



CITY COUNCIL VOTING MEETING MEETING

VOTING MEETING AGENDA

TUESDAY, AUGUST 23, 2022, 3:00 PM

201 S. Cortez Street

Prescott, AZ 86303

City Council Chambers

Phil Goode, Mayor

Cathey Rusing, Mayor Pro Tem

Brandon Montoya, Councilman

Eric Moore, Councilman

Vacant Seat

Steve Sischka, Councilman

Clark Tenney, Councilman

The following Agenda will be considered by the Prescott **City Council Voting Meeting** 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: [Live Prescott City Council Videos](#)

Or via Zoom by registering in advance: [Zoom Registration Link](#)

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

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS / ANNOUNCEMENTS**
- 3. INVOCATION - Dennis Baker with Mt. Vernon Church of Christ**
- 4. PLEDGE OF ALLEGIANCE - Councilman Moore**
- 5. ROLL CALL**
- 6. PRESENTATIONS**
 - A. Presentation Regarding Recognition Monument for Frank Shankwitz Founder of the Make-A-Wish Foundation**
- 7. PROCLAMATIONS**
 - A. 10th Annual Hopefest Arizona - September 10**
- 8. OPEN CALL TO THE PUBLIC**

The City of Prescott welcomes public engagement and residents may comment & address Council on matters NOT included on the 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.

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***

9. 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 9.A. through 9.G.

- A. Approval of Minutes from the August 9, 2022 10 am Executive Session, the August 9, 2022 Study Session, the August 9, 2022 Voting Meeting and the August 9, 2022 4:30 pm Executive Session.
- B. Approval of City Contract No. 2023-022 for the Purchase of a New Cart-Away Pull-Behind Concrete Mixer in the Amount of \$48,671.47. Funding Is Available in the Streets Fund.
- C. Approval of City Contract No. 2023-034 for the Purchase of Two (2) Kubota Utility Vehicles from Bingham Equipment Company Utilizing Sourcewell Contract No. 040319-KBA in the Amount of \$31,003.78. Funding is Available in the Wastewater Fund.
- D. Approval of City Contract No. 2022-038 for the Purchase of Six (6) Police Vehicles from Peoria Ford using State of Arizona Contract ADSP017-00006397 Pricing in the Amount of \$286,043.97, Four (4) Police Vehicles from Courtesy Chevrolet using State of Arizona Contract Pricing in the Amount of \$176,798.92, Emergency Equipment Up Fitting from American Emergency Products Using Yavapai County Contract 2018-356 in the Amount of \$284,438.78 and Other Required Equipment from Various Vendors Totaling \$120,000.00 Funding is Available in the General Fund.
- E. Approval of City Contract No. 2023-037 with Yavapai Metal Recycling for the Recycling of Scrap Metals and Materials.
- F. Approval of City Contract No. 2019-069A36, an Amendment to City Contract No. 2019-069 with Dibble for On-Call Engineering and Planning Services at Prescott Regional Airport -

Ernest A. Love Field in an Amount not to Exceed \$70,000.00. Funding is Available in the Airport Fund.

- G. Approval of City Contract No. 2022-168A6, an Amendment to City Contract No. 2022-168 with Dibble for On-Call Planning & Engineering Services at Prescott Regional Airport - Ernest A. Love Field, to Create a Drainage Master Plan (DMP) - Phase 1 in an Amount not to Exceed \$202,416.00. Funding is Available in the Airport Fund.

10. LIQUOR LICENSES

- A. Public Hearing and Consideration for a New Series 6 Bar Liquor License Application from Amy S Nations, Applicant, for Whiskey River Tavern. Location: 214 S Montezuma Street.

Recommended Action: 1) MOVE to close the public hearing; and 2) MOVE to approve/deny/make no recommendation for Liquor License No. 201164 for a new Series 6 Bar liquor license application for Whiskey River Tavern. Location: 214 S Montezuma Street

- B. Public Hearing and Consideration for a Location Change Series 19 Remote Tasting Room Liquor License Application from Richard Elwin Skladzien, Applicant, for Del Rio Vineyards. Location: 218/220 W Goodwin Street #4

Recommended Action: 1) MOVE to close the public hearing; and 2) MOVE to approve/deny/make no recommendation for Liquor License No. 13133043 for a location change Series 19 Remote Tasting Room liquor license application for Del Rio Vineyard. Location: 218/220 W Goodwin Street #4

11. REGULAR AGENDA

- A. Approval of Multiple Contracts for the Juniper & Karen Drives Water Main Replacement Project as Follows: 1) City Contract No. 2023-027 with Asphalt Paving and Supply, Inc., in the Amount of \$3,507,570.00; and 2) City Contract 2018-118A5, an Amendment to City Contract No. 2018-118 with Shepard-Wesnitzer Inc., for Post-Design Services in the Amount of \$90,930.00. Funding Is Available in the Water Fund.

Recommended Action: 1) MOVE to approve City Contract No. 2023-027; and 2) MOVE to approve City Contract No. 2018-118A5

- B. SITE22-008 and WSA22-009: Approval of SITE22-008, a Site Plan Application, and WSA22-009, a Water Service Application, for an Exceptional Healthcare Specialty Hospital. Location: APN 103-15-160A, 4822 E State Route 69, on Approximately 8.65 Acres. Zoning: BR (Business Regional). Property Owner: Exceptional Healthcare. Applicant: BMH As-Built USA of Texas, Inc.

Recommended Action: 1) MOVE to approve or deny SITE22-008 per site plan submitted; and 2) MOVE to approve or deny WSA22-009

- C. SITE22-009 and WSA22-017: Approval of Site Plan Application and Water Service Application to Establish a New 3,842 Square Foot Medical Building. Location: APN 102-06-207U, 2121 Assurance Way, on Approximately 2.01 Acres. Zoning: IL (Industrial Light). Property Owner: Healing Holdings LLC. Applicant: Michael Taylor Architects, Inc.

Recommended Action: 1) MOVE to approve or deny SITE22-009 per site plan submitted; and 2) MOVE to approve or deny WSA22-017

- D. SITE22-010 and WSA22-018: Approval of Site Plan Application and Water Service Application to Establish a New 10-unit Village using Airstream-type Trailers for Short-Term Rentals. Location: APN 109-03-100, 310 S Montezuma Street, on Approximately 0.97 Acres. Zoning: BR (Business Regional). Property Owner: Loma Buena LLC. Applicant: Kimley-Horn and Associates Inc.

Recommended Action: 1) MOVE to approve or deny SITE22-010; and 2) MOVE to approve or deny WSA22-018

- E. Approval of WSA22-013 a Water Service Application Submitted by Applicant Paul Aslanian on Behalf of Property Owner Craftsman Court Holdings, LLC. Location: APN 306-24-012, a 10-Acre Parcel in the SW¼ of the NW¼ of Section 23, Township 16N, R02W, GSRB&M.

Recommended Action: MOVE to approve or deny WSA22-013

- F. Approval of the 2022 Arizona League of Cities and Towns Resolutions to be Voted on at the League's Annual Resolutions Meeting.

Recommended Action: MOVE to approve the 2021 League of Cities Resolutions

- G. Receive Presentation from Tri-City College Prep Headmistress Regarding Possible Settlement of Claims Related to the Middle School Building; and Possible Adjournment to Executive Session to Discuss and Consult with the City's Attorneys for Legal Advice, to Consider the City's Position and Instruct its Attorneys and Necessary City Employees, and Discussions Regarding Possible Settlement Discussions Pursuant to A.R.S. § 38-431.03(A) (3) and A(4).

Recommended Action: Staff recommends receiving presentation from Tri-City College Prep and determine whether to adjourn into executive session for discussion and possible action related to possible settlement of claims relating to Tri-City College Prep's Middle School Building

12. ADJOURNMENT

EXECUTIVE SESSION

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)).

THE CITY OF PRESCOTT ENDEAVORS TO MAKE ALL PUBLIC MEETINGS ACCESSIBLE TO PERSONS WITH DISABILITIES. With 72 hours advanced notice, special assistance can be provided for sight and/or hearing-impaired persons at this meeting. Reasonable accommodations will be made upon request for persons with disabilities or non-English speaking residents. Please call the City Clerk (928) 777-1272 to request an accommodation to participate in this public meeting. Prescott TDD number is (928) 445-6811. Additionally, free public relay service is available from Arizona Relay Service at 1-800-367-8939 and more information at www.azrelay.org

Confidentiality

Arizona statute precludes any person receiving executive session information from disclosing that information except as allowed by law. A.R.S. §38-431.03(F). Each violation of this statute is subject to a civil penalty not to exceed \$500, plus court costs and attorneys' fees. This penalty is assessed against the person who violates this statute or who knowingly aids, agrees to aid or attempts to aid another person in violating this article. The city is precluded from expending any public monies to employ or retain legal counsel to provide legal services or representation to the public body or any of its officers in any legal action commenced for violation of the statute unless City Council takes a legal action at a properly noticed open meeting to approve of such expenditures prior to incurring any such obligation or indebtedness. A.R.S. §38-431.07(A)(B).

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on _____ at _____ m. in accordance with the statement filed by the Prescott City Council with the City Clerk



Sarah M. Siep, City Clerk

**COUNCIL AGENDA MEMO**

MEETING TYPE/DATE: **VOTING MEETING** **08-23-22**

DEPARTMENT: **City Clerk**

AGENDA ITEM: Approval of Minutes from the August 9, 2022 10 am Executive Session, the August 9, 2022 Study Session, the August 9, 2022 Voting Meeting and the August 9, 2022 4:30 pm Executive Session.

ITEM SUMMARY

Attached for approval are the City Council minutes for the August 9, 2022 10 am Executive Session, the August 9, 2022 Study Session, the August 9, 2022 Voting Meeting and the August 9, 2022 4:30 pm Executive Session.

BACKGROUND

N/A

FINANCIAL IMPACT

There is no fiscal impact on this item.

Recommended Action:

ATTACHMENTS

1. [August 9, 2022 10 am E-Session Minutes.docx](#)
2. [August 9, 2022 Study Session Minutes.docx](#)
3. [August 9, 2022 Voting Meeting Minutes.docx](#)
4. [August 9, 2022 4:30 pm E-Session Minutes.docx](#)



CITY COUNCIL EXECUTIVE SESSION MEETING

EXECUTIVE SESSION MINUTES

TUESDAY, AUGUST 9, 2022, 10:00 AM

201 S Cortez Street
Prescott, AZ 86303
Council Chambers

Phil Goode, Mayor

Cathey Rusing, Mayor Pro Tem

Brandon Montoya, Councilman

Eric Moore, Councilman

Vacant Seat

Steve Sischka, Councilman

Clark Tenney, Councilman

MINUTES OF THE EXECUTIVE SESSION OF THE PRESCOTT CITY COUNCIL EXECUTIVE SESSION
HELD ON AUGUST 9, 2022, IN THE 201 S CORTEZ STREET PRESCOTT, AZ 86303 COUNCIL
CHAMBERS.

1. Call to Order

Mayor Goode called the meeting to order at 10:00 a.m.

2. Roll Call

Phil Goode	Mayor
Cathey Rusing	Mayor Pro Tem
Brandon Montoya	Councilman
Eric Moore	Councilman
Steve Sischka	Councilman
Clark Tenney	Councilman
Justin Scott	FOPU Chairman
Alex Vakula	FOPU Vice Chair
Bill McCleary	FOPU Commissioner
Cody Anne Yarnes	FOPU Commissioner – Excused
Mike Fann	FOPU Commissioner
Jesse Burke	FOPU Commissioner – Excused
Steve Pierce	FOPU Commissioner
Sheri Heiney	FOPU Commissioner

3. Call to Enter Executive Session

**MOTION BY COUNCILMAN MONTOYA TO CONVENE EXECUTIVE SESSION;
SECONDED BY COUNCILMAN SISCHKA: 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 10:00 a.m. on Tuesday, August 9, 2022, in Council Chambers 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. In conjunction with the Mayor's Commission on FOPU, Discuss and consider records exempt by law from public inspection, discuss and consult with the City's attorneys for legal advice and to consider the City's position and instruct its attorneys and necessary City employees regarding the Sale and Redevelopment of 201 S. Cortez Street (Old City Hall), pursuant to A.R.S. § 38-431.03(A)(2), A(3), A(4), and A(7).

