Land Acquisition in Areas Surrounding the Airport, Along with Updates Regarding Dispute Resolution Relating Thereto, Pursuant to A.R.S. § 38-431.03(A)(3, 4 and 7).

B. Discuss & Consult with the City's Attorneys for Legal Advice and to Consider the City's Position Regarding City Treatment of Attorney-Client Information and Records Exempt from Public Inspection as a Matter of Law, Pursuant to A.R.S. § 38-431.03(A)(2 and 3).

C. Discuss & Consider the Position of the City Manager Including Discussion of an Interim City Manager and Search for a New City Manager, Pursuant to A.R.S. § 38-431.03(A)(1).

**5. ADJOURNMENT OF EXECUTIVE SESSION & RECONVENING OF A REGULAR
PRESCOTT CITY COUNCIL MEETING FOR DISCUSSION AND POSSIBLE ACTION
REGARDING MATTERS DISCUSSED IN EXECUTIVE SESSION**

None.

6. ADJOURNMENT

There being no further business to discuss, Mayor Goode adjourned the meeting at 11:18 a.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 February 13, 2024. I further certify the meeting was duly called and held and that a quorum was present.

Sarah M. Siep, City Clerk



City of Prescott

City Council - Study Session

February 13, 2024 | 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
Connie Cantelme - Mayor Pro Tem
Lois Fruhwirth - Councilwoman
Ted Gambogi - Councilman
Brandon Montoya - Councilman
Eric Moore - Councilman (Excused)
Cathey Rusing - Councilmember

3. DISCUSSION

- A. Continued Item - Presentation & Discussion Regarding the 2024 Water Management Policy Proposals.

Water Resource & Environmental Services Manager Brian Ruiz provided a presentation to the Council regarding recommendations from the Mayor's Commission for Water Policy Review & Monitoring related to the proposed 2024 Water Management Policy. The Commission was established in May 2022 to review and monitor the city's updated water policy. Their recommendation is to continue with the 2022 policy as it is more effective than the 2019 policy for managing water supplies. However, there are some items that should be revised, the city should begin the process of developing a long-term water management plan, and the city should develop its procedures for the use of the WRMM.

Updated Strategy: The Bridging Document

- * Utilize the Commission's recommendations within context of the current policy
- * Consider staff recommendations to improve permitting and tracking efforts
- * Study Commission's recommendations outside current policy
- * Incorporate into next Policy & Code update with - D&O modification, General Plan and long-term water management plan

Highlighted Policy Changes:

- * Table of Contents Added
- * General changes to text to update status of water portfolio and regulatory language
- * Update to maps, charts and figures
- * Update to weblinks

- * More in depth discussion of WRMM
- * Updated conservation section
- * Information on Governor's Water Policy Council
- * City Code reference section added
- * Update to definitions
- * Update to water application guidelines 1-22

Water Application Guideline Changes:

- * Reduced from 22 to 19 guidelines/policies
- * Policy #1 - added "Water Service Agreement (WSA) to be reviewed by either the Planning & Zoning Commission (P&Z) or Board of Adjustment (BOA). In the event that the project scope does not require such planning application per Land Development Code (LDC) then the WSA submittal package shall include a basic site plan if exterior improvements are included in the project scope, or basic floor plan to be reviewed by city staff (Attachment 5 WSA Application)"

Councilman Gambogi asked how staff determines if a project needs to go before P&Z or BOA.

Community Development Director Chelsea Walton commented that the determination of the board that reviews the application depends on the scope of the project. For example last year there was a project that was only interior but triggered a site-plan that could be reviewed just by staff. These are all tied to LDC.

Mayor Goode commented that there should be consistent terminology in the Policy to be residential and non-residential.

- * Policy #2 - updated to 1.5 acre feet per year (AFY) threshold for administrative approval from 1 AFY, and adds reference to the Prescott City Code Section 9.1.10
- * Policy #3 - added "The WRMM water use estimates are available when there is sixty-months or more customer data available. Water estimates as projected in the WRMM in AFY shall be adjusted annually after the WRMM is updated in January of each year. The city will provide an annual assessment to Water Issues Subcommittee & City Council within two-months after the WRMM is updated, to evaluate water usage for budgeting purposes. An annual report on water resource activities associated with this policy (e.g. WRMM, D&O and impacts to the water portfolio) will be provided to Council"

Councilwoman Fruhwirth asked when staff would anticipate providing the WRMM data on an annual basis to the Council.

Mr. Ruiz responded that he would anticipate that would be in April or May.

Councilman Montoya asked about demand analysis information that was presented at Water Issues Subcommittee which didn't always align with what the actual estimated usage would be and whether the WRMM data would alleviate that issue.

Mr. Ruiz responded that it would not necessarily solve this issue, the goal is to make the process and estimates much more reasonable and uniform. There isn't anything in the policy that would prohibit the applicant from submitting their own data.

- * Policy #4 - No change

- * Policy #5 - added "any project at the applicant's expense. However, cost benefit analysis will provide the most useful information for large project that exceeds the total water budget for any budget period and for projects with many users/uses or large industrial or commercial use"

- * Policy #6 - added "1-year after the application was submitted if the project described in the application is not considered by the Water Issues Subcommittee. Administrative or Council approved WSA applications will expire 1-year after the approval date if the project is not actively moving through the permitting process...If a project's building permit(s) is voided, withdrawn or expires before start of construction then the water allocation shall expire. The applicant will need to re-apply for water pursuant to the current Water Management Policy and Water Budget"

Mayor Pro Tem Cantelme thanked staff for addressing the language in this policy as it was something that was concerning to some builders.

- * Policy #7 - No changes

- * Policy #8 - added "will not require an application" for projects in redevelopment

Councilwoman Fruhwirth commented that she would be concerned about the removal of administrative review and tracking in Policy 8 if a project would have the potential to use more water than anticipated. She wants to ensure the city is constantly learning and improving.

Mr. Ruiz responded that they will still have to go through normal permitting process but a WSA process would not also be required. Permitting staff would determine if they are going to be using more water and then if so, require a WSA application.

Councilmember Rusing asked if the word "may" could be changed to "shall" or "must".

Staff can update this language.

Mayor Pro Tem Cantelme asked about historic water use in buildings and if that is tied to projects.

Public Works Director Gwen Rowitsch addressed the Council and stated that when new projects come in staff looks at what the water has previously been usage wise not the type of business or use.

- * Policy #9 - no changes

- * Policy #10 - removed "new non-residential development projects shall return no less than 75% of the water sold as wastewater to the city water reclamation

facility."

* Policy #11 - added "remaining residential and non-residential budgets from the previous six-month period may be rolled into the following six-month budget; however, each must stay in their original classification. A roll-over of budget from the previous six-month period may occur for the four budget periods (2 years) from the time of policy adoption"

Councilwoman Fruhwirth commented that "unallocated" budgets would be better than "remaining" in this Policy.

Councilman Montoya asked what the considerations were in determining why it would cap out after four budget periods. He would hate to see a situation in which there are no applications and everything rolls over into the next period which would then theoretically lead to a very large budget eliminating the need for an appeal process.

Mr. Ruiz stated that if roll-over continued without end it could very likely get out of hand and would defeat the purpose of a water budget in the first place. The suggestion of a hard cap is understandable and Council can approve based on it being worded either way.

Councilwoman Fruhwirth commented that she is fine with this revision, in her opinion if there is a lull it would be beneficial to have as few people as possible go through the appeal process.

* Policy #12 - no changes

* Policy #13 - updated to 1.5 AFY from 1 AFY threshold to be consistent with Policy #2

Councilwoman Fruhwirth asked staff to provide what would not have had to come through the Water Issues Subcommittee with the 1 AFY to 1.5 AFY change.

Staff will review this information and provide it to the Council.

* Policy #14 - added "if City Council grants an appeal, the amount of water granted in the appeal would be included in the annual water assessment to City Council"

* Policy #15 - beginning here the order of the policies has been changed. This policy remains the same, but has been moved to Policy #17 under "Existing Contracts"; Policy #22 was moved to fifteen

* Policy #16 - 2022 verbiage was eliminated in the new policy and added "single family residential... **see slides**

Councilmember Rusing asked if several single-family lots were joined together into one large lot would they have to go through the steps.

Mr. Ruiz commented that this guideline is only for one single-family lot, something as she has described would have to go through remapping and a variety of other steps including water.

- * Policy #17 - now original Policy #15 with no changes; former Policy #17 was moved to Policy #18
- * Policy #18 - original Policy plus the information added from 2022 Policy #17
- * Policy #19 - removed entirely
- * Policy #20 - removed entirely
- * Policy #21 - removed entirely

Councilmember Rusing asked if there is any requirement to connect to sewer when a well is abandoned.

Ms. Rowitsch responded that when the policy was adopted the city also adopted a city code that required anyone adjacent to sewer main had to connect before receiving water, but when that is not available to them they are not required to do so.

- * Policy #22 - moved to Policy #15 with no changes

Additional Recommendations:

- * City begin the process of developing a long-term water management plan, Commission requested a date for this recommendation and proposed a plan outline by July 31, 2024
- * City develop procedures for the use of WRMM
- * City investigate the requirements to adequately monitor landscape water use and wastewater return flow in order to determine compliance with 75% return flow requirements within the water policy and code; staff assessed related work items and proposed to report by August 31, 2024

Councilmember Rusing commented that the General Plan process is underway and hopes that the long-term water management plan will be included in that process as well as a general statement about the importance of the City's water policy. She added that there is a balance between low water use plants and over landscaping, she would like to see some improvements there and pointed specifically to the Wendy's on the corner of Fair and Willow Creek.

Mr. Ruiz responded that there will be a water element in the general plan.

Mayor Pro Tem Cantelme asked about whether landscape could be used in other locations of the policy. Is there a credit on low water landscaping.

Ms. Walton responded that there is a designated plan pallet with minimal requirements in the LDC related to buffering, don't look at things from an aesthetic perspective, just look at requirements. There is a final inspection from P&Z where they review things like landscaping and lighting to ensure it is consistent with what was approved.

Mr. Ruiz added that the landscape estimate is based on ADWR recommendations and there is not a credit given for xeriscaping.

Mayor Goode said the utilization of the WRMM is inadequate and asked if there are penalties for overuse in a five-year plan because he feels that is just too long.

Also wants to consider making this Committee permanent.

Member of the public Ralph Hess addressed the Council regarding Policy #6 and asked what constitutes a "start" of construction and how long can a contractor suspend construction before losing the water allocation.

Mr. Ruiz commented that staff can define the "start" of construction and what that trigger is, he will get together with Community Development staff to come up with a definition for that.

Mayor Pro Tem Cantelme stated that perhaps having the word "building construction" in that section could address that issue.

Member of the public Anthony Hamer addressed the Council regarding the strategic nut and long-range water plan in order to get to a 100-year water plan. He did express his concern that water is not discussed in probabilistic approaches when there is so much unknown related to it.

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 2:35 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 February 13, 2024. I further certify the meeting was duly called and held and that a quorum was present.

Sarah M. Siep, City Clerk



City of Prescott

City Council - Voting Meeting

February 13, 2024 | 3:00 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 3:00 p.m.

2. INTRODUCTIONS / ANNOUNCEMENTS

Mayor Pro Tem Cantelme stated that City Hall and the Prescott Public Library will be closed Monday, February 19 in observance of President's Day, however trash collection and the city transfer station will continue as normal. She added that Prescott Police Chief Amy Bonney has been named Arizona Chief of the Year nominated by her peers for her contributions to the Department and the Community. Finally, she recognized all city staff who worked diligently during last week's snow event.

3. INVOCATION - Matt Kottman with Solid Rock Christian Fellowship

4. PLEDGE OF ALLEGIANCE - Councilwoman Fruhwirth

5. ROLL CALL

Phil Goode - Mayor
Connie Cantelme - Mayor Pro Tem
Lois Fruhwirth - Councilwoman
Ted Gambogi - Councilman
Brandon Montoya - Councilman
Eric Moore - Councilman (Excused)
Cathey Rusing - Councilmember

6. PRESENTATIONS

A. Yavapai-Apache Nation Transit Expansion to Prescott

Ernestine Smith (Public Transportation Supervisor), Robert Mills (Grant Writer) and David Trujillo (Public Works Director) with the Yavapai-Apache Nation provided a presentation to the Council regarding their public transit system which began in 2010. They offer no-cost transit throughout the Verde Valley, but have recognized that there is no public transit between the Verde Valley and Prescott and have utilized grant funding to make this happen. Beginning March 18, 2024 services will be extended into Cordes Lakes, Mayer, Dewey-Humbolt, Prescott Valley and Prescott for this historic expansion. Their main targets are hospitals and shopping as well as local colleges to give citizens the ability to come into Prescott and have their needs met. Ms. Smith continued stating that there will be

an am route and pm route. Their attorney is working on an IGA with the County.

7. OPEN CALL TO THE PUBLIC

A. John Francis Williams addressed the Council regarding sober and mental health living homes in residential neighborhoods throughout Prescott. Character of his neighborhood has changed with the individuals occupying these residences. He added that the city needs a business license program to help monitor these issues.

B. Isabel Cerecedes addressed the Council regarding citizen participation in local government and the preservation of natural open space and the future of the Glassford Hill Regional Park. She highlighted that statute requires IGA include a reason for why the IGA is established, she requested that the city ensure all parties are upholding their terms of the agreement and expressed her concerns with Prescott Valley's plans for the park.

8. CONSENT AGENDA

MOTION BY COUNCILMAN MONTTOYA TO APPROVE CONSENT AGENDA ITEMS 8.A. THROUGH 8.E.; SECONDED BY MAYOR PRO TEM CANTELME: PASSED (6 - 0)

- A. Approval of Meeting Minutes from the January 23, 2024 Executive Session, the January 23, 2024 Study Session, and the January 23, 2024 Voting Meeting.
- B. Approval of City Contract No. 2022-118A3, an Amendment to City Contract No. 2022-118 with Volare Consulting for a One-Year Extension of Aviation Consulting Services at Prescott Regional Airport - Ernest A. Love Field in an Amount not to Exceed \$30,000.00. Funding is Available in the Airport Fund.
- C. Approval to Auction Items at Surplus Auction with Harris Auction.
- D. Approval of City Contract No. 2023-210A2, an Amendment to City Contract No. 2023-210 with Fann Contracting, Inc. for the White Spar Trailhead Construction Project in an Amount not to Exceed \$574,038.00. Funding is Budgeted & Available in the Recreation Services Fund.
- E. Approval of FNP22-001 a Final Plat for Forest Hylands Townhome Subdivision, a 22-lot Townhome Subdivision on a 1.225-Acre Parcel Located on the Southwest Corner of White Spar Road and Forest Hylands. Site Zoning: BG (Business General). Property Owner: Prescott Hylands LLC. Location: APN 109-12-038.

9. REGULAR AGENDA

- A. Discussion, Consideration and Possible Action Regarding a Petition Received by the Council at the January 23, 2024 Voting Meeting and Submitted by Bonnie McMinn.

City Clerk Sarah Siep introduced the item and discussed the Charter provision

which allows citizens to petition the Council regarding significant issues in the community. She introduced Public Works Director Gwen Rowitsch to review the work that staff has done with the petitioners and the proposal.

Ms. Rowitsch addressed the Council and stated that the purpose of the revisions made by staff was to hone in on the actionable items that the group had requested. This is in the interest of allowing the public to continue to be part of this process. Staff has already held two public meetings and conducted a citizen survey that was open for more than 90-days because they recognize the importance of the Heart of the Dells. The petitioner's desire is that staff continue to allow public participation in what is referred to as the eight steps of capital projects, the proposal of an additional 60-day public comment period will be during Step 6, and staff is currently in Step 3. Staff recommends that as the process proceeds into the scope of work the consultant will review and present multiple options including alternatives to a five-lane road.

Councilmember Rusing commented that she understands that the sewer main can be installed without widening the road and asked if that is correct. She also asked how long that would take to complete.

Ms. Rowitsch responded that is correct, but a new trench must be installed. Design is scheduled for FY26 and construction is set for FY27 and likely to take 18 months.

Mayor Goode asked how many failures there have been on that line recently. There seems to be no question that those need to be replaced but how that is accomplished is really the question. He supports a modified proposal on this project.

Ms. Rowitsch responded that there have been five in the last two years and, there is a current one now that staff is addressing. The pipe is in distress and needs to be replaced.

Petitioner Bonnie McMinn addressed the Council regarding working with staff during the snow storm last week, which was very beneficial. She stated that the meeting garnered very good dialogue regarding the process and the encouragement of citizen engagement and participation related to this process. They are in agreement with the revisions and compromises reached on the proposed Resolution.

Member of the public Rod Moyer addressed the Council and thanked them for considering this petition and thanked staff for working with the petitioner on this proposal. He added that the Study Sessions and citizen survey were important and appreciated.

Member of the public Joanne Oellers reiterated comments regarding working with staff and appreciated how welcome they were made to feel in working with them on this proposal and process. Curious to see the next phases of the project. She asked Gwen to address the 15% mark.

Ms. Rowitsch responded that it will involve a traffic study, safety enhancements, higher level of detail for Council and looking at some of the specific aspects of the project that are ready to be presented.

MOTION BY COUNCILWOMAN FRUHWIRTH TO ADOPT RESOLUTION NO. 2024-1876 WITH STAFF MODIFICATIONS; SECONDED BY COUNCILMEMBER RUSING: PASSED (6 - 0)

- B. Approval of City Contract No. 2023-209A1, an Amendment to City Contract No. 2023-209 with Combs Construction Company Inc. to Replace & Repair the Sidewalk in the 200 Block of N Washington Avenue and on the 600 Block of Pine Street in an Amount not to Exceed \$382,044.00. Funding is Budgeted & Available in the Streets Fund.

Capital Program Manager Tim Sherwood provided a presentation to Council regarding the replacement project and an overview of the work that will be done related to sidewalks and trees in the area. He added that staff has conducted neighborhood outreach in the area.

Councilmember Rusing asked if there are any power poles in the area that may be impacted and what the cost per linear foot is for this project.

Mr. Sherwood responded there are no power poles. He stated that sidewalks are paid as a per unit price of \$34/sq foot.

Councilwoman Fruhwirth asked what "restore landscaping" means.

Mr. Sherwood responded that there is some landscape rock and rosebushes in the area that may be impaired during the project and those areas would be repaired if they are damaged.

Mayor Pro Tem Cantelme asked if Mr. Sherwood spoke with George Henderson regarding restoration of landscaping and the fact that people have been under the impression in the fact that rock walls etc. would be replaced. These types of projects enhance the neighborhoods which is great.

Mr. Sherwood responded that there is contingency in all projects we conduct, there is consultation with property owners to make sure that they are comfortable with what is being done and what would be theirs to maintain after the project is completed.

MOTION BY COUNCILMAN GAMBOGI TO APPROVE CITY CONTRACT NO. 2023-209A1; SECONDED BY COUNCILMEMBER RUSING: PASSED (6 - 0)

- C. Approval of City Contract No. 2024-094 with Roadway Asset Services (RAS) for Pavement Management Technical Services in an Amount Not to Exceed \$439,678.00. Funding is Budgeted & Available in the Streets Fund.

Deputy Public Works Director, Operations, Janet Ramsay provided a presentation to the Council regarding the Street Maintenance Technical Condition

Survey. This will update and upgrade condition assessments which have not been done since 2018. Pavement management is the data Centric system for designing and maintaining roads in the system.

Technical Condition Survey:

- * Network average Pavement Condition Index (PCI)
- * Percent of very good roads
- * Percent of backlog

Citizens should be aware that there will be vehicles going throughout the community to assess road conditions.

Full Service Collaborative Consulting:

- * Surface conditions
- * Structural conditions
- * Layer thickness
- * Sidewalk conditions
- * Mobile lidar
- * Boots on the ground
- * Cartegraph load
- * Scenario models
- * AGOL web app

Road TRIP (technical rating intelligence program):

- * AI processing to detect, classify and quantify distresses
- * Detected distresses measured and overlaid on images
- * Distresses classified based upon geometry and density AI algorithm
- * GIS coordinates for each distress ties to images for location
- * Images available for QC and verification

Additional Services:

- * Traffic sign inventory
- * Pavement markings

Mayor Pro Tem Cantelme stated that this excites her, she feels that much of the historic area will be high on the list to improve. She asked when the data is collected how does it go out to the department that would focus on the improvement.

Ms. Ramsay stated that the information will be put into Lucy which is the Public Works project management software and how the improvements will happen depends on priorities and budget.

Zach Thomason with Roadway Asset Services addressed the Council and added that the information will be gathered and uploaded with attributions assigned within GIS and Lucy asset management system.

Ms. Ramsay added that it isn't always worst first in pavement management, Public Works' job is to disseminate the work and money across the city to address where the cost/benefit analysis will be most impactful and develop a

plan/program for areas that have been deferred. Will also depend on budget, but it is strategic and community wide.

Public Works Director Gwen Rowitsch stated that all the divisions of public works coordinate to ensure that projects make sense and items are looked at holistically to make things better within the funding that is available to us.

Councilwoman Fruhwirth commented that data is power, and asked if we will be able to compare the information that was found in 2018 to what we discover now.

Ms. Ramsay responded that there is benchmarking and measuring progress and validating results.

Councilmember Rusing stated that she is happy to see sidewalks included on this proposal and asked if sidewalks are missing how is that addressed.

Mr. Thomason responded that there will be a breakdown of existing, in need of repair and "missing" sidewalks that can be broken down to be looked at.

Mayor Goode commented that he recalls when contracting with the previous vendor the PCI at that time was low 60s and so a significant amount was put into improvements in that and wonders where we are now.

Ms. Ramsay responded that on average we are at 66, but these improvements do take time and need to be comprehensive.

MOTION BY COUNCILMAN GAMBOGI TO APPROVE CITY CONTRACT NO. 2024-094; SECONDED BY COUNCILMEMBER RUSING: PASSED (6 - 0)

- D. Approval of Revised Notice of Intent to Increase Water & Wastewater Rates and Public Hearing Dates.

Finance Director Mark Woodfill provided a presentation to Council regarding the revised notice of intent to push out the dates for this due to some issues with the consultant and allowing for a better study of the rates.

Councilmember Rusing asked if there would be a program for hardship with the rate increases.

Mr. Woodfill responded that the city does not have anything like that, it would be difficult for a utility the size of ours to implement something like that.

MOTION BY COUNCILWOMAN FRUHWIRTH TO APPROVE REVISED NOI AND SET THE PUBLIC HEARING FOR MAY 28, 2024; SECONDED BY MAYOR PRO TEM CANTELME: PASSED (6 - 0)

10. ADJOURNMENT

Quote: "You may never reach your destination if you stop and throw stones at every dog that barks." - Winston Churchill

There being no further business to discuss, Mayor Goode adjourned the meeting at

4:33 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 February 13, 2024. I further certify the meeting was duly called and held and that a quorum was present.

Sarah M. Siep, City Clerk



City of Prescott

City Council - Executive Session Meeting

February 14, 2024 | 2:00 PM
201 N Montezuma Street
Executive Session Conference Room, 3rd Floor
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Mayor Goode called the meeting to order at 2:00 p.m.

2. ROLL CALL

Phil Goode - Mayor
Connie Cantelme - Mayor Pro Tem
Lois Fruhwirth - Councilwoman
Ted Gambogi - Councilman
Brandon Montoya - Councilman (Excused)
Eric Moore - Councilman (Excused)
Cathey Rusing - Councilmember

3. CALL TO ENTER EXECUTIVE SESSION

**MOTION BY COUNCILWOMAN FRUHWIRTH TO CONVENE EXECUTIVE SESSION;
SECONDED BY COUNCILMEMBER RUSING: PASSED (5 - 0)**

4. LEGAL MATTERS

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Prescott City Council and to the general public that the Prescott City Council will hold a Meeting at 2:00 PM on Wednesday, February 14, 2024, in the Executive Conference Room for the purpose of deciding whether to go into executive session. If authorized by a majority vote of the Prescott City Council, the executive session will be held immediately after the vote and will not be open to the public. The agenda for the meeting is as follows:

A. Conduct Interviews with Candidates for the Position of Interim City Manager, and Discuss & Consider the Same, Pursuant to A.R.S. § 38-431.03 (A)(1).
Jerene Watson | 2:00 pm
Danny Sharp | 3:00 pm
Steve Norwood | 4:00 pm

**5. ADJOURNMENT OF EXECUTIVE SESSION & RECONVENING OF A REGULAR
PRESCOTT CITY COUNCIL MEETING FOR DISCUSSION AND POSSIBLE ACTION
REGARDING MATTERS DISCUSSED IN EXECUTIVE SESSION**

None.

6. ADJOURNMENT

There being no further business to discuss, Mayor Goode adjourned the meeting at 5:40 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 February 14, 2024. I further certify the meeting was duly called and held and that a quorum was present.

Sarah M. Siep, City Clerk

City of Prescott

City Council - Workshop Meeting



February 15, 2024 | 8:00 AM
116 N. Marina Street
Marina Room at The Hassayampa
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Mayor Goode called the meeting to order at 8:33 a.m.

2. ROLL CALL

Phil Goode - Mayor

Connie Cantelme - Mayor Pro Tem

Lois Fruhwirth - Councilwoman

Ted Gambogi - Councilman

Brandon Montoya - Councilman (Arrived at 10:11 a.m.)

Eric Moore - Councilman (Excused)

Cathey Rusing - Councilmember

3. DISCUSSION

- A. Presentation, Discussion & Consideration of the City Council Strategic Plan. Jeremy Stephens and Marv Weidner with Managing Results LLC were present to provide a presentation to Council regarding the Strategic Plan. The group conducted welcome and introductions.

Goals for The Day:

- * Decide on the Strategic Priorities for the City of Prescott for the next 2-5 years
- * Determine Measurable Strategic Results for each priority (how will you know that you've achieved the priority)
- * Discuss next steps

The goal is to lean into the future, to look at the issues that the city is facing and determine measurable strategic goals and results for 2-5 year periods.

Expectations for Strategic Priorities:

- * Determine the direction the city should be taking over the next 2-5 years
- * Agree on a list of priorities the "chapter headings"
- * A few top priorities and a few good measurable strategic goals/results - don't want to create so many goals that you can't focus on the work
- * These are not budget sessions but will guide future budget decisions

Councilman Gambogi said that in the community there are more than a "vital few" so it is important to select them and communicate to the public why those were chosen.

Mr. Stephens confirmed, and added that individual departments have their own

goals as well. These are the goals for the whole.

Who is Managing Results (MR):

- * Our customer's success is our only success
- * 100+ customers, 50+ jurisdiction Strategic Plans over 1800 department and agency Strategic Business plans
- * \$37 billion annually budgeted and connected to results by MR customers
- * Replicable, salable, sustainable approaches to meet customer needs
- * Customers achieve best practices
- * MR methods and tools have enabled governments to invest in and achieve remarkable results and when needed reduce budgets in smart, customer focused ways

Guidance & Roles for Retreat:

- * City - content expertise, attend/participate/lead, collaborate, make decisions, communicate internally/externally, and produce publishable plan
- * MR - expertise regarding managing for results, facilitate participation/collaboration/consensus, manage the process, provide change management consultation
- * City creates the plan and MR shares responsibility for the quality of the plan
- * Fast and focused
- * Everyone participates
- * Stay out of the weeds
- * Make decisions

Managing for Results Cycle:

- * Planning for results
- * Contractor/employee performance management
- * Budgeting for results
- * Performance data collection
- * Reporting results
- * Evaluating results
- * Decision making for results

Why Managing for Results:

- * Integrated management systems - planning, budgeting, performance measurement and reporting, employee performance management, decision making and service delivery are focused on results for customers
- * Organizational culture - language, beliefs and behaviors are focused on results for customers

Power Structure and Performance:

- * Think about decisions carefully because if you make these choices and then allow departments to work together to make that happen it will
- * Strategic business plan
- * Performance reporting
- * Performance based program budget
- * Performance based contracting
- * Employee managing for results system
- * Accounting structure

- * Organizational structure

Managing for Results Model:

- * Customer - who will receive these services and experience the intended benefit
- * Results - what impact or result do we want customers to experience
- * Services/outputs - what type and level of services will it take to create this result or experience
- * Demand - what is the customer demand for this service
- * Cost - what it costs to deliver the desired performance

Focus on Results:

- * If government focuses on results those results are achievable
- * If government focuses on the right results those will be the results you achieve
- * If government focuses everything it does on results the changes of success increase significantly

How Does it Work:

- * The organizational response to being given a task versus a result to achieve
- * The organization will evaluate performance based on where it starts, if you start with a result for customers you will evaluate your performance in terms of those results or experience. If you start with what you do you will evaluate whether or how well you do it

Priorities Mean Business:

- * Move money to fund results
- * Move and repurposed people to accomplish results
- * Contract for results
- * Create partnerships to deliver services, prompt support and achieve results
- * Prompt community engagement around priorities
- * Organize the organization around results
- * Create an organizational culture where there is equal focus on the impact we are having on the customer and the processes for delivering services
- * Create an ethos that we are here for the customer

Performance information is useful in making budgeting decisions and determining how you are doing in accomplishing your goals and operational plans.

Budgeting for Results:

- * First - what are the results for the customers
- * Second - what service will deliver those results
- * Third - what will that level of performance cost

Where to Invest Resources:

- * Enduring functions - operational results important to customers but not aligned to current city strategic goals
- * Administrative functions - making operational results possible
- * Aligned functions - operational projects and results aligned to current city strategic goals

Planning Approach - 3 Phases:

- * Input & Preparation
- * City Strategic Plan
- * Implementation Plan

Keys to Success:

- * Sponsored by leadership
- * Leadership that stays visible
- * Customer focus
- * Employee involvement in development and implementation
- * Clarity of purpose
- * Specificity of results
- * Focus on results that matter
- * Shared understanding throughout the organization at what the city is doing and why

Questions:

- * What are the most important issues facing the residents of Prescott and city government over the next 2-5 years
- * What results do you most want to be able to say have been accomplished 2-5 years from now

City Department Directors & Staff:

- * Growth & Economic Development
- * Housing
- * Aging Infrastructure, Water Infrastructure and Transportation Infrastructure
- * Public Safety
- * Airport
- * Good Government - vision/focus, fiscal management, transparent/accountable, service delivery, workforce, empowered workforce, communications, and partnerships

Mayor & Council:

- * Growth & Economic Development
- * Housing
- * Infrastructure is aging, water supply/quality, transportation
- * Public Safety
- * Airport
- * Open Space and Natural Resources
- * Good Government - vision/focus, fiscal management, transparent/accountable, service delivery, empowered workforce, communications and partnerships

Recess at 10:05 a.m., reconvene at 10:20 a.m.

Making Decisions:

- * Protocol - entire team planning accountable for the entire Strategic Plan, members agree to make decisions in the interest of the entire Council, city government and people of Prescott, for most decisions modified consensus decision, no decision may be tabled, all team members must agree to fully support all decisions in words and actions
- * Important to narrow the focus and get down to the things that are most

important to address now, in the next 2-5 years

- * Purpose of a Strategic Plan is to influence the future

- * What direction should the Council take over the next 2-5 years and what impact do you want to have

Strategic Priorities:

- * Emerge from the most important issues affecting customers and the organization over the next 2-5 years

- * Articulated as broad areas of focus

- * When preambles included may also reflect values and statements of intention

- * No more than 5

- * Within strategic priorities, specific and measurable strategic goals will be developed

Councilwoman Fruhwirth asked if there can be in process goals and then where they would anticipate things to be over the 2-5 year time.

Mr. Stephens responded that they could, how much detail they put would be determined by them but you have to have the end in mind.

How will the Council know if they have achieved the priorities.

Strategic Results:

- * Developed within each priority

- * Described in measurable terms the significant results the organization must accomplish over the next 2-5 years in order to realize that priority

- * Result - defined as the impact or benefit experienced by customers or the community

- * Expressed in significant, measurable and time-specific

- * Includes target percentages or milestones

- * Help answer the questions - how will we know how well we are doing in achieving the priority, what impact does the Council want to have, in what areas can the city uniquely lead

- * Describe the actual result desired not the strategy or action that you would engage in order to achieve the result

- * Strategic in nature beyond status quo and current practice (what would the future look like and what will be different)

- * Citizen focused and what will the citizens experience

- * Directly measurable and understandable

Mr. Stephens reviewed what he thinks the priorities are based on what he heard from staff and Council.

1. Public Safety - police & fire, airport

2. Infrastructure - housing, water and transportation

3. Good Governance - customer focused and performance driven

4. Economic Strength/Vibrant Community

5. Protect the Natural Environment

Councilmember Rusing said that these could all go under Quality of Life.

Mr. Stephens responded that it could, but things need to be pulled out and have a specific light on them so that there can be distinct focuses.

Mayor Pro Tem Cantelme commented that it is important to separate growth versus what the impacts of the growth are. Developers feel that they have been vilified but need to determine how to make sure that the taxpayers don't have to bear the burden of that development.

Councilwoman Fruhwirth stated that what she has heard is people don't want to be "Phoenix north", they want a vibrant downtown and economy but determining how that is defined for Prescott is hard.

Mr. Stephens stated that he worked with a jurisdiction who used "quality of place" because of the unique nature of their community. He added that how you define what a vibrant economy looks like is defined with the results/priorities that are under it.

Councilman Gambogi confirmed that these are all connected, it is important to remember that. Have to find a way to balance them and there are things that are beyond what we can control, for example demand is exceeding supply.

Mr. Stephens concurred, but reiterated the importance of having these different items in order to tell the city's story.

Councilman Montoya said that all of these make sense to him as priorities.

Mr. Weidner commented that over 85% of their customers have been doing this process in large part because they are experiencing growth and similar challenges.

Mayor Goode stated that he disagrees with "if you're not growing, you're dying", Prescott is landlocked and if we rely on growth to fund future services that would be a problem. Should focus on diverse economic environment and not growth.

Mr. Weidner stated that growth involves more than just population, you can grow your economy without growing your population.

Cantelme commented that she doesn't see tourism on the priority list.

Mr. Stephens responded that these are the strategic priorities and the other items they are discussing are subsets of that. He proceeded to ask Council if they agree that the following are the strategic priorities of the Council: public safety, infrastructure, good governance, dynamic economic environment, and natural environment. Council consensus on these five.

He continued with a number of examples from other jurisdictions and how their similar themes can be defined differently. Determine what you want your community to experience differently based on these.

Began with discussion regarding Public Safety priority. He asked the Council

what the result is they want the community to experience.

Councilman Montoya stated that the citizens should experience improved response times.

Councilwoman Fruhwirth added that investing in the northern portion of the community.

Mayor Pro Tem Cantelme concurred, increased services from police and fire through additional staffing. Need fire stations.

Mayor Goode agreed, response times are a measurable metric. The need for additional stations, equipment and staffing for fire is clear. For police full staffing of officers so the department is not just responsive in nature and be more proactive. Also need to be able to protect from and respond to wildfires. Many calls actually have to do with medical emergencies and not fire, and medical care in the community is lacking and needs to be coordinated.

Councilmember Rusing said that regional fire stations need to be considered and echoed Mayor's comments regarding increasing staffing and locations.

Mr. Weidner stated that when you set a result like that, it guides decisions related to fire stations/apparatus/personnel. The goal is what will cause you to add these stations.

Councilman Montoya commented that the nature of how departments interact with communities has changed drastically over the last several years so we need to be dynamic in the way those things are contemplated. Also need to consider the topography of the community.

Public Safety:

Through partnerships and investment in public safety infrastructure & personnel the community will experience improved emergency services and results as evidenced by: Fire - By DATE ___% of response times will be at or below 8 minutes; By DATE the community will experience the ability to successfully contact 911 from their mobile device anywhere in the city of Prescott; By DATE there will be at least one additional fire station

Fire Chief Holger Durre said that response times is an output to look at in determining safer communities. There are a variety of matrix and improvements within the system like efficiencies and low acuity call monitoring. The methodology being used for this plan is very similar to what was used for the Fire Department Plan which is helpful because in March during the study session department update the Council can have higher level strategic with more specific departmental goals. One relocation, one remodel and one new station would get the Department to an 8 minute response time which is what the goal would be.

Mayor Pro Tem Cantelme stated that she wants specific dates in the Plan.

Mr. Weidner suggested that dates/amounts should go back to staff once the

Council has honed in on what outcomes there are, because they are the ones that will determine what is a reasonable amount.

Councilman Gambogi pointed out that if people can see that the Council and staff are setting goals and working toward them that is the important thing.

Councilwoman Fruhwirth commented on the need for some level of community financial support. The goals have to be sequenced, and begin with the end in mind.

Council discussion regarding how improved cell tower placement and enhanced wireless service would help to achieve goals in response time and improved emergency services.

Mr. Weidner said that some communities put this goal under economic development, and the fact that this body is discussing it under public safety shows the importance of it.

Mayor Pro Tem Cantelme also pointed out the importance of community and regional partnerships in these goals.

Break for lunch at 12:00 p.m., reconvene at 12:52 p.m.

Public Safety, cont.

Police - By DATE the community will experience a feeling of safety through the presence of police officers and the increased capacity to respond as evidenced by full staffing of the police department, proactive community policing in downtown and increased traffic enforcement.

Police Chief Amy Bonney discussed having presence to enhance the feeling of safety and quality of life with staffing in parks, on patrol etc.

Councilmember Rusing pointed out that the courts can be short staffed and overwhelmed so she feels it would also be important to have something tied to that as well.

