

PRESCOTT CITY COUNCIL  
COMBINED STUDY SESSION  
& VOTING MEETING  
TUESDAY, NOVEMBER 15, 2016  
PRESCOTT, ARIZONA

MINUTES OF THE COMBINED STUDY SESSION AND VOTING MEETING OF THE PRESCOTT CITY COUNCIL HELD ON NOVEMBER 15, 2016, in the COUNCIL CHAMBERS located at CITY HALL, 201 SOUTH CORTEZ STREET, Prescott, Arizona.

**1. CALL TO ORDER**

Mayor Oberg called the meeting to order at 3:00 p.m.

**2. INTRODUCTIONS** none

**3. INVOCATION** by Rev. Jay Wilcher, First Congregational United Church of Christ

**4. PLEDGE OF ALLEGIANCE** by Mayor Oberg

**5. ROLL CALL:**

Present:

Absent/Excused:

Mayor Oberg  
Mayor Pro Tem Lamerson  
Councilman Blair  
Councilman Lazzell  
Councilwoman Orr  
Councilman Sischka  
Councilwoman Wilcox

**6. ANNOUNCEMENTS**

Mayor Oberg announced there might be vacancies on the Boards, Commissions and Committees starting in January 2017. He said for more information contact the City Clerk's office.

**7. PROCLAMATIONS**

A. Proclaiming November 26, 2016, as Small Business Saturday

Councilman Blair presented the proclamation to Neal Sneller and members of the business community.

## 8. CONSENT AGENDA

- A. Approval of City Contract No. 2017-162 with Simpson Norton Corporation for the purchase of one (1) ea. Toro ProCore 864 and one (1) ea. Toro Pro Sweep, using Mohave Educational Services Cooperative, Inc., Contract No. 15G-SNC-824 pricing, in the estimated amount of \$43,290.53 (Golf Course Fund)
- B. Adoption of Ordinance No. 5011-1549; accepting a sewer line easement from James 110 Investments, LLC, for sewer infrastructure for the Airport Trunk Main Project

ORDINANCE NO. 5011-1549 AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT, YAVAPAI COUNTY, ARIZONA, AUTHORIZING THE ACCEPTANCE OF A SEWER EASEMENT DEDICATION FROM JAMES 110 INVESTMENTS, LLC, AND ABANDONMENT OF THE SEWER EASEMENT AS RECORDED IN BOOK 1070 PAGE 277 WITH THE YAVAPAI COUNTY RECORDERS OFFICE, AUTHORIZING THE MAYOR AND STAFF TO EXECUTE ANY AND ALL DOCUMENTS TO EFFECTUATE SAID EASEMENT DEDICATION AND ABANDONMENT.

- C. Acceptance of Arizona Department of Homeland Security Grants in the amount of \$37,600.00, and approval to purchase ten (10) ea. Ballistic Vests and eighteen (18) ea. Ballistic Helmets from FX Tactical, LLC, for the City's Police Department SWAT Team and Special Operations Bureau (Grants Fund)
- D. Approval to renew training grant from the Arizona Governor's Office for Children, Youth, and Families for sexual assault training in the amount of \$16,900.00 (Grants Fund)

Mayor Oberg and Councilwoman Orr thanked the Police for their effort in obtaining the grants.

**COUNCILWOMAN ORR MOVED TO APPROVE CONSENT AGENDA ITEMS 8.A. THROUGH 8.D.; SECONDED BY COUNCILMAN BLAIR; PASSED UNANIMOUSLY.**

## 9. REGULAR AGENDA

- A. Public Hearing and adoption of Ordinance No. 5010-1548 for a proposed amendment to Article 4, Sections, 4.9.3.B.5, and 4.9.3.F of the Land Development Code (LDC16-001); amending the density and dimensional standards for multi-family dwellings and residential setbacks in the Downtown Business District (DTB)

ORDINANCE NO. 5010-1548 AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT, YAVAPAI COUNTY, ARIZONA, AMENDING THE PRESCOTT LAND DEVELOPMENT CODE ARTICLE 4 SECTION 4.9 (DOWNTOWN BUSINESS), SUB-SECTION 4.9.3 (DENSITY AND DIMENSIONAL STANDARDS), PARAGRAPH B5 (MULTI-FAMILY DWELLINGS) AND PARAGRAPH F (MINIMUM SETBACKS).