Members of the Mayor's Commission on FOPU left the meeting at 10:48 a.m. following discussion on Item 4.A.

Mayor Goode reconvened the Executive Session at 10:54 a.m. following a recess, Mayor Pro Tem Rusing did not return to the meeting.

B. Discuss and consult with the City's attorneys for legal advice and to consider the City's position and instruct its attorneys and necessary City employees regarding a Proposed Prescott Food Forest Lease, pursuant to A.R.S. § 38-431.03(A)(3), A(4), and A(7).

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 Executive Session of the City Council Executive Session of the City of Prescott, Arizona held on August 9, 2022. I further certify the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 2022.

AFFIX
CITY
SEAL

Sarah M. Siep, City Clerk



CITY COUNCIL STUDY SESSION MEETING

STUDY SESSION MINUTES

TUESDAY, AUGUST 9, 2022, 1:00 PM

201 S. Cortez Street
Prescott, AZ 86303
Council Chambers

Phil Goode, Mayor

Cathey Rusing, Mayor Pro Tem

Brandon Montoya, Councilman

Eric Moore, Councilman

Vacant Seat

Steve Sischka, Councilman

Clark Tenney, Councilman

MINUTES OF THE STUDY SESSION OF THE PRESCOTT CITY COUNCIL STUDY SESSION HELD ON AUGUST 9, 2022, IN THE 201 S. CORTEZ STREET PRESCOTT, AZ 86303 COUNCIL CHAMBERS.

1. CALL TO ORDER

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

2. ROLL CALL

Phil Goode	Mayor
Cathey Rusing	Mayor Pro Tem
Brandon Montoya	Councilman
Eric Moore	Councilman
Steve Sischka	Councilman
Clark Tenney	Councilman

3. DISCUSSION

- A. Discussion and Update Regarding the Reconstruction of the Water Production Facility in Chino Valley and Construction of the Intermediate Pump Stations West of the Airport, Required Pursuant to the 2005 Decision & Order, and Project Funding Discussion.

Public Works Director Ashley Couch provided a presentation to Council regarding the reconstruction of the facilities and project funding. This is the largest project he has ever been associated with in the public sector. There has been some discussion regarding whether this project is in violation of Prop401 so he addressed that.

Prop401 passed in 2009 amending City Charter Section 16 and requires voter approval for certain high value projects. Project is defined as a group of related activities undertaken for the purpose of performing a discrete function or set of functions or creating interrelated infrastructure. These projects are different but interrelated as they work collaboratively to provide water infrastructure to the city. At the time of adoption, any project greater than \$40 million would require voter approval. A Consumer Price Index (CPI) was built in, making the current threshold \$50,881,152 as of December 31, 2021.

Costs Associated with these Projects:

- * Water Production Facility - \$18,749,661
- * Intermediate Pump Stations - \$40,948,720

Prop401 does list several exceptions making projects exempt from the requirements. These are:

- * Replacement or repair of existing sewer and water lines – Water Production Facility (WPF) fits this exception
- * Replacement or repair of wastewater treatment systems
- * Projects mandated by state or federal law or court order – Intermediate Pump Station (IPS) fits this exception

Based on these assessments and evaluations by staff and the legal department the WPF and IPS projects **DO NOT** violate Prop401.

Water Production Facility (WPF):

- * Located in Chino Valley (CV)
- * Primary source for city water production
- * Pumps water to tank at Douglas Ave and Willow Creek Rd leaving production facility at 400 pounds per square inch (PSI)
- * Original infrastructure is 75 years old (built in 1947)
- * Accepts water from five production wells in CV
- * WPF Project - replacement will overhaul the 1940's facility and update infrastructure, improving production redundancy, new infrastructure provides most efficient pumping reducing overall costs, improves operational efficiencies and provides higher level of reliability

Councilman Montoya asked what a standard PSI is.

Mr. Couch responded that the project would lower it to 200 PSI which is more reasonable. This will also lower electrical costs and reduce the frequency and severity of any breaks. That is more typical of a “normal”. To customers it is approximately 40-80 PSI, but a higher amount at this elevation to get the water where it needs to be is fairly normal.

Intermediate Pump Station (IPS):

- * 2005 Decision and Order (D&O) from Arizona Department of Water Resources (ADWR) – Prescott has amended its capital improvement plan to include funding for construction of two new recovery wells (Airport Wells Nos 2,3 and 5) to be located within the area of hydrologic impact of Prescott's Underground Storage Facility No. 71-519567 to be of sufficient pump capacity to allow for the recovery of up to 4,000 acre-feet per year
- * Includes two six-million gallon storage tanks which are necessary to integrate all city wells into the overall water production system
- * Works in tandem with WPF to reduce pumping pressures and creates new pressure zone to improve system efficiency by combining existing pressure zones
- * Augments pumping of wells near airport (required by D&O)
- * Serves and supports the city's **ENTIRE** water system

- * Two six-million gallon concrete storage tanks will enhance city's water supply and provide additional fire protection
- * Will serve city for the next 100 years

Current water comes into the city from Chino Valley to Zone 0, Airport Wells serve Zone 12 and then everything feeds out to the rest of the city. Once these projects have been completed water will pump into the intermediate pump station from the locations and then go out from there improving efficiencies.

Service Areas for Projects:

- * 3% of customers in Chino Valley
- * Ho-kay-gon Village
- * Southview
- * 1% to Stringfield Ranch
- * Longview
- * 2% to Deep Well Ranch
- * 94% to balance of the city in Prescott proper

Overall projects total is approximately \$60 million which includes right-of-way acquisitions as well. Guaranteed Maximum Price (GMP) contracts are budgeted and fully encumbered over multiple years.

Funding:

- * Funded by two Water Infrastructure Financing Authority (WIFA) Loans with low interest 30-year terms
 - \$25 million at 1.59% (2020)
 - \$34 million at TBD% with \$1.5 million loan forgiveness (has been approved by Council and WIFA Board but is pending processing)
- * Project is funded by 50% impact fees and 50% water user rates
- * Impact Fees can be collected over the duration of the loan(s)

Councilman Montoya thanked staff for the presentation and asked if the city still retains the property that was originally purchased for the IPS and if there is an estimate on cost savings that will be experienced with these improvements.

Deputy Public Works Director Gwen Rowitsch responded that there was a land swap with Deep Well Ranch, there was no cost other than appraisal cost at the time.

Mr. Couch added that staff can look into the cost savings and provide an estimate for Council.

Councilman Montoya asked the City Attorney to address Section 16 of the Charter.

City Attorney Joseph Young responded that this project is in fact over the threshold and is one project, so the question then becomes does it meet at least one of the exceptions in the language. It is their assessment that it does. This project relates to water lines and are necessary reasonably related infrastructure, so exception A and B apply because the city has the D&O from 2005 to provide these

improvements. Some of the original language that was used related to the bill and there is ambiguity, but we must try and give credit to what the voters who created this would have wanted, and it wouldn't have been to be in a violation of a court order and not provide water.

Mayor Pro Tem Rusing expressed her concerns that Prop401 was passed so the voters could have a voice and these two WIFA loans are the largest ones in the history of this community totaling \$55 million which is more than the threshold. She feels there is a discrepancy between the loans and what has already been paid and believes this is a violation of Prop401.

Mr. Young responded that as to the basic legal question, the exceptions apply. People understand that projects like these need to go through for the safety of the citizens and that is why the exceptions were added in.

Mr. Couch added that D&O required wells be drilled in the Airport Area which was done and those need to be integrated into the city's system, so the IPS is necessary in order to do that and meet the city's needs. This is nineteenth time this has been discussed and has been approved unanimously each time over a twelve-year period and all of the items associated with it have passed Council unanimously.

Finance Director Mark Woodfill addressed questions regarding the expenses, total funding is \$18,749,661 for the WPF and \$40,948,720 for IPS. The first loan was taken out in 2020 and the pending one was approved by Council and the WIFA board, interest rate will likely be 2.5%. Have received approximately \$10 million in loan forgiveness.

Councilman Tenney commented that in the past questions have been asked about where the water is going and if Prop401 applies to this project. The experts on staff have clarified those questions and confirmed compliance, in his opinion that is the end of the story.

Mayor Goode commented that the amount of time it would take to have something like this put on the ballot would likely lead to a significant cost increase. He believes this qualifies under the exceptions listed in the charter language and it would be working against the best interest of the community if it were delayed.

Councilman Moore commented that he echoes Councilman Tenney's opinions and added that the exceptions were placed in Prop401 by the voters. These are common as well as legal and are done so the city can continue to function.

Councilman Sischka commented that he can see all sides of this, but Council has to look at reality here. When Prop401 was crafted, they had to broaden it to not seem discriminatory to prevent the public from not being able to vote on the Big Chino Pipeline. This situation is for the betterment of the entire community, and not a project that was intended to be held back.

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

B. Presentation and Discussion Regarding a Proposal to Convert Select 2-Hour Parking Stalls in the Downtown Business District to Open Parking.

Mayor Goode commented that during the time parklets were temporarily placed for local businesses during COVID, he heard about a lack of parking in downtown as well as issues with employees taking two-hour spots that are closer to their place of employment/taking customer spaces, etc. There are some competing interests in the area and looking at these issues is helpful to the businesses, employees, and their customers as well.

City Traffic Engineer Ian Mattingly provided a presentation to Council and added that there have been multiple meetings and engagement of the public. Nothing here is finalized these are just things that staff is looking at. Sign changes and other issues do not require Council approval, but there are implications to these types of changes so staff wanted the feedback of Council. The project's objective is to increase the number of unrestricted long term parking stalls to serve workforce and residents in the downtown area, with a goal of balancing the needs of all users (business owners, workers, residents) frequent turnover is needed.

Focus area is within 3 blocks of the courthouse plaza (1200 marked stalls):

- * 70% of the current spaces are two-hour zones – 787
- * 11 are 30 minute restricted
- * 30% of the spaces are open with no restrictions
- * 114 stalls initially identified for conversion
- * First block around the plaza has only two-hour restricted parking (199 spaces)
- * Second block has 485 2-hour spaces

Public Involvement:

- * Prescott Downtown Partnership & Chamber of Commerce
- * Initial concept broadly supported
- * Additional 17 stalls were identified during the discussion – 8 on Gurley Street near Marina, unused locations on Willis Street and Granite Street, proposed parking conversion would bring the total to 131 stalls
- * Some participants suggested converting stalls immediately adjacent to the plaza to 3-hour parking
- * 22 additional properties notified with the objective of the outreach to provide notice of the planned changes and gauge the support for the changes at locations close to the property, business or residents
- * Comments will be collected through August 19th
- * Input can be used to modify the zones if justification is provided that 2-hour parking should remain
- * A summary of outreach and any modifications will be provided to Council

Mr. Mattingly reviewed a map with 131 identified parking spots and areas for suggested revisions.

Councilman Montoya thanked city staff for the effort they have put into this and the coordination with stakeholders as well. He asked about the conversion from two-hour parking to three-hour parking and where that is at.

Mr. Mattingly responded that there was no consensus regarding three-hour parking, but the group that met discussed the need for turnover of parking but still having close-by parking for employees etc. not sure it is necessarily a solution but would be worth looking into.

Public Works Director Ashley Couch added that during the Prescott Downtown Partnership and Chamber of Commerce meeting he heard a number of comments in support of the three-hour parking option. Directly adjacent to the plaza could be converted and may have some merit but this should be done in phases in his opinion. Eliminate the two-hour parking in the suggested areas and then see how that goes to then look at the three-hour parking option.