City Attorney Joseph Young responded that there is not much to be done for felony cases as the County Attorney's office handles that and the determinations related to the County and the elected Judge or move away from that.

Councilwoman Fruhwirth commented that she would like to see data regarding crime trends to get a better idea of where we are at for establishing goals. Particularly in the parks and downtown area she would be interested to know what we are dealing with.

Chief Bonney responded that one can imagine on a day like today having four officers that are able to bicycle throughout downtown and the parks to check in on things, that is what community policing would look like. That is one of the most effective tools the department could use for proactive policing. Generally seeing an uptick in drug use and fraud so being able to educate and utilize resources on

these things would be helpful.

Councilman Montoya asked what types of strategic goals or tools that could be set on a policy level to help roll down making various members of the community feel more safe and secure.

Chief Bonney responded that increased presence would help with that, there is an inherent feeling of safety when you see police officers even though we have a low crime level. There are measures for qualifying that, however, she doesn't like that for our community because despite what our regular population is we have many special events and visitors, etc.

Mayor Pro Tem Cantelme pointed out that other programs like coffee with a cop or shop with a cop also fall to the wayside when the department is understaffed. She added that we need a spread and another police station.

Chief Bonney concurred.

Mayor Goode asked what the current staffing level is and what the ideal number of officers is.

Chief Bonney responded that there are nine positions currently open, would like to have 100 officers ideally and the city currently has 75. Current response time or life/limb issues is 6.5 minutes and she would of course like to see that improved, but ultimately the goal for a "squad" would be eight officers and a sergeant and having six of those, then the decreased call response times would come after that.

Mr. Weidner reiterated that once these priorities and goals are set city staff will work to put together the implementation steps and what that will look like and timeframes.

Mr. Stephens stated that they could now move onto the Airport, and commented that if the Council cannot come to consensus on what the priorities and strategies regarding the Airport are it should not be included.

Councilmember Rusing said that the airport needs to be protected from encroachment so houses aren't built at the end of runways.

Mayor Pro Tem Cantelme added that if the land weren't in jeopardy of potential development happening now this wouldn't even be on anyone's radar. In order to support Embry Riddle, which is an asset to the community, the airport needs to be protected from encroachment.

Mr. Stephens said there are obviously many facets to this, but if there are genuine public safety concerns that exist with crash zones and encroachment that is something that could be focused on.

Councilman Montoya commented that from his perspective many of the issues related to crash zone and encroachment perspectives will be addressed by the

end of this year so it doesn't necessarily make sense to him to include it. He does however see the runway expansion and fire protection as an important public safety issue.

Mayor Goode commented that this is a regional asset and all of northern Arizona looks to this airport to be a hub for their travel, but ensuring fire suppression capabilities from the airport is critical. Economic impacts from businesses which would like to surround the airport is important as well.

Mr. Stephens stated that framed in the regard of new businesses, runway extension for fire suppression and continued commercial service and Embry Riddle are economic drivers and not public safety. A growing and flourishing airport is the target.

Deputy City Manager Tyler Goodman commented that there have been a couple of studies done in the past regarding economic impact of the airport which could be done to align with these goals.

Mr. Stephens asked what the Council wants the community to experience from the Airport.

Councilman Gambogi commented on the Airport Vicinity Overlay (AVO).

Mayor Goode commented that he feels the community and visitors would like to know that they have reliable, ongoing commercial air service through an extended runway.

Councilwoman Fruhwirth stated that she clearly sees the airport under economic strength more so than public safety, and she doesn't feel it should be a standalone.

Chief Durre commented that wildfire and the rest of the picture related to Airport are two totally different things, and cautioned that even extending the runway it will not guarantee full time tankers parked at the airport. We can certainly advocate for it but it does not guarantee it. If we had one of those significant wildfire events it would have a significant impact on tourism and economic vitality of the community.

Mr. Weidner stated that his suggestion is to write the goal to address the public safety and then also the economic vitality of it.

Public Safety, cont.

Airport - Community will experience a sense of personal and economic safety through safe flight operations and the ability to fight and suppress wildland fires from the Prescott Regional Airport.

Recess at 2:12 p.m., reconvene at 2:22 p.m.

Councilman Gambogi commented that the Council has heard about many public safety issues for police and fire response times, but he feels that transportation is

a big public safety concern.

Mr. Stephens responded that within the strategic results they would address how traffic is getting better, but doesn't address the transportation itself and how that is happening would be addressed through infrastructure.

Shifted into the Dynamic Economic Environment Priority.

Economic Environment:

Airport - the community will experience a full service regional airport that provides reliable, sustained commercial air service as evidenced by: By DATE attracting two (2) aviation related businesses to be located in the airport commercial/industrial zone; By DATE develop an economic specific strategic plan for bringing new business and commerce in and around the Prescott Regional Airport; By DATE the economic impact of the airport will grow from X to Y

Councilwoman Fruhwirth commented that there needs to be a broad economic development plan for north Prescott as development continues in that area.

Mr. Stephens said it needs to be specific actionable.

Mr. Stephens directed Council discussion back to the broad priority of Economic Environment and what other strategic results they would like to look at.

Councilman Montoya commented on the need to be proactive in identifying and attracting new industry and business to the community, giving our Economic Development staff an opportunity to determine what that looks like.

Councilwoman Fruhwirth added that it is also important to keep the local and unique businesses thriving and not feeling threatened by new businesses coming in.

Council and staff discussion regarding commercial opportunities for a grocery store in north Prescott, tourism and recreation and how that impacts taxable activity.

Dynamic Economic Environment:

**** Airport see above***

**** Whole City - By DATE the city will be working to identify and attract new businesses to the community that fit within the city's overall vision as evidenced by the completion and ongoing execution of the Economic Development Strategic Plan***

**** Shorter Term & Specific to the North - By DATE the city will be proactively identifying and attracting new commercial development to match the residential development that is occurring in the northern part of the city***

**** Tourism - By DATE the economic impact of tourism will grow from X to Y***

Councilman Montoya left the meeting at 3:20 p.m.

Recess at 3:26 p.m., reconvene at 3:37 p.m.

Mr. Stephens stated that the Council has worked through Public Safety and Dynamic Economic Environment, he moved them into Good Governance. He doesn't feel that 4-5 strategic results is necessary, and likely 1-2 would be most appropriate. He heard that everyone wants to be committed to being a customer focused results driven organization.

Councilmember Rusing discussed the eight principles of good governance.

Councilman Gambogi said that it is also the stakeholders and the staff that need to be considered.

Mayor Pro Tem Cantelme added that communication is critically important.

Councilwoman Fruhwirth added that this was one of the lower scores in the citizen survey, and added that regular feedback and review is important.

Mr. Weidner stated that providing the community with a "progress report" every six months or so.

Mr. Goodman concurred and stated that his intent would be to show the progress that is being made.

Council, staff and consultant discussion regarding a performance-based budget. And regularly providing updates to the public through quarterly or semi-annual reports posted on the website or presented in some way.

Good Governance:

**** Beginning in DATE the city is committed to becoming community focused and performance driven organization as evidenced by: the community will receive updated performance information and trends about results at the department level; to show accountability and fiscal transparency the city's budget will be tied to results; the community will receive updates on the progress toward achievement of the city's Strategic Plan every six months***

Mr. Stephens wrapped up the afternoon and stated that tomorrow morning at 8:30 a.m., they will hit the ground running with the discussion regarding Infrastructure and then wrap up with Natural Environment. Need to stay focused on desired results during infrastructure so they can have Strategic Priorities and then the list of Strategic Results so the staff can get to work on the implementation plan.

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 4:28 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 February 15, 2024. I further certify the meeting was duly called and held and that a quorum was present.

Sarah M. Siep, City Clerk



City of Prescott

City Council - Special Voting Meeting

February 16, 2024 | 8:00 AM
116 N Marina Street
Marina Room at The Hassayampa
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Mayor Goode called the meeting to order at 8:07 a.m.

2. ROLL CALL

Phil Goode - Mayor

Connie Cantelme - Mayor Pro Tem

Lois Fruhwirth - Councilwoman (Arrived at 8:09 a.m.)

Ted Gambogi - Councilman

Brandon Montoya - Councilman (Absent)

Eric Moore - Councilman (Excused)

Cathey Rusing - Councilmember

3. REGULAR AGENDA

A. Approval of Appointment of Tyler Goodman as Interim City Manager.

Mayor Goode commented that IPM was retained to provide the city with three potential candidates that were considered in interviews earlier this week. Deputy City Manager Tyler Goodman has been serving as Acting City Manager and despite previously not being available for the Interim position, after speaking with his family determined that he would be and has stepped up and offered to take on the role. After considering all candidates, and given Mr. Goodman's experience and institutional knowledge, the Council feels this is the best possible solution.

MOTION BY MAYOR GOODE TO APPROVE THE APPOINTMENT OF TYLER GOODMAN AS INTERIM CITY MANAGER; SECONDED BY COUNCILWOMAN FRUHWIRTH: PASSED (5 - 0)

4. ADJOURNMENT

There being no further business to discuss, Mayor Goode adjourned the meeting at 8:10 a.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 February 16, 2024. I further certify the meeting was duly called and held and that a quorum was present.

Sarah M. Siep, City Clerk



City of Prescott

City Council - Workshop Meeting

February 16, 2024 | 8:00 AM
116 N Marina Street
Marina Room at The Hassayampa
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Mayor Goode called the meeting to order at 8:11 a.m.

2. ROLL CALL

Phil Goode - Mayor
Connie Cantelme - Mayor Pro Tem
Lois Fruhwirth - Councilwoman
Ted Gambogi - Councilman
Brandon Montoya - Councilman (Absent)
Eric Moore - Councilman (Excused)
Cathey Rusing - Councilmember

3. DISCUSSION

- A. Part II Presentation, Discussion & Consideration of the City Council Strategic Plan.

Presentation, Discussion & Consideration of the City Council Strategic Plan.

Jeremy Stephens and Marv Weidner of Managing Results LLC were present to provide a presentation to the Council regarding the Strategic Plan. The group provided an overview of Strategic Plan Part I and requested feedback on the topic to begin Part II of the Strategic Plan.

Councilman Gambogi requested starting with the topic of transportation due to citizen complaints of increased traffic and safety concerns. He stated a safe, efficient flow of traffic should be added to the City's goals.

Councilmember Rusing stated the term used should be roads; the future and safety of the City of Prescott's roads. She commented on a connection of Highway 69 to Chino Valley, the regional roadway passing downtown Prescott that would promote growth and allow Tri-City to be connected.

Mr. Stephens responded that road connectivity would increase traffic, and a bypass of the downtown area may decrease the city's economic development. He asked the Council what the main goal would be.

Vinny Gallegos, Executive Director of Central Yavapai Metropolitan Planning (CYMPO), stated a regional network is essential to economic growth and public safety. He provided a brief explanation of CYPMO and its partnerships with Prescott and the surrounding areas. He stated CYMPO is working toward a 25

year transportation plan with the Prescott's General plan taken into account as well as, all regional roadways.

Mayor Pro Tem Cantelme stated Prescott proper has two main exists. She continued stating the importance of prioritizing the residents and visitors ability to enter and exit the City of Prescott. She then commented on the traffic coming in from Prescott Valley, as workers live there and drive in. She stated there were many concerns received in response to the possible widening through the Dells.

Mr. Gallegos commented on the ease of highway systems, and Prescott's ownership of part of Highway 89, with the remainder being owned by the state. He stated the City of Prescott should rally for the highway system and voice its necessity to the state. He provided estimates on the cost of road maintenance and constructions while emphasizing the need for collaboration to mitigate costs.

Mayor Pro Tem Cantelme stated the need to rally together to improve the roadways. She commented on the need to be proactive, due to increased costs in building and construction material.

Councilman Gambogi commented on the length of time need for these planned projects to be completed, and stated that it may take 15- 25 years to be planned and completed.

Mr. Gallegos stated there is the opportunity to prioritize these projects in the Strategic Plan.

Mayor Goode stated the Strategic Plan is meant to provide a plan for the next 2-5 years and a goal should be to provide safe travel for those that are coming in and dealing with the congestion. He also mentioned the option of a park and ride where commuters would park at Deep Well Ranch (DWR) and be provided with transportation to the Yavapai County Courthouse. It was stated that public transportation would be required for this option to work.

Mr. Gallegos stated the option of a park and ride is traditionally associated with public transportation.

Mr. Weidner stated that strictly supporting the highway is not a measurable goal. He also stated the Strategic Plan can incorporate partnerships, but goals should not be based on those partnerships.

Councilman Gambogi requested the traffic report data, nd commented that with effective workforce housing not as many workers would have to commute into town.

Councilwoman Fruhwirth stated the population demographic in terms of age should be considered when planning the city's roadway projects, specifically commenting on the difficulties seniors may have with the amount of lanes changes on Hwy 69.

Councilmember Rusing stated the economic benefits of the Hwy 69 corridor.

Mayor Goode mentioned the need for more police officers to also assist with the decrease of accidents and fatalities.

Councilman Gambogi asked if the congestion has been measured, and if it is possible to add language regarding a roads grade to be included ensuring that they don't degrade past a certain level.

Mr. Gallegos stated the process in which congestion is measured.

Mayor Goode concurred that road conditions should also be taken into consideration.

Mr. Stephens stated things like the PCI Index are these high level citywide strategic results and more operational day-to-day metrics.

Public Works Director Gwen Rowitsch provided information on the current road conditions and the process for improvement.

Councilwoman Fruhwirth stated it may be necessary to have voters decide in the future if they want to have a means of funding and addressing road conditions to make a dent in the backlog. There should be a discussion about how to address these issues and whether the Council plans to take anything to the voters.

Mayor Pro Tem Cantelme concurred, but added that shining a light on all priorities in the Strategic Plan is a good idea.

Mr. Stephens stated operationally the Council seems to have a plan to addresses these issues and making determinations on when they want to target these changes is up to them, he added that there could also be a second variable related to how much of an increase the Council desires to have. If the goal is to increase the index currently at 65 with a goal of 70, the intermittent target could be 67.5 for example.

Ms. Rowitsch provided information on the distinctions between increasing the PCI and decreasing the backlog.

Mr. Stephens provided a synopsis of discussion with the list provided.

Transportation

Strategic Transportation Goals

- * Safe Efficient Flow of Traffic or transportation throughout the City as evidence by decrease in traffic deaths.

- * In alignment with the 25 yr. transportation plan, through partnership. City will enter participation in highway system to benefit the Prescott Community with emphasis on Hwy 69.

-By DATE, the community will experience the safe, efficient flow of traffic/ transportation throughout the City as evidence by:

- * Reduction in traffic congestion**

*** Reduction traffic injuries/ fatalities**

*** Reduction in pedestrian injuries/ fatalities**

- Beginning in 2024, is alignment with the long range regional transportation plan. and working with partners (ADOT, CYMPO), the City will champion the development of a regional network to include highway system and regional roadways.

Mr. Stephens continued onto water as the next topic. He requested information from Council regarding what result they want related to water.

Councilmember Rusing stated that providing safe potable water to users within the city's water service area boundary, and the importance of not being limited to the city limits as the "service area" goes beyond city limits and these should be focuses.

Mr. Stephens responded stating that water supply and water quality related to PFAS have been mentioned many times as well as the many plans the city has related to water, and asked for confirmation from the Council that they want the community to have safe potable water for users within the water surface area boundary.

Council consensus regarding this statement.

Councilmember Rusing also commented on the 2022 water policy water management policy and stated a goal would be for a Regional Water Management Plan.

Mayor Pro Tem Cantelme stated her concern regarding mitigation of PFAs going forward.

Mr. Stephens responded that creating a long term water management plan and allowing the community to experience safe potable water within the water service area could be a goal.

Councilmember Rusing stressed the importance of including infrastructure.

Mr. Weidner requested adding the word reliable, which would encompass infrastructure and safety.

Mayor Goode stated there are three components to consider: 1. Safety, 2. Quality of the water, and 3. Distribution or delivery of the water. He also stated that discussing how the city uses water to be able to integrate and manage growth is important.

Councilmember Rusing requested adding an element of conservation.

Water

*** Regional Water Management Plan**

*** To provide safe potable water to users within our water service boundary.**

*** 2022 Water Policy Management**

* City's long- term management plan that includes infrastructure, distribution and reliable safety components.

By, DATE, through the development of a longer term water management plan that includes a focus on infrastructure, distribution, delivery conservation, and safety, the community will experience safe potable water within the water service area boundary.

Recess at 9:29 a.m., reconvened at 9:41 a.m.

Mr. Stephens began with housing as the next topic.

Councilmember Rusing stated that it should be clear that the focus is workforce housing and not Section 8 housing.

Mr. Stephens asked Council about their goals related to workforce housing and what they would want the the community to experience.

Mayor Pro Tem Cantelme provided information from the Workforce Housing Committee related to the current goals and potential options for policies.

Councilmember Rusing stated her goal for the workforce to live and work in Prescott.

Councilman Gambogi stated that for him the question on workforce housing expands to understanding the conditions of supply and demand. Currently, demand is exceeding supply and the price of houses are tripling, homes are turning into Airbnbs etc. He continued to state the problem is a little more robust than just workforce.

Mayor Pro Tem Cantelme stated there is variety in the demographic of individuals looking for housing, for example young professionals as well as seniors living on fixed incomes. She also commented on the difficulties of saving for a down payment, and stated that there is concern regarding the the type of workforce housing being constructed.

Mayor Goode stated the current market has improved in terms of rental availability. The response is not immediate, but has allowed for more options to those looking into housing. He also stated the lack of amenities can assist in decreasing the monthly rental payment.

Councilmember Rusing mentioned other communities have changed their zoning processes to allow for alternative housing options.

Mr. Weidner provided various incentive options discussed by other municipalities and included the term "continuum housing" opportunities.

Community Development Director Chelsea Walton stated that the Workforce Housing Committee will be working toward a Regional Strategic Plan with partnerships including the Arizona Department of Workforce Housing to allow for

furtherment in the City's goals.

Councilwoman Fruhwirth stated the Council's priority should be it's own Strategic Plan and how that relates to housing versus a regional Plan because there is a lack of options for housing within the City limits. She also requested discussion regarding whether codes could allow for a conversion of land to residential for these purposes.

Mayor Pro Tem Cantelme stated the reason for developers working in other areas is because of property being less expensive.

Mayor Goode stated that offering affordable workforce housing in the city limits for essential workers to be able to live and work here, be involved in the community and feel a sense of belonging is important. He also discussed salary ranges for various professions versus the cost of housing.

Councilmember Rusing mentioned the potential for conversion of second and high floors in historic businesses which is currently prevented due to codes. She also stated there are other alternative opportunities which aren't allowed through current city code.

Mayor Pro Tem Cantelme stated the term for this housing is adaptive reuse which has been discussed in the Workforce Housing Committee.

Mr. Stephens stated that working in conjunction related to all of these comments would facilitate the "continuum housing" option for essential workers enabling them to live in the community they work in. He also mentioned the importance of creating a target goal once the housing assessment is created due to the continuous changes in the economy and housing needs, which allows for measurable goals to inform the public of progress.

Mr. Weidner provided an examples of workforce housing options used by other municipalities.

Mr. Stephens asked if there was a housing element in the General Plan.

Ms. Walton stated confirmed there is.

Mr. Stephens stressed the importance of aligning the Strategic Plan along with the General Plan.

Housing

- * Continuum housing opportunities for essential workers
- * Reliable for teachers, doctors, nurses, police, fire etc.
- * Workforce to live, work and engage in the City of Prescott.
- * General Plan
- * Workforce Housing Committee and through partnerships and incentives

By DATE, in alignment with the workforce housing committee, the General

Plan, the housing needs, and assessment the City will facilitate a continuum housing options for essential workers so they can live, work and be engaged in the Prescott community.

Mr. Stephens continued to the final topic, natural environment. He stated the protection of the natural environment or preservation under the natural environment is the result that needs to happen for the community based on the feedback he has received and asked what this would look like for the Council.

Councilmember Rusing stated being cognizant of protection of our natural beauty and supporting this vision is critical, and she provided information from the Open Space Policy which required 25% meaningful open space for annexation. She stated the policy is not being enforced..

Mr. Weidner asked how the 25% open space is accomplished and if that is enforced through Resolution, city code or the Charter.

Mayor Goode stated it is the city Charter.

Mayor Pro Tem Cantelme emphasized the open space is listed as meaningful to prevent the open space given to be unable to be used.

Recreation Services Director Joe Baynes stated the 25% requirement is enforced through Community Development plan approvals. He added that departments have been very proactive the last few years related to this matter and have experienced success in working with the developers to give meaningful open space and connectivity.

Mayor Goode commented on recent land acquisitions providing additional open space, the city's large trail systems and how these all impact the community's ecotourism.

Mr. Baynes added that there are many private and regional cooperative partnerships that help accomplish and maintain these trail systems.

Mr. Stephens asked how Council would like to see the goal tie into land acquisition, and commented on their commitment to the preservation of it's natural resources.

City Attorney Joseph Young stated that there should be clarification regarding the use of "meaningful" in terms of open space, and added that there have not been any annexations within the last two years.

Councilmember Rusing stated the importance of investing in the community and the preservation of Prescott's natural beauty, as well as the impact this have on quality of life.

Councilwoman Fruhwirth commented on the prioritization of a fires station as opposed to more open space.

Mayor Pro Tem Cantelme commented on the IGA and one time purchase of Glassford Dells.

Ms. Walton stated the current code allows for the 25% open space maintenance responsibility to be placed on the developments and not the city, this allows for the prioritization of the city's maintenance of public open space.

Councilmember Rusing stated the developments receive city services in exchange for the 25% open space agreement, but the open space requirements are not being enforced. This leads to the developers receiving services and benefits without reciprocating.

Ms. Walton stated the 25% open space is being enforced, she then provided the process through which this happens.

Mr. Baynes stated each development is on a case-by-case basis with the development engineers.

Mayor Pro Tem Cantelme asked how the 25% open space is calculated, and commented that initially the 25% requirement was implemented to prevent the overdevelopment of communities without consideration for quality of life as well as the spirit of Prescott's nature.

Councilmember Rusing asked that the topic of climate change be addressed. She requested including a statement to include community resiliency related to climate change.

Fire Chief Holger Durre stressed the importance of partnerships and the need to be proactive versus responsive. Which would lead to having a better informed community.

Mayor Goode mentioned the residential complaints regarding the planned burns.

Chief Durre provided an overview of the City's partnership with forest services, and the county. He also provided information on his goals and concerns regarding environmental threats to the City of Prescott.

Natural Environment

- * Enforcement of the 25% open space vs negotiate it away.
- * Perpetual agreement that open space acquisition will be open space in perpetuity.
- * Meaningful open space connectivity and wildlife corridors.
- * Regional cooperation and partnerships
- * Outdoor recreation

Beginning in DATE, through regional cooperation and partnerships the community will experience increased trail connectivity, outdoor recreation, and meaningful wildlife opportunities.

By 2028, through regional cooperation and partnerships and comprehensive risk assessment that builds a strategic mitigation, response, and recovery plan , the Prescott community will experience increased resiliency in planning for dealing with recovering from natural disaster. Resilience is the reduction of life loss, reductions of loss of economic, drivers, and reduction of damage to the natural environment.

Mr. Stephens stated that implementation plans are working documents which will evolve and staff and Council move toward achievement of these goals.

Councilwoman Fruhwirth requested the Strategic Plan be given a rebrand, allowing the community to differentiate from previous plans and allowing the Council and staff to be held accountable to the decisions made in the current Plan.

Mayor Goode stated Council has a clear target and goal to work with measurable results that will ensure staff understands how to move forward and achieve these goals and communicate this to the public so they are confident in the city's ability to manage their taxpayer dollars effectively and improve the quality of life here in the city, both now and in the near future and hopefully with our future.

Council and staff thanked Mr. Stephens and Mr. Weidner for their time, effort, and help with the City's Strategic Plan.

4. ADJOURNMENT

There being no further business to discuss, Mayor Goode adjourned the meeting at 11:38 a.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 February 16, 2024. I further certify the meeting was duly called and held and that a quorum was present.

Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: February 27 Voting Meeting
DATE: February 27, 2024
DEPT: Public Works
ITEM #: 8.B
SUBJECT: Approval of Night Work on Willow Creek Road North of Pioneer Parkway & South of James Lane.

ITEM SUMMARY

This item is for the approval of night work on Willow Creek Road north of Pioneer Parkway, south of James Lane nightly from 8:00 p.m. to 6:00 a.m. between March 4 and March 8, 2024.

BACKGROUND

On January 30, 2024, CLM Earthmovers submitted a traffic control plan to Public Works requesting night work to facilitate the installation of a new gas main. The contractor has requested one week to do the work, beginning March 4th with an expected completion date of March 8th.

Willow Creek Rd. is a primary north/south arterial roadway for north Prescott. With the traffic volumes at this location, Public Works is recommending the work be done at night to have the least impact on the traveling public.

Crews will use specialized equipment as required (i.e., pickups, pavers, dump trucks, etc), as well as compressors, battery operated power tools, and generators. Due to night conditions, there will be multiple light plants on site to adequately light the area as well as traffic control to ensure public and crew safety.

City Code Title V Chapter 5-4-2 prohibits outdoor noise associated with construction activity between the hours of 8:00 pm and 6:00 am, Monday – Saturday, and all day on Sundays within City limits. Chapter 5-4-5 enables City Council to make temporary exceptions to this Code provision for limited periods of time under such terms, conditions and limitations as may be set forth in the Council's approval. Council approval of night work is requested to expedite this paving improvement with minimal impact on the business community.

FINANCIAL IMPACT

There is no financial impact to the City.

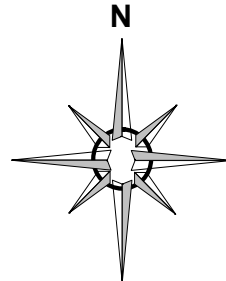
RECOMMENDED ACTION

MOVE to approve night work

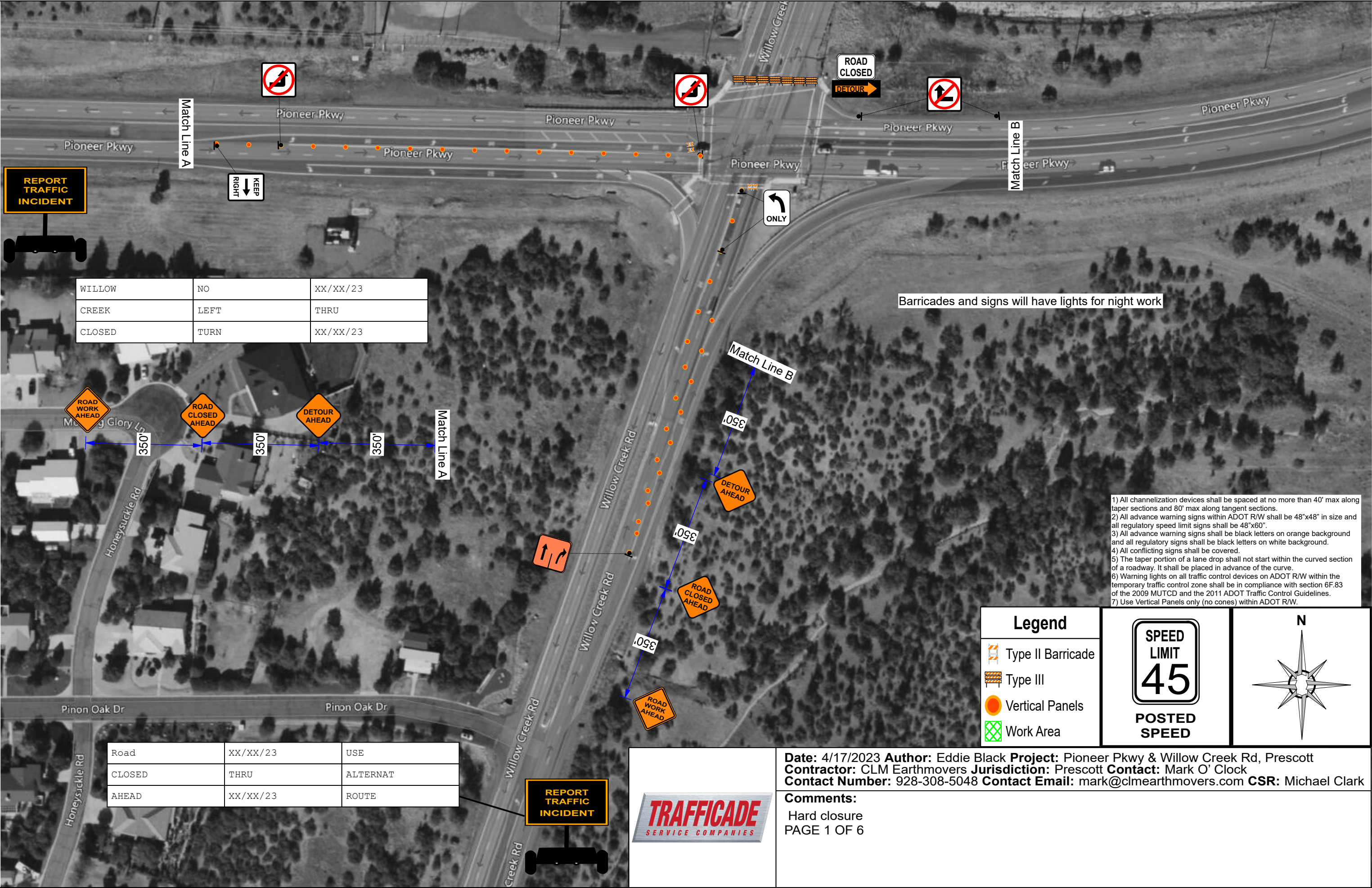
ATTACHMENTS

1. CLM_TCP_COMBINED_022724

- Type II Barricade
- Type III
- Vertical Panels
- Work Area



Work Zone for gas crossing



- 1) All channelization devices shall be spaced at no more than 40' max along taper sections and 80' max along tangent sections.
- 2) All advance warning signs within ADOT R/W shall be 48"x48" in size and all regulatory speed limit signs shall be 48"x60".
- 3) All advance warning signs shall be black letters on orange background and all regulatory signs shall be black letters on white background.
- 4) All conflicting signs shall be covered.
- 5) The taper portion of a lane drop shall not start within the curved section of a roadway. It shall be placed in advance of the curve.
- 6) Warning lights on all traffic control devices on ADOT R/W within the temporary traffic control zone shall be in compliance with section 6F.83 of the 2009 MUTCD and the 2011 ADOT Traffic Control Guidelines.
- 7) Use Vertical Panels only (no cones) within ADOT R/W.

ROAD	XX/XX/23	USE
CLOSED	THRU	ALTERNAT
AHEAD	XX/XX/23	ROUTE



Date: 4/17/2023 **Author:** Eddie Black **Project:** Pioneer Pkwy & Willow Creek Rd, Prescott
Contractor: CLM Earthmovers **Jurisdiction:** Prescott **Contact:** Mark O' Clock
Contact Number: 928-308-5048 **Contact Email:** mark@clmeearthmovers.com **CSR:** Michael Clark

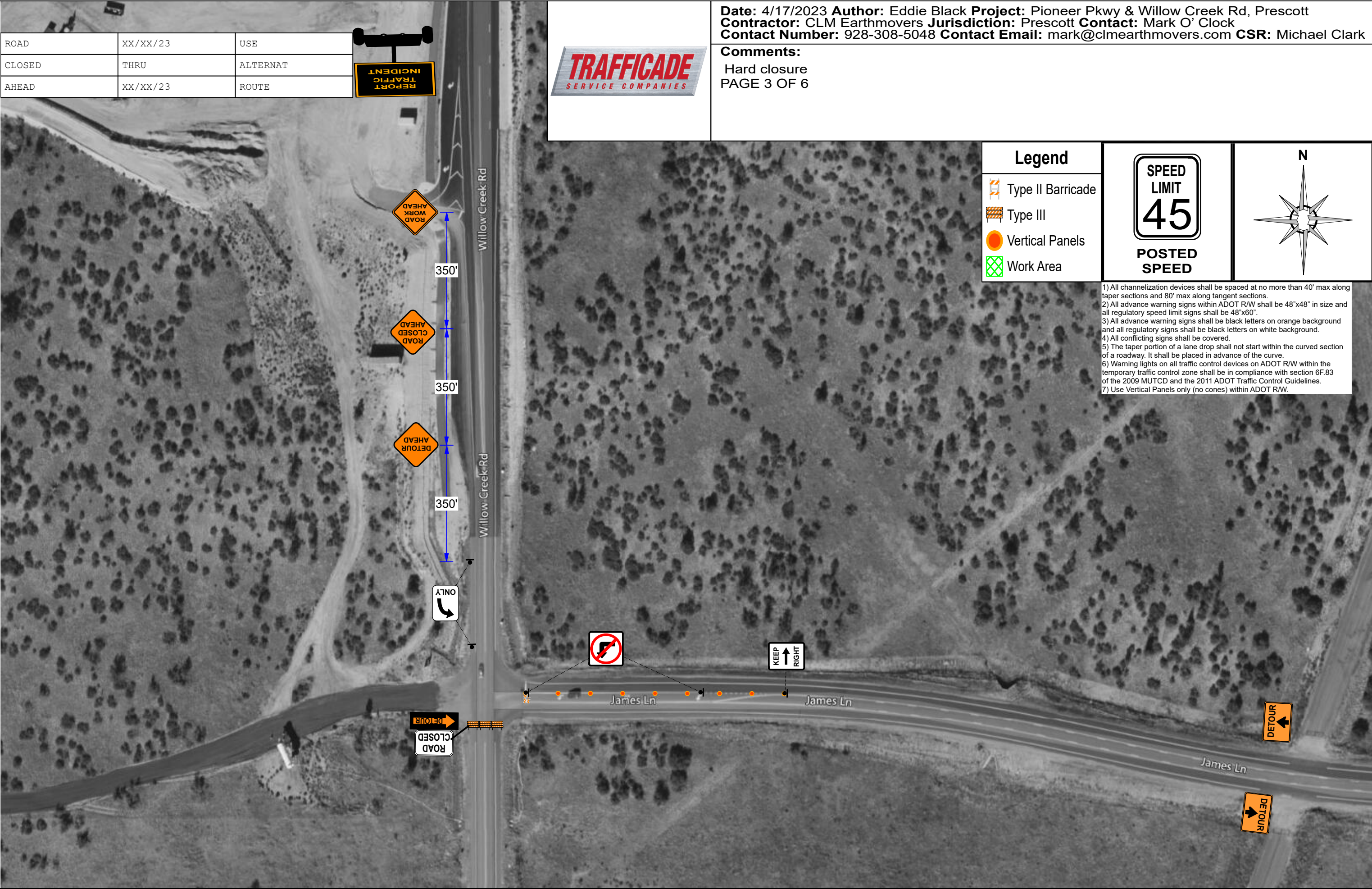
Comments:
Hard closure
PAGE 3 OF 6

Legend

- Type II Barricade
- Type III
- Vertical Panels
- Work Area

SPEED LIMIT 45
POSTED SPEED

- 1) All channelization devices shall be spaced at no more than 40' max along taper sections and 80' max along tangent sections.
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Comments:
Hard closure
PAGE 4 OF 6

Legend

Type II Barricade

Type III

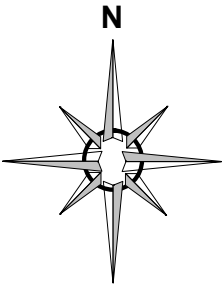
Vertical Panels

Work Area

SPEED
LIMIT

45

POSTED
SPEED



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Contractor: CLM Earthmovers **Jurisdiction:** Prescott **Contact:** Mark O' Clock
Contact Number: 928-308-5048 **Contact Email:** mark@clmeearthmovers.com **CSR:** Michael Clark

Comments:
Hard closure
PAGE 5 OF 6

VMS to be placed 0.5 mile prior to exit 317 on SR 89a.