Frank Hall, Planner, presented. He said the amendment would delete the requirement for onsite recreational and open space amenities for increased multi-family residential density and deleted the residential setback requirements in the Downtown Business District.

**COUNCILMAN SISCHKA MOVED TO ADOPT ORDINANCE NO. 5010-1548; SECONDED BY MAYOR PRO TEM LAMERSON; PASSED UNANIMOUSLY**

- B. Adoption of Ordinance No. 5015-1553, authorizing amendments to Land Development Code Article 6, Section 6.12. Signs, changing the method of calculating permitted permanent and temporary signs for commercial and residential zoning districts

ORDINANCE NO. 5015-1553 AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT, YAVAPAI COUNTY, ARIZONA, AMENDING THE PRESCOTT LAND DEVELOPMENT CODE ARTICLE 6, SECTION 6.12 SIGNS, DELETING TABLES 6.12.5A, 6.12.5B, 6.12.5C AND 6.12.5D, AND REPLACING THEM WITH A NEW SECTION 6.12.5, AMENDING THE LANGUAGE OF SECTIONS 6.12.9, 6.12.10 AND AMENDING TABLE 6.12.14.

George Worley, Planning Manager, presented. He said the proposed revisions of the Land Development Code for sign regulations addressed sign sizes and placement regulations.

Councilwoman Wilcox said she noticed a proliferation of banners around town. She would like to ban banners and limit the amount of days for temporary signs to 30 days. She said if temporary signs were allowed they should be mounted on the face of a structure and free standing signs should have set backs.

Councilman Lazzell understood the concern regarding tattered and blighted temporary banners. He understood banners were used to advertise special events. He thought there was already a requirement regarding the placement of temporary signs (not in public right-of-way). Mr. Worley said signs could not be placed in the public right-of-way, which would be a code enforcement issue.

Councilwoman Wilcox said people were placing signs right on the edge of the public right-of-way.

**MAYOR PRO TEM LAMERSON MOVED TO ADOPT ORDINANCE NO. 5015-1553; SECONDED BY COUNCILMAN SISCHKA; PASSED 6-1, COUNCILWOMAN WILCOX DISSENTING.**

- C. Approval of City Contract No. 2017-182 with VenTek-International for the purchase of seven (7) parking pay stations, in an estimated amount of \$101,470.00 (General Fund)

Tim Legler, Recreation Services Supervisor, presented. He said the current vendor, Digital Payment Technologies, no longer offered pay stations utilized by the City (four stations) and it had been determined two additional parking pay stations needed to be installed. During the bid process Ven Tek International met all of the requirements listed in the bid packet.

Councilman Blair asked how much revenue had been generated over the past year. Mr. Legler said \$252,780.00. Councilman Blair asked if the money collected went into the General Fund. Mr. Legler said, yes.

Mr. Legler said machines would be installed as follows: two at Watson Lake, one each at Willow Lake, Goldwater Lake, Peavine Trail head at Sundog Ranch Road, and Peavine North. The seventh machine was being purchased to fulfill a future installation.

Councilwoman Wilcox asked how much revenue had been lost because machines were broken. Mr. Legler said staff was alerted when a machine was broken to which they responded as soon as possible.

Councilwoman Wilcox asked if the vendor provided warranty or maintenance service. Mr. Legler said the first year of warranty was included, each additional year would cost approximately \$895.00 per year per machine. He said warranty on the current machines ran approximately \$1,100.00 per year per machine.

Councilwoman Orr asked if the machines would give change. Mr. Legler said the machines provided change.