Mayor Goode concurred, primarily the city is trying to get employees a closer spot where they don't have to move around and free up the limited parking for the tourists and those visiting the downtown area.

Councilman Montoya asked if any additional parking being added to the downtown area, for example on McCormick Street with the purchase of that property would impact this type of study as well.

Mr. Mattingly responded that we have to manage the on-street parking because that is mostly what is utilized, there are 500 spots in the garage but those aren't used that often.

Councilman Tenney asked the Police Department to address if this would make parking enforcement work easier.

Police Chief Amy Bonney responded that parking is enforced at the direction of Council, but something like this would likely be helpful because the times would be extended.

Councilman Moore asked about the parking garage on Union Street and who is using that.

Mr. Mattingly stated that he has not spoken with the County about that area, but typically it is reserved for their staff/needs during the week and then open on the weekends but he is not certain of that.

Mayor Pro Tem Rusing commented that she supports as many three-hour spaces as there can be so people are encouraged to come visit/return; she asked if there were any thoughts on parking for the new city hall area.

Mr. Mattingly responded that staff has been working with Prescott College for parking on their property that is not needed by the college for housing of the "white fleet" which would free up space for public to come to the building for their purposes. He added that parking enforcement from Police Department did participate in the meeting with Prescott Downtown Partnership and the Chamber and concurred with the locations proposed for changes.

Conversion Will Take Approximately 1 Month:

- * 31 signposts to be removed
- * 37 signs to be removed
- * New posts and sign modifications needed

Mayor Goode reiterated that public comment will be open until August 19 and then if there is no significant objection staff will move forward with the conversion.

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 2:12 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 Study Session of the City Council Study Session of the City of Prescott, Arizona held on August 9, 2022. I further certify the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 2022.

AFFIX
CITY
SEAL

Sarah M. Siep, City Clerk



CITY COUNCIL VOTING MEETING

VOTING MEETING MINUTES

TUESDAY, AUGUST 9, 2022, 3:00 PM

201 S. Cortez Street
Prescott, AZ 86303
City Council Chambers

Phil Goode, Mayor

Cathey Rusing, Mayor Pro Tem

Brandon Montoya, Councilman

Eric Moore, Councilman

Vacant Seat

Steve Sischka, Councilman

Clark Tenney, Councilman

MINUTES OF THE VOTING MEETING OF THE PRESCOTT CITY COUNCIL VOTING MEETING HELD ON AUGUST 9, 2022, IN THE 201 S. CORTEZ STREET PRESCOTT, AZ 86303 CITY COUNCIL CHAMBERS.

1. CALL TO ORDER

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

2. INTRODUCTIONS / ANNOUNCEMENTS

Mayor Pro Tem Rusing stated that this month is the 50th Anniversary of the Caborca Sister City Program. She thanked the committee for their dedication to the organization and said that the Gala Ball will be Saturday, Sept. 17th at the Adult Center.

She added that the application process is still open for the City Council Vacancy, filing deadline is 5 pm Wednesday, August 10th and Council will review applications on Tuesday, August 16 with finalist interviews on Tuesday, August 23rd.

3. INVOCATION - Matt Kottman with Solid Rock Christian Fellowship

4. PLEDGE OF ALLEGIANCE - Councilman Montoya

5. ROLL CALL

Phil Goode	Mayor
Cathey Rusing	Mayor Pro Tem
Brandon Montoya	Councilman
Eric Moore	Councilman
Steve Sischka	Councilman
Clark Tenney	Councilman

6. PRESENTATIONS

A. ADEQ Voluntary Environmental Stewardship Program Award - Granite Creek Cleanup Project

Due to the inclement weather the presentation has been postponed to the Tuesday, September 13 meeting.

7. OPEN CALL TO THE PUBLIC

Richard Tupek – resident of Walker addressed Council regarding APS Project on Walker Road and wants to know if the City Council did approve this project and if not where to go for additional information.

Mayor Goode responded that Council is only responsible for the boundaries of the City of Prescott and they cannot help and recommended that Mr. Tupek contact Darla Deville at APS.

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.

MOTION BY COUNCILMAN MONTTOYA MOVED TO APPROVE CONSENT AGENDA ITEMS 8.A. THROUGH 8.I.; SECONDED BY MAYOR PRO TEM RUSING: PASSED [6 – 0].

- A. Approval of Minutes from the July 19, 2022 Joint Council-Planning & Zoning Commission Meeting, the July 26, 2022 Executive Session, the July 26, 2022 Study Session and the July 26, 2022 Voting Meeting.
- B. Approval of City Contract No. 2023-018 for the Purchase of One (1) Cat Forklift from Naumann/Hobbs using the Sourcewell Contract No. 091520-MCF in the Amount of \$46,099.19. Funding is Available in the Fleet Services Budget.
- C. Approval of City Contract No. 2023-008 a Memorandum of Understanding Between the Prescott Police Department and the United States Marshals Service to Provide Personnel & Case Referrals for Violent Fugitives on the Part of the Prescott Police Department in Exchange for Investigation Services of Referred Cases and Overtime Reimbursement for Personnel Assigned to Work with United States Marshals Service Regional Fugitive Taskforce.
- D. Adoption of Resolution No. 2022-1837 Approving City Contract No. 2023-030 an Updated Mutual Aid Compact with the State of Arizona and the Arizona Department of Emergency and Military Affairs.
- E. Approval of City Contract No. 2023-021 with 139Fire to Provide On-Site Aircraft Rescue Firefighting Training for Maintenance of Annual Certifications in the Amount of \$27,304.20. Funding is Available in the Airport Suppression Fund.

- F. Adoption of Resolution No. 2022-1834, Approving City Contract No. 2023-016, an Intergovernmental Agreement with the Yavapai County Flood Control District for Reimbursement of Design & Construction Costs Related to Various Drainage Improvement Projects in the City of Prescott for FY2023.
- G. Approval of CSP22-001, a Comprehensive Sign Plan for the Prescott Center for the Arts located at 222 N Marina Street. Property Owner: Prescott Fine Arts Association. Applicant: Morgan Sign/Signific LLC.
- H. Approval for the City of Prescott Police Department to Apply for Various FY23 Grant Funding Opportunities.
- I. Approval of City Contract No. 2023-029 with FX Tactical LLC for the Purchase of Budgeted Duty Equipment and Uniforms Using State Contract ADOC 18-192870 in the Estimated Amount of \$48,000 During FY23. Funding is Available in the Police Department Budget.

9. CONSENT ORDINANCE

- A. Adoption of Ordinance No. 2022-1806 Authorizing the Acceptance of a Public Water Line Easement Agreement from CBH Properties Prescott, LLC.

**MOTION BY COUNCILMAN MONTOYA TO ADOPT CONSENT ORDINANCE ITEM 9.A.;
SECONDED BY MAYOR PRO TEM RUSING: PASSED [6 – 0].**

10. REGULAR AGENDA

- A. Approval of City Contract No. 2023-019 for the Purchase of Three (3) Cat 420XE-07 Backhoes from Empire Machinery Using City of Tucson RFP #161534 in the Amount of \$421,014.81. Funding is Available in the Streets, Water and General Fund.

Deputy Recreation Services Director Tim Legler provided a presentation to Council regarding the purchase of vehicles. This past spring staff reviewed the existing city vehicles and created a list of needs, these are part of that list. Haven't replaced a backhoe in approximately 19 years and they are necessary for a great deal of services the city provides and they are shared throughout Departments. Pricing includes the trading in of old vehicles with some going to auction as well.

Councilman Montoya asked if staff knows what the city is likely to get at auction.

Mr. Legler responded estimates are as follows:

- * Streets \$26,000
- * Water department \$23,500
- * Parks \$9,000

Mayor Goode commented that it seems too fiscally impactful to replace these all at once, some should have been put in a previous year budget for cost savings.

Mayor Pro Tem Rusing asked if there would be any issue with obtaining the backhoes.

Mr. Legler responded should have them by the first of the year.

Member of the public Mike Heffley addressed Council and asked if they can have two in this year's budget and one in next year budget.

Finance Director Mark Woodfill responded that fiscal year in through June 30, 2023 which is too far off.

MOTION BY MAYOR PRO TEM RUSING TO APPROVE ITEM 10.A.; SECONDED BY COUNCILMAN MONTOYA: PASSED [6 – 0].

- B. Adoption of Resolution No. 2022-1838 Updating the Council's Policy for the Formation of Community Facilities Districts.

Finance Director Mark Woodfill provided a presentation to Council regarding CFDs which were put into law for the benefit of the developers who use them in a variety of ways to offset costs up front. Policy was from 1995 and there have been significant changes so staff worked with legal and outside bond counsel. This policy gives the Council authority to make decisions within the law and highlights the issues that staff thought were important to address, particularly things that are unique to specific communities.

City Attorney Joseph Young reiterated how out of date the former policy was and feels this update will benefit the city.

Mayor Goode asked if this makes the bonding more likely to be provided.

Mr. Woodfill responded that this gives the city authority to know whether a CFD should be formed, they are a separate political agency from the city so they would be responsible for the bonds anyway. Have done two CFDs in the past which had significant interest rates for many years but that is common.

Mayor Pro Tem Rusing commented that this sounds more like a housekeeping chore.

Mr. Young responded that it was outdated, but they also added additional provisions for versatility for the Council.

Mayor Goode said he feels this is beneficial.

MOTION BY MAYOR PRO TEM RUSING TO ADOPT ITEM 10.B.; SECONDED BY COUNCILMAN SISCHKA: PASSED [6 – 0].

- C. Adoption of Resolution No. 2022-1839 Committing an Additional \$6,840,000 of Fund Balance in the Streets Special Revenue Fund for Acquisition of Open Space.

Finance Director Mark Woodfill provided a presentation to Council regarding the tax fund for the maintenance of streets/or to purchase open space. There was no percentage listed as to what would go to either side a majority has gone to street maintenance over the years but there have been large open space purchases as well. This fund balance commitment will cover a large purchase which staff has been working on for several years.

Councilman Tenney asked how much was brought in over the 15-year period of the tax.

Mr. Woodfill responded approximately \$187,500,000 and that a majority of that went to streets. This purchase will bring the total to approximately \$27 million to open space and will pretty much do away with that fund balance. Tax already existed for streets and the vote was to allow it to also be spent on open space and extended it for a few years as well.

Councilman Moore asked for clarification on the transfer of funds in this amount and if it would negatively impact any streets projects.

Mr. Woodfill said this is a commitment to spend that amount of money to open space acquisitions, adding that even with this taken into account, there were sufficient streets funds for the next five years of projects, which is looked into during the budget year.

Mayor Pro Tem Rusing said she is thrilled that this is coming full circle.

MOTION BY COUNCILMAN MONTTOYA TO ADOPT ITEM 10.C.; SECONDED BY COUNCILMAN MOORE: PASSED [6 – 0].

- D. Adoption of Ordinance No. 2022-1807 Approving City Contract No. 2023-024 Authorizing the Purchase of Real Property from Sundog Ranch a General Partnership; and Adoption of Ordinance No. 2022-1808 Approving City Contract No. 2023-025 Authorizing the Purchase of Real Property from the Seaver Living Trust Both for the Purpose of Natural Open Space in the Granite Dells.

Recreation Services Director Joe Baynes provided a presentation to Council regarding the proposed Ordinances and land purchase.