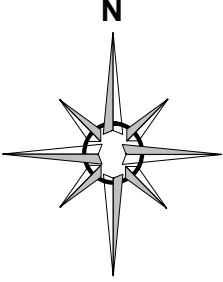
WILLOW	NO	XX/XX/23
CREEK	RIGHT	THRU
CLOSED	TURN	XX/XX/23

Legend

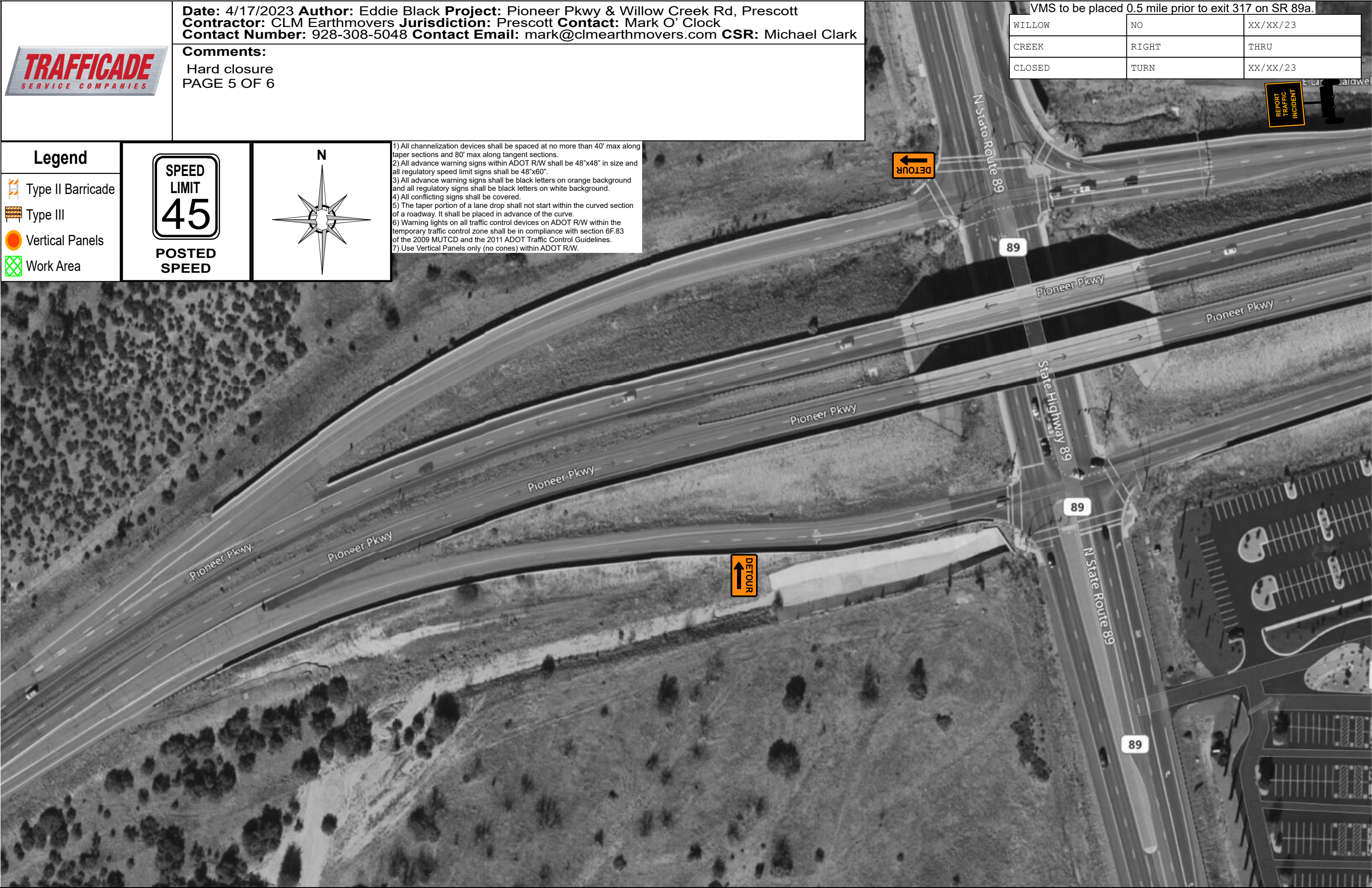
- Type II Barricade
- Type III
- Vertical Panels
- Work Area



POSTED
SPEED



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Contractor: CLM Earthmovers **Jurisdiction:** Prescott **Contact:** Mark O' Clock
Contact Number: 928-308-5048 **Contact Email:** mark@clmeearthmovers.com **CSR:** Michael Clark

Comments:
Hard closure
PAGE 6 OF 6

Legend

- Type II Barricade
- Type III
- Vertical Panels
- Work Area

SPEED LIMIT

45

POSTED SPEED

N

setting message board 0.5 mile north of SR 89/Willow Creek Rd

WILLOW	AT	XX/XX/23
CREEK	JAMES	THRU
CLOSED	LANE	XX/XX/23



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TO: MAYOR AND CITY COUNCIL
AGENDA: February 27 Voting Meeting
DATE: February 27, 2024
DEPT: Solid Waste
ITEM #: 8.C
SUBJECT: Approval of City Contract No. 2019-251A7, an Amendment to City Contract No. 2019-251 with the City of Phoenix for Processing of Recyclable Material Increasing the Annual Contract Amount by \$100,000.00. Funding is Budgeted & Available in the Solid Waste Fund.

ITEM SUMMARY

This item is for approval of an amendment to City Contract No. 2019-251 with the City of Phoenix, to increase the allocation of funding for processing of recyclable materials.

BACKGROUND

The Public Works Department, Solid Waste Division provides weekly recycling services to approximately 23,000 residential customers and 1,200 commercial customers. This service is “single stream recycling” in which all recyclables are placed unsorted, in a single bin.

On June 25, 2019, the City of Prescott entered an Intergovernmental Governmental Agreement (IGA) with the City of Phoenix for sorting, processing and disposition of recyclable materials at the Phoenix Northgate Materials Recovery Facility (MRF). The IGA term was one year with options for annual extensions up to four years. On May 12, 2020, staff brought an amendment to Council to amend the Processing Fee and Shared Revenue Program that included: (a) an increase in the processing fee; (b) a shared revenue component comprised of calculated charges and rebates; (c) an annual audit to determine the contaminated/reject rate of the material delivered by Prescott; and, (d) an incentive program in which additional credits per ton are applied to Prescott’s accepted recycle loads.

With the recycle market and commodity value fluctuating month-to-month, the City of Phoenix charges a tipping fee that is reduced by the acceptable recycling loads called, “Average Quarterly Outbound Blended Rate” (AQOBR). If the market rate for the AQOBR increases, the city will pay less per ton, but if the market rate declines, our rate is increased. Over the course of this contract, annual costs have averaged \$108,000.00. In FY24, recycling contamination has increased resulting in a lower yield from the (AQOBR) and increased costs for processing our recyclables.

Even with this increase, recycling efforts still provide better value than trash disposal at a cost of over \$50 per ton at the Gray Wolf Landfill, and the recycled material is diverted from the waste stream. For this reason, the Solid Waste Division requests approval City Contract 2019-251A7, an amendment to the existing IGA increasing the annual contract amount by \$100,000.00.

FINANCIAL IMPACT

Funding is available in the Solid Waste Fund.

RECOMMENDED ACTION

MOVE to approve City Contract No. 2019-251A7

ATTACHMENTS

1. Amendment No. 7 2019-251

City of Prescott
Contract Amendment No. Seven (7)
Recycling

Contractor: City of Phoenix
Contract No: 2019-251 (A5 in Munis)
Account No(s): 7305605-8432
Date: February 27, 2024

Purpose of Amendment:

To increase the remaining balance for FY2024 by an additional \$100,000.00. This adjustment is due to a result of increasing recycling tonnage, rising costs for the services and reduced commodity values which offset these costs.

All other terms of the contract remain the same.

Summary of Changes to Contract:

	Contract Amount
Original Contract	\$ 150,000.00
Amendment 1 for FY20	\$ 62,500.00
Amendment 2 for FY21 \$260,000 per fiscal year (annually)	\$ 1,040,000.00
Amendment 3 for FY22 (extend contract only, no additional funds added)	\$ -
Amendment 4 for FY23 (Extend contract only)	\$ -
Amendment 5 for FY23 (pricing change, not adding to our annual funds)	\$ -
Net Change this Amendment 6 for FY24 (pricing change, not adding to our annual funds)	\$ -
Amendment 7 for FY24 (adding \$100,000 for fiscal year 2024)	\$ 100,000.00
Total New Annual Amount	\$ 1,352,500.00

Original Expiration Date	June 30, 2020
New Expiration Date	June 30, 2024

Accepted by: _____
City of Phoenix

Date

Approved by: _____
Janet Ramsay, Public Works Deputy Director

Date

Approved by: _____
Philip R. Goode, Mayor

Date

Attest: _____
Sarah M. Siep, City Clerk

Date

Approved as to Form: _____
Joseph D. Young, City Attorney

Date

Copy to: City Clerk
Purchasing



TO: MAYOR AND CITY COUNCIL
AGENDA: February 27 Voting Meeting
DATE: February 27, 2024
DEPT: IT
ITEM #: 8.D
SUBJECT: Approval of City Contract No. 2022-225A1, an Amendment to City Contract No. 2022-225 with Sadie Sarti Design Co. for Professional Web Design and Development Services in an Updated Amount not to Exceed \$77,500. Funding is Budgeted & Available in the IT Budget.

ITEM SUMMARY

This agenda item covers close out project items related to web design, development, and project management for the redesign of the Prescott-az.gov website which launched to the public on February 1, 2024.

BACKGROUND

As a government entity, we have many stories to tell and those stories are often highly detailed and content rich.

When it comes to website design (and redesign) that is both our greatest strength and our biggest weakness.

Most government websites are comprised of a confederation of businesses with different focuses and specialties operating under a single umbrella.

That fact presents a number of practical and operational challenges for a website and redesigning a website to something better.

A handy way to visualize this is a house that is in need of some attention.

The simplest solution is to apply a new coat of paint, rearrange some furniture from one room to another, and maybe add some new curtains here and there.

That may very well improve the curb appeal of that house, but it does nothing to address the fact that the house is really a Hodge bodge of additions with no overarching theme to them, the floor is spongy in parts of the house, the paint is peeling in some rooms, and the roof is leaking.

When we get visitors to our house they may find that an item they are looking for is under a couch cushion when it should be on a bookshelf or when they get hungry they may discover that our cereal bowls are old and chipped, and instead of getting a spoon they get to use a fork to eat that cereal.

The net result is increasing energy over time spent patching up that house, nursing along problem areas, and frustrations all around with respect to challenges navigating around the house and finding items in the house.

Knowing that is the case is the easy part really, the more difficult thing is what to do about it and making sure that whatever it is that we do is in fact better.

If we take the case of Prescott-az.gov a different approach is important as the task is not for the faint of heart with over 1,200 pages of content.

By itself, that will lead to duplication of content, duplication leads to outdated or conflicting content, and trying to apply organizational structure or logical flows across 1,200 of anything - web pages, jars of jelly beans, toasters, you name it - is like herding cats at best.

Now, while this is not an ideal situation by any means, we shouldn't (and have not) been afraid of an overhaul being exactly that - a substantive and far-reaching project - as the patching, band-aids, applying another coat of paint as it were, is time intensive, it is work, but ultimately it is a superficial fix on something that becomes more and more unwieldy and difficult to maintain over time.

Getting from point A to point B takes time and effort from a number of stakeholders. It takes deep levels of analysis, thought, and discussion to determine what the core problems of the site are, what to do about them exactly, and some application of technical horsepower to take these disparate elements and fuse them in to something new and something better.

The goal in all of that is to reduce site complexity, leverage single locations for data, and present a flow for the site where entering via door X, Y, or Z will get the visitor to exactly the correct location.

In short, the target is to provide a better visitor experience for our website that is better by pretty much any metric that one can come up with to measure against the site that it replaces.

Getting to that point takes sustained significant time and energy investments measured in many hundreds of hours across the stakeholders of the project - our departments, our own IT department, and our Sadie Sarti Design Co - to arrive at something that looks, feels, and is in fact better than what it replaced.

FINANCIAL IMPACT

Funding for this item is available in the IT budget through cost savings derived from other projects.

RECOMMENDED ACTION

MOVE to approve City Contract No. 2022-225A1

ATTACHMENTS

1. Invoice_5180_from_Sadie_Sarti_Design_Co
2. Invoice_5283_from_Sadie_Sarti_Design_Co



SADIE SARTI
DESIGN CO.

Sadie Sarti Design Co.

P.O. Box 4371
Prescott, AZ 86302
+1 9709038743
sadiesarti@gmail.com
www.sadiesartidesign.com

INVOICE

BILL TO
Nate Keegan
City of Prescott
828 Rodeo Drive
Prescott, AZ 86305

INVOICE 5180
DATE 11/15/2023
TERMS Net 30
DUE DATE 12/15/2023

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT 30
	+ Website Design	Website Development	1	42,500.00	42,500.00
		PHASE 3			
		Continued work on content migration and UX experience for departments, with primary focus on Rec Services, Building and Planning, Engineering, Permit Center, Streets and Water Resource Management. Rec Services content was extensive and is now organized in a blog like fashion with a sorting menu for smooth UX as well as easy future updates. Building and planning was also extensive and took several revisions to get to the finalized logic; has morphed into Permits Center, Code Compliance, and Planning & Zoning. Permit Center now houses a blog like layout for permit categories the drills down to individual checklists and processes.			
		Meetings with City Manager, Rec Services and Com Dev to identify proper structure and design			
		Working with custom PHP to add functionality to Survey Tools pages			
		Continued work on mobile styling on each page. Dialed in mobile menu function and implemented across website - needed to be customized for each individual department section as well as "regular" pages.			
		Extensive work on Audience View logic, implementation, image selection and page build for this system. Four top level pages drill down to second level pages where folks can find tiles linked to important sections of the website located inside individual department pages. All tiles linked.			
		Created blog system for "Announcements" to live next to news on the home page			

Built out Footer language and links

Build Accessibility Page - linked in footer

Created extensive Review Spreadsheet to send to departments to be used as a tool for the review process.

Wrote descriptions for each of the departments for search results - asking in review spreadsheet for this to be edited or approved

Preparing for next phase: Review/Feedback/Testing!

Thank you for your business!

BALANCE DUE

\$42,500.00

Checks can be made payable to:

Sadie Sarti Design Co.
P.O. Box 4371
Prescott, AZ 86302

sadiesarti@gmail.com
www.sadiesartidesign.com



SADIE SARTI
DESIGN CO.

Sadie Sarti Design Co.

P.O. Box 4371
Prescott, AZ 86302
+1 9709038743
sadiesarti@gmail.com
www.sadiesartidesign.com

INVOICE

BILL TO
Nate Keegan
City of Prescott
828 Rodeo Drive
Prescott, AZ 86305

INVOICE 5283
DATE 02/08/2024
TERMS Net 30
DUE DATE 03/09/2024

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT 30
	+ Website Design	Web Development	1	32,000.00	32,000.00
		PHASE 4			
		Large Scale Content Review/Revision Process - Collaboration with individual departments via their pastel boards to bring content to be current and accurate. Revisions included replacing and adding documents, revising content, adding pages, revising menu structure, updating contact info, and adding tiles to audience views or re-linking where needed.			
		Addition of department sections for Library, Airport, Economic Development / Tourism			
		Adding Ongoing Projects with blog functionality.			
		Revisions to Homepage including adding slideshow, revolving images and updated layout per Heiney's office.			
		Updating all headers with new font and updating all use of the color red to match brand standards, swapping out logo in header and footer,			
		File cleanup in media area to remove many now unneeded pdf documents.			
		Reviewing responsive layout and implementing fixes for all pages on site (site looks great on mobile!).			
		Written documentation - linked in WP dashboard			
		Testing, Testing, Testing & fixing errors in links, buttons, and formatting before launch.			
		Quickly implementing post launch content changes per department requests.			

Training session with IT

Thank you for your business!

BALANCE DUE

\$32,000.00

Checks can be made payable to:

Sadie Sarti Design Co.
P.O. Box 4371
Prescott, AZ 86302

sadiesarti@gmail.com
www.sadiesartidesign.com



TO: MAYOR AND CITY COUNCIL
AGENDA: February 27 Voting Meeting
DATE: February 27, 2024
DEPT: Public Works
ITEM #: 9.A
SUBJECT: Council Direction to Staff to Undertake Additional Study and/or Operation of a Temporary Traffic Signal at the Gail Gardner Way and Fair Street Intersection for the Purpose of Making a Decision to Accept a Federal Highway Safety Improvement Program (HSIP) Grant in the Amount of \$1,040,050 for the Construction of a New Traffic Signal.

ITEM SUMMARY

This item is requesting Council direction to staff to undertake additional study and/or operation of a temporary traffic signal at the Gail Gardner Way and Fair Street intersection for the purpose of making a decision regarding whether or not to accept a Federal Highway Safety Improvement Program (HSIP) Grant in the amount of \$1,040,050 for the construction of a new traffic signal.

BACKGROUND

Following authorization by City Council on June 28, 2022 the Public Works Department, working in conjunction with the Central Yavapai Metropolitan Planning Organization (CYMPO) and its consultant Greenlight Engineering, applied for and was notified that it was awarded a grant from the Arizona Department of Transportation (ADOT) for HSIP funding of a new traffic signal at Gail Gardner Way and Fair Street in the amount of \$1,040,050.00.

At the November 14, 2023 meeting discussing the Intergovernmental Agreement (IGA) with ADOT to accept this grant, City Council voted to postpone the item for 90 days so additional data could be gathered that would help Council make an informed decision. While a test of a temporary signal was mentioned, along with other anecdotal traffic impacts that may result from the signal operation, no specific data types or tests were identified by Council in the motion. In order to ensure that additional study and temporary tests are needed and will provide data that is useful for the Council to make a decision on this matter staff is requesting additional direction.

The following tests and study materials can be provided if desired by the Council.

- Temporary Traffic signal - 28 day test (\$15-\$18K) using a Traffic Control Contractor
 - Approximates future signal operation
 - Speed impact from removal of 4-way stop can be demonstrated
 - Cannot provide time of day operations
 - Setting of signal trailers may limit pedestrian and bike access due to limited space
- Synchro Signal Analysis - (Estimated at \$15-\$20K) using an On-call Traffic Engineering Firm
 - Analyzes operation of multi-way stop and traffic signal
 - Provides queuing distances, level-of-service comparison and vehicle delay information
- Summary of FHWA Crash Modification Factors (CMF) for traffic signals
- Additional information on the traffic signal meeting warrants for installation
- Traffic volumes and speeds on Gail Gardner Way and Fair Street.

FINANCIAL IMPACT

The total estimated cost of providing a Temporary Signal Test and Synchro Analysis is \$30 to \$38K. The other data collection and analysis will be done by staff.

RECOMMENDED ACTION

MOVE to direct staff to conduct a temporary traffic signal test & additional study as described

ATTACHMENTS

1. GGW @ Fair TS - Location Map
2. ADOT Intergovernmental Agreement
3. Resolution No 2023-1869 - Traffic Signal IGA GGW @ Fair
4. Prescott Eligibility Letter



ADOT CAR No.: IGA 23-0009384-I
AG Contract No.: P0012023001690
Project Location/Name: Gail Gardner Way
@ Fair St
Type of Work: Install New Traffic Signal
Federal-aid No.: HSIP-PRS-0(210)T
ADOT Project No.: T0501 01D/03D/01R/
01C
TIP/STIP No.: CY-MPO-23-04
CFDA No.: 20.205 - Highway Planning and
Construction
Budget Source Item No.: NA

INTERGOVERNMENTAL AGREEMENT

BETWEEN
THE STATE OF ARIZONA
AND
THE CITY OF PRESCOTT

THIS AGREEMENT ("Agreement") is entered into this date _____, pursuant to the Arizona Revised Statutes ("A.R.S.") §§ 11-951 through 11-954, as amended, between the STATE OF ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION (the "State" or "ADOT") and the CITY OF PRESCOTT, acting by and through its MAYOR and CITY COUNCIL (the "City" or "Local Agency"). The State and the Local Agency are each individually referred to as a "Party" and are collectively referred to as the "Parties."

I. RECITALS

1. The State is empowered by A.R.S. § 28-401 to enter into this Agreement and has delegated to the undersigned the authority to execute this Agreement on behalf of the State.
2. The Local Agency is empowered by A.R.S. § 48-572 to enter into this Agreement and has by resolution, if required, a copy of which is attached and made a part of, resolved to enter into this Agreement and has authorized the undersigned to execute this Agreement on behalf of the Local Agency.
3. The work proposed under this Agreement consists of installing a traffic signal at the intersection of Gail Gardner Way and Fair Street, which includes relocation of overhead communications and power utilities and right of way acquisition (the "Project"). The Project cost, shown in Exhibit A, is estimated at \$1,040,050.00, which includes federal aid. The State will administer the design and advertise, bid and award, and administer the construction of the Project.
4. The interest of the State in this Project is the acquisition of federal funds for the use and benefit of the Local Agency and authorization of such federal funds for the Project pursuant to federal law and regulations. The State shall be the designated agent for the Local Agency

for the Project, if the Project is approved by Federal Highway Administration (FHWA) and funds for the Project are available.

5. The foregoing Recitals and Exhibit A shall be incorporated into this Agreement.

In consideration of the mutual terms expressed herein, the Parties agree as follows:

II. SCOPE OF WORK

1. The Parties agree:
 - a. The Project will be completed, accepted, and paid for in accordance with the requirements of the Project plans and specifications.
 - b. The final cost estimate may exceed the initial estimate identified in Exhibit A, and in such case, the Local Agency is responsible for and agrees to pay, the difference prior to bid advertisement.
 - c. The final Project amount may exceed the initial estimate(s) identified in Exhibit A, and in such case, the Local Agency is responsible for, and agrees to pay, any and all actual costs exceeding the initial estimate. If the final Project amount is less than the initial estimate, the difference between the final bid amount and the initial estimate will be de-obligated or otherwise released from the Project and returned to the State. The Local Agency acknowledges it remains responsible for actual costs and agrees to pay according to the terms of this Agreement.
2. The State will:
 - a. Execute this Agreement, and if the Project is approved by FHWA and funds for the Project are available, be the Local Agency's designated agent for the Project.
 - b. If Project Development Administration ("PDA"), design, or right of way acquisition costs exceed the estimate during the development of design, notify the Local Agency, obtain concurrence prior to continuing with the development of design, and invoice as determined by ADOT and the Local Agency for additional PDA costs to complete the design the Project. If design or right of way acquisition costs exceed the estimate prior to completion of design, invoice the Local Agency for Project costs exceeding design or right of way acquisition. After the Project costs are finalized invoice or reimburse the Local Agency for the difference between actual costs and the amount the Local Agency has paid for PDA, design, and right of way acquisition.
 - c. Submit all required documentation pertaining to the Project to FHWA with the recommendation that the maximum federal funds programmed for this Project be approved for scoping/design. After receipt of FHWA authorization, proceed to advertise for and enter into contract(s) with the consultant(s) for the design and post-design of the Project. Should costs exceed the maximum federal funds available it is understood and agreed that the Local Agency will be responsible for any overage.

- d. Prepare and provide all documents pertaining to the design and post-design of the Project, incorporating comments from the Local Agency, as appropriate. Review and approve documents required by FHWA to qualify the Project for and to receive federal funds. Perform tasks that may consist of, but are not limited to, preparation of environmental documents; analysis and documentation of environmental categorical exclusion determinations; geologic materials testing and analysis; right of way related oversight and stewardship activities; preparation of reports, design plans, maps, specifications and cost estimates and other related tasks essential to the design development of the Project.
 - e. After completion of design and receipt of actual PDA costs and the difference between the final and initial construction cost estimates, if applicable, submit all required documentation to FHWA with the recommendation that the maximum federal funds programmed for construction of this Project be approved. Should costs exceed the maximum federal funds available, it is understood and agreed that the Local Agency will be responsible for any overage.
 - f. After receipt of FHWA authorization, proceed to advertise for, receive and open bids, award and enter into a contract with the firm for the construction of the Project. If the bid amounts exceed the construction cost estimate, obtain Local Agency concurrence and invoice the Local Agency for the difference between the construction cost estimate and the bid amount prior to awarding the contract.
 - g. Notify the Local Agency of completion and final acceptance of the Project; coordinate with the Local Agency and turn over full responsibility of the Project improvements.
 - h. Not be obligated to maintain the Project, should the Local Agency fail to budget or provide for proper and perpetual maintenance as set forth in this Agreement.
3. The Local Agency will:
- a. Designate the State as the Local Agency authorized agent for the Project.
 - b. Agree to be responsible for actual PDA and design costs, if during the development of design, such costs exceed the initial estimate. Be responsible and pay for the difference between the estimated and actual PDA, design, and right of way acquisition costs of the Project within 30 days of receipt of an invoice.
 - c. Review design plans, specifications, cost estimates and other such documents required for the construction bidding and construction of the Project, including scoping/design plans and documents required by FHWA to qualify projects for and to receive federal funds; provide design review comments to the State as appropriate.
 - d. After completion of design, within 30 days of receipt of an invoice from the State and prior to bid advertisement, pay to the State, any outstanding PDA, design costs, and the difference between the final and initial construction cost estimates, as may be applicable. Be responsible for and pay the difference between the estimated construction cost and Project bid amount prior to award. After Project completion, be responsible for and pay any outstanding Project costs, within 30 days of receipt of an invoice.

- e. Be responsible for all costs not covered by federal funding that are incurred in performing and accomplishing the work as set forth under this Agreement. Should costs be deemed ineligible or exceed the maximum federal funds available, it is understood and agreed that the Local Agency is responsible for these costs; payment for these costs shall be made within 30 days of receipt of an invoice from the State.
- f. Certify that all necessary rights of way have been or will be acquired prior to advertisement for bid and also certify that all obstructions or unauthorized encroachments of whatever nature, either above or below the surface of the Project area, shall be removed from the proposed right of way, or will be removed prior to the start of construction, in accordance with The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended; 49 CFR 24.102 Basic Acquisition Policies; 49 CFR 24.4 Assurances, Monitoring and Corrective Action, parts (a) & (b) and ADOT Right of Way Procedures Manual: 8.02 Responsibilities, 8.03 Prime Functions, 9.06 Monitoring Process and 9.07 Certification of Compliance. Coordinate with the appropriate State's Right of Way personnel during any right of way process performed by the Local Agency, if applicable.
- g. As applicable, the Local Agency shall certify that it has adequate resources to discharge the Local Agency's real property related responsibilities and ensures that its Title 23-funded projects are carried out using the FHWA approved and certified ADOT Right of Way Procedures Manual and that they will comply with current FHWA requirements whether or not the requirements are included in the FHWA approved ADOT Right of Way Procedures Manual (23 CFR 710.201). Additionally the Local Agency shall certify that all real estate related activities requiring licensure are performed by licensed individuals as defined by the Arizona Department of Real Estate (A.R.S. §§ 32-2121 & 32-2122).
- h. Not permit or allow any encroachments on or private use of the right of way, except those authorized by permit. In the event of any unauthorized encroachment or improper use, the Local Agency shall take all necessary steps to remove or prevent any such encroachment or use. Provide a copy of encroachment permits issued within the Project limits to the State.
- i. Automatically grant to the State, by execution of this Agreement, its agents and/or contractors, without cost, the temporary right to enter the Local Agency's rights of way, as required, to conduct any and all construction and preconstruction related activities for the Project, on, to and over said Local Agency's rights of way. This temporary right will expire with completion of the Project.
- j. Investigate and document utilities within the Project limits; submit findings to ADOT determining prior rights or no prior rights; approve a location within the final right of way to re-establish the prior right location for those utilities with prior rights.
- k. Be obligated to incur any expenditure should unforeseen conditions or circumstances increase Project costs. Be responsible for the cost of any Local Agency requested changes to the scope of work of the Project, such changes will require State and FHWA approval. Be responsible for any contractor claims for additional compensation caused by Project delay attributable to the Local Agency. Payment for these costs will be made to the State within 30 days of receipt of an invoice from the State.

- I. After completion and final acceptance of the Project, agree to maintain and assume full responsibility of the Project and all Project components.

III. MISCELLANEOUS PROVISIONS

1. Effective Date. This Agreement shall become effective upon signing and dating of all Parties.
2. Amendments. Any change or modification to the Project will only occur with the mutual written consent of both Parties.
3. Duration. The terms, conditions and provisions of this Agreement shall remain in full force and effect until completion of the Project and all related deposits and/or reimbursements are made. Any and all obligations of maintenance hereunder shall remain perpetual and shall survive any termination hereof and the assignment or assumption of this Agreement or the Project by another competent jurisdiction or entity.
4. Cancellation. This Agreement may be cancelled at any time up to 30 days before the award of the Project contract, so long as the cancelling Party provides at least 30 days' prior written notice to the other Party. It is understood and agreed that, in the event the Local Agency terminates this Agreement, the Local Agency shall be responsible for all costs incurred by the State up to the time of termination. It is further understood and agreed that in the event the Local Agency terminates this Agreement, the State shall in no way be obligated to complete or maintain the Project.
5. Indemnification. The Local Agency shall indemnify, defend, and hold harmless the State, any of its departments, agencies, boards, commissions, officers or employees (collectively referred to in this paragraph as the "State") from any and all claims, demands, suits, actions, proceedings, loss, cost and damages of every kind and description, including reasonable attorneys' fees and/or litigation expenses (collectively referred to in this paragraph as the "Claims"), which may be brought or made against or incurred by the State on account of loss of or damage to any property or for injuries to or death of any person, to the extent caused by, arising out of, or contributed to, by reasons of any alleged act, omission, professional error, fault, mistake, or negligence of the Local Agency, its employees, officers, directors, agents, representatives, or contractors, their employees, agents, or representatives in connection with or incident to the performance of this Agreement. The Local Agency's obligations under this paragraph shall not extend to any Claims to the extent caused by the negligence of the State, except the obligation does apply to any negligence of the Local Agency which may be legally imputed to the State by virtue of the State's ownership or possession of land. The Local Agency's obligations under this paragraph shall survive the termination of this Agreement.
6. Third-Party Indemnification. The State shall include Section 107.13 of the 2021 version of the Arizona Department of Transportation Standard Specifications for Road and Bridge Construction, incorporated into this Agreement by reference, in the State's contract with any and all contractors, of which the Local Agency shall be specifically named as a third-party beneficiary. This provision may not be amended without the approval of the Local Agency.

7. Programmed Federal Funds. The cost of scoping, design, construction and construction engineering work under this Agreement is to be covered by the federal funds programmed for this Project, up to the maximum available. The Local Agency acknowledges that actual Project costs may exceed the maximum available amount of federal funds, or that certain costs may not be accepted by FHWA as eligible for federal funds. Therefore, the Local Agency agrees to pay the difference between actual costs of the Project and the federal funds received.
8. Termination of Federal Funding. Should the federal funding related to this Project be terminated or reduced by the federal government, or Congress rescinds, fails to renew, or otherwise reduces apportionments or obligation authority, the State shall in no way be obligated for funding or liable for any past, current or future expenses under this Agreement.
9. Indirect Costs. The cost of the Project under this Agreement includes indirect costs approved by FHWA, as applicable.
10. Federal Funding Accountability and Transparency Act. The Parties warrant compliance with the Federal Funding Accountability and Transparency Act of 2006 and associated 2008 Amendments (the "Act"). Additionally, in a timely manner, the Local Agency will provide information that is requested by the State to enable the State to comply with the requirements of the Act, as may be applicable.
11. Governing Law. This Agreement shall be governed by and construed in accordance with Arizona laws.
12. Conflicts of Interest. This Agreement may be cancelled in accordance with A.R.S. § 38-511.
13. Inspection and Audit. The Local Agency shall retain all books, accounts, reports, files and other records relating to this Agreement which shall be subject at all reasonable times to inspection and audit by the State for five years after completion of the Project. Such records shall be produced by the Local Agency, electronically or at the State office as set forth in this Agreement, at the request of ADOT.
14. Title VI. The Local Agency acknowledges and will comply with Title VI of the Civil Rights Act Of 1964.
15. Non-Discrimination. This Agreement is subject to all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36. The Parties to this Agreement shall comply with Executive Order Number 2009-09, as amended by Executive Order 2023-01, issued by the Governor of the State of Arizona and incorporated in this Agreement by reference regarding "Non-Discrimination."
16. Non-Availability of Funds. Every obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for the fulfillment of such obligations. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State at the end of the period for which the funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments as a result of termination under this paragraph.

17. Arbitration. In the event of any controversy, which may arise out of this Agreement, the Parties agree to abide by arbitration as is set forth for public works contracts if required by A.R.S. § 12-1518.
18. E-Verify. The Parties shall comply with the applicable requirements of A.R.S. § 41-4401.
19. Contractor Certifications. The Parties shall certify that all contractors comply with the applicable requirements of A.R.S. §§ 35-393.01 and 35-394.
20. Other Applicable Laws. The Parties shall comply with all applicable laws, rules, regulations and ordinances, as may be amended.
21. Notices. All notices or demands upon any Party to this Agreement shall be in writing and shall be delivered electronically, in person, or sent by mail, addressed as follows:

For Agreement Administration:

Arizona Department of Transportation
 Joint Project Agreement Section
 205 S. 17th Avenue, Mail Drop 637E
 Phoenix, AZ 85007
JPABranch@azdot.gov

City of Prescott
 Attn: Ian Mattingly
 433 N Virginia Street
 Prescott, AZ 86301
 928.777.5008
ian.mattingly@prescott-az.gov

For Project Administration:

Arizona Department of Transportation
 Project Management Group
 205 S. 17th Avenue, Mail Drop 614E
 Phoenix, AZ 85007
PMG@azdot.gov

City of Prescott
 Attn: Tim Sherwood
 430 N Virginia Street
 Prescott, AZ 86301
 928.777.5026
tim.sherwood@prescott-az.gov

For Financial Administration:

Arizona Department of Transportation
 Project Management Group
 205 S. 17th Avenue, Mail Drop 614E
 Phoenix, AZ 85007
PMG@azdot.gov

City of Prescott
 Attn: Mark Woodfill
 222 S. Marina Street
 Prescott, AZ 86303
 928.777.1408
mark.woodfill@prescott-az.gov

22. Revisions to Contacts. Any revisions to the names and addresses above may be updated administratively by either Party and shall be in writing.
23. Legal Counsel Approval. In accordance with A.R.S. § 11-952 (D), the written determination of each Party's legal counsel providing that the Parties are authorized under the laws of this State to enter into this Agreement and that the Agreement is in proper form is set forth below.

24. Electronic Signatures. This Agreement may be signed in an electronic format using DocuSign.

Remainder of this page is intentionally left blank.

(Signatures begin on the next page)

IN WITNESS WHEREOF, the Parties have executed this Agreement to be effective upon the full completion of signing and dating by all Parties to this Agreement.

CITY OF PRESCOTT

By _____ Date _____
PHIL GOODE
Mayor

ATTEST:

By _____ Date _____
SARAH M. SIEP
City Clerk

I have reviewed the above referenced Intergovernmental Agreement between the State of Arizona, acting by and through its DEPARTMENT OF TRANSPORTATION, and the CITY OF PRESCOTT, an agreement among public agencies which, has been reviewed pursuant to A.R.S. §§ 11-951 through 11-954 and A.R.S. § 48-572 and declare this Agreement to be in proper form and within the powers and authority granted to the City under the laws of the State of Arizona.

No opinion is expressed as to the authority of the State to enter into this Agreement. Approved as to Form:

By _____ Date _____
JOSEPH D. YOUNG
City Attorney

ARIZONA DEPARTMENT OF TRANSPORTATION

By _____ Date _____
STEVE BOSCHEN, PE
Infrastructure Delivery and Operations Division
Division Director

By _____ Date _____
BRENT A. CAIN, PE
Transportation Systems Management and Operations Division
Division Director

A.G. Contract No. P0012023001690 (ADOT IGA 23-0009384-I), an Agreement between public agencies, the State of Arizona and the City of Prescott, has been reviewed pursuant to A.R.S. §§ 11-951 through 11-954 and A.R.S. § 28-401, by the undersigned Assistant Attorney General who has determined that it is in the proper form and is within the powers and authority granted to the State of Arizona. No opinion is expressed as to the authority of the remaining Parties, other than the State or its agencies, to enter into said Agreement.

By _____ Date _____
Assistant Attorney General

EXHIBIT A**Cost Estimate****T0501 01D/03D/01R/01C**

The Project costs are estimated as follows:

ADOT Project Development Administration (PDA) Cost

Federal-aid funds @ 100%	<u>\$ 30,000.00</u>
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Scoping/Design:

Federal-aid funds @ 100%	<u>\$ 276,450.00</u>
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Right of Way Acquisition:

Federal-aid funds @ 100%	<u>\$ 45,400.00</u>
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Construction:*

Federal-aid funds @ 100%	<u>\$ 688,200.00</u>
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Estimated TOTAL Project Cost	\$ 1,040,050.00
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* (Includes 17% construction engineering (CE) and administration cost (this percentage is subject to change, any change will require concurrence from the Local Agency) and 5% Project contingencies)

RESOLUTION NO. 2023-1869

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT, YAVAPAI COUNTY, ARIZONA, AUTHORIZING THE ACCEPTANCE OF A FEDERAL HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) GRANT FROM ARIZONA DEPARTMENT OF TRANSPORTATION FOR THE CONSTRUCTION OF A TRAFFIC SIGNAL AT GAIL GARDNER WAY AT FAIR STREET, AND AUTHORIZING MAYOR AND STAFF TO TAKE ANY AND ALL STEPS NECESSARY TO ACCOMPLISH THE ABOVE

RECITALS:

WHEREAS, a portion of the Federal Highway Safety Improvement Grant Program administered by the Arizona Department of Transportation provides the necessary funding for the design and construction of a new traffic signal, and

WHEREAS, the City of Prescott has applied for and been successfully awarded a grant in the amount of one million, forty thousand, and fifty dollars (\$1,040,050.00) for the construction of a new traffic signal on Gail Gardner Way at Fair Street, and

WHEREAS, the parties have deemed it to be in the public interest of the citizens of Prescott for the construction project to be completed, and

WHEREAS, the City of Prescott and the Arizona Department of Transportation have the authority to enter into the foregoing agreement pursuant to ARS Sections 11-952 and 9-240(5), and

WHEREAS, the Council of the City of Prescott ("City") wishes to enter into an Intergovernmental Agreement ("IGA") with the State of Arizona, through the Arizona Department of Transportation ("ADOT") accepting the foregoing funding and authorizing the design and construction of the traffic signal.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PRESCOTT AS FOLLOWS:

Section 1. THAT the Council hereby approves an IGA with ADOT accepting federal funding for the design and construction of the traffic signal on Gail Gardner Way at Fair Street, and

Section 2. THAT, the City designate the State as its authorized agent to administer the design and construction of the project, and

Section 3. THAT, the City commit to providing any project costs over the federal cap of one million, forty thousand, and fifty (\$1,040,050.00) dollars, and

Section 4. THAT, the City review and approve design plans, specifications and other such documents required for the project, and

Section 5. THAT, the City acquire all necessary rights-of-way for the project, and

Section 6. THAT, the City commits upon completion of the project to accept, maintain, and assume full responsibility for the project, and

Section 7. THAT the Mayor and Staff are hereby authorized to execute any and all steps deemed necessary to accomplish the above.