**COUNCILWOMAN WILCOX MOVED TO APPROVE CITY CONTRACT NO. 2017-182; SECONDED BY MAYOR PRO TEM LAMERSON; PASSED UNANIMOUSLY.**

- D. Award of City Contract No. 2017-172 to Asphalt Paving & Supply, Inc., for the Alarcon Streetscape Improvement Project, in the amount of \$995,995.95 (Streets Fund)

Steve Orosz, Program Development Manager, presented. He said the project provided for an opportunity to make enhancements for pedestrian safety, bicycle safety, landscaping and storm water quality improvements.

Councilman Lazzell understood the project was the first pilot project that included all streetscaping, bio-basins, landscaping, pedestrian safety, bicycle improvements, and any water or sewer improvements if needed. Mr. Orosz said that was correct.

Councilman Sischka asked about pedestrian and bicycle safety improvements. Mr. Orosz said improvements were being made to the sidewalks and intersection of Willis/Larkin. He said:

- Willis/Larkin intersection was being reduced to reduce the time a pedestrian was in the intersection
- Stamped concrete was being placed to identify the crosswalk
- Travel lane was being made wider for bicyclists
- Plenty of landscaping being installed
- Enhanced parkways

Councilwoman Wilcox asked if the project had been reviewed by the Bicycle Pedestrian Committee. Mr. Orosz said, yes.

Rev. Jay Wilcher, citizen, said he appreciated the project. He said the project improved the City. He said representatives from the City held outreach meetings at the First Congregational United Church of Christ in the area.

Henry Hash, Public Works Director, addressed the Council. He said staff met with all the interested parties they could think of. He said everyone supported the project.

Councilman Blair supported the project. He asked in the future to have related plans, comments, construction diagrams, pertinent information be included in the packet.

Mayor Pro Tem Lamerson asked if the surface coating was the same as what was placed on Los Pinos. Mr. Orosz said this project was a paving project, where the area he was referring too was preservation treatment project. He said different products would be used.

Councilwoman Orr gave kudos to the Pedestrian and Bicycle Committee.

**COUNCILMAN LAZZELL MOVED TO AWARD CITY CONTRACT NO. 2017-172; SECONDED BY COUNCILWOMAN WILCOX; PASSED UNANIMOUSLY.**

- E. Award of City Contract No. 2017-176 to Selectron Technologies, Inc., for use of Interactive Voice Response System Software to manage all telephonic inspection requests for Building Safety, Public Works, Fire, and Code Enforcement inspection activities, in the amount of \$181,440.00 (General Fund; Streets Fund; Wastewater Fund; Water Fund)

Gwen Rowsitch, Public Works Analyst, presented. She said the Interactive Voice Response (IVR) system would provide for telephonic call-in inspections line for use by both internal and external customers for Building Safety, Public Works, Fire, and Code Enforcement activities.

Councilman Blair asked if the product had been test driven. Ms. Rowsitch said the City had used the chosen vendor in the past and were satisfied with the service.

**COUNCILWOMAN ORR MOVED TO AWARD CITY CONTRACT NO. 2017-176; SECONDED BY COUNCILMAN SISCHKA; PASSED UNANIMOUSLY.**

## **10. STUDY SESSION AGENDA**

- A. Presentation and discussion of comprehensive code enforcement service delivery process

Michael Lamar, City Manager, presented. He talked about the role of the code enforcement officer.

- Code Enforcement Complaint Process
- Vacation Rental Enforcement Process

Councilman Lazzell asked about Host Compliance and if people answering the phone calls were located in the United States. Mr. Lamar said staff had been working with Host Compliance to help resolve several code enforcement issues. Host Compliance was looking into adapting their services to fit similar needs of sober living home enforcement. He felt the company was a good fit and the phone calls would be handled by people located in the United States.

Councilwoman Orr thought it was a good idea. She understood code enforcement was complaint driven. She asked about being proactive. Mr. Lamar said staff was considering pro-active options (hanging door stopper reminders) to reduce code enforcement calls. He welcomed people submitting questions/concerns regarding code enforcement.

Mayor Pro Tem Lamerson thought some of the issues could be addressed by getting rid of overreaching government.