Background:

- * In May 2000 voters approved sales tax increase dedicated to streets projects and open space acquisitions
- * Since that time the city has been strategically acquiring open space
- * In 2009 Council adopted the Open Space Master Plan that identified the Storm Ranch property as "highly desirable for preservation"
- * To date the city has purchase just under 400 acres in the Granite Dells at a cost of \$13,395,000
- * Average cost per acre to date has been \$33,583
- * Storm Ranch (Stundog) was homesteaded in 1926
- * Since that time the family has been actively ranching

- * In 2003 the city purchased 33.28 acres of the Ranch to protect the shoreline of Watson Lake
- * In 2005 a large portion of the approximately 1000-acre ranch was sold to private developers for a residential subdivision
- * In 2018 the city successfully acquired 160 acres of the Ranch and subsequently constructed the Storm Ranch Trail System
- * On November 9, 2021 Council entered into a letter of intent to purchase the remainder of the Ranch

Values Criteria for Open Space:

- * Recreational
- * Scenic
- * Ecological
- * Pre-historic
- * Historic
- * Cultural
- * Economic
- * Strategic Connectivity

Councilman Tenney thanked staff and both families for the work they have done over the years, and the working relationship they have developed. Very excited about this, it is spectacular land/the prime piece of open space left in Prescott.

Summary of Deal Points/Sundog Ranch Partnership:

- * City will purchase property contained in APN 103-04-005 at \$20,000/acre for 78.97 acres
- * City will purchase the property contained in APN 103-04-007F at \$25,000/acre for 222.60 acres
- * City will pay for all closing costs and survey
- * City will work with Sundog Ranch to provide appropriate language and location for educational signage memorializing the Storm family ranching history
- * City and Sundog Ranch have mutually agreed on a trail plan
- * City will allow Sundog Ranch to continue cattle grazing operations on the purchased property, AZ Administrative Code 12-5-705 shall apply to this property and carrying capacity must be adhered to
- * Purchase price is \$7,144,400 plus closing costs and survey

Summary of Deal Points/Seaver Living Trust:

- * City will purchase the two acres, single family home, guest house, outbuildings and water well contained in APNs 103-04-006 and 103-04-007B at a cost of \$1,300,000
- * City will grant a non-transferable life estate on the property in order for the grantees to continue to live on the property until their passing
- * Grantees will pay for utilities and general maintenance during the term of the life estate
- * Grantees will carry renters insurance on their personal property

Councilman Montoya echoed Councilman Tenney's comments, this took a great deal of dedication and time of staff. This is a valuable asset to our city.

Mayor Pro Tem Rusing thanked Mr. Baynes, Council and the public. She said this is a wonderful thing and feels we are one step closer to the dream of a regional park.

Councilman Moore asked about the homestead and what the plan would be once the city obtains control of them. He reiterated the need for funding mechanisms for these types of things in the future.

Mr. Baynes responded there could be a number of options, but it needs to be managed carefully. It is a unique piece of property with historic features out there.

Councilman Sischka thanked the family and Mr. Baynes for his work on this, there have been a lot of twists and turns on this over the years and it is great to see it all come to fruition.

Councilman Tenney asked about the trail plans for buffering around the private residents.

Mr. Baynes confirmed, staff has tried to remain respectful and keep their privacy intact as much as possible, can be added to in the future.

Councilman Moore asked about 1000 acres sold to a developer in 2005 and if there would be any development there in the future.

Mr. Baynes responded that he is unsure of where they are at in the process. Staff has worked with them on trail alignments but that is all he is aware of.

Mayor Goode thanked Mr. Baynes for his work on this over the years, there are different families and stakeholders involved which requires trust and patience. This is clearly a strategic acquisition; we are establishing this area as a premier ecotourism location.

Member of the public Ruth Anne Norris addressed Council regarding her support of these two Ordinances. Granite Dells Preservation Foundation has been working with the public and all other organizations to get to this point where a regional park is actually feasible. She thanked staff and the families for all of their work on this, it was a lot of patience and dedication. This is important habitat for wildlife in the area.

Member of the public Dottie Morris addressed Council regarding having lived here for the last 25 years and what a gift this is for the preservation of the Dells. It is so unique, and she thanked everyone for their support of this purchase. Granite Dells Preservation Foundation will do whatever they can to make the community aware of this important feature for the area.

Member of the public Tom Rusing addressed Council as President of Save the Dells and stated that this is an important day for the organization which formed five years ago and how much closer they are to the creation of a regional park and preserve. Thanked the families in particular, this is a special day. Read a written comment from Save the Dells.

MOTION BY MAYOR PRO TEM RUSING TO ADOPT ORDINANCE NO. 2022-1807;SECONDED BY COUNCILMAN SISCHKA: PASSED [6 – 0].

MOTION BY MAYOR PRO TEM RUSING TO ADOPT ORDINANCE NO. 2022-1808; SECONDED BY COUNCILMAN SISCHKA: PASSED [6 – 0].

- E. Approval of Multiple Items Related to Phase 3 of the Taxiway C Relocation Construction Project at Prescott Regional Airport as Follows: 1) Approval and Acceptance of Federal Aviation Administration Grant 3-04-0030-053-2022 in the Amount of \$7,404,300; 2) Approval of City Contract No. 2019-069A35, an Amendment to City Contract No. 2019-069 with Dibble for Construction Administration Services, in an Amount Not to Exceed \$593,855; 3) Approval of City Contract No. 2023-028 with Fann Contracting in an Amount not to Exceed \$7,194,000 for Project Construction; 4) Approval and Acceptance of Arizona Department of Transportation Grant for their 2.5% Project Share of \$194,850; 5) Approval of the City's 2.5% Project Share for \$194,850; and 6) Approval of Night Work.

Airport Director Robin Sobotta provided a presentation regarding the Taxiway C Relocation Project which is a three-phase project alongside the commercial runway. Total cost of the phase is \$7.74 million, and all phases together is more than the total cost of the Airport Terminal. State and local split the balance not paid by the FAA. Will move forward in the next few months with a break in winter and expected to be completed in the next fiscal year.

Mayor Pro Tem Rusing commented that this project is the culmination of efforts to increase airport traffic safety and make it more efficient by avoiding “hotspots”.

Dr. Sobotta confirmed that this will eliminate two of the three identified by the FAA.

Mayor Goode commented that this is another example of the efforts made to protect the airport and align with the expectations of the FAA for continued grant funding.

MOTION BY MAYOR PRO TEM RUSING TO APPROVE FAA GRANT 3-04-0030-053-2022 IN THE AMOUNT OF \$7,404,300; SECONDED BY COUNCILMAN SISCHKA: PASSED [6 – 0].

MOTION BY COUNCILMAN SISCHKA TO APPROVE CITY CONTRACT NO. 2019-069A35; SECONDED BY COUNCILMAN MONTOYA: PASSED [6 – 0].

MOTION BY COUNCILMAN MOORE TO APPROVE CITY CONTRACT NO. 2023-028; SECONDED BY COUNCILMAN SISCHKA: PASSED [6 – 0].

MOTION BY COUNCILMAN TENNEY TO APPROVE ACCEPTANCE OF AZ DEPARTMENT OF TRANSPORTATION GRANT FOR THEIR 2.5% PROJECT SHARE OF \$194,850; SECONDED BY COUNCILMAN MONTOYA: PASSED [6 – 0].

MOTION BY COUNCILMAN MOORE TO APPROVE THE CITY'S 2.5% PROJECT SHARE FOR \$194,850; SECONDED BY MAYOR PRO TEM RUSING: PASSED [6 – 0].

MOTION BY COUNCILMAN MONTOYA TO APPROVE NIGHT WORK; SECONDED BY COUNCILMAN SISCHKA: PASSED [6 – 0].

11. ADJOURNMENT

Quote: "The issue today is the same as it has been throughout history, whether man shall be allowed to govern himself or to be ruled by a small elite" - Thomas Jefferson

There being no further business to discuss, Mayor Goode adjourned the meeting at 4:08 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 August 9, 2022. I further certify the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 2022.

AFFIX
CITY
SEAL

Sarah M. Siep, City Clerk



CITY COUNCIL EXECUTIVE SESSION MEETING

EXECUTIVE SESSION MINUTES

TUESDAY, AUGUST 9, 2022, 4:30 PM

201 S Cortez Street

Prescott, AZ 86303

Lower Level Conference Room

Phil Goode, Mayor

Cathey Rusing, Mayor Pro Tem

Vacant Seat

Brandon Montoya, Councilman

Steve Sischka, Councilman

Eric Moore, Councilman

Clark Tenney, Councilman

MINUTES OF THE EXECUTIVE SESSION OF THE PRESCOTT CITY COUNCIL EXECUTIVE SESSION HELD ON AUGUST 9, 2022, IN THE 201 S CORTEZ STREET PRESCOTT, AZ 86303 LOWER LEVEL CONFERENCE ROOM.

1. Call to Order

Mayor Goode called the meeting to order at 4:30 p.m.

2. Roll Call

Phil Goode	Mayor
Cathey Rusing	Mayor Pro Tem
Brandon Montoya	Councilman
Eric Moore	Councilman
Steve Sischka	Councilman
Clark Tenney	Councilman

3. Call to Enter Executive Session

**MOTION BY COUNCILMAN MOORE TO CONVENE EXECUTIVE SESSION;
SECONDED BY COUNCILMAN SISCHKA: 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 4:30 p.m. on Tuesday, August 9, 2022, in the Lower Level 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 and 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 pending updates to the Airport Vicinity Overlay District and related matters, including possible property acquisition and dispute resolution, pursuant to A.R.S. § 38-431.03(A) (3, 4, and 7).

Mayor Goode adjourned Executive Session and Reconvened Open Session at 6:01 p.m.

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

MOTION BY COUNCILMAN MOORE TO APPROVE HIRING OUTSIDE COUNSEL RELATED TO AVIATION MATTERS AND SENDING DESIGNATED STAFF AS DISCUSSED IN EXECUTIVE SESSION TO TWO IMPASSE MEETINGS TO BE SCHEDULED; SECONDED BY COUNCILMAN MONTOKA: PASSED [6 - 0].

6. Adjournment

There being no further business to discuss, Mayor Goode adjourned the meeting at 6:02 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 Executive Session of the City Council Executive Session of the City of Prescott, Arizona held on August 9, 2022. I further certify the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 2022.

AFFIX
CITY
SEAL

Sarah M. Siep, City Clerk

**COUNCIL AGENDA MEMO**

MEETING TYPE/DATE: **VOTING MEETING** **08-23-22**

DEPARTMENT: **Public Works**

AGENDA ITEM: Approval of City Contract No. 2023-022 for the Purchase of a New Cart-Away Pull-Behind Concrete Mixer in the Amount of \$48,671.47. Funding Is Available in the Streets Fund.

ITEM SUMMARY

The Public Works Department, Street Maintenance Division, Requests to Purchase a 2022 Cart-Away Pull-Behind Concrete Mixer.

BACKGROUND

The Street Maintenance Division is responsible for the maintenance and repair of concrete curb and gutter, ribbon curb, concrete drainage structures, and sidewalk repairs, where indicated by city code.

These repairs often do not require more than one or two cubic yards of concrete, which is below the four-cubic-yard minimum required by all of the concrete vendors in the area, including the vendor the city is contracted with. This results in a "Short Load Fee" of up to \$200.00 for each delivery.

Additionally, the current apparatus used to haul these short loads to work sites has no mixing capabilities, resulting in a separation of the water and the aggregates, which then requires personnel to remix the material, by hand at the work site.

With this purchase, the Street Maintenance Division anticipates, not only a significant cost savings, but an increase in efficiency and workability, resulting in a higher-quality outcome with its smaller concrete repair projects.

FINANCIAL IMPACT

Funding is available in the FY23 budget from the Streets Fund.