PASSED AND ADOPTED by the Mayor and Council of the City of Prescott this 14th day of November, 2023.

PHILIP R. GOODE, Mayor

ATTEST:

APPROVED AS TO FORM:

SARAH SIEP, City Clerk

JOSEPH D. YOUNG, City Attorney

CERTIFICATION OF RECORDING OFFICER

STATE OF ARIZONA)
County of Yavapai) ss.

I, the undersigned Sarah Siep, being the duly appointed, qualified City Clerk of the City of Prescott, Yavapai County, Arizona, certify that the foregoing Resolution No. 2023 -1869 is a true, correct and accurate copy of Resolution No. 2023 -1869, passed and adopted at a Voting Meeting of the Council of the City of Prescott, Yavapai County, Arizona, held on the _____ day of _____ 2023, at which a quorum was present and, by a _____ vote, _____ voted in favor of said ordinance.

Given under my hand and sealed this _____ day of _____, 2023.

Seal

City Clerk

July 6, 2023

Mr. Ian Mattingly, P.E.
Traffic Engineer
City of Prescott
433 N. Virginia Street
Prescott, AZ 86303

Re: **Highway Safety Improvement Program (HSIP) (VRU)**

City of Prescott - Gail Gardner Way and Fair Street, Traffic Signal (**Revision**)

ADOT Project No. : TBD

Federal Project No.: TBD

COG/MPO: CYMPO

COG/MPO TIP No.: TBD

ESTIP ID No.: 103592

Northwest District, Yavapai County

Dear Mr. Mattingly:

In accordance with the *Stewardship and Oversight Agreement on Project Assumption and Program Oversight by and between Federal Highway Administration, Arizona Division and the Arizona Department of Transportation*, dated April 9, 2015, Attachment A, page A-1, the Arizona Department of Transportation, Traffic Safety Section (TSS) has determined that the City of Prescott's **revised** request to utilize HSIP funds for a safety countermeasure (project) to install a traffic signal at the intersection of Gail Gardner Way and Fair Street is eligible for the Highway Safety Improvement Program (HSIP) funding.

All work will be performed by contract and ground disturbing activities and utility relocations are anticipated.

This revision reallocates FY24 design fund to FY25 right-of-way funds to account for inflation costs that were not included in the original RoW cost, but were included in the design cost. The total project cost remains the same.

ADOT has determined that, in accordance with 23 USC 148(a)(4)(A), this project is consistent with the State's 2019 Strategic Highway Safety Plan. It supports the "Pedestrians" emphasis area by implementing the "infrastructure improvement to reduce pedestrian fatalities" strategy.

During a 5-year period ending December 31, 2021, the City of Prescott experienced one fatal left-turn pedestrian crash in this intersection. With the CRF of 59% obtained from the CMF Clearinghouse, the City of Prescott could see a 5-year reduction of 0.59 fatal pedestrian crashes at this intersection. Based on the above CRF, a B/C ratio of 7.2 was calculated.

The funding for this project is established under the ADOT HSIP and is eligible to be funded at 100% HSIP federal funds and 0.0% local match as described in Code of Federal Register 23 CFR Part 924 (*Ref: Highway Safety Improvement Program [HSIP], Arizona Department of Transportation [ADOT], Transportation Systems Management and Operations, Traffic Safety Section, February 2022; 1.1.4 Funding, Federal Share*). This project address the safety of vulnerable road users (VRU) provided in 23 U.S.C.148 (g)(3). The City of Prescott anticipates the total design/construction cost of this countermeasure at **\$1,040,050.00** (Enclosure 1) as shown below.

Original Anticipated Costs:

Anticipated Design/ADOT Admin – FY24		RoW – FY25		Anticipated Construction – FY26	
HSIP (100%)	\$ 311,850.00	HSIP (100%)	\$ 40,000.00	HSIP (100%)	\$ 688,200.00
Local Match (0.0%)	\$ 0.00	Local Match (5.7%)	\$ 0.00	Local Match (0.0%)	\$ 0.00
Total	\$ 311,850.00	Total	\$40,000.00	Total	\$ 688,200.00

Revised Anticipated Costs:

Anticipated Design/ADOT Admin – FY24		RoW – FY25		Anticipated Construction – FY26	
HSIP (100%)	\$ 306,450.00	HSIP (100%)	\$ 45,400.00	HSIP (100%)	\$ 688,200.00
Local Match (0.0%)	\$ 0.00	Local Match (5.7%)	\$ 0.00	Local Match (0.0%)	\$ 0.00
Total	\$ 306,450.00	Total	\$45,400.00	Total	\$ 688,200.00

Please note that eligibility does not give the City of Prescott authorization to begin work. A JPA will need to be completed between City of Prescott and ADOT prior to Federal authorization being requested. All ADOT clearances will need to be completed. Any work performed prior to federal authorization is not eligible for reimbursement.

The following will require a revised HSIP eligibility letter prior to ADOT finance requesting Federal authorization:

1. The project scope of work or the limits of the project change. A request for a new eligibility letter will need to be submitted outlining the changes and justification.
2. Anticipated cost estimate exceeds the above approved HSIP eligibility.
 - a) A request for a new eligibility letter will need to be submitted outlining all increased costs, justification, source of additional funds and revised total anticipated cost, if the total anticipated cost exceeds 20% of the above amount.
 - b) For anticipated cost increase less than 20% of the above amount, the HSIP Program Manager can be advised of the increased cost, justification and funding source by email. Federal authorization cannot be requested until after the Program Manager has notified FHWA of the approved increase by email.

Design and construction estimates submitted and prepared by the City of Prescott verifying the unit prices and quantities are the responsibility of the City of Prescott and any design or construction costs exceeding the above amounts must come from funding sources other than HSIP.

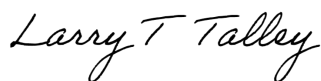
Per 23 USC 148 (c)(2)(F)(i) the agency is required to establish and maintain a data inventory of before and after crashes for this safety improvement project in order for an analysis and evaluation to be carried out by ADOT.

Please ensure that this project is in the TIP for the correct funding amount, the correct FY and that design and construction are broken out as separate line items (if applicable).

Upon receipt of this letter, if you have not already started, you should immediately submit your Project Initiation Packet to ADOT LPA Section. The goal is to have a signed JPA in place before July 1, 2023.

If you have any questions regarding this request, please call me at 602-712-7709. Thank you.

Sincerely,



Larry T. Talley
HSIP Manager
ADOT-Traffic Safety Section

LTT

Encl: Cost Estimate

B/C Ratio

Location Map

Work Limits Map

Cc: FHWA, Arizona Division Office, ATTN: Glen Robison
ADOT, Project Management Group, ATTN: Steve O'Brien, P.E.
ADOT, Finance, ATTN: Elise Maza
ADOT, Local Public Agency Section, ATTN: Bret Anderson
ADOT, Northwest District Administrator, ATTN: Anthony Brozich, P.E.
ADOT, TSMO, Regional Traffic Engineer, ATTN: John Litteer, P.E.
ADOT, TSMO, Northern Region, TES. ATTN: Josh Hale
ADOT, TSMO, Assistant State Engineer, ATTN: George Williams, P.E., PTOE, PTP
ADOT, TSMO, Special Projects, ATTN: Adam Carreon, P.E, PTOE.
ADOT, TSMO, State Traffic Safety Engineer, ATTN: Kerry Wilcoxon, P.E., PTOE, RSP1
ADOT, Local Public Agency Section, ATTN: Mark Henige
ADOT, Multimodal Planning Division (MPD), ATTN: Myrna Bondoc
NACOG, Acting Planning Director, ATTN: Jennifer O'Connor



TO: MAYOR AND CITY COUNCIL
AGENDA: February 27 Voting Meeting
DATE: February 27, 2024
DEPT: Public Works
ITEM #: 9.B
SUBJECT: Adoption of Resolution No. 2024-1875,
Approving the 2024 City Water Management
Policy; and Approval of Additional
Recommendations from the Mayor's Commission
on Water Policy Review & Monitoring.

ITEM SUMMARY

This item is for the adoption of Resolution No 2024-1875 to approving the 2024 Water Management Policy and approving the Mayor's Commission on Water Policy Review and Monitoring's additional recommendations.

BACKGROUND

The City's current Water Management Policy was adopted on April 26, 2022. The Mayor's Commission for Water Policy Review and Monitoring (Commission) was established in May 2022 to review and monitor the 2022 Water Policy. Through the Commission's year and half of work, they established the overview of findings listed below:

- It is recommended the City continue with the 2022 policy as it is more effective than the 2019 policy for managing finite water supplies; however, it should remove or correct any language that the City doesn't or can't actually act upon. Some policies don't have clear procedures for staff and the applicant, so they may need to be removed until such time, procedures are in place and can be enforced fairly.
- It is recommended the City begin the process to develop a long-term water management plan, incorporating the Water Resource Management Model (WRMM) and appropriate legal documents. The Commission identified many disconnects in the 2022 policy. They made recommendations for, or had concerns with, 16 of 22 policies as well as within the document's text (pages 1-15 and attachments). Further, there were concerns about items that should be part of a policy that weren't (i.e. rainwater/stormwater supplies, groundwater pumping offsets, sustainability, etc). It is evident the City is lacking a long-range water management plan to carry the City's water health and safety when there are changes from one elected and leadership bodies to another. An amended 2022 policy may bridge the City while a long-term plan is developed that aligns with the City's pending Decision and Order of Assured Water Supply (DAWS) which is currently under review with ADWR. Alignment with the City's 2025 General Plan will also be important. Note that the City's service area extends outside its General Plan area.
- It is recommended the City develops procedures for the use of the WRMM that are not currently reflected in the policy. The WRMM appears to be a tool that needs to be fully employed as part of the City's long-term planning tools; however, it is evident there is limited understanding and use of it when the 2022 water policy is examined. It may be important for a team within the City to examine it and set forth meaningful and reproducible tasks from it which inform City elected and leadership, and aid in long-term planning. It is concerning as it appears the 2022 water policy is allocating supplies beyond the WRMM as filed with the City's pending DAWS. That is, it appears policy allocates before those uses are verified in the WRMM.

Based on the overview of the findings, the Commission provided recommendations on meetings held on October 17th, 2023 and November 21st, 2023. Commission recommendations were incorporated in the 2024 Water Policy document along with staff recommendations to provide more effective processing and tracking of Water Service Applications. The Commission also prepared three separate recommendations to cover items that needed more time to address than was allowed for by the schedule of the 2024 Water Policy adoption. Those recommendations addressed 1) a City Long-Term Water Management Plan, 2) Water Resources Management Model procedures, and 3) investigate requirements to monitor 75% return flow rates.

As stated in the Commission's overview of findings, the goal of the 2024 Water Policy is to act as a bridging document to provide more effective policies while the City completes the modification of Decision and Order through the Arizona Department of Water Resources (ADWR), prepares a Long-term Water Management Plan, and completes the 2025 General Plan.

The 2024 Water Policy and Commission's additional recommendations were presented to the City Council at the Study Session held on January 9, 2024 but due to time constraints, it was continued at the Study Session held on February 13, 2024. All Council recommendations during the Study Sessions were incorporated into Attachment 1, Resolution 2024-1875 and 2024 Water Policy, and Attachment 2, the Commission's additional recommendations.

FINANCIAL IMPACT

None.

RECOMMENDED ACTION

MOVE to adopt Resolution No. 2024-1875 and approve additional recommendations by the Mayor's Commission on Water Policy Review & Monitoring

ATTACHMENTS

1. Resolution No. 2024-1875 & Updated Policy
2. Attachment 2 Commission's Additional Recommendations

RESOLUTION NO. 2024-1875

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT, YAVAPAI COUNTY, ARIZONA, ADOPTING A CITY COUNCIL POLICY FOR WATER MANAGEMENT CONTAINED IN THE “2024 WATER MANAGEMENT POLICY”

RECITALS:

WHEREAS, the Council of the City of Prescott (“City”) wishes to adopt a Council Policy for managing its water resources; and,

WHEREAS, multiple meetings were held with the Mayor’s Commission for Water Policy Review and Monitoring and with City elected officials, through City Council meetings.

WHEREAS, the policy that is attached to this Resolution was created and has been entitled the “2024 Water Management Policy”; and,

WHEREAS, it is anticipated that the “2024 Water Management Policy” will be amended from time-to-time by the City; and,

WHEREAS, the City wishes to administer the policy until it is replaced with a new policy based on a long-term water management plan or otherwise repealed; and,

WHEREAS, the City on December 19, 2023, acting under the 2022 Water Management Policy, approved an associated budget for this policy for the January 1 to June 30, 2024, timeframe; and,

WHEREAS, it is in the best interest of the City to adopt the “2024 Water Management Policy”.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PRESCOTT AS FOLLOWS:

Section 1. THAT, the City Council hereby approves a Council Policy for water management contained in the “2024 Water Management Policy”, attached hereto and incorporated herein by reference as Exhibit “A”.

Section 2. THAT, all previous water policies of the Prescott City Council are rescinded and replaced with this “2024 Water Management Policy”; and,

Section 3. THAT, this policy shall remain in force until superseded by a successor water management policy or otherwise repealed.

Section 4. THAT, the Mayor and staff are hereby authorized to sign this Resolution and effectuate the terms and provisions of the “2024 Water Management Policy”.

PASSED, APPROVED AND ADOPTED by the Mayor and Council of the City of Prescott this ____ day of February 2024.

PHILIP R. GOODE, Mayor

ATTEST:

APPROVED AS TO FORM:

SARAH M. SIEP
City Clerk

JOSEPH D. YOUNG
City Attorney

CERTIFICATION OF RECORDING OFFICER

STATE OF ARIZONA)
County of Yavapai) ss.

I, the undersigned Sarah M. Siep, being the duly appointed, qualified City Clerk of the City of Prescott, Yavapai County, Arizona, certify that the foregoing Resolution No. 2024-1875 is a true, correct and accurate copy of Resolution No. 2024-1875 passed and adopted at a Voting Meeting of the Council of the City of Prescott, Yavapai County, Arizona, held on the ____ day of February, 2024, at which a quorum was present and, by a _____ vote, _____ voted in favor of said Resolution.

Given under my hand and sealed this _____ day of _____, 2024.

Seal

City Clerk

EXHIBIT “A”



2024 Water Management Policy

Effective Date: February 27, 2024

Acknowledgements

In June 2022, the Mayor's Commission for Water Policy Review and Monitoring was convened to review the City's 2022 Water Management Policy which was based on City water management practices from the 1999-2017 timeframe. The Commission reviewed the policy providing feedback, where some could be applied herein and where other recommendations should be developed as part of a long-term water management plan. Due to this 2024 Water Management Policy being intended to bridge the City until such time their latest Decision and Order of Assured Water Supply (submitted in December 2021) is conferred by the Arizona Department of Water Resources, this policy has had limited updates to the introductory text but focused on the enumerated guidelines within the document (see Section 5a.). The City of Prescott extends its gratitude for the time and work provided by the Commission – Mayor Phil Goode (Council Liaison), Chairman Jim Lamerson, Vice-Chairman Bob Roecker, Member Gary Beverly, Member Gillian Haley-Meierbachtol, Member Peter Kroopnick, Member Michael Taylor, and Member Gary Worob. The City would also like to extend its gratitude to all the City staff members who provided recommendations and feedback to improve the policy and make its implementation more effective.

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Section 1: Introduction

The City manages its water resources to ensure sufficiency for current and planned future demands. A team of professionals operates infrastructure (wells, pipes, storage tanks), manages physical resources

(groundwater, surface water, and reclaimed water), and integrates supplies with State and City water management requirements (e.g., Decision and Orders of Assured Water Supply, and City codes).

Although this Policy addresses resources and touches upon infrastructure, it is intended to serve primarily as a water resource management guide, promulgating policies and procedures to promote water supply protection, provide basic physical supply information, and how the foregoing are integrated to ensure sufficient and stable water supplies for the community.

The Policy is a guiding document for development requests seeking water resources from the City of Prescott. It is intended to support responsible growth and development, particularly infill development where feasible, in accordance with the adopted General Plan and to support ADWR's goals and management strategies to work towards safe-yield.

Section 2: State and City Water Management

The City is located within the Prescott Active Management Area (PrAMA) (**Figure 1**), as defined in Arizona law (Title 45 of Arizona Revised Statutes), and must adhere to the requirements therein. Since 1999, the City has held a State of Arizona Designation of Assured Water Supply (DAWS), Decision and Order (D&O) recognizing the City's commitment to provide a secure water supply, now and into the future.

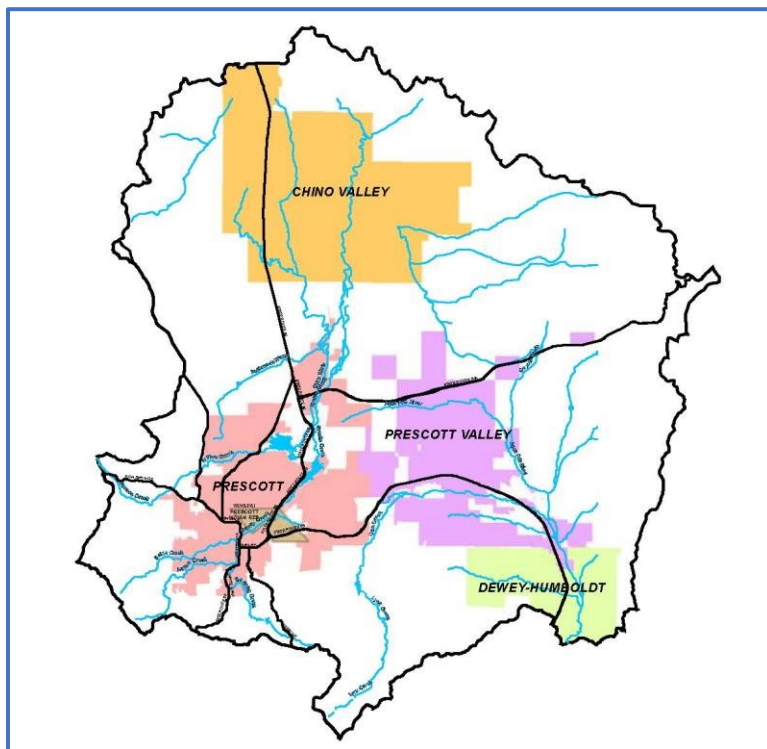


Figure 1: Prescott Active Management Area

Section 2.a: State Water Management Requirements

The City of Prescott water service area is located within the PrAMA, established under the Arizona Groundwater Management Act (GMA) of 1980. Prescott Valley, Chino Valley, Dewey-Humboldt, the

Yavapai-Prescott Indian Tribe Reservation, and certain surrounding areas of unincorporated Yavapai County comprise the remainder of the PrAMA. The City is only one entity within the PrAMA, not the regulating authority, therefore the Policy is not intended to resolve the PrAMA overdraft declaration, but rather to be a tool to work toward reducing overdraft. The City's water service area comprises approximately 12.86% of the PrAMA land area.

Through a series of management plans administered by the Arizona Department of Water Resources (ADWR), the 1980 GMA established water management strategies that emphasize conservation, replacement of existing groundwater use with renewable supplies, recharge, and water quality management by all users within the AMAs. The 5th Management Plan will go into effect in January 2025.

The PrAMA is also subject to the requirements of the ADWR Assured Water Supply (AWS) program. The City has held a Designation of Assured Water Supply (DAWS) since 1999, and this designation is updated periodically to reflect water resource availability. A DAWS requires demonstration that the provider, and its water supply, will meet seven criteria: physical availability, legal availability, and continuous availability of water for 100 years, financial capability, water quality, consistency with the management goal, and consistency with the management plan. The D&O quantifies the physical supplies available to the City (**Figure 2**) which have increased over time.

The City is currently operating under the 2009 D&O of Assured Water Supply (ADWR AWS No. 86401501.0001), (**Figure 2**). The City's next DAWS was filed in December 2021 and is currently under review.

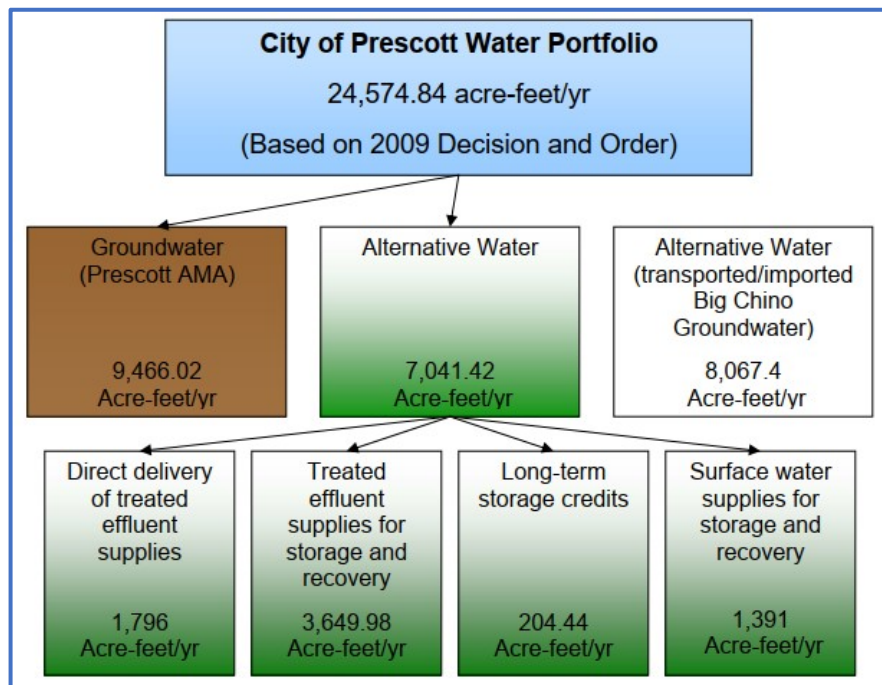


Figure 2: City's Decision and Order No. 86-401501.0001 ("2009 D&O")

Water management has a crucial role in implementation of the City's development policies, goals and objectives. The City deploys management tools, policies, and strategies to meet State conservation requirements in the following ways:

- Public education programs and tiered water rates promote conservation
- Conservation Incentive program encourages use of water saving fixtures and appliances (PCC 310-8)
- Reclaimed water (effluent) and surface water from Watson and Willow Reservoirs provide renewable water supplies
- Operation of the City's recharge facility (since 1987), provides an average return flow to the groundwater aquifer of 65% citywide.
- The City meets ADEQ water quality standards

The status of each block of water relative to this policy is as follows (See Figure 2):

Groundwater: The indicated quantity, 9,466.02 acre-feet per year (AFY), is an amount recognized by the State in accordance with Arizona Revised Statutes. This component, supporting the majority of water needs within the City limits that were recognized circa 1998, is referred to as "current and committed demand."

Alternative Water: This renewable component of the City Water Portfolio, as distinct from groundwater, presently consists primarily of recharged/recovered surface water stored in Watson and Willow Reservoirs, and treated effluent from the water reclamation (wastewater treatment) plants. The City previously placed alternative water into contracts or reservations for future use from 1998-2019. While Contracts are no longer used to supply water within the City limits, the remaining quantity of "Alternative Water" is made available ("budgeted" by the City) in annual increments to support new development, in accordance with Section 5 of this Policy.

Alternative Water (transported/imported): This category of the portfolio relates to the volumes and authorities the City has with respect to the Big Chino Sub-basin.

The Big Chino Water Ranch (BCWR) is comprised of 4,582.1 acres of deeded lands and 1,948.6 acres of Arizona State Land within Yavapai County. The ranch is within the Big Chino Sub-basin of the Verde River Watershed. The City of Prescott is a 54.1% partner and the Town of Prescott Valley a 45.9% partner in water from the BCWR. Arizona Revised Statutes, Section 45-555, allows for the transportation of groundwater by PrAMA municipalities from the Big Chino Sub-basin for use inside the PrAMA.

In the future, imported water may be used in a manner similar to other alternative water supplies. Since infrastructure does not exist to import this water, it is not available to specific development projects. More information regarding BCWR project activities and timeframes can be found on the City website.

<https://prescott-az.gov/water-resource-mgmt/big-chino-project/>

Section 2.b: City Water Management Requirements

City plans, policies, and codes, including refinements to water management, are updated when necessary for consistency with water supply conditions. Notably, for annexations of 250 acres or more, Article I, Section 4 (Boundaries) of the City of Prescott Charter, adopted November 8, 2005, prescribes

that "...all effluent generated by new development in the annexed area be used for permanent recharge."

Compliance with this provision requires measuring wastewater flows from "Proposition 400 Annexation Area(s)," treating the wastewater, recharging the effluent, and leaving it in aquifer storage.

Section 3: Physical Water Supplies

The processes of the natural hydrologic cycle—condensation, precipitation, transpiration, and evaporation - operate on a global scale, continuously moving water around the planet. Locally, the natural water cycle is altered by man-made systems designed to provide water to homes and businesses, recreational opportunities, prevent flooding, store the water for later use, and achieve other benefits. Just as water circulates continuously in the global water cycle, water in Prescott also circulates continuously in the Prescott Urban Water Cycle (**Figure 3**), a unique and efficient water routing designed to maintain a sufficient water supply for our community now and into the future.

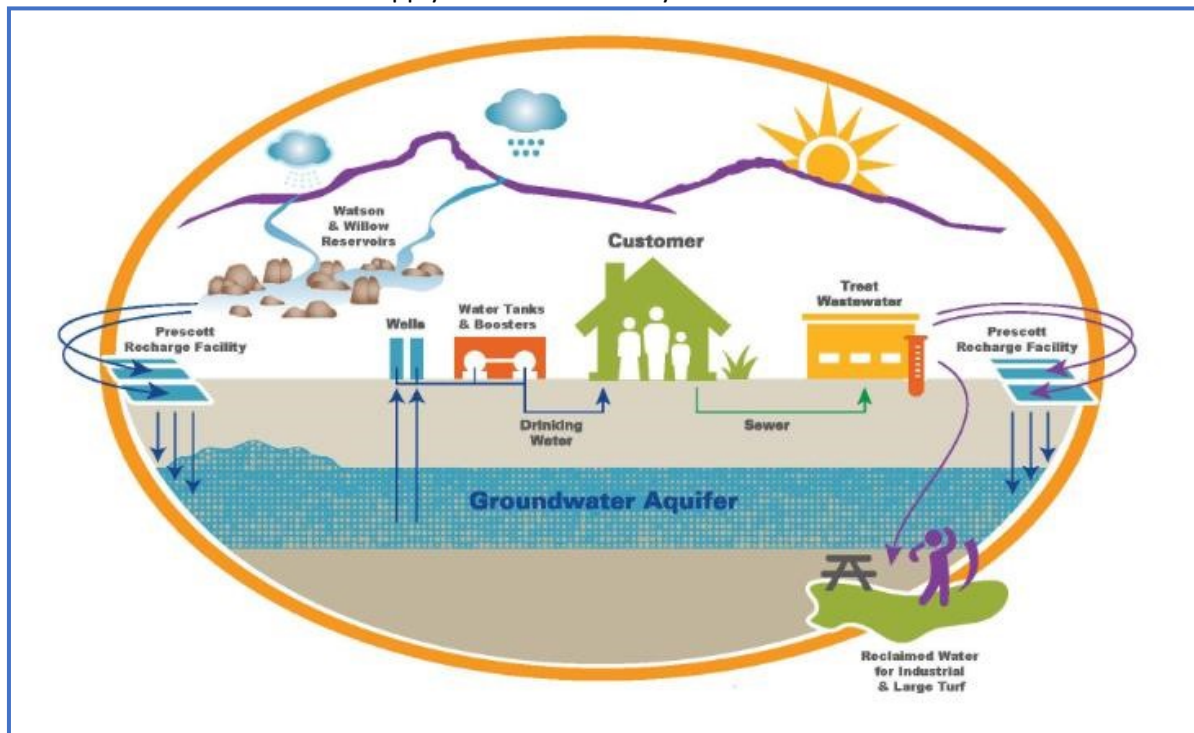


Figure 3: Prescott Urban Water Cycle

Section 3a: Sources

The City relies upon "grandfathered" groundwater for much of its present water supply and augments the groundwater with surface water from Watson and Willow Reservoirs, and reclaimed supplies (treated effluent), for aquifer recharge, storage, and recovery (**Figure 3**). As previously mentioned, the City has also secured Big Chino groundwater for future use.

Section 3b: Water Production and Distribution

City potable water is pumped from two well fields, one in the Town of Chino Valley and one in the

Prescott Regional Airport area. As the City is fortunate to draw from high quality aquifers, Water Operations provides only two treatment processes to reduce the contaminants found in our groundwater. These two processes are disinfection with the use of chlorine and water blending for arsenic removal. The City's water quality is excellent and is monitored daily to ensure it complies with stringent drinking water quality standards (**Figure 3 – Wells**). The City remains vigilant to assess and respond to emerging contaminants.

For more information about Water Services, including how to report a Water Emergency, Water Quality (Consumer Confidence Reports) and Backflow Prevention go to:

[https://prescott-az.gov/water-ops/how-tos-faqs/Section 3c: Wastewater Collection and Treatment](https://prescott-az.gov/water-ops/how-tos-faqs/Section%203c%3A%20Wastewater%20Collection%20and%20Treatment)

The City's Wastewater Collection System (public sewer) is designed to convey the wastewater that is discharged from residential and non-residential customers private sewer service pipes to the Wastewater Treatment Plant or Water Reclamation Facility, where it undergoes processes necessary for reuse and recharge. The treated water, called effluent or reclaimed water, is sold for direct use on golf courses, and use by industrial customers (**Figure 3 – Treat Wastewater**).

For more information about Wastewater Collection and Wastewater Treatment go to:

[https://prescott-az.gov/sewer-and-wastewater/wastewater-operations/Section 3d: Recharge](https://prescott-az.gov/sewer-and-wastewater/wastewater-operations/Section%203d%3A%20Recharge)

The effluent or reclaimed water not supplied for direct reuse on golf courses or to industrial users, is recharged to the aquifer, along with surface water from the Watson and Willow Reservoirs, and the hydrologic cycle begins anew (**Figure 3 – Prescott Recharge Facility**).

Section 3e: Water Uses

Water customers use the water supplied for various residential and non-residential purposes. Practicing a low-water-use lifestyle is a way everyone can help ensure a long-term, sufficient water supply; and making efforts to reduce pollutants will help preserve water quality (**Figure 3 – Customer**).

Section 4: Water Management – Integrating Supplies within the Framework of State Law and other Legal Obligations

Arizona's water management policy structure, originally adopted in 1980, has extended water supplies for many population centers within the state. Within that structure, the City has actively managed its resources to provide water to support moderate growth. Each subsection below provides a brief explanation of how the physical supplies are aligned with state law, ADWR, decision and orders, and City policy and plans.

Section 4a: Water Management and the City of Prescott General Plan

In 1988, the State initiated the requirement that Arizona cities prepare and periodically update a General Plan as part of the “Growing Smarter/Growing Smarter Plus” legislation.

The City's current General Plan (approved by voters August 25, 2015, and viewable at <https://prescottaz.gov/planning-and-zoning/planning/continues> to integrate water resource availability and future growth. The General Plan contemplates the City's long-term build-out population to approximately double from the current 45,827. Maps of the City limits (Attachment 1), City of Prescott and General Plan area (Attachment 2), and City water service area (Attachment 3), are appended to this Policy.

Section 4b: Water Resources Management Model

To meet the intent of the adopted 2015 General Plan (Water Resource Element), the City and its Consultant continue to work toward long-term water resource management, updating its efforts to use more current tools and approaches. The first step was the building of a data repository that would better link land and water demands. The approach sought the ability to run various scenarios (e.g. changes in either customer demands or available supplies, policy implications, etc.) to assess various possible futures. It was also important to incorporate available Geographic Information Systems (GIS) as a tool to manage the large datasets and be able to display them for internal use, as well as, at Council-level community discussions. Around 2019, while creation of the long-term water management model was nearing completion it was renamed the Water Resource Management Model (WRMM). From the initial version, based on the City's water service area boundary (Attachment 3), next the 2015 General Plan boundary was incorporated. Last, the City commenced the structures necessary to create a version to handle the data as required by state statute and rules for the updating of the City's DAWS (See Section 2.a). Annually the WRMM is updated to include the previous year's billing data. As this policy is acting as a bridge until the City's 2021 DAWS update is completed and executed by the state, requests for water will continue to be based on the water budgets per Guidelines 12 and 13 of the 2024 Water Policy which are consistent with the methodologies established in the 2022 Water Policy. This will be aided by data derived from the WRMM to advise City Council on how requested usage compares to the WRMM's projected usage for each requested land parcel. In the future, when more detailed procedures are developed for uses of the WRMM, it will become a more useful tool for setting water budgets and meeting the objectives of the General Plan, which is being updated at the time of completion of this document.

Section 4c: Water Management and Conservation Planning

The City has established a strong foundation for water conservation. As far back as 1924, the Mayor and Council resolved that it had become "necessary to conserve and protect the water supply of the City of Prescott," setting into motion conservation actions. The State of Arizona Groundwater Management Act, adopted in 1980, imposed formal conservation requirements.

Using water more efficiently and effectively to extend supplies, a long-time Prescott goal, is the responsibility of both the City as water provider, and all water customers. The City's role is two-fold¹) to limit losses from its municipal water system and 2) facilitate achievement of the state-prescribed requirement for the community expressed in gallons per capita per day (AMA GPCD Conservation Program per A.R.S S45-563(A)).

Section 4c1: Integrity of the City Water System

"Lost and unaccounted water" is the difference between the total water pumped and the total water sold. Lost and unaccounted water results from line breaks and leakage, faulty meters, and unlawful connections to the system.

The City has consistently met the ADWR annual requirement of not more than 10 percent lost and unaccounted water and actively works toward reducing the City's lost and unaccounted water even below the 10 percent maximum set by ADWR. The 20-year average system losses (2001 – 2021) is 7.88 percent (**Figure 4**).

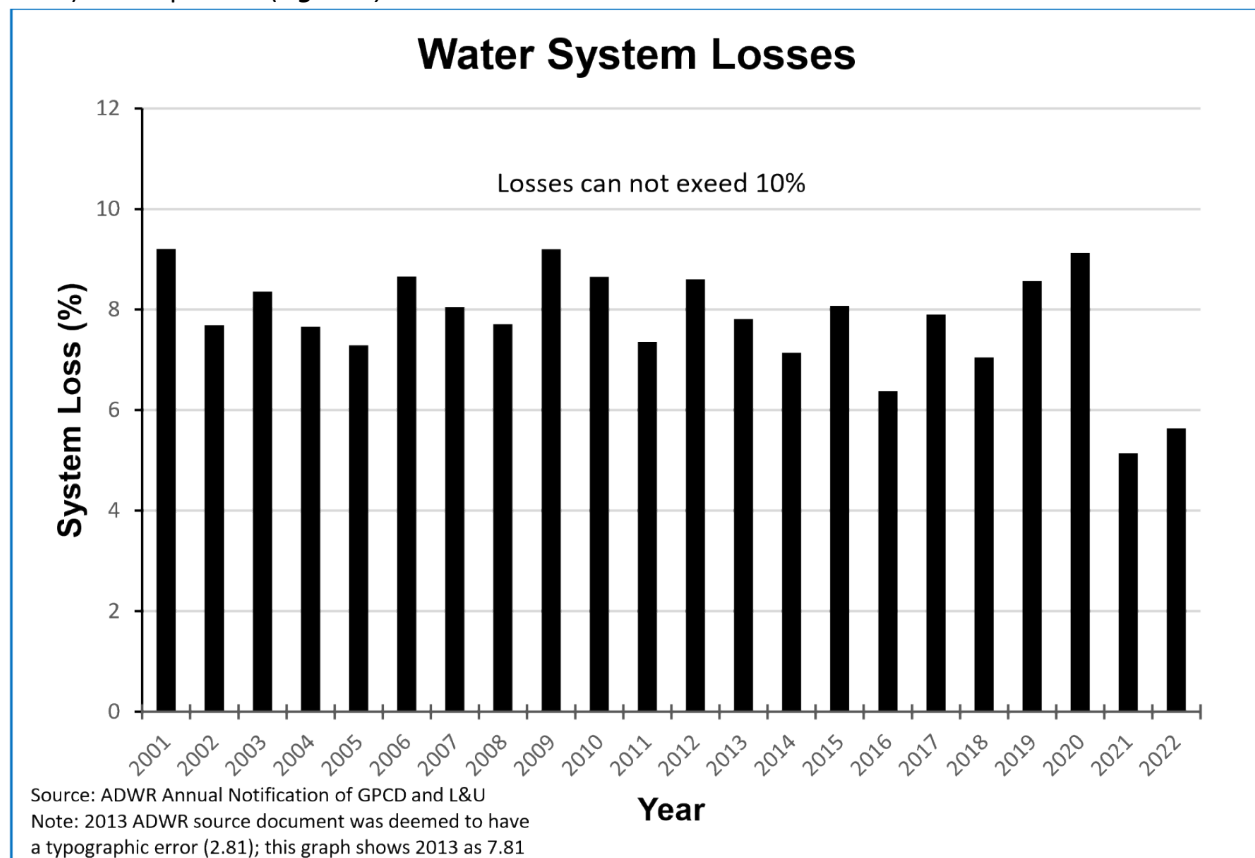


Figure 4: Water System Losses

Section 4c2: Conservation Tools

Conservation awareness within the community, rebates for installation of water saving plumbing fixtures and appliances, website online tools, and public outreach and education are main areas of focus.