Councilwoman Wilcox hoped the phone system would accept anonymous complaints and that personnel information would be kept confidential.

Jon Paladini, City Attorney, said the records the Company would keep were public records, subject to public records requests. He said best practice for public records code complaint requests was to redact names to protect the person complaining. He said staff would request the name and address in order to follow up on the complaint.

Councilwoman Wilcox thought people were hesitant to get involved/file a complaint. Mr. Paladini said if someone requested their name and address be withheld the City would comply.

Mayor Oberg said all anonymous notifications he had received were a hard copy in a sealed envelope or a mailed item with no return name/address. He liked the proposed process and tracking idea. He thought it was important to let people know their correspondence was received and follow up (if requested). Mayor Oberg asked what the next steps were.

Mr. Paladini said a contract with Host Compliance would be brought forward for the Council to approve. The hiring and implementation would be handled by the City Manager.

Daniel Matteson, citizen, addressed the Council. He was concerned with anonymous complaints. He thought the City should know if the same person was complaining over and over.

Connie Cantelme, citizen, addressed the Council. She thought complaints should be anonymous. She said people were afraid to come forward because of retaliation. She asked how other codes were enforced. She appreciated the City not overreaching but also wanted codes to be enforced so Prescott would shine.

Mr. Lamar said the same process would be followed. He said having a data base would determine repeat offenders and repeat complainers.

Sandra Smith, citizen, addressed the Council. She asked if requesting snow removal would be part of code enforcement.

Mr. Paladini said the code stated persons owning or occupying property shall keep the sidewalk in front of their premises free from snow and ice. Snow and ice removal shall be accomplished within a reasonable time after snow had collected or ice had formed so as to insure the public safety in use of the sidewalk. He said staff walked a fine line with code enforcement. He said historically in the past, when there was pro-active code enforcement, there was a backlash.

Mayor Pro Tem Lamerson thanked Mr. Paladini for being sensitivity to public health and safety. He appreciated staff not overreaching. He mentioned being a good neighbor went a long way.

Councilwoman Orr said code enforcement was creating a balance with the community.

Phil Goode, citizen, addressed the Council. He was sensitive to code awareness, compliance and enforcement and supported the process being presented. He suggested quarterly reports presented to the Council so they know if the system was working or not. Mr. Lamar thought that was a valuable suggestion.

B. Discussion and direction regarding customer service training options to reinforce a service-oriented City culture

Michael Lamar, City Manager, introduced the item. He said following the discussion of creating a service-oriented culture at Council Strategic Planning Sessions staff reviewed four different customer service training providers.

Tyler Goodman, Management Analyst, presented. He said American Management Association (AMA) was identified as a superior option to provide City employees with customer service training that would cultivate excellent, superior, and solutions-driven service.

Highlights of the training curriculum

- Internal and external customer service
- Improving internal communications
- Customer expectations
- Managing emotions
- Communicating effectively

Three Options

- Group Trainings of Employees
- Train the Trainer
- Group Trainings of Employees Combined with Train the Trainer

Councilwoman Wilcox asked if the training would be mandatory for all City employees. Mr. Lamar said, yes. Councilwoman Wilcox asked if the customer service training would be included in performance evaluations. Mr. Lamar said customer service would be part of merit raises and performance evaluations.

Councilwoman Orr felt customer service training was important but employees needed to know what was expected.

Mayor Oberg thought this was a good start in the direction of getting to yes.

C. Presentation and discussion of GPREP funding options

Michael Lamar, City Manager, presented. He said after much discussion with the Legal and Finance Departments it had been determined funding for GPREP from the Bed Tax was not permissible.

Jon Paladini, City Attorney, said GPREP's primary purpose was to enhance economic development opportunities in the region beyond tourism and retail.

Mayor Oberg asked if the funds collected from Business License Tax would go into the General Fund. Mr. Paladini said, yes.