Recommended Action:

ATTACHMENTS

1. [Sole Source Form_Towable_Concrete_Mixer_tobesigned.pdf](#)

Sole Source Procurement

Request for Exception to the Competitive Procurement Process

Requestor's Name	Department/Division	Phone Number	Date
Brian Scott	Streets/Public Works	928-777-1662	7/21/2022
Type of Exception			
<input type="checkbox"/> Professional or specialized service <small>Section 1-27-16 of the Procurement Code</small>	<input type="checkbox"/> Emergency procurement <small>Section 1-27-10 of the Procurement Code</small>	<input type="checkbox"/> Sole source procurement	<input type="checkbox"/> Cooperative procurements <small>Section 1-27-9 of the Procurement Code</small>
<input checked="" type="checkbox"/> Situation where solicitation of bids or proposal would be impractical, unavailing, or impossible.		<input type="checkbox"/> Brand (OEM Required)	
<input type="checkbox"/> Other (specify):		<input type="checkbox"/> Agreements negotiated by the City Attorney or Risk Manager in settlement of a claim of litigation or threatened litigation are exempt from the provisions of this chapter.	
Description of Goods or Services to be Purchased			
<p>Streets would like to purchase a towable concrete mixer to use on sidewalks and curb and gutter repairs throughout the city. The city has a contract for concrete, the minimum yardage is 4 yards before they charge us an average of \$200.00 per concrete purchase less than 4 yard, these purchases are called short loads. Other departments and divisions through out the city will also have availability to use the towable mixer, saving the city money from renting one or purchasing short loads. The city is currently utilizing a trailer to pick up these short loads from the vendor, by the time it gets to the job site, the aggregate settles to the bottom of the trailer, which increases time and manpower to remix the concrete to the correct consistency prior to application. Over the past year with Cemex the City has purchased \$12,213.00, Hanson Aggregates the city has purchased \$8,157.15, these two vendors will not bid on our RFP, as we have asked them a number of times, however, because of the availability over the last year in getting concrete, we have had to utilize these companies and the price for them to deliver short loads is increasing. Over the last 3 years with our contracted Vendor AP&S, the city used \$485,159.06, of that amount \$437,475.96 is utilized by our streets division, not all of this is concrete (approximately 30% is estimated \$131,242.78, and of that 50% (approximately \$65,621.39) is a short load which includes a short load fee of \$100 - \$200 per load.</p> <p>Per section 1-27-10 of the City's procurement code, please document why there is only one source for the required material or service, including :</p> <ul style="list-style-type: none"> • Why no other type of material or service will satisfy the needed of the City; and • Why a specific material or service must be purchased to the exclusion of others; and • What were the specific efforts made to determine the availability of any other source. <p>Public Works did receive two quotes, one was from Cart-Away whom we would like to utilize, the other is with Right Mfg. Systems, Inc. Right Mfg does have a system that is about \$2,500.00 less, however, it does not have a pivoting chute, which allows the personnel to safely apply concrete to the area that is being worked. After further research, there were smaller units that could be purchased, however, the smaller mixers would mean more time spent adding material to the mixer to finish a job and are not for commercial use. On the average 50% of Streets concrete jobs are between 1 to 2 yards of concrete.</p>			
Financial Information			
Estimated Cost:	Organization:	Object:	Project:
\$ 50,000.00	2155415	8910	
Vendor Information			
Vendor Name:	Cart-Away Concrete		
Vendor Number:	will get W-9	Phone:	503-687-2709
Contact:	Dirk Parker	Fax:	
Address	1405 NE Alpha Dr, McMinnville, OR 97128		
Email:	dirk@cart-away.com	Website:	https://www.cart-away.com/
Review and Approval			
Department Head:	C Ashley Couch <i>C. Ashley Couch</i>	Date:	7-25-2022
City Manager:		Date:	

LaTona Jones

Subject: FW: Streets Sole Source Cart-Away Situation Procurement

From: Michael Lamar <michael.lamar@prescott-az.gov>
Sent: Wednesday, August 3, 2022 11:20 AM
To: LaTona Jones <latona.jones@prescott-az.gov>
Cc: Amber Fraser <amber.fraser@prescott-az.gov>
Subject: RE: Streets Sole Source Cart-Away Situation Procurement

LaTona,

Please proceed.

Thanks,
Michael

From: LaTona Jones <latona.jones@prescott-az.gov>
Sent: Monday, July 25, 2022 7:41 AM
To: Michael Lamar <michael.lamar@prescott-az.gov>
Cc: Amber Fraser <amber.fraser@prescott-az.gov>
Subject: Streets Sole Source Situation Procurement

Good morning,

Please review, sign and email back to me, any questions, please let either Brian Scott or myself know.

Thank you

Thank you,

LaTona Jones, CPP
Contract & Purchasing Administrator



433 N. Virginia Street, Prescott, AZ 86301
Ph: 928-777-1656
latona.jones@prescott-az.gov

City of Prescott - CMK175

Quote created on July 1, 2022 - Reference: 20220701-182412881

City of Prescott

201 South Cortez Street
Prescott, AZ 86303
United States

Greg Patrick

Street Maintenance Supervisor
greg.patrick@prescott-az.gov
(928)777-1654

Comments

Quoted freight charges are approximate! All order will have freight updated prior to shipping, Estimate \$3,950.00

CURRENT LEAD TIME IS 12-14 WEEKS FROM RECEIPT OF DEPOSIT For Equipment

Dirk Parker - Cart-Away Concrete Systems, Inc.



Products & Services

CMK - 1.75 Yard Towable Concrete Mixing Trailer

1 x \$34,500.00

- 1.75 Yard Capacity
- Gas Engine Powered
- Heavy Duty Gearbox
- GearSaver Hydraulic Operational Controls
- Adjustable Tongue Height
- Pintle Ring Coupler
- 4-Wheel Hydraulic Surge Brakes
- Black TandemFlex TPO Fenders
- Powdercoated Standard BR Green Frame with Light Grey Drum
- 1 Year Warranty

PortaWash- On board water system (electric start engine included)

1 x \$3,200.00

An optional feature that adds water onto a concrete mixer

Hour Meter - Gas

1 x \$40.00

Digital hour meter for your gasoline engine. Great way to manage maintenance of the engine.

SplashGuard

1 x \$800.00

Guard against the splashes from pouring concrete. Helps keep the most exposed areas of the trailer from getting splashed.

Concrete Discharge Chute

1 x \$2,550.00

Includes all mounting hardware for a 4-foot chute used to assist in the discharging of wet concrete from the mixing drum.

Optional 2-5/16" Bulldog Coupler

1 x \$185.00

2-5/16" Bulldog Coupler to Replace the Standard Pintle Ring

One-time subtotal \$41,275.00

Estimated Shipping Charges from McMinnville, OR to Prescott, AZ \$3,950.00

Total **\$45,225.00**

8.35% USE TAX for AZ **\$ 3,446.47**

This quote expires on July 15, 2022. Total \$48,671.47

Purchase Terms

Signed Quote and 25% Deposit Required Due To Place Order: \$11,306.25

Balance Due Prior To Shipping: \$33,918.75

Due To Rapidly Rising Steel Prices, Quotes Are Good For 7 Days Only

Cancellations After Receiving Deposit Will Be Subject To A 5% Administrative Fee

CURRENT LEAD TIME IS 12-14 WEEKS FROM RECEIPT OF DEPOSIT For Equipment

For municipalities Cart-Away does not require a down payment and the quote is good for 3 months.

Signature

Signature

Date

Printed name

Questions? Contact me



Dirk Parker

dirk@cart-away.com

503 687-2709



Cart-Away Concrete Systems, Inc.

1405 NE Alpha Dr.

McMinnville, OR 97128

US

LaTona Jones

Subject: FW: Pull Behind Concrete Mixer Quotes
Attachments: Q-City of Prescott, AZ Greg Patrick,CMK,07-01-22.pdf

From: Byron Wann <byron@mixright.com>
Sent: Thursday, July 7, 2022 10:54 AM
To: Greg Patrick <greg.patrick@prescott-az.gov>
Subject: RE: Information you requested in our mixers

Greg,

As if today the prices are the same, but the owner has been talking like we will be implementing an increase very soon. Let me know if you need anything else.

Cheers!

Byron Wann
Sales Manager
O.801.796.9641 | M.801.420.0393 | F.801.796.8316 | T.855.600.5602
byron@mixright.com | www.rightmfgsys.com
GSA#GS30F011GA | DUNS: 06-109-8294
Right Manufacturing Systems | 124 S 1800 W | Lindon, Utah 84042 | USA



From: Greg Patrick <greg.patrick@prescott-az.gov>
Sent: Thursday, July 7, 2022 8:25 AM
To: Byron Wann <byron@mixright.com>
Subject: RE: Information you requested in our mixers

Hello Byron,

A while back you sent me a quote for the 2 and 3 yard mixers both swivel and non-swivel. Could I please get some updated quotes from you? Could I also get a measurement from the bottom of the drum opening to the ground? We must use a certain mix design and we will be filling the drum from a concrete truck at the plant. I need to ensure the chute from the truck will be able to reach the opening.

Thank you,

Greg Patrick



Street Maintenance Supervisor
Ph: 928-777-1126

From: Byron Wann <byron@mixright.com>
Sent: Friday, February 11, 2022 3:15 PM
To: Greg Patrick <greg.patrick@prescott-az.gov>
Subject: Information you requested in our mixers

Greg,

Thank you for requesting information off our website. Please find attached the information you requested. Please feel free to contact me anytime to discuss questions you may have. I look forward to helping you find the right machine!

2DH-2 Portable 2 Yard Mixer \$30,845.00
2DH-S Portable 2 Yard Swivel Mixer \$42,415.00
2DH-3 Portable 3 Yard Mixer \$34,370.00
* Option - Standalone Gravity Loading Chute \$3,360.00
* Option - Attached Gravity Loading Chute \$965.00
* Option - Discharge Chute \$540.00
* Option - Engine Upgrade to 23.5hp Electric Start \$3,105.00
* Option - 25 Gallon Water Tank w/Pump & Sprayer (upgrades engine to electric start) \$1,040.00
1CL Conveyor with Bin - Powered by 14hp Pull Start Gasoline Engine w/Hydraulic Pump and Motor \$12,165.00
<https://www.youtube.com/watch?v=3NmKUOO5nLg>

The water tank option is more for spraying the mixer off after using the mixer. The 2DH-2 has two hydraulic rams that tips the drum up in a dumping position. The discharge chute has only a 15-20 degree swivel, I attached our swivel mixer incase your budget is able to cover, Ha Ha. I hope we can help you and the City of Prescott.

Best Regards!

Byron Wann
Sales Manager
O.801.796.9641 | M.801.420.0393 | F.801.796.8316 | T.855.600.5602
byron@mixright.com | www.rightmfgsys.com
GSA#GS30F011GA | DUNS: 06-109-8294
Right Manufacturing Systems | 124 S 1800 W | Lindon, Utah 84042 | USA

	\$30,845.00
	\$ 3,360.00
	\$ 965.00
	\$ 540.00
	\$ 3,105.00
	<hr/>
	\$38,815.00
8.35% tax	\$ 3,241.06
Ext. Shipping	\$ 4,000.00
	<hr/>
	\$46,056.06



Brian Scott
Street Maintenance Superintendent



2800 Sundog Ranch Road | Prescott, AZ 86303
Ph: 928-777-1126 | Fax: 928-771-5824
brian.scott@prescott-az.gov

**COUNCIL AGENDA MEMO****MEETING TYPE/DATE: VOTING MEETING 08-23-22****DEPARTMENT: Public Works**

AGENDA ITEM: Approval of City Contract No. 2023-034 for the Purchase of Two (2) Kubota Utility Vehicles from Bingham Equipment Company Utilizing Sourcewell Contract No. 040319-KBA in the Amount of \$31,003.78. Funding is Available in the Wastewater Fund.

ITEM SUMMARY

This item is to award City Contract No. 2023-034 to Bingham Equipment Company to purchase two (2) Kubota Utility Vehicles in the amount of \$31,003.78.