Conservation awareness begins with public messaging through various on-line venues, interacting with the general public by participating in public events and sharing conservation tools and information in the school system.

In 1992, the City began offering rebate incentives to create the opportunity to save millions of gallons of potable water by using water saving devices, and the removal of outdoor grass. The adoption of current building codes also contributes to water savings in new construction. Water savings from replacing older high water use fixtures and appliances is realized over the life of the fixture and shows the amount of water saved each year since 2010 (**Figure 5**). The City also provides monetary incentives for installation of rainwater harvesting equipment.

The City's website was updated in 2023 for new and existing users to include the following information:

Outdoor and Indoor Conservation ideas, Drought Prep, Education & Activities, and Rebate & Incentives. The City also provides a Blog on timely topics, and an Event Calendar. More information can be found at www.prescottwater.gov

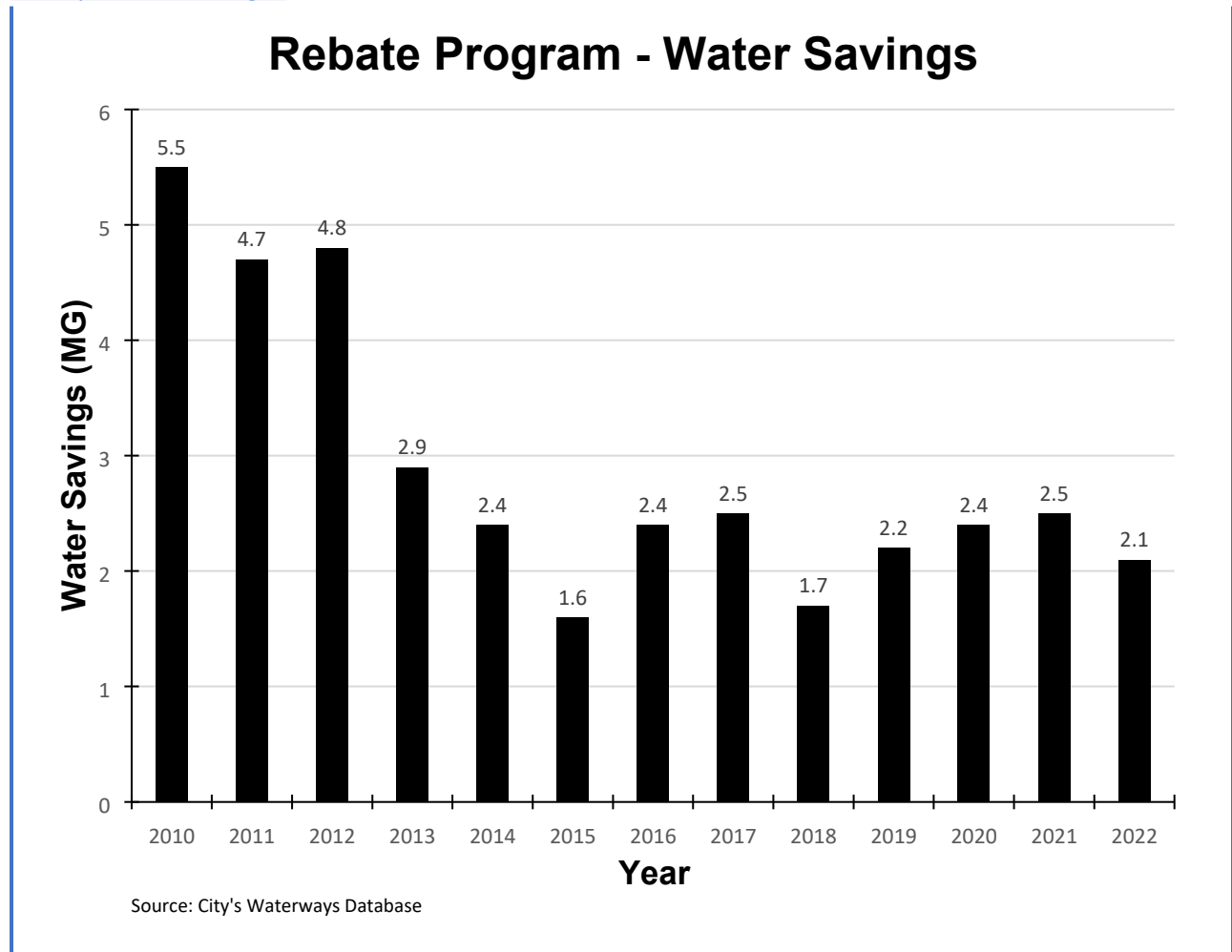


Figure 5: Rebate Program – Water Savings

Section 4c3: Water Usage

Water usage has remained relatively flat for the last ten years, with the exception of 2020, even as population has continued to grow (**Figure 6**). Higher than normal temperatures in the region were seen in 2020, resulting in continued drought conditions associated with lack of snow pack and monsoon moisture. These conditions resulted in an increase in potable water usage.

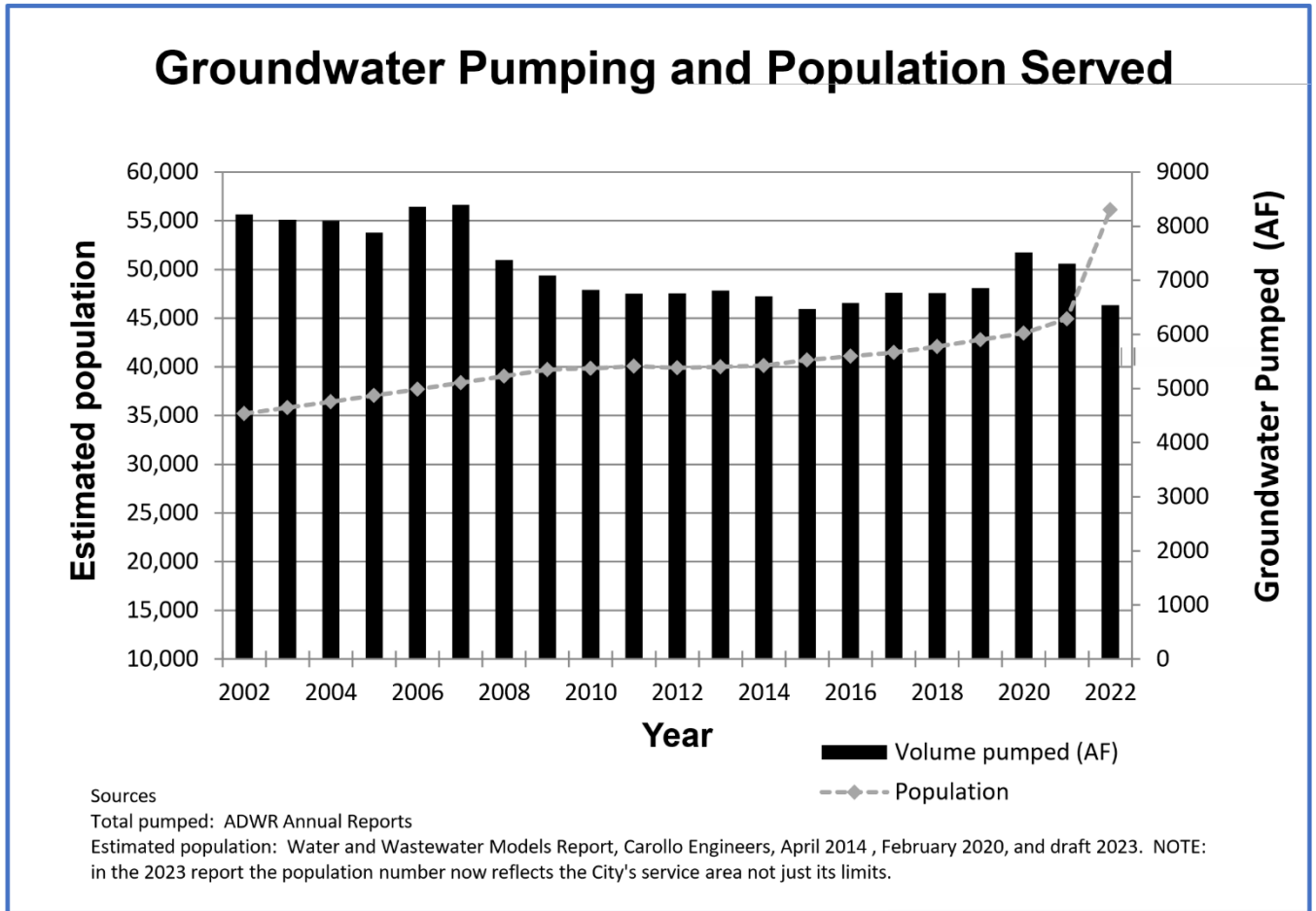


Figure 6: Groundwater Pumping and Population Served

Section 4c4: Gallons Per Capita per Day (GPCD)

Gallons per capita per day (GPCD) is calculated by dividing the total volume of water sold to all users by the number of people being served. From 2002 to 2021, water use within the City’s water service area declined from 178 to 104. **(Figure 7)**. Outreach and education efforts, conservation measures, the conservation incentive program and a tiered rate structure have all contributed to water usage declines.

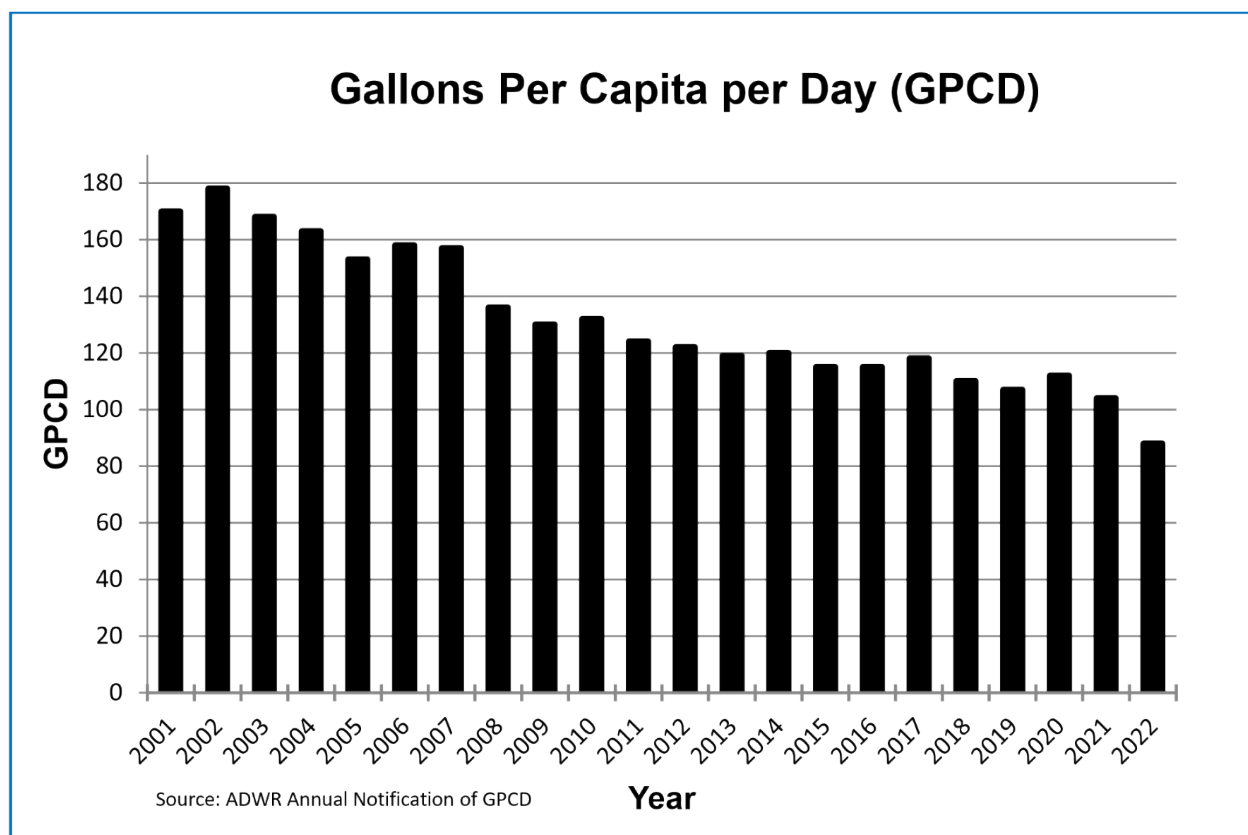


Figure 7: Gallons Per Capita per Day

Section 4c5: Safe-Yield

The efficient use of water by City of Prescott users is helping the Prescott Active Management Area move toward aquifer safe-yield. Safe yield is the long-term balancing of groundwater withdrawals with the amount of water naturally and artificially recharged. ADWR’s Prescott AMA 5th Management Plan provides more details and recommendations for achieving and maintaining a condition of safe-yield.

Section 4d: Water Management and Drought Planning

Prescott is located in the Central Arizona Highlands of Arizona, within the Southwestern United States, where droughts have regularly occurred throughout history. While much of the Southwest is confronting the challenges of an ongoing drought, the City has worked continuously, through State and local laws, to assure resilient water supplies. Recognizing the historical and current drought conditions, the City is committed to drought preparedness.

In 2005, the Arizona Legislature passed HB 2277, requiring all Arizona water providers to develop a drought preparedness and response plan. City codes regarding water resource shortages (including drought conditions) have been in effect since 1992. The City’s first State-required Drought Plan was completed in 2007, and updated thereafter at five-year intervals.

It is important to note that it would take extreme prolonged drought to cause the City to suspend normal water services and mandate water use reduction measures. Nonetheless, deep and prolonged droughts can occur, and the City has a Drought Management Plan in place.

The City of Prescott's Drought Management Plan is founded on five fundamentals:

1. To provide a quantity of adequate water meeting required quality standards to assure the safety, health, and welfare of the public including wildfire prevention.
2. To minimize disruption of economic, business, and residential activities.
3. To maintain public trust through effective communication with residents and businesses in implementing the plan.
4. To provide a balanced and equitable plan, in which all water customers share the impacts and responsibilities in proportion to the amount of water used in accordance with legally established rights, and the magnitude of the water shortage.
5. To provide a comprehensive, logical, and coordinated plan that is effective, practical and flexible.

In addition, the City's Water Conservation Code includes provisions for restrictions during water shortages (Prescott City Code, § 3-10-11), and provides flexibility for use in any foreseeable water supply emergency. The City Manager can declare Water Resource Status Levels based on the relationship between water demand and municipal safe production capability. These Water Resource Status Levels correspond to a mandatory Water Conservation Level that will take effect upon notice of the declaration.

Section 4e: Assured Water Supply and Infrastructure Planning

The City is an Assured Water Provider for over 56,133 people. Hydraulic modeling is applied to ensure existing and future infrastructure meet all applicable engineering and performance standards. Through modeling, existing and future needs can be assessed as the community reaches build-out (see the City's General Plan). The City's Decision and Order for its Designation of Assured Water Supply is integrated with the hydraulic modeling.

Section 4f: ADWR regulations and City's Ongoing Efforts

It has been clear for decades that with the 1980 Groundwater Management Act (GMA) and then the Assured Water Supply (AWS) requirement becoming effective in the Prescott AMA in 1998, that there remains challenges for the careful use of water supplies, and associated consumer and economic protections. On January 9, 2023, Governor Hobbs set forth the Governor's Water Policy Council through Executive Order 4. This Council was tasked with two focus areas, Assured Water Supply and Rural Groundwater. Outcomes from both these focus areas are important to the City, yet it is also important the City institutes safeguards in their water planning that may be beyond the State requirements.

State Statutes and Codes that apply to the City are numerous and can't be adequately examined within this document; however, it is important to be aware that the Prescott AMA is also regulated with management plans that focus heavily on conservation efforts. The Fourth Prescott AMA Management Plan is in effect now until the Fifth Prescott AMA Management Plan goes into effect January 1, 2025.

In 2018-2019, the City moved away from its prior policies to allocate water. The 2022 Water Management Policy was structured to implement policies similar to those in place prior to 2019. The

volume of water to be used for water allocation was determined by subtracting the 20-year demand as presented in the City's DAWS application dated 12/21/2021, in the amount of 14,529 acre-feet per year (AFY) (**Figure 8**)

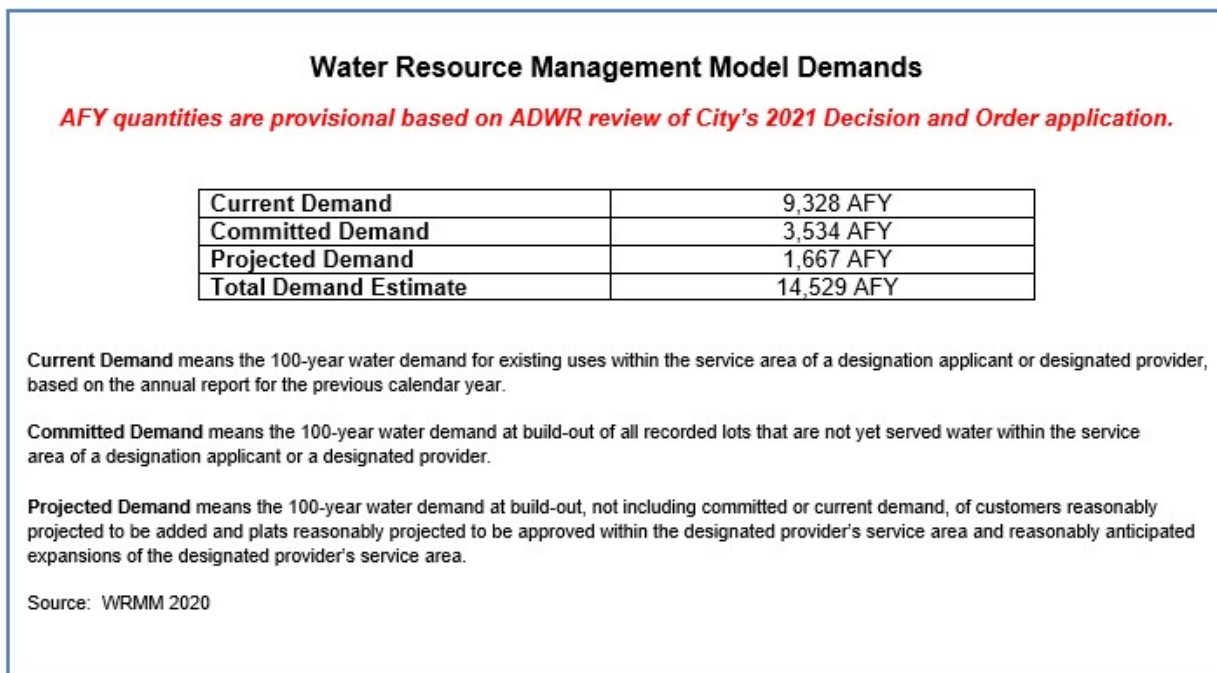


Figure 8: Water Resource Management Model Demands from the 2009 D&O volume consisting of the groundwater (9,466.02 AFY) and the alternative water (7,041.42 AFY), an overall volume totaling 16,507.44 AFY (**Figure 2**). This resulted in a differential in water volume of 1,978.44 AFY between 2009 D&O and the 2021 modified D&O still under review at the time of completion of this document.

The City set forth a budgeting practice per Policy 12 and Policy 13 for residential and non-residential development requests. City records show that from the adoption of the 2022 policy, during January 2022 to December 2023 timeframe, approximately 140.28 AF was made available and became associated with residential and non-residential projects. 332.81 AF was administratively approved based on existing contract (see 2022 Water Management Policy, Policy 12) obligations. During that time, two appeals occurred in the amount of 40.78 AF. The total water made available for January 2022 to December 2023 was 513.87 AF.

Based on water conservation implementation and technological advances in water infrastructure, per capita water usage tends to decline from a year-to-year basis causing the actual remaining water volume to deviate from any static volume. The WRMM is populated with actual billing records on a yearly basis and represents an accurate understanding of total water usage and remaining water volumes at any given time. The WRMM is updated annually to account for existing water usage, planned developments, potential future annexations, and scenario development that anticipate changes in water use. The City's Water Resources Management Division will provide an annual assessment to City Council based on WRMM data to evaluate water usage for budgeting purposes as discussed in Policy 3.

Section 5: Available Water Supplies and City Policies

Based on the City's 2009 Decision and Order, the City's Water Portfolio includes 9,466.02 AFY of groundwater and 7,041.42 AFY of Alternative Water supplies for a total of 16,507.44 AFY. The portfolio also includes the future Big Chino Water Ranch in the amount of 8,067.4 AFY, but this block of water is not physically available. Because it is not physically available, it will not be considered for the purposes of the Water Budget.

Since 1998, the City's water resource portfolio has accounted for water usage using Contracts and a Water Budget. The City now uses the Water Resource Management Model (WRMM) which calculates water use demands based on actual water usage as billed monthly from a water meter. Water usage in the WRMM is based on current, committed and projected demands.

Section 5a: Water Application Guidelines

This section contains criteria and guidance applicable to consideration of, and approvals for, water service to new projects. Water supplies associated with a reservation, contract, or other previously approved Council actions, are not subject to the Water Budget.

Applying for water service:

- 1 – In order to receive water service from the City, a Water Service Agreement (WSA) application shall be submitted in conjunction with the project's formal planning application to be reviewed by either the Planning and Zoning Commission, or Board of Adjustment. In the event the project scope does not require planning application per the Land Development Code, then the WSA application submittal package shall include a basic site-plan if exterior improvements are included in the project scope, or a basic floorplan to be reviewed by City staff. (*Attachment 5, Water Service Agreement application*)
- 2 – The City Manager or designee may: (1) direct any request for water to the Water Issues Subcommittee and City Council for consideration and approval/denial; or (2) administratively approve requests for water service for up to 8 multi-family dwelling units and 4 single-family residential dwelling units, not subject to subdivision rules, and non-residential projects with an estimated water usage of 1.5 AFY or less, such as small office or retail businesses with very limited water usage. Administratively approved projects shall be included in the semi-annual Water Budget(s). *Reference PCC Section 9.1.10*
- 3 – Estimated water usage shall be based on the recent usage by similar project type as determined in the Water Resource Management Model (WRMM), unless a water demand analysis is requested by the City. The WRMM water use estimates are available when there are 60 months or more customer data available. Water use estimates, as projected in the WRMM in acre feet per year (AFY), shall be adjusted annually after the WRMM is updated in January of each year. The City will provide an annual assessment to the Water Issues Subcommittee & City Council, within 2-months after the WRMM is updated, to evaluate water usage for budgeting purposes. An annual report on water resource activities associated with this policy (e.g. WRMM, D&O, and impacts to the water portfolio) will be provided to Council.

4 – If a water use estimate cannot be determined by the WRMM or similar usage estimates cannot be provided from a like facility, a water demand analysis shall be required. This analysis will be performed by a civil engineer at the applicant's expense.

5 – The City may require a cost benefit analysis for any project at the applicant's expense (Attachment 7). However, a cost benefit analysis will provide the most useful information for a large project that exceeds the total water budget for any budget period and for projects with many users/uses or large industrial or commercial uses. The costbenefit analysis may be used by the City to help evaluate whether the project is an appropriate use of the City's limited water resources.

6 – WSA applications shall expire 1-year after the application was submitted if the project described in the application is not considered by the Water Issues Subcommittee. Administrative or Council approved WSA applications will expire 1-year after the approval date if the project is not actively moving through the permitting process. Once a Water Service Agreement Application expires, it will need to be re-submitted for consideration pursuant to the current Water Management Policy and Water Budget. If a project's building permit(s) is voided, withdrawn or expires before an approved footing inspection is obtained for the project, then the water allocation shall expire. The applicant will need to reapply for water pursuant to the current Water Management Policy and Water Budget.

7 – In the event a property applying for water service has an existing entitlement to water from the City in a Contract, that entitlement must be fully utilized before the City will consider approving additional water for the property. Any proposal to increase the number of lots or volume of water shall require resubmission of a new WSA application for the revised project, which will be evaluated according to the current Water Management Policy and Water Budget, if applicable.

8 – Redevelopment of property that will result in less total water use will not require an application. In the event the redevelopment requires more water than its existing use, it shall apply for additional water following the current procedures in the Water Management Policy and the current Water Budget. Any request for additional water shall be included in the Water Budget.

9 – Any property that holds a water Contract within the City limits to receive water, will be required to submit a WSA application. This request will be reviewed and tracked administratively. All such requests shall be presented to the Water Issues Subcommittee and the Council semi-annually in January and July as a discussion/information item and shall not be included in the Water Budget.

10 – All new development projects shall connect to and be served by the City sewer system prior to physical delivery of any water service by the City.

Water Budget:

- 11 – The Council shall set the Water Budget semi-annually at its last meeting in June and December of each year. Unallocated residential and non-residential budgets from the previous six-month period may be rolled into the following six-month budget; however, each must stay in their original classification. A roll-over of the budget from the previous six-month period may occur for the 4 budget periods (2 years) from the time of policy adoption.
- 12 – A Water Budget for new residential development shall be created for the period of January to June each year. An additional Water Budget shall be created for the period of July to December each year. This Water Budget quantity is available for projects other than those already entitled to water by an existing Contract. Administratively approved projects (No. 2) shall be included in the residential Water Budget.
- 13 – A Water Budget for non-residential development shall be created for the period of January to June each year. An additional Water Budget shall be created for the period of July to December each year. All non-residential uses with a water estimate greater than 1.5 AFY will be reviewed by the Water Issues Subcommittee and Council for consideration, while taking into account the estimated water use and the benefits to the City offered by the proposed water use. Administratively approved projects (No. 2) shall be included in the Water Budget.
- 14 – No single WSA application will be approved for water usage estimates greater than 50% of the remaining semi-annual Water Budget. Projects that request more than 50% of the remaining semi-annual water budget may:
 - a. File a WSA application to be considered when the next Water Budget is available.
 - b. Appeal the 50% rule. The applicant shall demonstrate the benefits to the City such as job creation, wages, sales tax, economic impacts, or other benefits to the City. All such requests shall be reviewed by the Water Issues Subcommittee and the Council. If City Council grants an appeal, the amount of water granted in the appeal would be included in the annual water assessment to City Council.
- 15 - Any applicant for development and/or water service may acquire and present for consideration sufficient “extinguishment credits” to support their development. The volume of the credits will be required to meet the calculated 100-year demand for water. The project must connect to a municipal sewer system before water supplies are provided (*Attachment 6*).

Existing Contracts:

- 16 – Single-family residential lots within a platted subdivision are not required to submit a WSA application.
- 17 – Water supplies associated with an existing Contract shall not be amended to increase the number of lots or volume of water used. Any such proposal to increase the number of lots or volume of water shall require resubmission of a new WSA application for the revised project,

which will be evaluated according to the current Water Management Policy and Water Budget, if applicable.

Water Outside City Limits:

18 – No new water service outside the City limits shall be approved except as provided in Prescott City Code 2-1-8 (c) (*Attachment 8*). Commitments to serve water outside City limits within existing Contracts will be met. In addition to PCC 2-1-8(c) contracts for water service outside City limits shall contain performance criteria appropriate to the project, including a performance completion date.

Section 5b: Prescott City Code Reference

During the 2018-2019 timeframe, not only was the water management policy changed, but also many city codes were removed related to how water would be managed, i.e. allocated and tracked. The City's overall guiding water management principles, with the intent of meeting ADWR regulations to reduce reliance on groundwater supplies, were set aside. Below are City Codes that exist as of June 2023. These help support this bridge policy until a City long-term water management plan is developed, and while the City's DAWS remains under review.

Remaining Prescott City Code references existing in June 2023 are listed to support this policy. Only PCC Section 7.4.8F and G are expanded to support the Council request to continue a "City Water Management Policy" and "Prescott Water Budget" within the 2024 Water Management Policy until its updated Designation of Assured Water Supply is complete or another condition sets forth new water management practices.

Section 7.4 Subdivision and Land Split Design Standards

Sections 7.4.8 Water Supply

F. Assured Water Supply

1. No preliminary subdivision plat shall be approved unless it is in accord with the duly adopted **Prescott Water Budget** and accompanied by :

a. An Assured Water Supply from the City of Prescott or a certificate of Assurance from the Arizona Department of Water Resources; or

b. Providing the City with a volume of water that is calculated by the number of lots in the proposed subdivision times 150 GPCD times the average dwelling occupancy [based upon the latest census]. Said water source shall meet the assured water supply requirements for: a) physical, legal, and continuous availability; and b) water quality; and c) consistency with the City's most current management goals.

G. **The City Council may enter into an agreement with a subdivider to afford an alternative water source to meet Assured Water Supply requirements only where Council finds that a proposed project** or development is consistent and conforms to, furthers the implementation of, and is not contrary to the:

1. The **City's Water Management Policy**; and
2. The **General Plan** and other applicable plans, including not limited to Specific Area Plans, Circulation Plans, Capital Improvement Plans, Open Space and Trail Plans, Neighborhood Plans, Local Historic District Plans, growth management or growth management plans, and redevelopment plans.

Other codes

2-1-8 Provisions of water outside of City Limits

2-1-10 Extension of Water Mains (reimbursement district) 2-1-

11 Extension of Sewer Mains (reimbursement district)

2-1-12 Water Service Connection and Meter Installation

2-1-18 Water Rates

2-1-24 Water Meters

2-1-76 Sewer Connections for New Construction

3-10 Water Conservation Code

Section 6.5 Landscaping and Screening

Section 9.1.10 Required Public Hearing – Water Service Agreements (4 or more dwellings)

Section 9.10.7 Land Split Review

Section 9.10.9 Subdivision Plat Review

Section 9.15.5 Rezones

Section 9.19.3 Duration of Protected Development Rights

It is not anticipated that any updates to Prescott City Code will be made in conjunction with this policy bridge; however, during a long-term water management planning process it will become more evident what updates to codes should occur to not only manage the allocation of potable supplies, but also the other supply types of reclaimed and surface water.

Section 6: Attachments

Attachment 1: Map of Current City Limits

Attachment 2: Map of City of Prescott and General Plan Area (2015)

Attachment 3: Map of City Water Service Area

Attachment 4: Water Resource Management Model Demands

Attachment 5: Water Service Agreement application

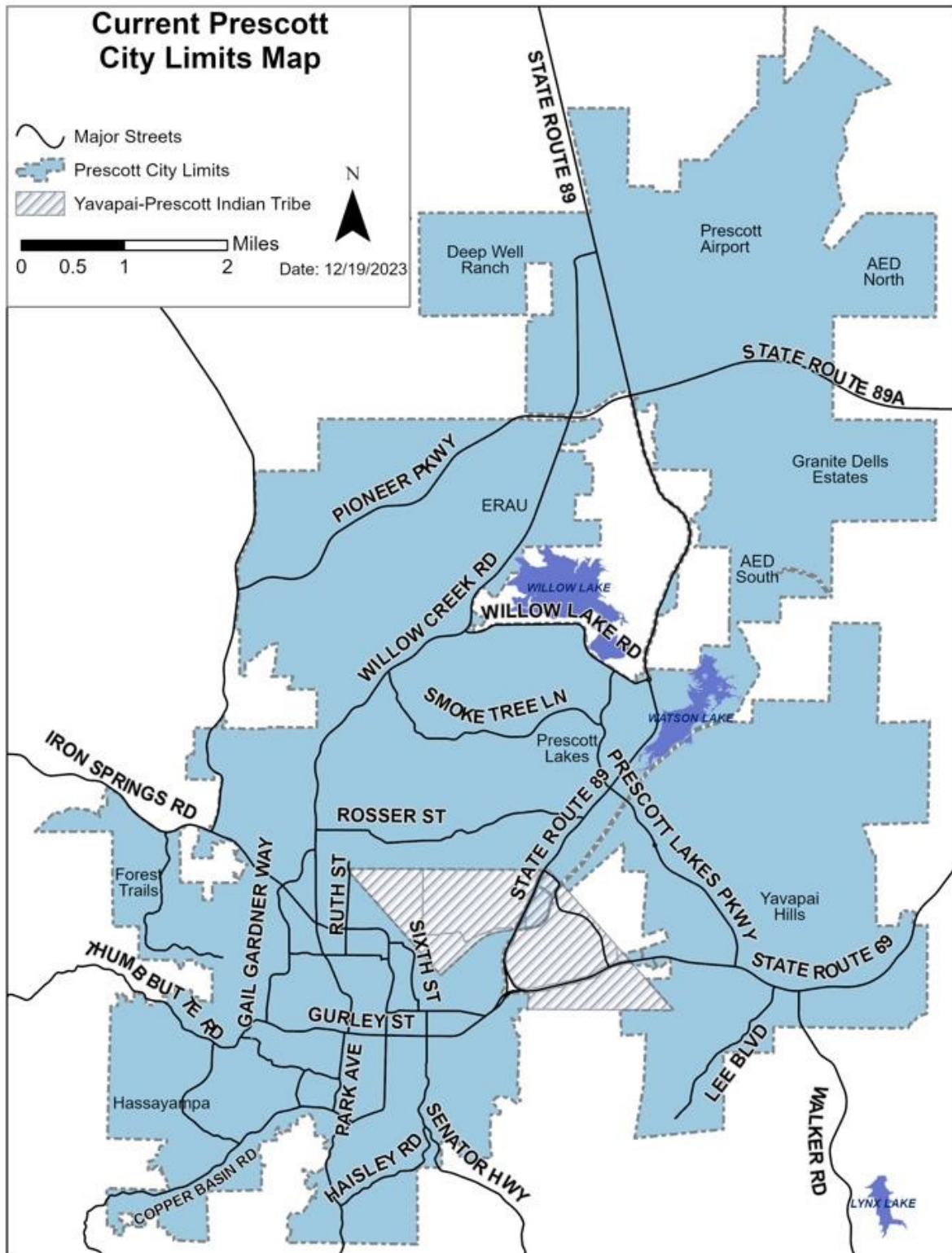
Attachment 6: Acceptance of Extinguishment Credits (IGFRs)

Attachment 7: Cost Benefit Analysis

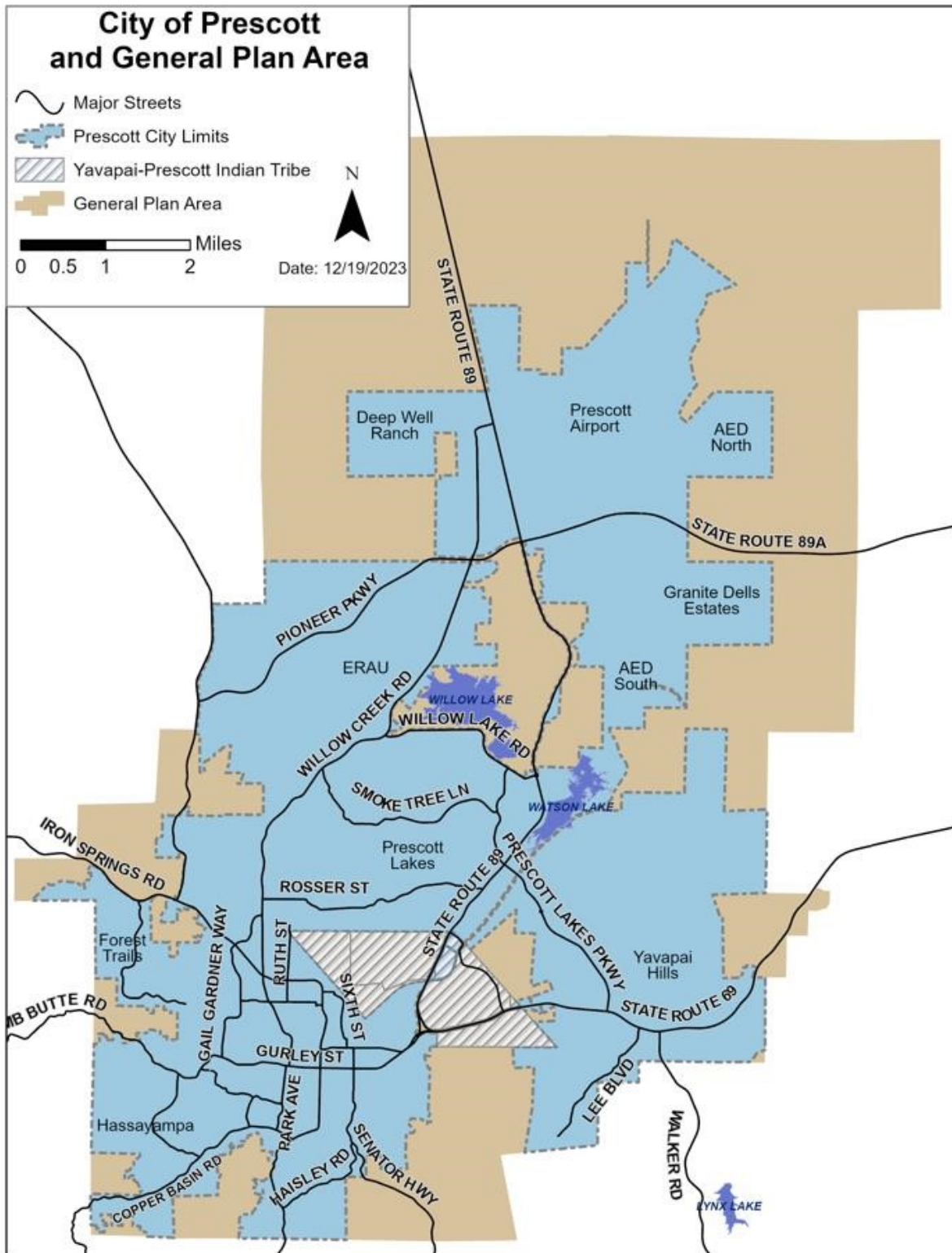
Attachment 8: Prescott City Code 2-1-8 Water Outside City Limits

Attachment 9: Definitions

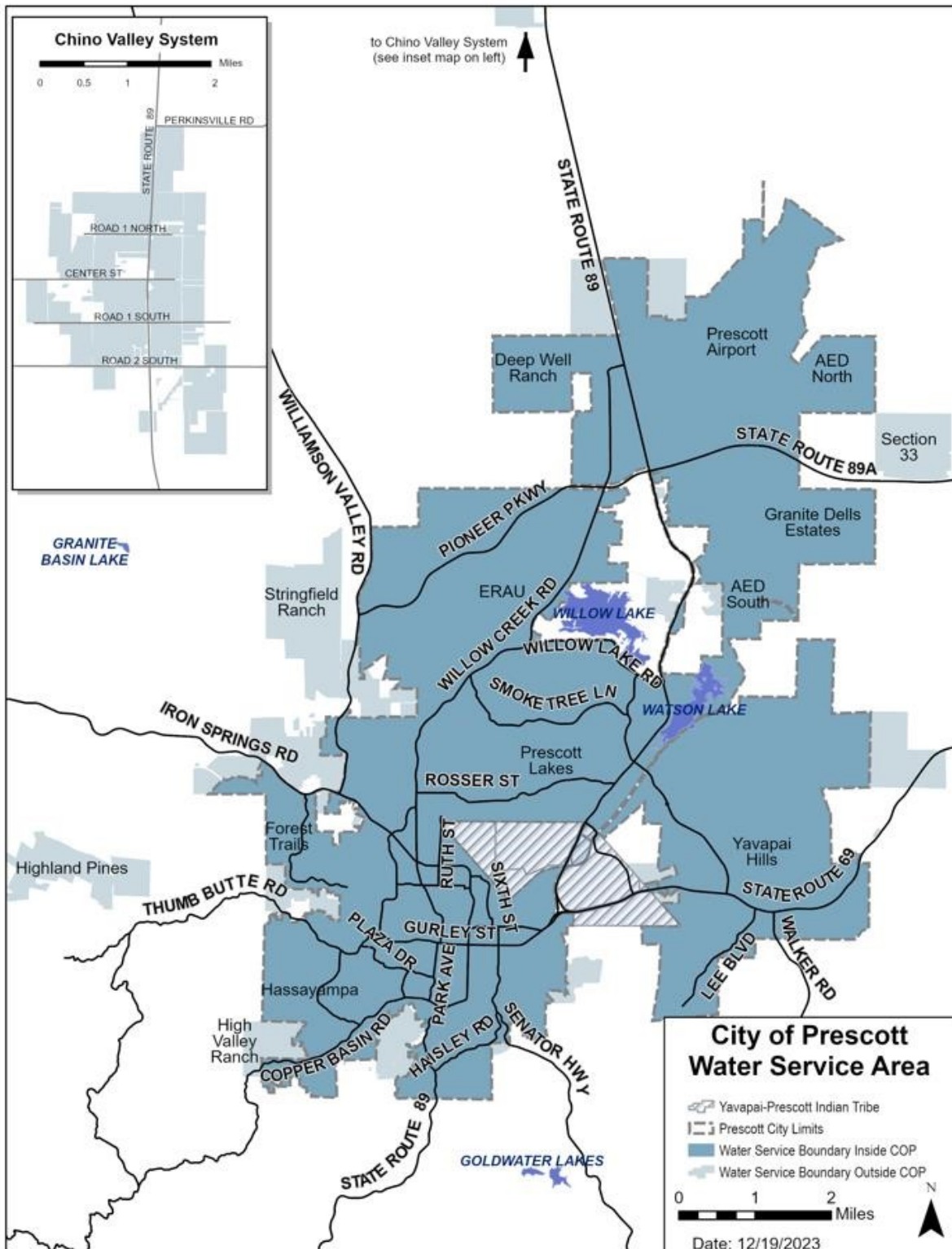
Attachment 1 Map of Current City Limits



Attachment 2 Map of City of Prescott and General Plan Area (2015)



Attachment 3 Map of City Water Service Area



Attachment 4 Water Resource Management Model Demands

The City of Prescott submitted an application for the modification of Designation of Assured Water Supply No. 86-401501.0001 on December 17, 2021, to the Arizona Department of Water Resources. The application includes the Water Resource Management Model demands for Current, Committed and Projected Demand, within Part B of the application, specifically pages 3-6.