Mayor Pro Tem Lamerson said economic development had depended on tourism for years. He had a hard time with staff telling him bed tax funds could not be used. He said the General Fund was already heavily taxed. He could not support spending dollars out of the General Fund for GPREP membership. He said tourism promotion/parks and recreation development are why the community passed the bed tax. He felt tourism promotion was not just marketing.

Mr. Paladini said GPREP's charter stated they do employment recruitment. They do not do tourism or retail recruitment.

Councilman Lazzell said if GPREP recruited tourism and retail would the City be able to use bed tax funds. Mr. Paladini said again GPREP's charter currently stated employment recruitment businesses. He said the policy question was whether the Council wanted to be part of the regional economic development organization.

Councilman Blair understood the Economic Development Director was leaving the City. He asked what the job description stated, if the position would be filled, and if GPREP would be interested in absorbing that position. Mr. Lamar said GPREP had not indicated they would want to take over that position. He said he was working on options to bring forward to the Council regarding keeping the position in-house or contracting out economic services.

Councilwoman Orr said GPREP was about recruiting base jobs. She thought GPREP's return on investment by bringing jobs to the community was positive. She liked the idea of looking at alternatives for economic development services.

Councilwoman Wilcox agreed membership in GPREP was a good investment. She asked if funds from Water, Streets, and/or Sewer funds could be used. Mr. Paladini mentioned regional economic development groups were funded by the utility companies. He said going forward staff could look at funding from water and sewer funds.

Councilman Sischka thought the Council had authorized spending the \$40,000.00. Dana DeLong, City Clerk, said the Council had voted to authorize the \$40,000.00, but to bring back options for funding.

Mayor Oberg said Council agreed on the budget, but asked for options of where the funding would come from.

Mayor Pro Tem Lamerson said his objection was not to spending the \$40,000.00. He knew being a member was positive for Prescott. He said the challenge was with funding stabilization of Police and Fire services. He said the City needed to stop tapping the General Fund and be more creative in funding sources.

Mr. Paladini said during next budget year discussions funding GPREP from water and sewer funds could be discussed.

Councilwoman Orr thought the funding was going to come from salary savings. Mr. Lamar said that was correct.

Councilman Blair said it seemed to be a structure problem. He said if GPREP stated they provided economic incentives as well as job creations through tourism then probably bed tax funds could be used. He said it was a matter of restructuring GPREP's charter.

Councilman Lazzell said in the future he would like to see data supporting the return on investment.

Mayor Oberg said the \$40,000.00 would be funded from salary savings. He asked if the item needed to come back. Mr. Lamar said, no. He said he was going to sit in on the Executive Director search for GPREP. He asked if he should relay to the search team that the City would like the scope to include tourism.

Mayor Pro Tem said this was about promoting Prescott. He supported including tourism.

Councilman Sischka said promoting tourism was for Prescott. He said GPREP was a regional organization. He did not know how they could promote tourism strictly for Prescott.

Councilman Blair felt it was a mixture of both. He said if GPREP recruited a company that benefitted the entire region, but they located in Prescott, it would specifically benefit Prescott.

Councilwoman Orr said the Tourism Committee was concerned about nickel and diming the Bed Tax.

Councilman Blair said tourism benefitted the entire region.

Mayor Pro Tem Lamerson spoke on things that benefitted the region as a whole. He said Prescott was significantly challenged, more so than other communities, and the Council needed to be sensitive with General Fund spending.

**11. ADJOURNMENT**

Mayor Oberg quoted H.L. Mencken “holding practical politics is to keep the populace alarmed (and hence clamorous to be led to safety) by an endless series of hobgoblins, most of them imaginary.”

There being no further business to be discussed, the Combined Study Session and Voting Meeting of November 15, 2016, adjourned at 4:55 p.m.

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HARRY B. OBERG, Mayor

ATTEST:

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DANA R. DeLONG, City Clerk

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Combined Study Session and Voting Meeting of the City Council of the City of Prescott, Arizona held on the 15<sup>th</sup> day of November, 2016. I further certify the meeting was duly called and held and that a quorum was present.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2016.

AFFIX  
CITY SEAL

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DANA R. DeLONG, City Clerk