BACKGROUND

The Airport Water Reclamation Facility, which is expansive, utilizes utility vehicles to perform plant inspections, collect samples and transport materials within facility boundaries. Staff have been utilizing two refurbished electric golf carts since 2014 that are now at the end of their service life. Kubota Utility Vehicles are built for industrial applications; therefore, they are expected to have a longer service life. Both utility vehicles are equipped with hydraulic dump beds and a 1600-pound payload capacity, making them more versatile than standard golf carts.

FINANCIAL IMPACT

Funding for this purchase is available in the FY23 budget from the Wastewater Fund.

Recommended Action:

ATTACHMENTS

1. [Bingham Equipment Quote No.004086.PDF](#)



10123 E. State Route 69
 Prescott Valley, AZ 86314
 Phone (928) 350-4295
 Fax (928) 350-4297
 www.binghamequipment.com
 Remit to: 1651 South Country Club Dr., Mesa, AZ 85210

Ship to: IN STORE PICKUP

Invoice to: City of Prescott-Airport WRF
 2800 Melville Road
 Prescott AZ 86301

Branch 12 - Prescott Valley		
Date 07/13/2022	Time 12:52:02 (O)	Page 1
Account No. PRESC022	Phone No. 9287771118	Quote No. 004086
Ship Via		Purchase Order
		999
Ken McDowell		Salesperson 125

Sales Quote

Description ** Q U O T E ** EXPIRY DATE: 09/11/2022 Amount

Stock #: ? Serial #: 14198.47
 New KUBOTA RTV-X900WL-H Utility Vehicle
 Worksite Utility Vehicle w/ Heavy Duty Worksite
 Tires, 21.6 HP 3 cyl Diesel, Variable Hydro Trans
 Spray in Bedliner, 1598 lbs payload capacity
 Hydraulic bed dump, Front guard, 25 mph max
 travel speed
 ****INCLUDING THE FOLLOWING OPTIONS****
 RTVX900WLH Base Price: \$16,849.00
 Sourcewell Discount: (\$3,706.78)
 SUBTOTAL: \$13,142.22
 Freight Cost: \$656.25
 PDI: \$400.00
 Total Unit Price: \$14,198.47

Stock #: ? Serial #: 14198.47
 New KUBOTA RTV-X900WL-H Utility Vehicle
 Worksite Utility Vehicle w/ Heavy Duty Worksite
 Tires, 21.6 HP 3 cyl Diesel, Variable Hydro Trans
 Spray in Bedliner, 1598 lbs payload capacity
 Hydraulic bed dump, Front guard, 25 mph max
 travel speed
 ****INCLUDING THE FOLLOWING OPTIONS****
 RTVX900WLH Base Price: \$16,849.00
 Sourcewell Discount: (\$3,706.78)
 SUBTOTAL: \$13,142.22
 Freight Cost: \$656.25
 PDI: \$400.00
 Total Unit Price: \$14,198.47

THANK YOU

Subtotal: 28396.94
 AZ CITY TAX: 803.64
 AZ COUNTY TAX: 212.98
 AZ STATE TAX: 1590.22

SIGNED X _____

SIGNED X _____

The buyer represents that he owns the above Trade-in equipment free and clear
 of any encumbrance except that indicated payable to: _____

in the amount of: _____

SIGNED X _____

If other than the purchaser, signer represents he is an agent of and authorized to sign for purchaser.

STATEMENT CONCERNING WARRANTIES

Except for expressed warranties made by the manufacturer of goods, THERE ARE NO WARRANTIES,
 EXPRESSED STATUTORY OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MECHANICALITY,
 WHICH EXTEND BEYOND THE DESCRIPTION ON THE FACE THEREOF. No warranty whatsoever is
 made on any used, second-hand, altered or rebuilt goods. Such goods are sold "AS IS".

Customer Equipment Delivery and Acceptance Check List

- 1) Limited Warranty: (if applicable) This product is the written guarantee by the manufacturer of the product, promising to repair or replace parts which have a defect in materials or workmanship. "Limited" means the warranty is for a specific period of time, and has certain other restrictions. I have received my equipment owner's manual, have had the safe operation of the equipment explained, and understand it is my responsibility to fully read the operators manual.
Initial: _____
- 2) Extended Warranty: This product is the written guarantee by the manufacturer of the product, promising to repair or replace parts which have a defect in materials or workmanship, for a specific period of time beyond the time period of any basic warranty. This promise may also be that offered by other than the manufacturer of the product. I have had the applicable equipment warranty (if any) explained and understand its conditions and limitations.
I have been offered an Extended Warranty coverage, a copy of which offer is attached and I;
Accept: _____
Decline: _____
- 3) Property Damage Insurance: This product is the agreement between the named insured and a company providing this insurance in return for the payment of premium for each Notice of Insurance issued under authority of said insurers Master policy to provide coverage for the named insured and the retail purchaser or one involved in extended credit secured by the property described in the security instrument, for property described in the Declarations, subject to the Conditions and Exclusions the Notice of Insurance.
I have been offered Property Damage Insurance coverage, a copy of which offer is attached and I;
Accept: _____
Decline: _____
- 4) Preventive Service Maintenance Agreement: This product is the agreement of Bingham Equipment Company to perform specific maintenance service functions as prescribed by the manufacturer's periodic maintenance schedule on the property described in the attached agreement, in return for payment for the services. This agreement is "Limited" which means the agreement is for a specific period of time, and has certain other restrictions.
I have been offered a Service Maintenance policy on the equipment, a copy of which offer is attached and I;
Accept: _____
Decline: _____
- 5) Revolving Credit Account: This product is the offer to establish a revolving account for the purpose of extending credit to me as the applicant, subject to the provisions of the revolving credit agreement of the lender.
I have been offered either the CNH or Kubota Commercial Revolving account, and I;
Accept: _____
Decline: _____
- 6) Lo Jack: This product is a silent transmitter security devise which will be attached to a specific piece of equipment, which becomes activated by a routine stolen vehicle police report. Once the Lo Jack is activated the police can begin tracking and potentially recovering the stolen equipment. I have been offered this product, and I;
Accept: _____
Decline: _____
- 7) GPS: This product will enable online monitoring of equipment engine hours, equipment location and other reports for routine maintenance, usage and other security needs. The first 3 months of service are included with a website user name and password. At the end of the trial period the user will have the option to continue service at the agreed upon monthly rate or discontinue service.
Accept: _____
Decline: _____



Bingham Equipment Company

10123 E. State Route 69
Prescott Valley, AZ 86314
Phone (928) 350-4295
Fax (928) 350-4297

www.binghamequipment.com

Remit to: 1651 South Country Club Dr., Mesa, AZ 85210

Ship to:

IN STORE PICKUP

Invoice to:

City of Prescott-Airport WRF
2800 Melville Road
Prescott AZ 86301

Branch			
12 - Prescott Valley			
Date	Time	Page	
07/13/2022	12:52:02 (O)	2	
Account No.	Phone No.	Quote No.	
PRESC022	9287771118	004086	
Ship Via		Purchase Order	
		999	
Salesperson			
Ken McDowell		125	

Sales Quote

Description ** Q U O T E ** EXPIRY DATE: 09/11/2022 Amount

Authorization: _____ Quote Total: 31003.78

THANK YOU

SIGNED X _____

SIGNED X _____

The buyer represents that he owns the above Trade-in equipment free and clear of any encumbrance except that indicated payable to: _____,

in the amount of: _____

SIGNED X _____

If other than the purchaser, signer represents he is an agent of and authorized to sign for purchaser.

STATEMENT CONCERNING WARRANTIES

Except for expressed warranties made by the manufacturer of goods, THERE ARE NO WARRANTIES, EXPRESSED STATUTORY OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MECHANICALITY, WHICH EXTEND BEYOND THE DESCRIPTION ON THE FACE THEREOF. No warranty whatsoever is made on any used, second-hand, altered or rebuilt goods. Such goods are sold "AS IS".

Customer Equipment Delivery and Acceptance Check List

- 1) Limited Warranty: (if applicable) This product is the written guarantee by the manufacturer of the product, promising to repair or replace parts which have a defect in materials or workmanship. "Limited" means the warranty is for a specific period of time, and has certain other restrictions. I have received my equipment owner's manual, have had the safe operation of the equipment explained, and understand it is my responsibility to fully read the operators manual.
Initial: _____
- 2) Extended Warranty: This product is the written guarantee by the manufacturer of the product, promising to repair or replace parts which have a defect in materials or workmanship, for a specific period of time beyond the time period of any basic warranty. This promise may also be that offered by other than the manufacturer of the product. I have had the applicable equipment warranty (if any) explained and understand its conditions and limitations.
I have been offered an Extended Warranty coverage, a copy of which offer is attached and I;
Accept: _____
Decline: _____
- 3) Property Damage Insurance: This product is the agreement between the named insured and a company providing this insurance in return for the payment of premium for each Notice of Insurance issued under authority of said insurers Master policy to provide coverage for the named insured and the retail purchaser or one involved in extended credit secured by the property described in the security instrument, for property described in the Declarations, subject to the Conditions and Exclusions the Notice of Insurance.
I have been offered Property Damage Insurance coverage, a copy of which offer is attached and I;
Accept: _____
Decline: _____
- 4) Preventive Service Maintenance Agreement: This product is the agreement of Bingham Equipment Company to perform specific maintenance service functions as prescribed by the manufacturer's periodic maintenance schedule on the property described in the attached agreement, in return for payment for the services. This agreement is "Limited" which means the agreement is for a specific period of time, and has certain other restrictions.
I have been offered a Service Maintenance policy on the equipment, a copy of which offer is attached and I;
Accept: _____
Decline: _____
- 5) Revolving Credit Account: This product is the offer to establish a revolving account for the purpose of extending credit to me as the applicant, subject to the provisions of the revolving credit agreement of the lender.
I have been offered either the CNH or Kubota Commercial Revolving account, and I;
Accept: _____
Decline: _____
- 6) Lo Jack: This product is a silent transmitter security devise which will be attached to a specific piece of equipment, which becomes activated by a routine stolen vehicle police report. Once the Lo Jack is activated the police can begin tracking and potentially recovering the stolen equipment. I have been offered this product, and I;
Accept: _____
Decline: _____
- 7) GPS: This product will enable online monitoring of equipment engine hours, equipment location and other reports for routine maintenance, usage and other security needs. The first 3 months of service are included with a website user name and password. At the end of the trial period the user will have the option to continue service at the agreed upon monthly rate or discontinue service.
Accept: _____
Decline: _____

**COUNCIL AGENDA MEMO**

MEETING TYPE/DATE: VOTING MEETING 08-23-22

DEPARTMENT: Police Department

AGENDA ITEM: Approval of City Contract No. 2022-038 for the Purchase of Six (6) Police Vehicles from Peoria Ford using State of Arizona Contract ADSP017-00006397 Pricing in the Amount of \$286,043.97, Four (4) Police Vehicles from Courtesy Chevrolet using State of Arizona Contract Pricing in the Amount of \$176,798.92, Emergency Equipment Up Fitting from American Emergency Products Using Yavapai County Contract 2018-356 in the Amount of \$284,438.78 and Other Required Equipment from Various Vendors Totaling \$120,000.00 Funding is Available in the General Fund.

ITEM SUMMARY

The Police Department, working in conjunction with the Fleet Services Division, is requesting authorization to purchase ten (10) new police vehicles to replace vehicles that have met the City's criteria for replacement. The vehicles being purchased include six (6) Ford F150 police pickup trucks from Peoria Ford in Peoria, AZ and four (4) Chevrolet Tahoe's from Courtesy Chevrolet in Phoenix, AZ

The vehicle replacements were reviewed by the Fleet Asset Review Board (FARB) and approved for FY23 replacement. The FARB considered the age, mileage, and work order history of the vehicles.

This will also include the purchase and installation of all related emergency equipment, mobile data computers and radios which is required for police vehicles and will be installed by American Emergency Products, Phoenix, Arizona.