Attachment 5 Water Service Agreement application



WATER SERVICE AGREEMENT APPLICATION

Public Works – Permit Center
201 S. Cortez St., Prescott, AZ 86303
(P) 928.777.1269

Water Service Agreement Applications are submitted in accordance with City Water Management Policy. Submit all required documents directly to the Permit Center at 201 S. Cortez St, Prescott, AZ 86302. Please print your contact information legibly.

APPLICANT INFORMATION	
Applicant: _____	Contact Person: _____
Address: _____	City/State/Zip: _____
Phone: _____	Email: _____
Property Owner: _____	Contact Person: _____
Address: _____	City/State/Zip: _____
Phone: _____	Email: _____
PROJECT SITE	
Address: _____	
Current Zoning: _____	Proposed Zoning: _____
Assessor's Parcel Number(s) of Existing Property: _____	
Existing Water Service (Y/N): _____	Existing Sewer Service (Y/N): _____
Existing Well (Y/N): _____	If Yes, Well Registry No.: _____
PROJECT DESCRIPTION	
Is the project Residential or Commercial? _____	
Please provide brief description: _____	
# of Proposed Units: _____ # of Proposed Lots: _____	
Has a Water Demand Analysis been completed (commercial)? _____	
Has a building permit application been submitted? _____	
Has a Planning and Zoning Recommendation been made? _____	

Applicant Signature: _____

Date: _____

OFFICE USE ONLY	
Assigned Tracking No. WSA _____	Date entered _____

Updated 2/3/2020

Attachment 6 Acceptance of Extinguishment Credits (IGFRs)

Any applicant for development and/or water service within the City of Prescott water service area may acquire and present for consideration sufficient “extinguishment” credits to support their development. The volume of the credits will be required to meet the calculated 100-year demand for water. The project must connect to City’s sewer system before water supplies are furnished.

What are extinguishment credits?

Extinguishment credits are generated when a grandfathered groundwater right is extinguished. The extinguished right can never be used again; however, the credits generated can be pledged to the City of Prescott (because they have a Designation of Assured Water Supply) to support the water requirements of a development. This policy allows for a developer to provide the water necessary to supply a development that is served via the City of Prescott water/wastewater infrastructure.

How many extinguishment credits are required for my project?

1. Determine the annual water demand of your project based on the following:
 - a. Residential (single-family): 0.17 AF/yr/dwelling unit
 - b. Residential (multi-family): 0.12 AF/yr/dwelling unit
 - c. Non-residential: determined per project based on Water Demand

Analysis

2. Determine the 100 yr water demand of your project based on the following allocations:
 - a. Multiply the annual water demand by 100 years.
 - b. This is the volume of extinguishment credits that will be required to be pledged to the City of Prescott. Example:

A forty-five lot subdivision:

1. Determine the annual water demand of your project based on the following allocations:
 - a. Residential Single-family: 0.17 AF/yr/dwelling unit
 - b. $0.17 \text{ AF/yr} \times 45 \text{ dwelling units} = 7.65 \text{ AF/yr}$
2. Multiply your annual water demand by 100 years.
 - a. $7.65 \text{ AF/yr} \times 100 \text{ yrs} = \mathbf{765 \text{ AF}}$
 - b. **765 extinguishment credits**

How do I locate extinguished credits that are not yet pledged?

The Arizona Department of Water Resources Office of Assured and Adequate Water Supply should be contacted for a current list of Unpledged Assured Water Supply Credits for the Prescott Active Management Area:

Phone: 602-771-8599 or Email: assuredadequate@azwater.gov

Attachment 7 Cost Benefit Analysis

The City of Prescott recognizes the potential advantages of expanding the City's water system. In considering potential extensions, the City is committed to making consistent, fair, and wellinformed decisions that will benefit the City. For these reasons, the benefits and costs of all proposed extensions of the City water system will be carefully evaluated. The following Policies ensure uniformity and completeness in the preparation of such analysis.

Scope: A formal cost-benefit analysis prepared according to the guidelines below shall be prepared for any application for city water to serve any non-residential project or subdivision outside of city limits. The analysis should include estimates of all identifiable and quantifiable costs and benefits to the City that can be expected to result from the new service.

Examples of costs to the City include water, wastewater, infrastructure maintenance, and other governmental services to maintain existing levels of service.

Examples of benefits include impact fees, water acquisition fees, out of city water rates, land donations and easements for required infrastructure, open space, or other community benefits.

The City recognizes that some costs and benefits are not quantifiable. Non quantifiable costs and benefits should be clearly identified and they will receive explicit consideration in the final review of the proposed water service as potential mitigating or aggravating factors.

Requirements: Each cost-benefit analysis shall satisfy the following requirements:

1. **Forecast Period:** The analysis shall encompass a time period of at least 25 years. A year-by-year forecast of costs and benefits will be presented for the first ten years following the anticipated water service approval date and costs and benefits will be aggregated for each of the following five year periods.
2. **Assumptions:** A narrative discussion of quantifiable and non-quantifiable cost and benefit assumptions should be set forth in separate sections of the report. The source which supports the assumption should also be identified.
3. **Cost of Funds:** Accumulated costs incurred by the City and revenues received by the City through the new service shall be calculated at the end of each forecast period.

If the balance of accumulated costs exceeds the balance of accumulated revenues, a rate of interest reflecting the City's opportunity or financing cost of funds (referred to herein as the "financing rate") shall be applied to the difference and included in the following period's costs.

If the balance of accumulated costs is less than the balance of accumulated revenues, the financing rate shall be applied to the difference and included in the following period's revenues.

The financing rate to be used in cost-benefit analysis shall be provided by the City of Prescott Finance Department.

4. **Inflation:** The analysis shall incorporate projected inflation rate(s) to be provided by the City of Prescott Finance Department.

5. **Net Present Value:** Proposed water service connections will be evaluated in terms of the discounted value of their associated benefits less the discounted value of their associated costs.

Costs and benefits realized during the forecast period will be reflected using the net present value discounted to the present using a discount rate to be provided by the City of Prescott Department of Finance.

Discounting takes into account the time value of money thereby permitting expenses incurred and revenues received at different dates to be compared using a common metric. The discount rate used in cost-benefit analysis shall be equal to the financing rate, defined above. Future costs and benefits shall be discounted as if they occurred at the midpoint of the period in which they are realized.

6. **Sensitivity Analysis:** Baseline cost and benefit projections should be accompanied by sensitivity analysis showing the impact of changing selected critical assumptions on the projected costs and benefits and on the estimated net present value of the proposal. A separate sensitivity analysis will be conducted for each of the critical assumptions identified by City staff. Sensitivity analysis will be provided for alternative assumptions regarding the following factors:

- Build-out periods (compressing the build-out period by 25-35% and extending the build-out period by 25-35%),
- Occupancy rates (plus or minus 10-20% of projected occupancy rates)
- Infrastructure costs (plus or minus 15-20% of projected infrastructure costs)

7. **Responsibility for Completing and Paying for the Analysis:** The Applicant shall be responsible for all costs associated with the Cost-Benefit analysis.

In the event the applicant has questions on any aspect of the foregoing Policies, they should be directed to the City of Prescott Finance Director.

Attachment 8 Prescott City Code 2-1-8, Water Outside City Limits

2-1-8 UTILITIES DIVISION; PROVISION OF WATER TO AREAS OUTSIDE OF THE CITY LIMITS; RULES AND REGULATIONS:

- (A) Water Service: Water will be furnished to users subject to rules and regulations adopted by the City Council. Those rules and regulations, including the City Code and City of Prescott Water Management Policy, are made a part of every permit, application, license, contract, or other agreement entered into with the City.
- (B) Return of Water: Potable water will not be provided to any project that will not return to the City's sanitary sewer system at least seventy-five percent (75%) of the water served.

(C) Water Outside the City Limits:

1. New water connections may only be made outside of the City limits as follows:

(a) Pursuant to an intergovernmental agreement with the federal government or any federal department or agency, Indian tribes, the state of Arizona, any other state, all departments, agencies, boards and commissions of this state or any other state, counties, school districts, fire districts, cities, towns, and municipal corporation. The City will not enter any intergovernmental agreement for water service outside City limits with water improvement districts or other specially created districts; or

(b) One single-family residential dwelling unit on a single parcel of land that connects to a City water main and a City sewer main. All wells on the parcel requesting City water and sewer services shall be abandoned through Arizona Department of Water Resources.

2. Applicants for service outside the City of Prescott jurisdictional limits are responsible for the extension of all utility infrastructure necessary to serve their property, unless exempt by prior agreement with the City of Prescott.

(D) Pursuant to A.R.S. § [49-204](#), gray water reuse is prohibited for those properties receiving City sewer service. (Ord. 4856-1313, 5-28-2013; Ord. 2019-1696, 11-19-2019; Ord. 2020-1712, 428-2020; Ord. 2022-1787, 4-26-2022)

Attachment 9 Definitions

Acre Feet – The volume of water required to cover one acre to a depth of one foot and is equivalent to 43,560 cubic feet or 325,851 gallons.

Active Management Area (AMA) – a designated geographic area where groundwater management is required to ensure sustainable use of the groundwater resources.

Administrative Approval – means the review and approval of an application or request by City staff that the request is in conformance with City Codes and policies.

Allocated – means an amount of water from the City’s water portfolio that is contractually obligated to a specific development project.

Arizona Department of Water Resources (ADWR) – Arizona State agency which administers all state water laws, except those related to water quality.

City Council or Council – means the City of Prescott Mayor and Council members.

Civil Engineer – means a professional registrant licensed in the State of Arizona that plans, designs, constructs, maintains, and operates infrastructure while protecting the public and environmental health, as well as improving existing infrastructure that may have been neglected.

Conservation Incentive Program –A program developed by the City to encourage residents and businesses to conserve water by providing a monetary incentive for the purchase and installation of devices to retrofit plumbing fixtures with high rates of flow, and to limit outdoor water use for landscaping purposes, see Prescott City Code 3-10-8.

Contract – means a written agreement, enforceable by law, requiring the mutual consent of two or more persons, one of them making an offer and another accepting. Examples of a “contract” under this policy shall include but not be limited to a historic agreement, development agreement, water service agreement or any other agreement which has specific language regarding the granting of water or providing water service by the City.

Cost Benefit Analysis – means the process of comparing a project and its estimated cost, benefits or opportunities to determine whether the benefits make sense from a business perspective.

Designation of Assured Water Supply (DAWS) – means a decision and order issued by the director of ADWR designating a municipal provider as having an assured water supply pursuant to statute and the assured water supply rules, which means, a water supply that meets all of the following criteria as defined in ADWR Rules.

Dwelling Unit – means a structure used to provide living accommodations but does not include a hotel, motel, or other establishment where the units are used on a transient basis.

Single-Family Dwelling Unit – means a free-standing residential building designed to be used as a single dwelling unit, with one owner, no shared walls, and its own land.

Multi-Family Dwelling Unit – means two or more dwelling units that are separated by a common wall, floor or ceiling within one building, with one owner.

Estimated Water – means an amount of water usage calculated from the Water Resource Management Model (WRMM) based on similar uses within the model and used to project water usage for existing and similar uses.

Extinguishment Credits – An extinguishment credit is created when an existing grandfathered groundwater right is extinguished pursuant to a process established by the Department of Water Resources in administrative rule. The credit reflects an amount of groundwater that may be withdrawn and pledged to a certificate or designation of assured water supply.

Non-Residential Uses – means a use other than a residential use and that has a zoning designation that is not intended for residential land use. Non-residential uses include, but are not limited to, land zoned for commercial or industrial uses.

Performance Criteria – means carrying out and meeting the primary material requirements of the contract. Plat – means a preliminary plat, final plat, revision of plat as defined by the City Land Development Code.

Residential Uses – means uses related to the activities of a single-family or multi-family housing unit or units.

Wastewater Infrastructure – means a network of pipes, pumping stations and appurtenances that convey sewage from its points of origin to a point of treatment and disposal.

Water Budget – means an amount of water set aside semi-annually from the City’s Water Portfolio for new development projects, which do not have an existing Contract, to be served by City water.

Water Reclamation Facility – means that portion of the City’s Wastewater Sewer System designed to provide treatment of municipal sewage and industrial waste.

Water Demand Analysis – means a study of the volume of water required by a user to satisfy their water needs.

Water Issues Subcommittee – means the City of Prescott Water Issues Subcommittee, which assists in developing policies regarding water issues facing the City and serves in an advisory capacity to the entire City Council

Water Portfolio – means a collection of water resource legal acquired water supplies owned by the City, and included in the City’s Decision and Order.

Water Service Agreement (WSA) application – means a form to be completed by a property owner, developer or contractor requesting approval of water service from the City, which would result in a reservation of water from the City’s water portfolio for that use for 100 years.

Water Service Area – means the area of land being served water, for a non-irrigation use, by the City.

Water Use Estimate – means an estimation of proposed water use based on a demand analysis, the WRMM or a similar/like facility.

On November 21, 2023, the Mayor's Commission for Water Policy Review and Monitoring finalized a companion recommendation to the 2024 Water Management Policy which are listed below.

- 1) It is recommended the City begin the process to develop a long-term water management plan, incorporating the water resource management model and appropriate legal documents. With the Commission identifying disconnects in the 2022 policy, i.e. recommendations for or concerns with 16 of 22 policies, within the documents text (pages 1-15 and attachments), as well as other comments, it is evident the City is lacking a long-range water management plan to carry the City's water health and safety when there are changes from one elected and leadership bodies to another. The 2022 policy may bridge the City while a long-term plan is developed and aligns with its pending Decision and Order of Assured Water Supply (DAWS) which is currently under review with ADWR. Alignment with the City's 2025 General Plan will also be important. Note that the City's service area extends outside of its General Plan area. Commission requested a date for this recommendation. Staff assessed related work items and proposes a plan outline by July 31, 2024.
- 2) It is recommended the City develop procedures for the use of the Water Resources Management Model (WRMM) that are not currently reflected in the policy. The WRMM appears to be a tool that needs to be fully employed as part of the City's long-term planning tools; however, it is evident there is limited understanding and use of it when the 2022 water policy is examined. It may be important for a team within the City to examine it and set forth meaningful and reproducible tasks from it which inform the City elected and leadership, and aid in long-term planning. It is concerning as it appears the 2022 water policy is allocating supplies beyond the WRMM as filed with the City's pending DAWS. That is, it appears policy allocates before those uses are verified in the WRMM.
- 3) It is recommended that the City investigate the requirements to adequately monitor landscape water use and wastewater return flow in order to determine compliance with 75% return flow requirements within the City Water Policy and Code. The review should apply to all City water customers (inside and outside of City limits). Once the City has determined requirements, it should prepare a report to the Council addressing the findings, requirements for resources and staffing, and cost to implement monitoring procedures. Staff assessed related work items and proposed a report by August 31, 2024.



TO: MAYOR AND CITY COUNCIL
AGENDA: February 27 Voting Meeting
DATE: February 27, 2024
DEPT: Solid Waste
ITEM #: 9.C
SUBJECT: Approval of City Contract No. 2024-170 with Fann Contracting, Inc., for Solid Waste Hauling Services. Funding is Available in the Solid Waste Fund.

ITEM SUMMARY

The Solid Waste Division is seeking approval of a contract with Fann Contracting, Inc., for the hauling of municipal solid waste and recyclables to the Gray Wolf Landfill, Dewey, Arizona and the North Gateway Transfer Station, Phoenix, Arizona. This contract has an initial term of three (3) years with the option to extend for an additional two (2) one (1) year periods up to a total of five (5) years. The annual contract amount will reflect the actual hauled tonnage at the agreed upon price per ton, including consumer price index (CPI) and fuel adjustments.

BACKGROUND

The city owns and operates a regional transfer station that provides disposal options for city collection vehicles, commercial haulers, and self-haulers. The Public Works Department, Solid Waste Division has a contract with Waste Management of Arizona for the disposal of municipal solid waste at the Gray Wolf Landfill located in Dewey, Arizona. Recyclables are processed at a Material Recovery Facility (MRF) at North Gateway Transfer Station located in Phoenix, Arizona through an Inter-governmental Agreement (IGA) with the City of Phoenix. Transportation of municipal solid waste and recyclables to the facilities is accomplished through contracted hauling services.

In FY23 the contractor hauled nearly 70,000 tons of waste to the Gray Wolf Landfill and 5,000 tons of recyclables to the North Gateway Transfer Station.

In FY24, current hauling contractor Fann Contracting, Inc., declined renewal due to increasing costs and CPI limitations of the contract.

The Solid Waste Division issued a Request for Proposal (RFP) for solid waste hauling services on December 31, 2023. A non-mandatory pre-bid meeting was held on January 12, 2024, and bid opening was February 1, 2024. One bid was received from Fann Contracting, Inc.

Fann Contracting, Inc., has been the contracted hauler for the Solid Waste Division for the past 15 years. Given their experience, past performance and depth of resources, staff supports award of a contract for solid waste hauling services to Fann Contracting, Inc.

Based upon previous quantities, the estimated impact of increases is as follows:

Current trash hauling rate: \$18.02; new rate: **\$25.80**; 70,000 ton annual average

= estimated \$544,600 increase

Current recycling hauling rate: \$24.83; new rate: **\$33.85**; 5,500 ton annual average

= estimated \$ 49,665 increase

Current woodchip/green waste hauling rate: \$18.02; new rate: **\$31.30**; 2,000 ton annual average

= estimated \$ 26,560 increase

Total estimated increase in hauling rates, (past averages) = \$620,825 increase + (current year anticipated increase) = **\$650,000 total, annual estimated increase**

FINANCIAL IMPACT

Funding is available in the Solid Waste Fund.

RECOMMENDED ACTION

MOVE to approve City Contract No. 2024-170

ATTACHMENTS

1. Bid Opening Record SW Hauling
2. Bid Tabulation SW Hauling
3. Submittal Fann Contracting

OPENING RECORD

DATE: THURSDAY, FEBRUARY 1, 2024, AT 2:00PM

PROJECT: SOLID WASTE HAULING SERVICES

PROPOSALS RECEIVED FROM:
1) Fann Contracting
2)
3)
4)
5)
6)
7)
8)
9)
10)
11)
12)
13)
14)
15)



Signature of Official



Signature of Witness



Bid Tabulation Solid Waste Hauling Services

	Fann Contracting, Inc.		
Description	Ton Price	Fuel Price per Ton	Total Price Per Ton
Ton Price for Hauling Solid Waste to Grey Wolf Landfill (GWL)	\$24.30	\$1.50	\$25.80
Ton Price for Hauling Recycables to the North Gateway Station Facility (NGTS)	\$30.85	\$3.00	\$33.85
Ton Price for Hauling Woodchips to Grey Wolf Landfill (GWL)	\$29.80	\$1.50	\$31.30

Form A – Solicitation Response Cover Sheet



Solicitation Response

Solid Waste Hauling Services

Please note all that apply:

- ☒ Addenda Number(s) Received (if any) ... Addendum No. 1
- ☒ Original Forms A through F

Business Name: Fann Contracting, Inc.

Business Address: 6725 Generation Lane
Prescott, AZ 86301

Business Phone: (928) 778-0170

Business Contact: Michael Fann

Contact Email: mfann@fanncontracting.com

Contractor Comments: _____

FORM B – PRICE SHEET



Solid Waste Hauling Services

	Description	Ton Price	Fuel Price - per Ton	Total Price Per Ton
1	Ton price for Hauling Solid Waste to Grey Wolf Landfill (GWL)	\$ 24.30	\$ 1.50	\$ 25.80
2	Ton Price for Hauling Recyclables to the North Gateway Station Facility (NGTS)	\$ 30.85	\$ 3.00	\$ 33.85
3	Ton Price for Hauling Woodchips to the Gray Wolf Landfill (GWL)	\$ 29.80	\$ 1.50	\$ 31.30

Signature of Company Official

February 1, 2024

Date Signed

CEO

Title

mfann@fanncontracting.com

Email Address

Fann Contracting, Inc.

Company Name

(928) 778-0170

Phone Number

6725 Generation Lane

Address

Prescott, AZ

City / State

86301

Zip Code

CITY OF PRESCOTT
ARIZONA
Everybody's Hometown

Page 129 of 194

FORM D – NON-COLLUSION CERTIFICATE



Solid Waste Hauling Services

Company Name: Fann Contracting, Inc.

The undersigned Bidder hereby certifies as follows:

To the best of his/her knowledge, the person, firm, association, partnership, or corporation herein, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in the preparation and submission of a bid to The City of Prescott for consideration in the award of this solicitation.

Dated this 1 day of February 2024.



Signature

(928) 778-0170

Phone Number

Michael Fann
Written Name

mfann@fanncontracting.com
Email Address

FORM E – CERTIFICATE OF OWNERSHIP



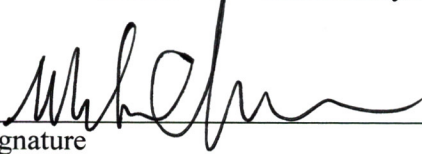
Solid Waste Hauling Services

Company Name: Fann Contracting, Inc.

The undersigned Bidder hereby certifies as follows:

To the best of his/her knowledge, the person, firm, association, partnership, or corporation herein, are the only person, firms, corporations, partnerships, or other associations having any direct or indirect financial interest in the Bidder's business as legal or equitable owner, creditor (except current bills for operating expenses), or holder of any security or other evidence of indebtedness.

Dated this 1 day of February 2024.


Signature

(928) 778-0170
Phone Number

Michael Fann
Written Name

mfann@fanncontracting.com
Email Address

FORM F – BIDDER QUALIFICATIONS, REPRESENTATIONS AND WARRANTIES



Solid Waste Hauling Services

Company Name: Fann Contracting, Inc.

The undersigned Bidder hereby certifies as follows:

- F1 Taxes and Liens - Bidder has no unsatisfied tax or judgment lien on record.
- F2 Subcontractors – Bidder submits as Attachment 4 to this Bid Form A, a list of all subcontractors it will use in performing the requirements of the agreement resulting from this solicitation. A subcontractor is any separate legal entity used to perform the requirements of the proposed agreement. The list shall include the firm's name, contact person and title, mailing address, telephone number, fax number and a description of the service(s) to be subcontracted. The Bidder shall also attach a copy of the letter from the subcontractor stating its commitment to perform the services(s) subcontracted.
- F3 References – The City will enter into an agreement only with a Bidder(s) having a reputation of satisfactory performance. The Bidder's ability to provide timely service; knowledgeable, conscientious, and courteous staff; reasonable care and skill; invoicing consistent with contract pricing, etc., are important to the City. Bidder provides information for two clients, other than the City of Prescott, that presently contract with Bidder for similar goods or services:

Reference #1

Firm Name: City of Flagstaff
Address: 6200 S. Pulliam Dr. Ste. 204, Flagstaff, AZ 86005

Contact Person: Adam Miele, P.E.
Phone Number: (928) 213-2933

Reference #2

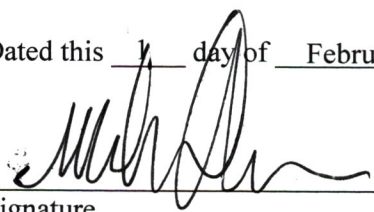
Firm Name: Arizona Department of Transportation, NorthCentral District
Address: 200 N. Colcord, Suite C, Payson, AZ 85541

Contact Person: Mindy Teague, Consultant Resident Engineer
Phone Number: (623) 640-8304

Note: The bid evaluators may contact the customer references, as well as any other customers or customer employees including The City of Prescott. A Bidder with unsatisfactory references may have its bid rejected.

- F4 Bidder's Examination - Bidder has made its own examination, investigation, and research regarding the requirements of the solicitation including but not limited to the work to be done, services to be performed, any conditions affecting the work and services, the type and quantity of labor, equipment, and facilities necessary to perform. The bidder fully understands the character of the work and services, the manner in which payment is to be made, the terms and conditions of the draft agreement (see Appendix C), and the solicitation. The bidder acknowledges and agrees that it has satisfied itself by its own examination, investigation, and research, and that it will make no claim against the City because of erroneous estimates, statements, or interpretations made by the City. Bidder hereby proposes to furnish all materials, equipment, and facilities and to perform all labor which may be required to do the work within the time required and upon the terms and conditions provided in the draft agreement and the solicitation, and at the prices as bid.

Dated this 1 day of February 2024.


Signature

(928) 778-0170
Phone Number

Michael Fann
Written Name

mfann@fanncontracting.com
Email Address

ADDENDUM NUMBER ONE
FOR THE
SOLID WASTE HAULING SERVICES

DATE OF ADDENDUM: January 26, 2024

TO ALL BIDDERS BIDDING ON THE ABOVE PROJECT:

The following addendum shall be made part of the Project Specifications and Contract Documents. All other provisions of the Contract Documents remain unchanged. The Bidder shall acknowledge receipt of this Addendum on page 40 of the Bid Proposal form, in addition to signing below and returning this form with the bid package. The contents of this Addendum shall be given full consideration in the preparation of the Bid.

Changes to Price and Annual Adjustments:

Correction to Requested adjustments shall be submitted in writing with thirty (60) days advance notice.

Correct the sentence to read: Requested adjustments shall be submitted in writing with thirty (30) days advance notice.

Change to Adjusted Ton Prices:

Correct the sentence that states submit calculation 60 days prior to:

The contractor must submit this calculation 30 days prior to the adjustment.

Changes to section A.14 for Fueling:

Remove Language in its entirety and replace with:

The Contractor shall be responsible for procuring fuel and for fueling its equipment used in performing the services. Any stationary or mobile fuel dispensing tanks or trucks will need to be identified in the Operations Plan along with procedures for fuel acquisition, the fueling operation, and the Spill Prevention Control and Counter Measures (SPCC). Additionally, all fueling equipment and operations shall be in conformance with the Facility's ADEQ Multi Sector General Permit requirements as described in Part 8, subpart P (page 78).

https://static.azdeq.gov/permits/azpdes/msgp_permit.pdf

- END -

City of Prescott Public Works Department

Gwen

Digitally signed by

Gwen Rowitsch

Date: 2024.01.26

Rowitsch

Gwen Rowitsch, Public Works Director

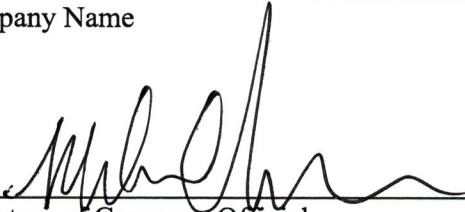
1-26-2024

Date

Acknowledgement: (must be signed and turned in with the bid documents)

Fann Contracting, Inc.

Company Name



Signature of Company Official

February 1, 2024

Date



SOLID WASTE HAULING SERVICES

OPERATIONS PLAN



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>>> COVER LETTER

February 1, 2024

LaTona Jones, Contract and Purchasing Administrator
City of Prescott
201 N. Montezuma Street, Suite 302
Prescott, Arizona 86301

Subject: Request for Proposal - Solid Waste Hauling Services

Dear Mrs. Jones,

We are excited to present Fann Contracting, Inc.'s (Fann) comprehensive Operations Plan, accompanies the required submittal forms, in response to the City of Prescott's Request for Proposal for the Solid Waste Hauling Services contract. Fann is committed to maintaining our stellar service record by consistently delivering the highest level of value and customer service in the realm of solid waste and recycle hauling services. As a current service provider to the City, we take pride in our longstanding relationship and aspire to continue our services for many years to come.

Our unique position as an incumbent contractor on this project adds an invaluable dimension to our proposal. With a successful history of providing hauling services to the City for several years, our team understands the intricacies of the project and is dedicated to its continued success.

The key team members are fully dedicated to your project. We eagerly anticipate the opportunity to collaborate with the City's project team, leveraging our collective experience to ensure the success of another City of Prescott project. Our hauling staff brings forth decades of transport hauling expertise, with a specific focus on the solid waste and recycle hauling services contract, boasting 15 years of direct experience. This extensive knowledge equips us to navigate the unique conditions, risks, and solutions inherent in these services. Our commitment to quality and safety, coupled with a team-oriented partnership approach, reinforces our pledge to the ongoing success of the City's hauling contract.

Contained within the attached Operations Plan, you will find a detailed overview of what Fann has to offer as your preferred hauling service provider. We appreciate the opportunity and trust that you will recognize Fann and our team of experts as your most valued partner. C. Disclosure: Neither Fann Contracting nor any individual within our firm has had public or private disciplinary actions taken within the past five years. Additionally, there have been no investigations, involving our firm or individuals, conducted in the past five years that would impact this contract.

Thank you for considering our proposal. We look forward to the possibility of contributing to the success of the Solid Waste Hauling Services contract and maintaining our collaborative partnership with the City of Prescott.

Sincerely,



Michael Fann, CEO

Fann Contracting, Inc.
6725 Generation Lane, Prescott, AZ 86301
928-778-0170 | mfann@fanncontracting.com

A. PROVIDING OUTSTANDING SERVICE

Fann is a Northern Arizona-based contractor celebrating 64 years of business. Since 1960, we have grown into a mid-sized company (\$50-\$100 million annually) performing heavy-civil, highway, general construction, and transportation services throughout the State of Arizona.

Fann's strengths are our employees, experience, diversity, attention to detail, job safety and quality. Fann has built a culture that brings the best out of our people and where good work practices can be rewarded for attention to safety, quality and productivity.

We have one of the largest heavy equipment and trucking fleets in Northern Arizona coupled with some of the most experienced employees. Our full-service equipment maintenance department works around the clock to maintain our trucks and heavy equipment to minimize interruption from equipment downtime. Self-performance and our local rapport keeps us competitive and in control.

None of our competitors can match our extensive knowledge of the City's solid waste haul. With 15 years of focused experience under multiple contracts and extensions, our team has honed and established the most cost-effective approach to the City's hauling services.

Fann comes in as a strong supporter of partnering and working together with the City for their solid waste hauling services. We believe in addressing project issues head-on to help arrive at an equitable solution for all parties. We bring our best team of hauling professionals to the City's project. Our strengths in construction management and solid waste hauling, combined with good communication between all partners, will help deliver successful services.



FANN'S 2009 SOLID WASTE HAUL TEAM



FANN'S 2014 SOLID WASTE HAUL TEAM



FANN'S 2020 SOLID WASTE HAUL TEAM



FANN DAILY LOADING & HAULING PROCEDURES

DAILY LOADING PROCEDURES

- Complete walk-around inspection of Yard Spotter. If no repairs are needed, then continue. If repairs are needed, contact Fann Maintenance Department immediately for repairs. A tractor can be used in place of the Yard Spotter in the event that machine needs repair.
- Back trailers down ramp into load-out tunnel. Be sure tarps are open and Yard Spotter's hydraulic 5th wheel is raised to the top to prevent trailer landing gear damage.
- When loading is complete, move trailer to tarping station. Use provided safety equipment to walk loads and clean the top edges of trailers. Confirm nothing is sticking up above the top of the trailer or sitting on the top edge of trailer.
- Close tarps and stage trailer in designated area a minimum of 8ft apart and 20ft from back fence. Staging is critical to minimize the chance of hot loads spreading to other trailers or into Watson Woods.
- Position an empty trailer in tunnel for loading within 30 minutes of notification from City Staff.
- Assist drivers dropping off empty trailers and picking up loaded trailers.
- Inspect tractor and trailer, tarp frame and tarps. Perform repairs as needed.
- First loads for the next day must be scaled the night before.

DAILY HAULING PROCEDURES

- Complete walk-around inspection of tractor and trailer. If no repairs are needed, then continue. If a repair is needed, do not haul load but instead contact Fann Maintenance Department for repairs.
- First loads out are scaled trailers from the previous day.
- Start times are staggered for maximum loads per day and to minimize offloading delays at Gray Wolf Landfill.
- Haul loaded trailer to Gray Wolf Landfill. Obey all traffic regulations en route.
- Upon arrival at Gray Wolf Landfill, scale load and proceed to offloading area as directed.
- Open rear tarps, rear door and unload solid waste from trailer. Sweep out trailer, close rear door and rear tarps.
- Scale out if Gray Wolf's Fast Pass System is not operational.
- Return to Sundog Transfer Station and drop empty trailer.
- Couple tractor to loaded trailer and weigh load on City scales. No loads over 80,000 pounds may leave the Transfer Station. Oldest loads must be first loads hauled out.
- Repeat above procedures.