BACKGROUND

The Fleet Services Division recommends replacement of aging vehicles used in Police Department operations which are at or are approaching 6 years old or 100,000 miles, have reached the end of their useful lives, and are becoming mechanically unreliable for emergency operations.

The Prescott Police Department utilizes police vehicles for daily law enforcement and response to emergency scene. These vehicles require regular maintenance to ensure reliability and maximum useful lives. As vehicles age, key components suffer failures requiring repair or replacement. Repairs and replacements escalate each year that a vehicle is in service.

The Police Department is utilizing the State of Arizona Law Enforcement Contract and a Yavapai County Feel Contract in order to receive the best pricing available on law enforcement vehicles and emergency equipment/installation. Pricing has been compared to local dealerships, and has been determined to be the most beneficial method for purchasing the assets.

FINANCIAL IMPACT

Funding is available in the FY23 General Fund

Recommended Action:

**COUNCIL AGENDA MEMO**

MEETING TYPE/DATE: **VOTING MEETING** **08-23-22**

DEPARTMENT: **Public Works**

AGENDA ITEM: Approval of City Contract No. 2023-037 with Yavapai Metal Recycling for the Recycling of Scrap Metals and Materials.

ITEM SUMMARY

This item is requesting to award a contract with Yavapai Metal Recycling for the sale of recycling scrap metal and materials generated by internal maintenance activities or items brought into the Transfer Station.

BACKGROUND

The Solid Waste Division diverts miscellaneous scrap metal that is brought to the Transfer Station by users. Last fiscal year that total was 154 tons. Other Divisions generate scrap metal by performing maintenance activities. These quantities vary year to year depending on specific projects.

On July 26th the City of Prescott Public Works Department advertised a Request for Statements of Qualifications for the recycling of scrap metals. The pricing for scrap metals varies as a commodity market and is generally based on multiple national buying websites, with pricing changing regularly. In the Request for Statements of Qualifications vendors were asked to provide bid pricing in percentages of certain national buying websites. Yavapai Metal Recycling is proposing to pay the city a percentage of the open market price for each metal type as listed on Kitco Metals website as shown on the attached bid schedule.

The initial term of the contract shall be for three years, commencing on September 20, 2022; by mutual agreement the parties may agree to renew for two additional one-year terms.

FINANCIAL IMPACT

Revenues received from the sale of scrap metals will be allocated to the fund that delivered the material.

Recommended Action:

ATTACHMENTS

1. [Yavapai Metal Recycling Pricing Sheet.pdf](#)

Yavapai Metal Recycling

City of Prescott Bid 2022 – Metal Scrap and Recycling

Removing and Recycling of Scrap Metals				
Line No	Description	Description Detail	Bid Price per Pound	
			Kitcometals.com/charts/copper	
				Delivered
1	Clean Copper	Any clean copper product		65%
2	Dirty Copper	Setters w/ solder etc.		60%
3	Clean Brass	Any clean brass product		40%
4	Dirty Brass	Meters with internals etc		30%
5	Clean Aluminum	Any clean aluminum product (lids, railings, cans, etc.)		40%
6	Aluminum Breakage	Dirty Aluminum		15%
7	Electric Motors	Complete motors (windings, case, rotor, etc.)		5%*

Kitcometals.com pricing reference for above charts. Daily pricing changes applicable as per kitcometals.com. Public information no Login Required

*Denotes subcategory classifications can apply. When applicable different pricing tiers apply. Classifications depend and vary based on motor size, materials, etc. Applicable to above chart only

Removing and Recycling of Scrap Metals				
Line No	Description	Description Detail	Bid Price per Pound	
				Delivered
1	Iron (Steel)	Raw Ferrous Steel		*
2	Cast Iron	Hydrants, valve cans & lids, pumps, pipe, etc		*
3	Ductile Iron	Pipe product pieces		*
4	Mixed Ferrous and Non-Ferrous scrap metals	Assorted scrap metals generated from households & businesses collected at Transfer Station		*
5	Dumpsters	Flattened 2yd-8yrd Dumpsters		*

*For Chart 2 Only Pricing will be current pricing at time of product delivery of Yavapai Metal Recycling Board Price plus 10%.

Signature of Company Official: *Beanne H. Hickey*
Date: *August 2, 2022*

Title: *Admin/Bookkeeper*

Company Email: *ymrecycling@gmail.com*

**COUNCIL AGENDA MEMO****MEETING TYPE/DATE: VOTING MEETING 08-23-22****DEPARTMENT: Airport**

AGENDA ITEM: Approval of City Contract No. 2019-069A36, an Amendment to City Contract No. 2019-069 with Dibble for On-Call Engineering and Planning Services at Prescott Regional Airport - Ernest A. Love Field in an Amount not to Exceed \$70,000.00. Funding is Available in the Airport Fund.

ITEM SUMMARY

This item is to amend City Contract 2019-069 with Dibble to perform General On-Call Engineering and Planning Services at Prescott Regional Airport. Total cost for FY23 services is not-to-exceed \$70,000.00. Funding is available in the Airport Fund.

BACKGROUND

Airports typically secure the specialized services of an on-call firm to provide engineering and planning expertise generally not available in-house. Our on-call team assists Airport staff in management of the annual Airport Capital Improvement Planning process, grant administration, and general on-call planning, environmental, and engineering tasks not otherwise provided during major construction projects. This approach is beneficial to the City, in that it ensures continuity by a single firm that is familiar with the Airport and all Federal, state and industry standards.

On August 14, 2018, City Council approved City Contract 2019-069 with Dibble for a three-year On-Call engineering contract, with two one-year optional extensions. Following the initial three-year term (ending on August 31, 2021), a one-year extension was authorized under City Contract 2019-069A23. For FY23 an additional extension was authorized under contract 2019-069A34. This Council action allows up to \$70,000.00 to be utilized for multiple on-call services required under this contract during FY23.

This authorization will allow for both engineering and planning general services. Engineering services may include: Topographic and General Survey; Cost Estimating; Geographical Information Systems Exhibits; Capital Improvement Programming; Pavement Evaluations; and Airport Parking Evaluations.

Planning Services may include Environmental Evaluations; Airspace and Construction Analysis; Storm Water Pollution Prevention Plan Services; Airport Layout Plan Updates; and Noise and Land Use Analysis/Studies; Design Studies; and RFP Development. Additionally, Dibble may subcontract general services (e.g., Geotechnical Investigations, Electrical Design, Environmental Services, Airspace/Noise/Overflight Analysis, Architectural Design, Exhibits, etc.) as needed.

FINANCIAL IMPACT

General On-Call Engineering and Planning Services were budgeted for FY23. Funding is available in the Airport Fund.

Recommended Action:

ATTACHMENTS

1. [PRC On-Call General Services - Proposal \(08.15.22\).pdf](#)



7878 North 16th Street
Suite 300
Phoenix, Arizona 85020
P 602.957.1155
F 602.957.2838
www.dibblecorp.com

August 15, 2022

Prescott Regional Airport
6630 Airport Avenue
Prescott, AZ 86301

Attention: Mrs. Robin Sobotta, PhD, MBA, AAE
Airport Director – Prescott Regional Airport

RE: ON-CALL GENERAL SERVICES
City of Prescott Contract No: 2019-069
Authorization of Services No: 036
On-Call General Services

We appreciate the opportunity to provide *On-Call General Services* for the Prescott Regional Airport. The On-Call General Services will include the following Airport Engineering and Planning services:

Airport Engineering General Services that are anticipated to be performed under this contract may include:

- Topographic and General Survey
- Civil Airport Design and Exhibits
- Cost Estimates
- Federal and State Grant Applications
- Geographical Information Systems (GIS) and Exhibits
- Capital Improvement Programming
- Pavement Evaluations (PCNs, PCIs, etc)
- Airport Parking Evaluation
- Landside Improvements Design
- Request for Proposal (RFP) Development and Support

Airport Planning General Services that are anticipated to be performed under this contract may include:

- Development of Categorical Exclusions
- Airspace and Construction Analysis
- SWPPP Services
- Planning Studies
- ALP Updates
- Noise and Land Use Analysis and Studies
- Airport Specific Area Plan Update

Dibble Engineering in conjunction with their On-Call Subconsultants (as needed) will perform these services for the following Time and Material (T&M) Not-To-Exceed (NTE) fees:

1. **On-Call General Services:**

1. Airport Engineering Services.....	General Services.....	\$20,702.00
2. Airport Planning Services.....	General Services.....	\$48,254.00
3. Direct Costs.....	Direct Costs.....	\$1,044.00
Total.....		\$70,000.00

Transmitted herewith is our proposed Fee Summaries, Derivation of Fee Proposals, Estimated Manhours matrices, and Estimated Allowance for Direct Costs (expenses).

We are very grateful for this opportunity to support the City of Prescott in the continued development of the Prescott Regional Airport. If you need additional information or have questions, please do not hesitate to contact us.

Sincerely,
Dibble Engineering



Jared Bass, P.E.
Airport Development Senior Project Manager
Vice President

Enclosures

Firm: Dibble	 	Contract Number: 2019-069
Project: On-Call General Services		Project Number: TBD
Prescott Regional Airport		Task Number: 36
Date: 8/15/2022		Amendment Number: NA
		FAA Number: TBD
		ADOT Number: TBD

Summary	Dibble	Subs
---------	--------	------

A. Design Phase Services

	Fee	Type	
1 Airport Planning and Engineering Services.....	\$68,956.00	T&M	\$68,956.00
2 Direct Costs.....	\$1,044.00	T&M	\$1,044.00
TOTAL		Dibble	Subconsultants
Total.....	\$70,000.00	\$70,000.00	\$0.00

Firm: Dibble	Contract Number: 2019-069
Project: On-Call General Services	Project Number: TBD
Prescott Regional Airport	Task Number: 36
Date: 8/15/2022	Amendment Number: NA
	FAA Number: TBD
	ADOT Number: TBD

AIRPORT ENGINEERING AND PLANNING SERVICES SUMMARY			
Classification	Total Hours	Billing Rates	Total Costs
1 Principal Engineer	0	\$204.76	\$0.00
2 Senior Project Manager	110	\$187.52	\$20,627.20
3 Project Manager	0	\$160.55	\$0.00
4 Senior Engineer	116	\$150.01	\$17,401.16
5 Project Engineer	120	\$136.41	\$16,369.20
6 CAD Technician	138	\$105.49	\$14,557.62
7 Admin Assistant	0	\$71.75	\$0.00

Totals:	484		\$68,956.00
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DIRECT COSTS

Item	Cost	Type of Compensation
1 Printing (Dibble).....	\$0.00	T&M
2 Travel (Dibble).....	\$1,044.00	T&M
3 Meals (Dibble).....	\$0.00	T&M

Sub-Total for Direct Costs..... **\$1,044.00**

ON-CALL SUBCONSULTANT SERVICES

Firm	Cost	Type of Compensation
1 On-Call Subconsultant General Services.....	\$0.00	Lump Sum

Sub-Total for Subconsultants: **\$0.00**

TOTAL FEE

TOTAL FEE (rounded)..... \$70,000.00

Firm:	Dibble	Contract Number:	2019-069
Project:	On-Call General Services	Project Number:	TBD
		Task Number:	36
	Prescott Regional Airport	Amendment Number:	NA
Date:	8/15/2022	FAA Number:	TBD
		ADOT Number:	TBD

DESIGN PHASE SERVICES - ESTIMATED MANHOURS								
TASK	PRINCIPAL ENGINEER	SENIOR PROJECT MANAGER	PROJECT MANAGER	SENIOR ENGINEER	PROJECT ENGINEER	CAD TECHNICIAN	ADMIN ASSISTANT	TOTAL HOURS BY TASK
1 General On-Call Services								
1a Airport Engineering		30		36	40	40		146
1b Airport Planning Services		80		80	80	98		338
TOTAL HOURS BY CLASSIFICATION	0	110	0	116	120	138	0	484

Firm:	Dibble	Contract Number:	2019-069
		Project Number:	TBD
Project:	On-Call General Services	Task Number:	36
	Prescott Regional Airport	Amendment Number:	NA
		FAA Number:	TBD
Date:	8/15/2022	ADOT Number:	TBD

DESIGN PHASE SERVICES DIRECT COSTS

1. PRINTING

a.	Plans	\$0.00
e.	Reports	\$0.00

2. Travel

a.	Travel (Mileage, Fights, Hotels)	\$1,044
----	----------------------------------	---------

3. MEALS

a.	Meals	\$0
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<u>DIRECT COSTS TOTAL</u>	<u>\$1,044</u>
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COUNCIL AGENDA MEMO

MEETING TYPE/DATE: **VOTING MEETING** **08-23-22**

DEPARTMENT: **Airport**

AGENDA ITEM: Approval of City Contract No. 2022-168A6, an Amendment to City Contract No. 2022-168 with Dibble for On-Call Planning & Engineering Services at Prescott Regional Airport - Ernest A. Love Field, to Create a Drainage Master Plan (DMP) - Phase 1 in an Amount not to Exceed \$202,416.00. Funding is Available in the Airport Fund.