B. RISK IDENTIFICATION & MITIGATION

It is crucial for us to identify risk factors during the initial pre-planning stages of each hauling project. Once these factors are recognized, we meticulously analyze credible solutions to determine the most effective approach to address the issue. The selected solution is then implemented efficiently and effectively. Drawing on our 15 years of experience in providing Solid Waste Haul Services for the City, we have successfully identified potential risk factors, their causes, and devised probable solutions.

RISK IDENTIFICATION, CAUSE AND SOLUTIONS

RISK	CAUSE	SOLUTION
Trailer Fire At transfer station, en route and at Gray Wolf Landfill	- Public or collection trucks hauling in combustible material - Hot ashes - General public smoking while unloading	- Fann employees assigned to these services have all been trained on Hot Load Response. Tractors or the Yard Spotter available at the Transfer Station are used to move trailer and walk-off hot load if it is safe to do so in designated locations as outlined in the Plan. - Please refer to Fann's Hot Load Response Plan.
Walking loads and tarping trailers	- Trailers are loaded and compacted, but debris is above the top of the trailer. - Debris on top rail of trailer after loading - Height required to walk loads	- Compact loads so debris is below top of trailer. - Sweep debris from top rails into trailer. - Use tarping station & safety equipment while walking loads & clearing top rails to prevent injury in case of fall. - Use tarps that can be placed to cover from ground level.
Delays	- Road closures due to accidents and construction - DOT weighing and inspecting trucks and trailers en route - Weather related issues: rain, snow, ice, muddy conditions en route and at Gray Wolf Landfill can require trucks to be towed in and out. - Loads frozen in trailers - Large material jamming inside of trailers - Lines at scales create longer trip times	- With many local Fann employees traveling the hauling routes early in the morning many times we are notified timely of accidents and delays so trucks can re-route and avoid delays. - Delaying start times and adjusting truck departures gives Gray Wolf time to clear haul roads in landfill and assist trucks in and out of off load area. - A specially designed trailer such as the ones we are currently running alleviate many of the unloading issues due to frozen loads. - A functioning Fast Pass System at Gray Wolf landfill would alleviate some of the scale time delay.
Litter	- Damaged tarps, floor seals, holes in sides of trailer - Wind blowing trash from trailer before load is walked and tarps are placed	- Daily trailer inspections. - On-site full-time Foremen to perform minor repairs. - Fann owns a full service shop 7.5 miles from the transfer station, plus mobile mechanics that can make all repairs timely. - Contractor cleans yard litter daily.
Equipment Damage	- Crane compacting loads - Debris falling into load area - Flat tires, broken air lines and hoses from debris at landfill	- Daily tractor, trailer and yard spotter inspection, repairs made as needed. - Load tunnel flashing maintained by the COP to prevent or limit material from falling into tunnel. - Skilled and trained drivers who are aware of landfill conditions and know how to adjust to them. - Use of tire sealer, trained mobile service techs in-house to make repairs timely. - Trailers are equipped with a Meritor Tire Inflation system.
Injury from trailer spotting	Repetitive motion to manually raise and lower landing gear to clear top of ramp into tunnel at Transfer Station and to spot loaded trailer for pick up.	Use a Yard Spotter with hydraulics to raise and lower trailers when spotting to minimize manual cranking of landing gear.

C. DEDICATED EMPLOYEES & STAFFING

Fann will consistently assign a full-time Local Operations Manager responsible for scheduling drivers, managing trailer placement, overseeing preventive maintenance, and handling various yard duties. Additionally, we designate five key drivers specifically for Solid Waste and Recycle services. However, staffing levels and hauling hours are dynamic, subject to daily and monthly variations due to fluctuating volume.

Following major events in Prescott, such as bike races, powwows, rodeos, parades, and other downtown activities, we have the flexibility to temporarily allocate more drivers to solid waste hauls, ensuring coverage for any increased volume. Fann maintains a pool of over 30 qualified Class A CDL drivers, including many who have previous experience hauling for the City's Solid Waste Haul. We are readily available to meet the requirements of the City's Solid Waste and Recycle Hauling Services contract.

D. FLEET IDENTIFICATION

Fann owns a comprehensive and well-maintained fleet of tractors, trailers, and equipment tailored specifically for hauling services. Our substantial fleet affords us the flexibility to allocate whatever resources are required to meet the City's hauling needs effectively. We are consistently available to execute your services in a controlled, safe, and efficient manner.

For this haul, we are designating five (5) tractors, ten (10) trailers, and one (1) yard spotter. In the event of increased demands, Fann has the capability to supplement the City's Solid Waste Hauling Services with additional tractors and other necessary equipment.

FANN'S PROPOSED STAFF

STAFFING	ROLE	PROJECT AVAILABILITY
Scott Thomas	Managing Representative & Service Coordinator	100%
John Thompson	Solid Waste Haul Foreman	100%
Kit Goodwin	Key Driver	100%
Jimmy Hayward	Key Driver	100%
Roger Rurka	Key Driver	100%
Doug Stone	Key Driver	100%
Dave Vonderohe	Key Driver	100%
Kirk Covington	Alternate Driver w/ previous COP Waste Haul Experience	As Needed
Tuffy Johnson	Alternate Driver w/ previous COP Waste Haul Experience	As Needed
Robert Owens	Alternate Driver w/ previous COP Waste Haul Experience	As Needed

FANN'S ALLOCATED RESOURCES

EQ #	TYPE	DESCRIPTION	AGE	DIMENSIONS
TT25	MACK Truck	CH613	2003	N/A
TT54	MACK Truck	CXU613	2015	N/A
TT55	MACK Truck	CXU613	2015	N/A
TT56	MACK Truck	CXU613	2015	N/A
TT57	MACK Truck	CXU613	2015	N/A
WF12	MAC	Walking Floor Trailer	2021	50' L x 102" W x 103" H / 127.5 CY
WF13	MAC	Walking Floor Trailer	2021	50' L x 102" W x 103" H / 127.5 CY
WF14	MAC	Walking Floor Trailer	2021	50' L x 102" W x 103" H / 127.5 CY
WF15	MAC	Walking Floor Trailer	2021	50' L x 102" W x 103" H / 127.5 CY
WF16	MAC	Walking Floor Trailer	2021	50' L x 102" W x 103" H / 127.5 CY
WF17	MAC	Walking Floor Trailer	2021	50' L x 102" W x 103" H / 127.5 CY
WF18	MAC	Walking Floor Trailer	2021	50' L x 102" W x 103" H / 127.5 CY
WF19	MAC	Walking Floor Trailer	2021	50' L x 102" W x 103" H / 127.5 CY
WF20	MAC	Walking Floor Trailer	2021	50' L x 102" W x 103" H / 127.5 CY
WF21	MAC	Walking Floor Trailer	2021	50' L x 102" W x 103" H / 127.5 CY
YD01	Ottawa	Yard Dog	2004	N/A
JS18	Storage Box	Job Storage Container	2001	N/A
	Custom	Custom Tarping Station	2017	N/A

E. CONTINGENCY PLAN

If any of Fann's trucks or equipment experiences temporary operational issues, we will promptly deploy additional tractors from our fleet to minimize disruptions to the City's hauling operations. In the case of a Yard Spotter requiring repair, a tractor can serve as a substitute. Our fully staffed maintenance facility, situated 7.5 miles from the transfer station, is well-equipped with spare parts and additional resources to ensure timely repairs. Should any of Fann's equipment become permanently inoperable or irreparable, we are committed to procuring replacement equipment as necessary.

F. SPILL PREVENTION CONTROL & COUNTERMEASURE PLAN (SPCC)

The purpose of a Spill Prevention Control and Countermeasure Plan (SPCC) is to identify the types of hazardous materials which may be used on the project and develop a strategy to stop leaks at the source of the spill and to contain materials already spilled by using available materials and equipment.

A sample of our SPCC can be found in **Appendix A**. Upon award of the solid waste hauling contract, Fann's in-house Safety and Compliance Manager, Andrew Rice, will revise the existing site specific SPCC plan with any necessary changes.

With Fann's resources, we have the ability to fuel equipment using a variety of different methods. Currently, Fann uses a stationary 1,000 gallon double wall fuel tank with a secondary containment system. Fueling equipment can also be completed with a mobile fuel truck equipped with an automatic shut off nozzle to prevent spills. The mobile fuel truck would be loaded at Fann's primary facility. Additionally, tractors can be fueled at Fann's primary facility although this is not the most cost effective solution.

G. HOT LOAD RESOLUTION PROCEDURE

Fann conducted thorough research to pinpoint strategic locations at the Sundog Transfer Station, along the route, and at Gray Wolf Landfill, addressing hot load issues. Collaborating with local fire and emergency services, we mapped out locations best suited to handle hot load challenges. Furthermore, this plan undergoes periodic reviews to accommodate changes in site conditions along the route, ensuring our drivers are equipped with the latest information in the event of a hot load. For more details, please refer to the comprehensive Hot Load Resolution Plan outlined in **Appendix B**.

HOT LOAD EMERGENCY TRAINING WITH PRESCOTT FIRE DEPARTMENT



Spill Prevention Control and Countermeasures Plan
(SPCC)

Fann.
6725 Generation Lane
Prescott, Arizona

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* Only selected excerpts of relevant rule text are provided. For a complete list of SPCC requirements, refer to the full text of 40 CFR part 112

1.0 General Information

EPA ID Number: AZD982435331
Facility Owner: Fann Contracting Inc.
Facility Operator: Fann Contracting Inc.
Facility Address: 6725 Generation Lane
Prescott, AZ 86301
Facility Contact: Scott Thomas, Facility Manager
Contact Phone Number: 928-778-0170
Emergency Phone: 928-713-1707

Management Approval

I have read and had explained to me the Spill Prevention, Control and Countermeasures Plan for the above-named facility. I agree that the plan adequately covers the operations conducted at this facility. The company and employees are committed to complying with the plan and the intent of the plan in preventing and controlling releases of oil and oil products into the environment.

Name: Jason Fann

Title: President

Signature: _____ Date: _____

Overview

The Federal Water Pollution Control Act, as amended, stipulates those owners and operator of non-transportation related onshore facilities engaged in storage, transferring, or consuming oil or oil products shall establish procedures, methods, and equipment to prevent discharge of oil into or upon navigable waterways of the United States or adjoining shorelines (40 CFR Part 112). In addition, owners/operators of onshore facilities in operation on or before the effective date of 40 CFR Part 112 that have discharged or could be reasonably expected to discharge oil in harmful quantities into or upon navigable waterways of the United States or adjoining shorelines shall prepare a Spill Prevention, Control, and Countermeasures (SPCC) Plan. This Regulation excludes facilities that have less than 42,000 gallons of underground storage capacity and less than 1,320 gallons of aboveground storage capacity provided no single container has a capacity greater than 660 gallons. Fann Contracting's office and maintenance yard has greater than 1,320 gallons of above ground storage capacity and therefore is subject to the provisions of 40 CFR Part 112.

The purpose of this document is to establish a written plan and procedure for Fann Contracting to follow in the event of a sudden or non-sudden release of oil into the environment (as defined in 40 CFR Part 112), and to improve the ability of state and local authorities and emergency services to respond to such a release.

Fann Contracting policies provide justification for development and implementation of this plan. This justification is mandated by Fann Contracting's Desire to comply with all federal, state, and

local environmental laws and regulations. It is also mandated by economic consideration where discharge of marketable or useable materials represents a financial loss to the company as well as possible cleanup, maintenance, and remediation expenses.

2.0 Federal Definitions

The following federally defined terms will be used in this SPCC Plan.

Bulk storage container means any container used to store oil. These containers are used for purposes including, but not limited to, the storage of oil prior to use, while being used, or prior to further distribution in commerce. Oil-filled electrical, operating, or manufacturing equipment is not a bulk storage container

Completely buried tank means any container completely below grade and covered with earth, sand, gravel, asphalt, or other material. Containers in vaults, bunkered tanks, or partially buried tanks are considered aboveground storage containers for purposes of this part.

Discharge includes, but is not limited to, any spilling, leaking, pumping, pouring, emitting, emptying, or dumping of oil. The terms Discharge and Spill Event are not interchangeable as used in this plan.

Navigable waters of the United States means “navigable waters” as defined in section 502(7) of the FWPCA, and includes: (1) All navigable waters of the United States, as defined in judicial decisions prior to passage of the 1972 Amendments to the FWPCA (Pub. L. 92–500), and tributaries of such waters; (2) Interstate waters; (3) Intrastate lakes, rivers, and streams which are utilized by interstate travelers for recreational or other purposes; and (4) Intrastate lakes, rivers, and streams from which fish or shellfish are taken and sold in interstate commerce.

Oil means oil of any kind or in any form, including, but not limited to: fats, oils, or greases of animal, fish, or marine mammal origin; vegetable oils, including oils from seeds, nuts, fruits, or kernels; and, other oils and greases, including petroleum, fuel oil, sludge, synthetic oils, mineral oils, oil refuse, or oil mixed with wastes other than dredged spoil.

Onshore facility means any facility of any kind located in, on, or under any land within the United States, other than submerged lands.

Owner or operator means any person owning or operating an onshore facility or an offshore facility, and in the case of any abandoned offshore facility, the person who owned or operated or maintained the facility immediately prior to such abandonment.

Petroleum oil means petroleum in any form, including but not limited to crude oil, fuel oil, mineral oil, sludge, oil refuse, and refined products.

Spill event means any discharge of oil into or upon navigable waterways of the United States or adjoining shorelines in harmful quantities. The terms Discharge and Spill Event are not interchangeable as used in this plan.

Spill means any unexpected, unintended, abnormal, or unapproved dumping, leakage, drainage, seepage, discharge, or other loss of oil, hazardous or otherwise objectionable substances that enters or threatens to enter the waters of the state.

5.0 Description of Facility

5.1 Location

Name: Fann

Address: 6725 Generation Lane
Prescott, Arizona 86301
(928) 778-0170

Type: Construction Office and Maintenance Yard

Date of Initial Operations: June 1 2020

Owner/Operator: 3rd Gen Enterprises LLC
6725 Generation Lane
Prescott, Arizona 86301

Primary contact: Scott Thomas, Facility Manager
Work: (928) 778-0170
Cell (24 hours): (928) 713-1707

5.2 Facility Description

Fann's office and maintenance yard is used as a business office and for repair and maintenance of construction equipment and vehicles. Further uses include parking and storage of equipment and construction materials. Fann distributes a variety of petroleum products to construction field equipment and vehicles from this facility. The facility handles, stores, uses, and distributes petroleum products in the form of diesel, hydraulic oil, tack oil, and motor oil. Fann receives products by common carrier via tanker truck as well as used oil from equipment and vehicle oil changes. The products are stored in 9 aboveground storage tanks (ASTs). These products are delivered to construction equipment by mobile refueling trucks.

Hours of operation are between 7:00 AM and 5: PM, 5 days per week (Monday - Friday). Personnel at the facility include mechanics and service staff and office staff.

The Site Plan and Facility Diagram included in Appendix A of this Plan show the location and layout of the facility. The Facility Diagram (Figure A-2) shows the location of oil containers, buildings, loading/unloading and transfer areas, and critical spill control structures. Tank inventory for the above-mentioned tanks are listed in *Table 1*.

The property is in a primarily Industrial area at 6725 Generation Lane Prescott, Arizona. The site is comprised of approximately 33 acres of land and is bordered to the East by Granite Creek.

Tank ID	Type	Volume	Contents	Containment description
1	Horizontal	12,000 US gal (UL142)	Diesel	Above ground tank, double wall constructed, High liquid level capacity alarm, inside vehicle strike protection bollards.
2	Vertical	1,000 US gal (UL142)	Used Oil	Above ground tank, placed on Impervious concrete that drains to oil/water separator.
3	Vertical	750 US gal	Motor Oil	Above ground tank, double wall constructed, inside oil transfer building.
4	Vertical	750 US gal	Hydraulic Oil	Above ground tank, double wall constructed, inside oil transfer building.
5	Vertical	350 US gal	50w Gear Oil	Above ground tank, double wall constructed, inside oil transfer building.
6	Vertical	350 US gal	30 w Gear Oil	Above ground tank, double wall constructed, inside oil transfer building.
7	Vertical	250 US gal	Antifreeze Coolant	Above ground portable plastic Tank/Tote
8	Vertical	250 US gal	Used Antifreeze Coolant	Above ground portable plastic Tank/Tote

Table 1

6.0 Implementation of This Plan

This SPCC plan is effective as of the date of the signature by Fann management and certification by a registered professional engineer as documented in section 1.0. A complete copy of this SPCC Plan will be maintained by the facility in accordance with 40 CFR Part 112.3(e). This SPCC Plan will be reviewed and evaluated within three years from the date in accordance with 40 CFR Part 112.5 if a change in facility designs, construction operation or maintenance materially affects the facility's potential to discharge oil into navigable waters of the United States. Such amendments will be implemented fully and certified within six months of such change. Administrative changes to this plan not affecting its intent, scope, or overall design will be updated without recertification. An example of an administrative change would be modification of the emergency coordinator list.

The spill response provisions of this plan will be followed in the event of discharge or potential discharge of petroleum at the Fann contracting facility, as appropriate. This section describes the response and cleanup procedures in the event of an oil discharge. In general, the following steps are taken:

- Eliminate potential spark sources.
- If possible and safe to do so, identify and shut down source of the discharge.
- Contain the discharge with sorbents, berms, fences, trenches, sandbags, or other material.
- Contact the Facility Manager or his/her alternate.
- Report to the Facility Manager to assist as directed.

A list of Emergency Contacts is provided in Appendix G. The list is also posted at prominent locations throughout the facility. A list of discharge response material kept at the facility is included in Appendix J. The Facility Manager will ensure the above steps are properly executed. It will be the additional responsibility of the supervisor on duty at the time of the discharge to report the incident to the primary emergency coordinator immediately, in person, or by telephone in as much detail as possible as outlined in section 7.0.

To establishing appropriate response procedures, this SPCC Plan classifies discharges as either “minor” or “major,” depending on the volume and characteristics of the material releases.

6.1 Response to a Minor Discharge

A “minor” discharge is defined as one that poses no significant harm (or threat) to human health and safety or to the environment. Minor discharges are generally those where:

- The quantity of product discharged is small (e.g., less than 10 gallons of oil).
- Discharged material is easily stopped and controlled at the time of the discharge.
- Discharge is localized near the source.
- Discharged material is not likely to reach water.
- There is little risk to human health or safety.
- There is little risk of fire or explosion.

Fann Contracting Inc personnel can clean up minor discharges. The following guidelines apply:

- Immediately notify the Facility Manager.
- Under the direction of the Facility Manager, contain the discharge with discharge response materials and equipment. Place discharge debris in properly labeled waste containers.
- The Facility Manager will complete the discharge notification form (Appendix H) and attach a copy to this SPCC Plan.
- If the discharge involves more than 42 gallons of oil, the Facility Manager will call the Arizona Department of Environmental Quality Incident Response Division (602 207-4255).

6.2 Response to a Major Discharge

A “major” discharge is defined as one that cannot be safely controlled or readily cleaned up by facility personnel, such as when:

- The discharge is large enough to spread beyond the immediate discharge area.
- The discharged material enters water.
- The discharge requires special equipment or training to clean up.
- The discharged material poses a hazard to human health or safety.
- There is a danger of fire or explosion.

In the event of a major discharge, the following guidelines apply:

- All workers must immediately evacuate the discharge site via the designated exit routes and move to the designated staging areas at a safe distance from the discharge.
- If the Facility Manager is not present at the facility, the backup Facility Manager notifies the Facility Manager of the discharge and has authority to initiate notification and response. Certain notifications are dependent on the circumstances and type of discharge
- The Facility Manager must call for medical assistance if workers are injured.
- The Facility Manager must notify the Fire Department or Police Department.
- The Facility Manager must call the spill response and cleanup contractors listed in the Emergency Contacts list in Appendix H.
- The Facility Manager must immediately contact the Arizona Department of Environmental Quality Incident Response Division* (602-207-4255) and the National Response Center* (888-424-8802).
- The Facility Manager must record the call on the Discharge Notification form in Appendix I and attach a copy to this SPCC Plan.
- The Facility Manager coordinates cleanup and obtains assistance from a cleanup contractor or other response organization as necessary.

****NOTE: Reporting to the National Response Center is only required if spilled oil reaches navigable waters in excess of 1,000 gallons (or two separate spills in excess of 42 gallons each within any twelve-month period).***

If both the Facility Manager and backup Facility Manager are not available at the time of the discharge, then the next highest person in seniority assumes responsibility for coordinating response activities.

6.3 Waste Disposal

Wastes resulting from a minor discharge response will be containerized in impervious bags, drums, or buckets. The facility manager will see that contaminated materials are disposed of properly and that any oil-contaminated soil is processed through the hot plant drum dryer or hauled to an approved hazardous waste disposal facility.

Wastes resulting from a major discharge response will be removed and disposed of by Fann Contracting or Fann Environmental, which are licensed remediation contractors, or an approved third-party contractor.

7.0 Discharge Notification

Any size discharge (i.e., one that creates a sheen, emulsion, or sludge) that affects or threatens to affect navigable waters or adjoining shorelines must be reported immediately to the National Response Center (1-800-424-8802). The Center is staffed 24 hours a day.

A summary sheet is included in Appendix H to facilitate reporting. The person reporting the discharge must provide the following information:

- Name, location, organization, and telephone number
- Name and address of the party responsible for the incident
- Date and time of the incident
- Location of the incident
- Source and cause of the release or discharge
- Types of material(s) released or discharged
- Quantity of materials released or discharged
- Danger or threat posed by the release or discharge
- Number and types of injuries (if any)
- Media affected or threatened by the discharge (i.e., water, land, air)
- Weather conditions at the incident location
- Any other information that may help emergency personnel respond to the incident

Contact information for reporting a discharge to the appropriate authorities is listed in Appendix H and is also posted in prominent locations throughout the facility (e.g., in the office building, in the maintenance building, and at the loading rack/unloading area).

In addition to the above reporting, 40 CFR 112.4 requires that information be submitted to the United States Environmental Protection Agency (EPA) Regional Administrator and the appropriate state agency in charge of oil pollution control activities (see contact information in Appendix H) whenever the facility discharges (as defined in 40 CFR 112.1(b)) *more than 1,000 gallons of oil in a single event*, or discharges (as defined in 40 CFR 112.1(b)) *more than 42 gallons of oil in each of two discharge incidents within a 12-month period*. The following information must be submitted to the EPA Regional Administrator and to MADEP within 60 days:

- Name of the facility.
- Name of the owner/operator.
- Location of the facility.
- Maximum storage or handling capacity and normal daily throughput.
- Corrective action and countermeasures taken, including a description of equipment repairs and replacements.
- Description of facility, including maps, flow diagrams, and topographical maps.
- Cause of the discharge(s) to navigable waters and adjoining shorelines, including a failure analysis of the system and subsystem in which the failure occurred.
- Additional preventive measures taken or contemplated to minimize possibility of recurrence; and
- Other pertinent information requested by the Regional Administrator.

A standard report for submitting the information to the EPA Regional Administrator and to MADEP is included in Appendix K of this Plan.

8.0 Prediction of Flow

The facility is located on relatively level terrain. Drainage generally flows to the east in the direction of Granite Creek, which runs immediately along the east side of the site. Granite Creek flows north to the Verde River approximately 20 stream miles from the facility. Spill trajectories are indicated on the facility diagram. Approximately one tenth of the facility's ground surface area is paved with asphalt. The remainder consists of compacted gravel, grass, and low-lying vegetation.

The 12,000-gallon diesel storage tank (Tank 1) is of double wall construction with a high-level warning alarm and is inside an impervious area. Any leakage from the primary container would be detected through monitoring of the interstitial space performed monthly. Facility personnel as well as daily inspections by fuel truck drivers would detect any leakage from the secondary shell visually during scheduled visual inspections during transfer of diesel to the service truck(s).

Tanks 2-7 contain lubricating oils (lubricating grease, hydraulic oil, motor oil and other vehicle fluids) and are double walled steel tanks mounted inside a concrete building attached to the main shop. Delivery of these petroleum products into the shop is made through lines plumbed inside the main shop. Table 2 lists the sources of potential discharge from each source, the expected rate of discharge, the expected direction of flow, and the containment provided at the Fann Contracting Facility. Predicted flow directions are shown in Appendix A.

Antifreeze storage totes are made of qualified materials. The antifreeze is delivered full and no refilling takes place. The Used antifreeze tote is translucent and enables oil handling employees a direct visual of the level of the antifreeze inside. A recycling company picks up the used antifreeze when full.

Potential Event	Maximum volume released (gallons)	Maximum discharge rate	Direction of Flow	Secondary Containment
Bulk Storage Area (Aboveground Storage Tank #1)				
Failure of aboveground tank (collapse or puncture below product level)	10,000-12,000	Gradual to instantaneous	E. To Granite Creek	Land-based spill response capability
Tank overfill	1 to 120	60 gal/min	E. To Granite Creek	Land-based spill response capability
Hose failure	2,000	240 gal/min	E. To Granite Creek	Land-based spill response capability
Leaking pipe or valve packing	600	1 gal/min	E. To Granite Creek	Land-based spill response capability
Loading Rack/Unloading Area				

Potential Event	Maximum volume released (gallons)	Maximum discharge rate	Direction of Flow	Secondary Containment
Tank truck leak or failure inside the rollover berm	1 to 1,500	Gradual to instantaneous	E. To Granite Creek	Land-based spill response capability
Tank truck leak or failure outside the rollover berm	1 to 1,500	Gradual to instantaneous	E. To Granite Creek	Land-based spill response capability
Hose failure during truck loading	1 to 300	60 gal/min	E. To Granite Creek	Land-based spill response capability
Fuel Dispensing Areas				
Tank #1 and diesel dispenser hose/ connection failure	1 to 150	30 gal/minute	E. To Granite Creek	Land-based spill response capability (spill kit)
Maintenance Building				
Tanks 6-9	1 to 750	Gradual to instantaneous	E. To Granite Creek	Spill kit, oil separator
Oil/water separator malfunction	1 to 300	1 gal/min	N/A	Spill kit, oil separator

Table 2

9.0 Containment and Diversionary Structures

9.1 Spill Event Containment

Methods of secondary containment at this facility include a combination of structures (e.g., dike, berm, built-in secondary containment), drainage systems (e.g., oil/water separator), and land-based spill response (e.g., sorbents) to prevent oil from reaching navigable waters and adjoining shorelines:

- At the loading and unloading area (refer to Appendix A of this Plan):
 - **Double-wall tank construction.** The 12,000 gal on aboveground diesel storage tank (Tank 1) has double-wall design with a secondary shell designed to contain 110 percent of the inner shell capacity. The portable tank is located just to the south of the maintenance building. It is used to refuel the fuel trucks, which deliver diesel to the equipment, and trucks on various jobsites in the vicinity of Prescott.
- In transfer areas and other parts of the facility where a discharge could occur:
 - **Drip pans.** Fill ports for all ASTs are equipped with drip pans to contain small leaks from the piping/hose connections.
 - **Sorbent material.** Spill cleanup kits that include absorbent material and other portable barriers are located inside the maintenance building located near the loading rack/unloading area, as shown on the Facility Diagram in Appendix A. The spill kits are located within close proximity of the oil product storage and handling areas for rapid deployment should a spill occur. Sorbent material and booms are stored in the maintenance building located next to the loading rack/unloading area to allow for quick deployment in the event of a discharge during loading/unloading activities or any other accidental discharge outside the dike or loading rack/unloading area, such as from tank vehicles entering/leaving the facility or spills associated with the fuel dispenser. The response equipment inventory for the facility is listed in Appendix J of this Plan. The inventory is checked monthly to ensure that used material is replenished.
 - **Oil/water separator.** The oil/water separator is designed to separate and retain oil at the facility. The oil/water separator has a total capacity for oil/water mixture of 1,500 gallons and a design flow rate of 150 gallons per minute. The oil/water separator is inspected monthly as part of the scheduled inspection to check the level of water within the separator. Floating oil is removed by a Fann Contracting Lube truck and transferred to the waste oil tank (tank 2), which is hauled off by a licensed waste oil recovery contractor.

Note: The oil/water separator is used treat facility drainage (i.e., wash water from construction equipment and vehicle washing and recycled for further washing.

- Due to the existing terrain, the existing drainage for the property is gently flowing towards north to a drainage structure, then to the east to Granite Creek. A 2-3 foot high earthen and asphalt berm is built and maintained the full length of the property along Granite Creek.

9.2 Additional Containment Materials

In addition to the containment structures outlined in the preceding paragraphs, Fann Contracting maintains a written Contingency Plan and Emergency Procedures document that specifies procedures to follow in the event of an emergency. Fann Contracting also maintains the following equipment and supplies in the areas required to expeditiously control and remove oil discharged from the facility:

- Rolls of absorbent pads.
- Absorbent granules (NAPA Floor Dry).
- Absorbent booms
- Hand tools, and.
- Personal protective equipment.

Fire extinguishers are located throughout the facility. The completion of periodic safety, security, and emergency equipment inspection checklist ensures that the above equipment and supplies are kept in inventory.

10.0 Bulk Storage Tanks

Table 1 summarizes the construction, volume, and content of bulk storage containers at Fann facility. Oil tanks at Fann Contracting are compatible with petroleum-based materials stored under normal operating temperatures and pressures.

10.1 Secondary containment

Fann Contracting has tertiary containments structures surrounding the outside bulk storage tank (tank 1). All tanks are double walled for secondary containment requirements except tank 2. Tank 2 is located beside the oil/water separator and on impervious concrete that drains to the oil/water separator. Tanks 6-9 are double walled and inside an oil transfer/storage building affixed to the maintenance facility.

10.2 Containment/Tank drainage

The bermed areas are drained under direct supervision of facility personnel. Water is allowed to evaporate from all bermed areas. If accumulated water cannot readily evaporate then it will be pumped out. The accumulated water is observed for signs of oil prior to draining. All draining is pump actuated under the supervision of the Facility Manager. Dike drainage events are recorded on the form included in Appendix D of this Plan; records are maintained at the facility for at least three years.

10.3 Tank Integrity Testing

Visual inspections of ASTs by facility personnel are performed according to the procedure described in this SPCC Plan (Table 3). Leaks from tank seams, gaskets, rivets, and bolts are promptly corrected. Records of inspections and tests are signed by the inspector and kept at the facility for at least three years.

The scope and schedule of certified inspections and tests performed on the facility's ASTs are specified in STI Standard SP-001. The external inspection includes ultrasonic testing of the shell, as specified in the standard, or if recommended by the certified tank inspector to assess the integrity of the tank for continued oil storage.

Inspection/Test	Tank ID							
	#1	#2	#3	#4	#5	#6-9	Fuel Truck	
Visual inspection by facility personnel (as per checklist of Appendix C)	M A	M A	M A	M A	M A	M A	D M A	
External inspection by certified inspector (as per STI Standard SP-001)	20 yr	20 yr	20 yr	20 yr	EE	20 yr	10 yr	
Internal inspection by certified inspector (as per STI Standard SP-001)	†	†	†	†	EE	†	20 yr*	
Tank tightness test meeting requirements of 40 CFR 280								

Table 3

D: Daily

M: Monthly

A: Annual

EE: Inspection not required given use of environmentally equivalent measure

* Or earlier, as recommended by the certified inspector based on findings from an external inspection.

† The certified inspector, based on findings from the external inspection, may recommend Internal inspection.

The frequency above is based on implementation of a scheduled inspection/testing program. To initiate the program, ASTs will be inspected by the following dates:

- Tank #1: external inspection to be performed by July 2013
- Tank #2: external inspection to be performed by July 2013
- Tank #4: external inspection to be performed by July 2013
- Tank #6-9: external Inspection to be performed by July 2013

10.4 Tank Level Controls

All tanks are equipped with a direct-reading level gauge. Tank #2 does not have an overfill prevention system. General secondary containment is provided in the event of overfills, as described in this Plan. Storage drums are not refilled, and therefore overfill prevention systems do not apply. Facility personnel are present throughout the filling operations to monitor the product level in the tanks. Antifreeze totes are semi-transparent and provide direct reading of the fluid level.

10.5 Effluent Observations

The facility's storm water run-off discharged into Granite Creek is observed and monitored under the site's AZPDES Industrial Storm water Permit to detect upsets in storm water run-off events that could lead to a discharge.

10.6 Visible Oil Leaks

Visible discharges from any container or appurtenance – including seams, gaskets, piping, pumps, valves, rivets, and bolts – are quickly corrected upon discovery.

Oil is promptly removed from the bermed area and disposed of according to the waste disposal method described in Part 9.1 of this Plan.

10.7 Mobile Portable Tanks

Small portable oil storage containers, such as 55-gallon drums, are stored inside the maintenance shop where spill pallets provide secondary containment and the floor is sloped to drain away from the floor drains and door. Any discharged material is quickly contained and cleaned up using sorbent pads and appropriate cleaning products.

11.0 Facility Transfer Operations

11.1 Aboveground Piping

Transfer operations at this facility include:

- The transfer of oil from the aboveground diesel storage tank to the fuel trucks. The oil is pumped from the oil storage tank by means of flexible hose with a pump.
- The filling of trucks using the diesel dispenser.
- The transfer of oil into or from tanker trucks at the loading/unloading area.

11.2 Pipeline Inspections

All aboveground piping and valves are examined monthly to assess their condition. Inspection includes aboveground valves, piping, appurtenances, expansion joints, valve glands and bodies, catch pans, pipeline supports, locking of valves, and metal surfaces. Observations are noted on the monthly inspection checklist provided in this Plan. All pipe

supports are designed to minimize abrasion and corrosion and to allow for expansion and contraction. Pipe supports are visually inspected during the monthly inspection of the facility.

11.4 Vehicular Traffic near Aboveground piping

All the aboveground piping is located within areas that are not accessible to vehicular traffic (e.g., affixed to wall).

12.0 Tank Car/Truck Loading and Unloading Station

All suppliers must meet the minimum requirements and regulations for tank truck loading/unloading established by the U.S. Department of Transportation. Fann will ensure that the vendor understands the site layout, knows the protocol for entering the facility and unloading product, and has the necessary equipment to respond to a discharge from the vehicle or fuel delivery hose.

The Facility Manager or his/her designee supervises oil deliveries for all new suppliers, and periodically observes deliveries for existing, approved suppliers.

All loading and unloading of tank vehicles take place only in the designated loading rack/unloading area.

Facility personnel trained in proper discharge prevention procedures perform vehicle-filling operations. The truck driver or facility personnel will always remain with the vehicle while fuel is being transferred. Transfer operations are performed according to the minimum procedures outlined in Table 4.

Stage	Tasks
Prior to loading/unloading	Visually check all hoses for leaks and wet spots.
	Verify that sufficient volume is available in the storage tank or truck.
	Lock in the closed position all drainage valves of the secondary containment structure.
	Secure the tank vehicle with wheel chocks and interlocks.
	Ensure that the vehicle's parking brakes are set.
	Verify proper alignment of valves and proper functioning of the pumping system.
	If filling a tank truck, inspect the lowermost drain and all outlets.
	Establish adequate bonding/grounding prior to connecting to the fuel transfer point.
	Turn off cell phone.
During loading/unloading	Driver must always stay with the vehicle during loading/unloading activities.
	Periodically inspect all systems, hoses and connections.

	When loading, keep internal and external valves on the receiving tank open along with the pressure relief valves.
	When making a connection, shut off the vehicle engine. When transferring Class 3 materials, shut off the vehicle engine unless it is used to operate a pump.
	Monitor the liquid level in the receiving tank to prevent overflow.
	Monitor flow meters to determine rate of flow.
	When topping off the tank, reduce flow rate to prevent overflow.
After loading/unloading	Make sure the transfer operation is completed.
	Close all tank and loading valves before disconnecting.
	Securely close all vehicle internal, external, and dome cover valves before disconnecting.
	Secure all hatches.
	Disconnect grounding/bonding wires.
	Make sure the hoses are drained to remove the remaining oil before moving them away from the connection. Use a drip pan.
	Cap the end of the hose and other connecting devices before moving them to prevent uncontrolled leakage.
	Remove wheel chocks and interlocks.
	Inspect the lowermost drain and all outlets on tank truck prior to departure. If necessary, tighten, adjust, or replace caps, valves, or other equipment to prevent oil leaking while in transit.

Table 4

13.0 Inspections and records

As required by the SPCC rule, Fann performs the inspections, tests, and evaluations listed in the following table. Table 5 summarizes the various types of inspections and tests performed at the facility.

Facility Component	Action	Frequency/Circumstances
Aboveground container	Test container integrity. Combine visual inspection with another testing technique (non-destructive shell testing). Inspect outside of container for signs of deterioration and discharges.	Following a regular schedule (monthly, annual, and during scheduled inspections) and whenever material repairs are made.
Container supports and foundation	Inspect container's supports and foundations.	Following a regular schedule (monthly, annual, and during scheduled inspections) and whenever material repairs are made.
Liquid level sensing devices (overfill)	Test for proper operation.	Monthly

Facility Component	Action	Frequency/Circumstances
Lowermost drain and all outlets of fuel truck	Visually inspect.	Prior to filling and departure
All aboveground valves, piping, and appurtenances	Assess general condition of items, such as flange joints, expansion joints, valve glands and bodies, catch pans, pipeline supports, locking of valves, and metal surfaces.	Monthly

Table 5

A Fann employee performs a complete walk-through of the facility each day. This daily visual inspection involves: (1) looking for tank/piping damage or leakage, stained or discolored soils, or excessive accumulation of water in diked and bermed areas; (2) observing the effluent from the oil/water separator

Fann personnel use the checklist provided in Appendix C for monthly inspections. The monthly inspections cover the following key elements:

- Observing the exterior of aboveground storage tanks, pipes, and other equipment for signs of deterioration, leaks, corrosion, and thinning.
- Observing the exterior of portable containers for signs of deterioration or leaks.
- Observing tank foundations and supports for signs of instability or excessive settlement.
- Observing the tank fill and discharge pipes for signs of poor connection that could cause a discharge, and tank vent for obstructions and proper operation.
- Verifying the proper functioning of overfill prevention systems.
- Checking the inventory of discharge response equipment and restocking as needed.
- Observing the effluent and measuring the quantity of accumulated oil within the oil/water separator.

All problems regarding tanks, piping, containment, or response equipment must immediately be reported to the Facility Manager. Visible oil leaks from tank walls, piping, or other components must be repaired as soon as possible to prevent a larger spill or a discharge to navigable waters or adjoining shorelines. Pooled oil is removed immediately upon discovery.

Written monthly inspection records are signed by the Facility Manager and maintained with this SPCC Plan for a period of three years.

Facility personnel perform a more thorough inspection of facility equipment on an annual basis. This annual inspection complements the monthly inspection described above and is performed in June of each year using the checklist provided in Appendix C of this Plan.

The annual inspection is performed after a large storm event in order to verify the imperviousness and/or proper functioning of drainage control systems such as the dike, rollover berm, control valves, and the oil/water separator.

Written annual inspection records are signed by the Facility Manager and maintained with this SPCC Plan for a period of three years.

14.0 Security

All drain valves for containment areas are locked in the closed position to prevent unauthorized opening. Water draw valves on the 12,000-gallon storage tanks are maintained in the closed position to prevent unauthorized opening via locks. Keys for all locked valves are kept in the front office.

The facility is fenced with controlled entry points. Unauthorized entry is not likely.

15.0 Training

The Facility Manager is the facility designee and is responsible for oil discharge prevention, control, and response preparedness activities at this facility.

Fann management has instructed oil-handling facility personnel in the operation and maintenance of oil pollution prevention equipment, discharge procedure protocols, applicable pollution control laws, rules and regulations, general facility operations, and the content of this SPCC Plan. Any new facility personnel with oil-handling responsibilities are provided with this same training prior to being involved in any oil operation.

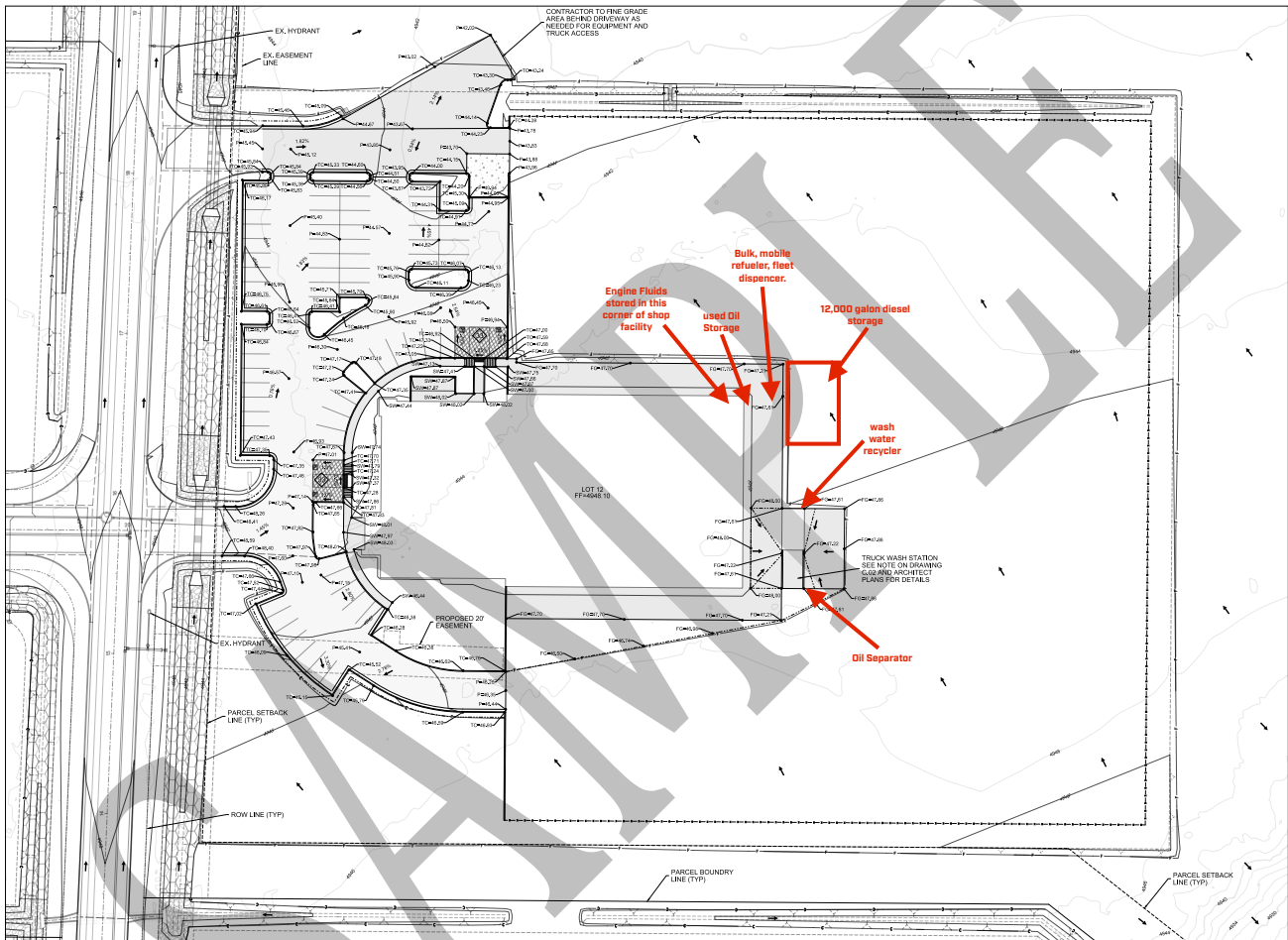
The Facility Manager for all facility personnel holds annual discharge prevention briefings involved in oil operations. The briefings are aimed at ensuring continued understanding and adherence to the discharge prevention procedures presented in the SPCC Plan. The briefings also highlight and describe known discharge events or failures, malfunctioning components, and recently implemented precautionary measures and best practices. Facility operators and other personnel will have the opportunity during the briefings to share recommendations concerning health, safety, and environmental issues encountered during facility operations.

A simulation of an on-site vehicular discharge has been conducted, and future training exercises will be periodically held to prepare for possible discharge responses.

Records of the briefings and discharge prevention training are kept on the form shown in Appendix E and maintained with this SPCC Plan for a period of three years.

[illegible]

Appendix A
Figure A-3 Facilities Diagram



Appendix B
Substantial Harm Determination

Facility Name: Fann
Facility Address: 6725 Generation Lane
Prescott, Arizona 86301

1. Does the facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?

Yes **No**

2. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation within any aboveground storage tank area?

Yes **No**

3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance (as calculated using the appropriate formula in 40 CFR part 112 Appendix C, Attachment C-III or a comparable formula) such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments?

Yes **No**

4. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance (as calculated using the appropriate formula in 40 CFR part 112 Appendix C, Attachment C-III or a comparable formula) such that a discharge from the facility would shut down a public drinking water intake?

Yes **No**

5. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and has the facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last 5 years?

Yes **No**

Certification

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.

Signature

Facility Manager

Scott Thomas
Name

Date

APPENDIX C

Facility Inspection Checklists

The following checklists are to be used for monthly and annual facility-conducted inspections. Completed checklists must be signed by the inspector and maintained at the facility, with this SPCC Plan, for at least three years.

Monthly Inspection Checklist

This inspection record must be completed *each month* except the month in which an annual inspection is performed. Provide further description and comments, if necessary, on a separate sheet of paper and attach to this sheet. *Any item that receives “yes” as an answer must be described and addressed immediately.

	Y*	N	Description & Comments
Storage tanks			
Tank surfaces show signs of leakage			
Tanks are damaged, rusted or deteriorated			
Bolts, rivets, or seams are damaged			
Tank supports are deteriorated or buckled			
Tank foundations have eroded or settled			
Level gauges or alarms are inoperative			
Vents are obstructed			
Secondary containment is damaged or stained			
Water/product in interstice of double-walled tank			
Dike drainage valve is open or is not locked			
Piping			
Valve seals, gaskets, or other appurtenances are leaking			
Pipelines or supports are damaged or deteriorated			
Joints, valves and other appurtenances are leaking			
Buried piping is exposed			
Loading/unloading and transfer equipment			
Loading/unloading rack is damaged or deteriorated			
Connections are not capped or blank-flanged			
Secondary containment is damaged or stained			
Berm drainage valve is open or is not locked			
Oil/water separator			
Oil/water separator > 2 inches of accumulated oil			
Oil/water separator effluent has a sheen			
Security			
Fencing, gates, or lighting is non-functional			
Pumps and valves left unlocked when not in use			
Response Equipment			
Response equipment inventory is complete			

Date: _____

Signature: _____

Annual Facility Inspection Checklist

This inspection record must be completed *each year*. If any response requires further elaboration, provide comments in Description & Comments space provided. Further description and comments, if necessary, must be provided on a separate sheet of paper and attached to this sheet. *Any item that receives “yes” as an answer must be described and addressed immediately.

	Y*	N	Description & Comments
Storage tanks			
Tank #1			
Tank surfaces show signs of leakage			
Tank is damaged, rusted or deteriorated			
Bolts, rivets or seams are damaged			
Tank supports are deteriorated or buckled			
Tank foundations have eroded or settled			
Level gauges or alarms are inoperative			
Vents are obstructed			
Tank #2			
Tank surfaces show signs of leakage			
Tank is damaged, rusted, or deteriorated			
Bolts, rivets, or seams are damaged			
Tank supports are deteriorated or buckled			
Tank foundations have eroded or settled			
Level gauges or alarms are inoperative			
Vents are obstructed			
Tank #3			
Tank surfaces show signs of leakage			
Tank is damaged, rusted, or deteriorated			
Bolts, rivets, or seams are damaged			
Tank supports are deteriorated or buckled			
Tank foundations have eroded or settled			
Level gauges or alarms are inoperative			
Vents are obstructed			
Tank 4			
Tank surfaces show signs of leakage			
Tank is damaged, rusted or deteriorated			
Bolts, rivets or seams are damaged			
Tank supports are deteriorated or buckled			
Tank foundations have eroded or settled			

	Y*	N	Description & Comments
Level gauges or alarms are inoperative			
Vents are obstructed			
Tank #8 and #9			
Tank surfaces show signs of leakage			
Tank is damaged, rusted, or deteriorated			
Bolts, rivets, or seams are damaged			
Tank supports are deteriorated or buckled			
Tank foundations have eroded or settled			
Level gauges or alarms are inoperative			
Piping			
Valve seals or gaskets are leaking			
Pipelines or supports are damaged or deteriorated			
Joints, valves and other appurtenances are leaking			
Out-of-service pipes are not capped			
Warning signs are missing or damaged			
Loading/unloading and transfer equipment			
Loading/unloading rack is damaged or deteriorated			
Connections are not capped or blank-flanged			
Rollover berm is damaged or stained			
Berm drainage valve is open or is not locked			
Drip pans have accumulated oil or are leaking			
Oil/water separator			
Oil/water separator > 2 inches of accumulated oil			
Oil/water separator effluent has a sheen			
Security			
Fencing, gates, or lighting is non-functional			
Pumps and valves are not locked (and not in use)			
Response equipment			
Response equipment inventory is incomplete			

Additional Remarks:

Date: _____

Signature: _____

APPENDIX D
Record of Containment Dike Drainage

This record must be completed when rainwater from diked areas is drained into a storm drain or into an open watercourse, lake, or pond, and bypasses the water treatment system.

Date	Diked Area	Presence of	Time	Time	Signature

APPENDIX E
Record of Annual Discharge Prevention
Briefings and Training

Briefings will be scheduled and conducted by the facility owner or operator for operating personnel at regular intervals to ensure adequate understanding of this SPCC Plan. The briefings will also highlight and describe known discharge events or failures, malfunctioning components, and recently implemented precautionary measures and best practices. Personnel will also be instructed in operation and maintenance of equipment to prevent the discharge of oil, and in applicable pollution laws, rules, and regulations. Facility operators and other personnel will have an opportunity during the briefings to share recommendations concerning health, safety, and environmental issues encountered during facility operations.

Date	Subjects Covered	Employees in Attendance	Instructor(s)

The following outline describes the training provided to facility employees as it pertains to the SPCC Plan. Training records can be obtained from the facility manager. 5-year frequency required.

Training Outline

- 1) Introduction
 - a. Explanation of SPCC Regulations
 - b. How SPCC regulations apply to this facility
- 2) Review of facility SPCC plan
 - a. Contact personnel and their responsibilities
 - b. Review of facility areas covered by the SPCC plan
 - c. Review of SPCC measures and procedures
 - d. Review of emergency response materials and equipment
 - e. Review of SPCC related inspection and recordkeeping requirements
 - f. Emergency Contacts
 - i. Who to contact and when
 - ii. Who should make the contact?
 - g. What to do in an emergency
 - i. First Actions
 - ii. Preparation for control and cleanup
 - iii. Reporting the release incident
 - h. Improvements to the SPCC plan
 - i. As part of daily activities
 - ii. In response to an incident
- 3) Review and Questions
- 4) Evaluation / testing on material presented
- 5) Employee training verification

Training Acknowledgement

I _____ (PRINT NAME), understand the importance of the Spill Prevention, Control and Countermeasures Plan requirements. I participated in and completed my company's spill prevention and response training program.

Employee Signature

Date

Trainer's Signature

Date

Place documents in employee file, safety or environmental files per company procedure. Maintain information for a minimum of 3 years (required by rule).

APPENDIX F
Records of Tank Integrity and Pressure Tests

Attach copies of official records of tank integrity and pressure tests.

SAMPLE

APPENDIX G
Emergency Contacts

Designated person responsible for spill prevention:
Scott Thomas, Facility Manager
928-778-0170

EMERGENCY TELEPHONE NUMBERS:

Facility

Scott Thomas, Facility Manager	928-778-0170	928-713-1701
Neil Hyatt, Backup facility manager	928-778-0170	928-713-9283

Local Emergency Response

Prescott Fire Department	911 or 781-445-4357	
Yavapai Regional Medical center	928-445-2700	

Response/Cleanup Contractors

Fann Contracting	928-778-0170	
Fann Environmental	928-778-5335	

Notification

Arizona Department of Environmental Quality, Incident Response Division	602-207-4255	602 771-4106
National Response Center	800-424-8802	
United States Environmental Protection Agency, Region 9	415-207-4261	

APPENDIX H

Discharge Notification Form

Part A: Discharge Information	
General information when reporting a spill to outside authorities: Name: Fann Address: 6725 Generation Lane Prescott, Arizona 86301 Telephone: 928-778-0170 Owner/Operator: Jason Fann. 6725 Generation Lane Prescott, Arizona 86301 Primary Contact: Scott Thomas, Facility Manager Work: (928) 778-0170 Cell (24 hrs): (928) 713-1701	
Type of oil:	Discharge Date and Time:
Quantity released:	Discovery Date and Time:
Quantity released to a water body:	Discharge Duration:
Location/Source:	
Actions taken to stop, remove, and mitigate impacts of the discharge:	
Affected media: ☐ Air ☐ Water ☐ Soil ☐ Storm water sewer/POTW ☐ Dike/berm/oil-water separator ☐ Other: _____	
Notification person:	Telephone contact: Business: 24-hr:
Nature of discharges, environmental/health effects, and damages: Injuries, fatalities or evacuation required?	
Part B: Notification Checklist	

	Date and time	Name of person receiving call
Discharge in any amount		
Scott Thomas, Facility Manager and Response Coordinator (928) 778-0170 / (928) 713-1701		
Discharge in amount exceeding 10 gallons and <i>not affecting a water body or groundwater</i>		
Local Fire Department (928) 445-4357 or 911		
Arizona Department of Environmental Quality Protection (888) 304-1133 or (617) 553-1133		
Discharge in any amount and affecting (or threatening to affect) a water body		
Local Fire Department 928-445-5357 or 911		
Arizona Department of Environmental Quality 602-207-4255 or 602-207-4261		
National Response Center (800) 424-8802		
City of Prescott POTW Utilities Super:		
City of Prescott Drinking Water Plant		

* The POTW should be notified of a discharge only if oil has reached or threatens sewer drains that connect to the POTW collection system.

APPENDIX I

Discharge Response Equipment Inventory

The discharge response equipment inventory is verified during the monthly inspection and must be replenished as needed.

Maintenance Building

- | | |
|--|-----------|
| ☐ Loose absorbent material | 50 pounds |
| ☐ Absorbent pads | 1 box |
| ☐ Nitrile gloves | 2 pairs |
| ☐ Neoprene gloves | 2 pairs |
| ☐ Vinyl/PVC pull-on overboots | 2 pairs |
| ☐ Brooms | 1 |

Agency Notification Standard Report (cont'd)

Cause of the discharge(s), including a failure analysis of the system and subsystems in which the failure occurred:

Corrective actions and countermeasures taken, including a description of equipment repairs and replacements:

Additional preventive measures taken or contemplated to minimize possibility of recurrence:

Other pertinent information:

Appendix K
Review and Amendment of SPCC Plan

By	Date	Activity	PE certification required?	Comments
Andrew Rice	10/10/21	Prepare Plan Start of Operations	Yes	Initial SPCC Plan.

* Previous PE certifications of this Plan are summarized below.

Date	Scope	PE Name	Licensing State and Registration No.



FANN

C O N T R A C T I N G

HOT LOAD RESOLUTION PROCEDURE

City of Prescott Solid Waste Hauling

COP Sundog Facility to Gray Wolf
Landfill

REV 2024

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Fire Stations Consulted Along the Routes in Preparation of Emergency Procedures
.....13

The following pages offer Emergency Procedures/Guidelines in the event of a trash fire inside one of Fann Contracting’s loaded solid waste haul trailers.

There are two different routes that a driver may take from the Sundog facility to the Gray Wolf Landfill:

- Route 1: Prescott Lakes Parkway to Hwy. 89N to Hwy. 89A to Fain Rd. to Hwy. 69S to Hwy. 169.
- Route 2: Prescott Lakes Parkway to Hwy. 69S. to Hwy. 169

WASTE FACILITIES CONTACT INFORMATION:

City of Prescott Transfer Station
Solid Waste Division
2800 Sundog Ranch Rd.
Prescott, AZ 86301
Phone: **928-771-1116**
Solid Waste Superintendent: **Brady Higgs**
Solid Waste Supervisor: **Lee Petersen**

Gray Wolf Landfill (Waste Management)
23355 E. Hwy. 169
Dewey, AZ
Phone: **928-925-6249**
Operations Manager: **Dusty**
Scale house: **Donna**

FANN CONTRACTING CONTACT INFORMATION:

Main Office:
6725 Generation Lane
Prescott, AZ 86301
Phone: 928-778-0170

Managing Representative & Service Coordinator: **Scott Thomas, 928-713-1701**
Alternate Managing Representative: **Jesse Dey, 928-713-3657**
Sundog Operations Site Foreman: **John Thompson, 928-220-5414**
Safety Manager: **Jim Oldham, 928-713-6241**

EMERGENCY TRAILER FIRE PROCEDURES: COP SUND OG FACILITY:

There are no hydrants in the trailer parking area of the COP Sundog Yard, however there are two by the entrance gates along the yard frontage on Sundog Rd. and one near the flagpole at the business offices near the weigh scale. If a fire is encountered within the COP Sundog yard, **call 911** to report. **Make sure that the City of Prescott yard employees are aware of the situation.**

If a trailer catches fire while parked in the lineup (unattached to a tractor), try to determine if there is time to connect a tractor so that it may be moved to the appropriate area (if not, moving adjacent trailers may be an option).

If the trailer is connected to a tractor, move the trailer to the lower yard at the Inert Debris Dump Area. As you come to a stop, try to determine if the fire is only smoldering (smoking) or if flames are present. Wind speed and direction should be considered. **DON'T BREATHE THE SMOKE!** If it is safe to do so, unload the contents of the trailer onto the ground as soon as possible. Move the tractor and trailer a safe distance away and wait for the Emergency Response Unit.

If you see significant or growing flames when you park, consider quickly disconnecting the trailer. There may not be ample time to get the load dumped off before the trailer is fully engulfed. **DO THIS ONLY IF IT IS SAFE** and move the tractor a safe distance away and wait for the Emergency Response Unit. Otherwise, immediately dumping the load on the ground and moving the tractor and trailer a safe distance is preferred.

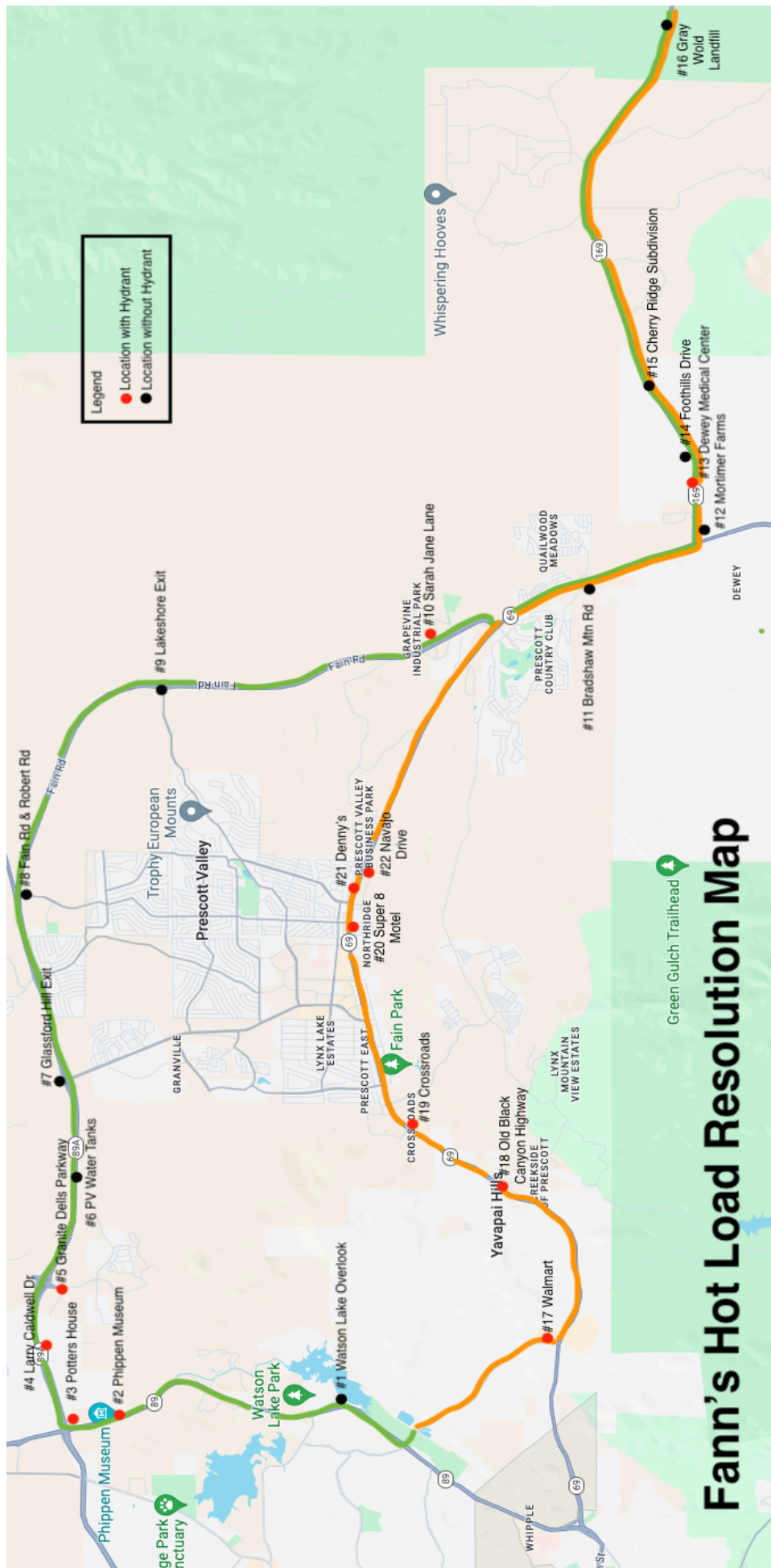
NOTE: Dumping a burning load and letting it bunch up behind the wheels of the trailer may also cause significant damage. It may be necessary to slightly move the trailer away from the burning debris as it is dumped. Use caution as to not spread the burning debris over too large of an area!

Depending upon the situation, City of Prescott officials may determine other options. Be prepared to heed their instructions.

YOUR SAFETY IS THE FIRST PRIORITY, ADDRESS PROPERTY AND EQUIPMENT CONCERNS ACCORDINGLY!

EMERGENCY TRAILER FIRE PROCEDURES: WHILE IN ROUTE:

1. Slow down and **call 911**. Don't panic. Calmly give your detailed location. Keep emergency services on the phone while you determine your safest emergency stop location. Keep your safety in mind as well as the public. Try to locate one of the predetermined sites and get completely off the highway.
2. Look for a wide-open space – preferably a dirt area near a fire hydrant. Ideally, the area would be a level, easily located (Emergency Services) and away from the following:
 - a. Electrical/Power lines
 - b. Underground natural gas lines (look for markers)
 - c. Gas stations – stay well away!
 - d. Heavy brush, woodlands, or buildings
 - e. Other combustible fuels or debris
3. As you come to a stop, try to determine if the fire is only smoldering (smoking) or if flames are present. Wind speed and direction should be considered. **DON'T BREATHE THE SMOKE!**
 - i. If you see only smoke, consider leaving the tractor attached. Reason: The fire department may be able to extinguish the fire inside the trailer. Otherwise, they may request the load be dumped out onto the ground. If the trailer were disconnected previously, this wouldn't be possible. NOTE: If the situation worsens before the Emergency Response Units arrive, be prepared to disconnect the trailer.
 - ii. If you see significant or growing flames when you park, consider quickly disconnecting the trailer. **DO THIS ONLY IF IT'S SAFE!** Move the tractor a safe distance away and wait for the Emergency Response personnel.
4. Monitor the fire and keep the public from entering the area.
5. Give full report to Emergency Response personnel when they arrive, advise them of any known/pertinent information they may need to control/extinguish the fire (known contents of the trailer – brush, paint cans, batteries, or other hazardous combustibles).
6. Continue to monitor the area keeping the public away from the area. Do not offer statements to other than police/fire or other Emergency Response personnel. **Call your supervisor** and the office to report the situation as soon as safely possible.



POSSIBLE EMERGENCY STOP AREAS ALONG ROUTE # 1:

Prescott Lakes Parkway ➡ Hwy. 89N ➡ Hwy. 89A ➡ Fain Rd. ➡ Hwy. 69S ➡ Hwy. 169:

	Location	Description	Hydrant Y/N
HIGHWAY 89 NORTH:			
#1	Watson Lake Overlook	Watson Lake over-look @ MP 315.5. Note: If parking lot is not empty, this is not a good option.	No Hydrant
#2	Phippin Museum	Phippen Museum @ MP 318.5 – Turn right, seek the area off the pavement to the right after entering.	Fire hydrant is approx. 100 yards NW of this spot
#3	Potters House	Potters House Church, turn right off 89 (caution narrow entrance!), go 200 yds. East towards the back of the parking lot areas, use empty lots near fire hydrant	Yes
HIGHWAY 89A EAST:			
#4	Larry Caldwell Drive	Take the off ramp at Larry Caldwell (89A) Turn right at the stop sign, go down approx. 300 yards (past Assurance Way) (No Dirt Pull-off Area)	Hydrant on the West side of the street.
#5	Granite Dells Parkway	Turn right turn off 89A, go 300 yards South past Center Point East Drive. (No Dirt Pull-off Area)	Hydrant is 200 yards West on Center Point East Drive.
#6	PV Water Tanks	The dirt area adjacent (East) of the Prescott Valley water tanks at MP #321 on 89A	No Hydrant
#7	Glassford Hill Exit	Glassford Hill rd. exit - turn left at the signal light and go to the end of roadway	No Hydrant
FAIN ROAD SOUTH:			
#8	Fain Rd/ Robert Rd	Fain Rd. and Robert Rd. Intersection (at signal light) – turn right (South) on Robert Rd. there is a large dirt area on the left approximately 300 feet from the intersection. Good open area.	No Hydrant
#9	Lakeshore Exit	The exit at Lake Shore off 89A – any wide spot at the bottom of the off ramp	No Hydrant
#10	Sarah Jane Lane	Sarah Jane Lane Industrial Area. Turn left towards Sunbelt Rentals and take the first left onto Santa Fe Loop Rd.	Look for the fire hydrants on the right by a large dirt lot.
HIGHWAY 69 SOUTH:			
#11	Bradshaw Mountain Rd	Turn right off Hwy. 69 at Bradshaw Mountain Rd. look for the large dirt lot on the SW corner of that intersection. Behind Blue Hills Café.	No Hydrant

	Location	Description	Hydrant Y/N
HIGHWAY 169 EAST:			
#12	Mortimer Farms	Hwy 169, Left side, large dirt parking area. Note: Not ideal location if there are vehicles parked.	No Hydrant
#13	Dewey Medical Center	Hwy 169, Large paved shoulder just past bridge in front of Dewey Medical Center and CYFD Station #54 – CAUTION, Power Lines @ intersection.	Fire hydrant on right
#14	Foothills Drive	At MP 1.4 on Hwy. 169, use the turn lane shoulder area at Foothills Drive	No Hydrant
#15	Cherry Ridge Subdivision at MP 3	Right shoulder, just past MDI @ mile post 3 – Wide spot @ turn lane (paved) to subdivision on South side or same turn off around 100 yards in, is a wide spot on right or left of paved road, don't block roadway!	No Hydrant
#16	Gray Wolf Landfill	Emergency Procedure on page 11	

NOTE: Since there may be no way to predict when or on what part of the haul route a fire may occur, the driver must be able to use good judgment and respond appropriately for any given situation. Private property is not always the best idea.

POSSIBLE EMERGENCY STOP AREAS ALONG ROUTE #2

Prescott Lakes Parkway ➡ Hwy. 69S. ➡ Hwy. 169 (through Prescott Valley)

	Location	Description	Hydrant Y/N
PRESCOTT LAKES PARKWAY SOUTH:			
#17	Walmart	Prescott Lakes Parkway / York Dodge intersection, turn left at the signal light into the backside of Walmart. Keep left, go approximately 50 yards, and stop along the curb by the drainage area away from the building.	Hydrant is in the planter area on the right as you enter
HIGHWAY 69 SOUTH:			
#18	Old Black Canyon Highway	MP 296, Old Black Canyon signal light there is a large dirt lot on the left side across from La Quinta	2 Hydrants
#19	Crossroads	PV Crossroads (Across from Home Depot) first right turn into the area off Hwy.69- first lot on the left. Turn in where the curb is missing –approx. 50’ from Hwy 69.	Hydrant on East side of empty lot.
#20	Super 8 Motel	Turn right at the entrance to Carpet One and Super 8 – Empty lot (gravel, dirt) in front of Super 8 parking lot	1 hydrant in front of Super 8 Motel
#21	Denny’s Yavapai Road	Turn right off Hwy 69 @ Yavapai Road (just past Denny’s) drive straight into the empty gravel lot in front of Shadow Mountain Mobile Park	hydrant behind Northridge Plaza (E. of empty lot).
#22	Navajo Drive	Turn right (South) on Navajo Drive to end of roadway	Hydrant on Southeast Side
	Stretch of Hwy 69 down to Orchard RV Ranch – Poor area NO Hydrants and NO safe area @ Orchard RV Ranch- stay out. *REMEMBER – DPS prefers we get completely off the highway with emergency stops!		
	MAP ROUTE NUMBERING CHANGES TO ROUTE #1 PRIMARY:		
#11	Bradshaw Mountain Rd	Turn right off Hwy. 69 at Bradshaw Mountain Rd. look for the large dirt lot on the SW corner of that intersection. Behind Blue Hills Café.	No Hydrant
HIGHWAY 169 EAST:			
#12	Mortimer Farms	Hwy 169, Left side, large dirt parking area. Note: Not ideal location if there are vehicles parked.	No Hydrant

	Location	Description	Hydrant Y/N
#13	Dewey Medical Center	Hwy 169, Large paved shoulder just past bridge in front of Dewey Medical Center and CYFD Station #54 – CAUTION, Power Lines @ intersection.	Fire hydrant on right
#14	Foothills Drive	At MP 1.4 on Hwy. 169, use the turn lane shoulder area at Foothills Drive	No Hydrant
#15	Cherry Ridge Subdivision at MP 3	Right shoulder, just past MDI @ mile post 3 – Wide spot @ turn lane (paved) to subdivision on South side.	No Hydrant
#16	Gray Wolf Landfill	Emergency Procedure on page 11	

NOTE: Since there may be no way to predict when or on what part of the haul route a fire may occur, the driver must be able to use good judgment and respond appropriately for any given situation. Private property is not always the best idea.

EMERGENCY TRAILER FIRE PROCEDURES: GRAY WOLF LANDFILL:

If a fire is encountered within a reasonably safe driving distance to the Gray Wolf Facility, use the following emergency procedures:

1. **Call 911.** Tell them that you are close enough to the Gray Wolf Facility to have emergency response crews meet you there.
2. If possible, request the 911 Operator **notify Gray Wolf** of your inbound emergency. Otherwise, you will need to call Gray Wolf yourself to advise them of the situation (**928-925-6249**). They will prep the water Pull (Tanker) onsite and await your arrival.
3. Upon arrival at Gray Wolf, sound your horn, bypass the scale – **Grey Wolf Staff will escort you** to the clean out or “hot load” area. As you come to a stop, try to determine if the fire is only smoldering (smoking) or if flames are present. Wind speed and direction should be considered. **DON'T BREATHE THE SMOKE!** If it is safe to do so, unload the contents of the trailer onto the ground as soon as possible. Move the tractor and trailer a safe distance away and wait for the Emergency Response Units.

If you see significant or growing flames when you park, consider quickly disconnecting the trailer. There may not be ample time to get the load dumped off before the trailer is fully engulfed. **DO THIS ONLY IF IT IS SAFE** and move the tractor a safe distance away and wait for the Emergency Response Unit. Otherwise, immediately dumping the load on the ground and moving the tractor and trailer a safe distance is preferred.

4. Monitor situation and wait for further instructions from Waste Management crew working onsite.

MAC ALUMINUM TRAILER SPECS:

Length	50'
Height	Max w/ tarp 13'6"
Width Front	8.5' or 102"
Width Rear	8.5' or 102"
Flooring	Walking Floor (Keith 2448 Steel V-slat) (Keith 2301 alum)
Axles & Brakes	25,000# axles; 30/30 brake chambers
Cover	Manual 4 section flip w/ plastic mesh covers
Bumper	Push with two hooks
Other Equipment	Front ladder, cat walk, rear ladder, Meritor tire inflation system

Loaded trailer with plastic mesh lid closed - ready for transport:



FIRE STATIONS CONSULTED ALONG THE ROUTES IN PREPARATION OF EMERGENCY PROCEDURES:

City of Prescott Fire Marshal:

1700 Iron Springs Rd, Prescott

Eric Kriwer was very receptive and interested in learning more about our contract with the City of Prescott. He expressed interest in having more information regarding what toxic materials might be in the trailers. He requested that we send this file in PDF format so that it would be easy to disseminate the information.

Prescott Fire Station #5

315 Lee Blvd. and Highway 69, Prescott.

They gave the following input:

- An easily visible, open area/location off the highway
- Proximity to a fire hydrant preferred (may be critical)
- Away from power lines etc. as well as other combustibles

Their district ends at approximately Victorian Estates near Home Depot in Prescott Valley.

Central Yavapai Fire Station #54:

13155 Highway 169, Dewey.

They gave the following input:

- Try to get completely off the highway – DPS is unappreciative when anyone/anything blocks or hinders safe travel along the highway.
- Due to the lack of fire hydrants along this section of 169, they would be using a water tanker unit to extinguish a fire.

I spoke with the Fire Chief, Dan Ness at this location. He mentioned that he might contact the CYFD Battalion Commander for further input. He also said that if there were a fire at the Gray Wolf facility, they would be responding to that location - it's in their district.

Central Yavapai Fire Station #59:

6401 Viewpoint, Prescott Valley.

I spoke to Todd Able, (one of 3 Fire Chiefs). He was very interested and reviewed the existing draft I had available. He suggested we add "don't breathe the smoke/fumes from the fire – hazardous. He also suggested I go visit the CYFD Fire Marshall, Charlie Cook.

CYFE Community Risk Management Division:

8555 E. Yavapai Rd., Prescott Valley.

Mr. Cook suggested that we submit a finished copy of this Fire Emergency Procedures Plan to all the fire stations along the routes for review. He also suggested that the driver attempt to determine if the garbage in the trailer is simply smoking or burning. He feels that fire fighters would be able to perhaps extinguish the fire sufficiently to get the load to Gray Wolf where it could be dumped out and thoroughly extinguished. Thus, we wouldn't have a hazardous situation somewhere to clean up.



FANN
C O N T R A C T I N G