ITEM SUMMARY

Approval of Amendment No. 6 to existing City Contract 2022-168 with Dibble for On-Call Planning Services at Prescott Regional Airport - Ernest A. Love Field, to create a Drainage Master Plan - Phase 1 in an amount not to Exceed \$202,416.00.

BACKGROUND

As part of the Runway Extension Focused Planning Study (finalized in 2021), preliminary grading plans, pavement design, airfield drainage, estimated order-of-magnitude construction costs, a program schedule were developed; Also, known environmental impacts were identified. We are now engaged in the required environmental planning for the proposed Runway Extension project, during which a number of related studies are being requested by the FAA.

This request/project is focused on creation of a Drainage Master Plan (DMP), and will be undertaken in two phases. During Phase 1, Dibble will analyze the current drainage characteristics of the Airport and adjacent watershed, prepare drainage improvement concepts, recommend selected alternatives, estimate likely project costs, evaluate feasible phasing of implementation, and prepare conceptual designs.

The Drainage Master Plan - Phase 1 project duration is expected to be 12 months. An independent fee estimate of this project has been successfully undertaken, as required to assure eligibility for future Federal reimbursement of this project.

At a later date, Drainage Master Plan - Phase 2, will be coordinated with Public Works staff and will encompass additional drainage considerations in the general Airport vicinity. At this time, only

approval for Drainage Master Plan - Phase 1 is being requested.

FINANCIAL IMPACT

Funding for this project in the amount of \$202,416 is available in the Airport funds for FY2023.

Recommended Action:

ATTACHMENTS

1. [8-15-22 PRC Drainage Master Plan Proposal.pdf](#)

June 29, 2022

Ms. Robin Sobotta, Ph.D., A.A.E

Director - Prescott Regional - Ernest A Love Field

6546 Crystal Lane

Prescott, AZ 86301

**RE: AIRPORT PLANNING &
ENVIRONMENTAL SERVICES PROPOSAL – Revision 1**

City of Prescott Contract No: 2022-168

City of Prescott Account No: 22031

Authorization of Services No: 6

FAA AIP No: N/A

ADOT Project No. N/A

PRC – Airport Drainage Master Plan

Dear Ms. Sobotta:

Thank you for the opportunity to submit this proposal to provide flood control engineering services to the Prescott Regional Airport- Ernest A. Love Field (PRC). This proposal has been prepared based on the project as described in the Project Understanding and Scope of Work sections. We look forward to partnering with your team and staff from the City of Prescott for a successful project. We have prepared a revised scope of work describing our proposed services along with a revised fee for your review and approval. The project is organized into two phases for phasing purposes. **Please note that this the Authorization of Services is for Phase 1 only.** We have provided both phases in this proposal for your information. Phase II will be performed under a subsequent Authorization of Services.

We look forward to working with you on this important project. If you need additional information or have questions, please do not hesitate to call us at 602-957-1155.

Sincerely,



Charlie McDermott, LEED AP
Aviation Planning Manager
Airport Development



Robert K. Haneline, P.E., LEE AP
Vice President
Flood Control

Professional Services:

Dibble's total lump sum fee per the attached scope of work is:

Phase 1**Dibble:**

Project Management & Administration	\$30,890.00
Runway (EA) SFHA Analysis	\$32,624.00
Data Collection & Review	\$27,450.00
Land Survey (Engineering Coord.)	\$1,160.00
Hazards Identification	\$40,590.00
Supplemental Survey Allowance	\$12,000.00
<u>Direct Expenses</u>	<u>\$484.00</u>
Fee	\$145,198.00

Holistic Engineering and Land Management (subconsultant):

Data Collection & Review	\$7,282.00
<u>Hazards Identification</u>	<u>\$49,936.00</u>
Fee	\$57,218.00

Phase 1 Total Fee **\$202,416.00**

Phase 2 (Under a Separate AOS)**Dibble:**

Project Management & Administration	\$24,620.00
Alternatives Analysis	\$58,670.00
Drainage Master Plan	\$74,460.00
Project Closeout	\$1,360.00
<u>Direct Expenses</u>	<u>\$484.00</u>
Fee	\$ 159,594.00

Holistic Engineering and Land Management (subconsultant):

Alternatives Analysis	\$5,324.00
<u>Drainage Master Plan</u>	<u>\$17,636.00</u>
Fee	\$22,960.00

Phase 1 Total Fee **\$ 182,554.00**

Total Project Fee **\$384,970.00**

PROJECT UNDERSTANDING:

As part of the Focused Planning Study prepared in August 2021, preliminary grading plans, pavement design, airfield drainage, estimated order-of-magnitude construction costs, and a program schedule were developed to provide the most complete view of the myriad of components integral to the completion of the project. Furthermore, the Study identified known potential environmental impacts associated with the project and each alternative based on a high-level review of the environmental resources. The FAA requested the impacts on drainage be considered as part of the Environmental Planning Overview (under a separate AOS). To inform the preparation of the Environmental Planning Overview, **Phase 1** of the proposed Drainage Master Plan (DMP) as described herein is needed.

As part of this project, Dibble will analyze the current drainage characteristics of the Airport and adjacent watershed (refer to **Figure 1** for the study limits), prepare drainage improvement concepts, recommend selected alternatives, estimate likely project costs, evaluate feasible phasing of implementation, and prepare conceptual designs. This proposal assumes a 12-month project duration for Phase 1 tasks and 9 months for the Phase 2 tasks. The DMP will be completed in the following phases and tasks:

Phase 1

1. Phase 1 Project Management & Administration
2. Runway Extension Environmental Planning Overview - Special Flood Hazard Area (SFHA) Analysis (under a separate AOS)
3. Data Collection & Review
4. Land Survey
5. Hazards Identification

Phase 2 (under a separate AOS)

6. Phase 2 Project Management & Administration
7. Alternatives Analysis
8. Drainage Master Plan
9. Project Closeout

The following detailed Scope of Services more specifically describes the efforts needed.



Figure 1 - Study Limits

Phase 1 (12 months)

Task 1 – Project Management & Coordination

Dibble will manage the project on behalf of the Airport. This includes the services of our design team subconsultants. The Dibble Team includes:

Subconsultant	Services
Holistic Engineering & Land Management (HELM)	FLO-2D Modeling, Alternatives Analyses, Meetings

1.1 Project Management and Scheduling

Dibble will actively manage project characteristics such as the project schedule, budget and invoices, staffing levels, and quality assurance/quality control (QA/QC). Quality control reviews will be conducted

continuously throughout the execution of the services and prior to delivery of any documents to the Airport.

1.2 As-Needed Client Meetings

Dibble will conduct up to two virtual project meetings with the Airport related to undefined topics. Other meetings pertaining to the workflow and stakeholder involvement (herein known as the Planning Advisory Committee) are included in the following tasks.

Deliverable: Meeting minutes will be provided electronically to the Airport and City within five (5) working days.

Task 2 – Runway Extension Environmental Assessment SFHA Analysis

Dibble has recently submitted a proposal for “Environmental Scoping Plan and Other Environmental Planning Tasks” (EA) related to the extension of Runway 21L. Included in the proposal was an evaluation of the affects that project will have on Special Flood Hazard Areas (aka floodplains) in and adjacent to PRC. After subsequent discussions with PRC staff, the floodplain evaluations will be removed from that project and are included in this proposal. The scope of services from the EA project are included in the attachments of this proposal. The fee for the floodplain evaluations, originally included in the EA proposal, are included in the fee section of this proposal.

Deliverable: Our findings will be included in the EA document and not provided separately.

Task 3 - Data Collection and Review

3.1 Site Visit

Dibble will conduct a site visit to visually observe the watershed and its characteristics. Field notes will be documented, and photographs will be taken of pertinent features.

3.2 Airport Master Plan

Dibble will review the 2019 AMP for data and discussions that pertain to PRC’s existing drainage infrastructure, and future develop that may require revised or additional drainage features.

3.3 Airport Layout Plan (ALP)

Dibble will review the 2020 ALP for data and discussions that pertain to PRC’s existing drainage infrastructure, and future develop that may require revised or additional drainage features.

3.4 Utility Requests

Dibble will coordinate with PRC and City staff to solicit and obtain onsite record utility information pertinent to the project. Public and private utilities identified as being located on or near PRC will also

be contacted to obtain their record documents. This information will be compiled and documented in the Existing Conditions and Constraints Memorandum as described in Task 5.3.

3.5 Recent/Planned Public Infrastructure Projects

Dibble will request and review documentation pertaining to recent or planned public infrastructure projects on or adjacent to PRC.

3.6 Recent/Planned Private Development Projects

Dibble will request and review documentation pertaining to recent or planned private development projects on or adjacent to PRC.

3.7 Review Recent FLO-2D Model(s)

Because no Drainage Master Plan for the Airport currently exists, Dibble will revise the FLO-2D model from the recent City of Prescott Risk MAP Project – Floodplain Updates project developed by HELM for the City. New information found to be pertinent will be documented and potentially used in the revisions of the 2-dimensional hydrologic/hydraulic modeling as described in Task 5.1.

Deliverable: Meeting minutes will be provided electronically to the Airport and City within five (5) working days.

Task 4 – Land Survey

As an allowable service, and due to the uncertain nature of the extent of the task, Dibble will supplement the recent aerial survey provided by the City with the measurement of pipe inverts and other pertinent features not measurable using aerial survey techniques. The supplemental topographic survey, as needed, may include features such as:

- Visible culverts and storm drains (invert elevations, sizes, materials, etc.)
- Building finished floor elevations
- Channel/swale top of bank and toe of slope locations and elevations
- Other surface features not visible by aerial mapping

All topographic features will be located with an accuracy of 0.05' (\pm), with a confidence rating of 95%. No new permanent survey control will be established with this project.

Deliverable: None.

Task 5 – Hazards Identification

One of the primary goals of this project is to identify areas within the study limits that either show physical evidence of flooding, are known by PRC/City staff to flood, or can be identified by hydrologic/hydraulic modeling to possibly be prone to flooding.

5.1 Existing Conditions FLO_2D Model

The current FLO-2D model developed for the recent City of Prescott Risk MAP Project – Floodplain Updates project. The limits of the 6.5 sq. mi. modeling domain are shown in **Figure 1**. Potential revisions to the current model include:

- Tightening the grid spacing to 10 feet
- Adding the new surface feature characteristics for recent projects
- Adding airport hydraulic structures (culverts, storm drains, assumes 50)
- Adding airport basins and channels
- Adding off-airport drainage features
- Adding the 5-year and 10-year recurrence intervals
- Running the model(s), reviewing the results and de-bugging

5.2 Identify Drainage System Deficiencies from Modeling/Interviews

After completion of the existing conditions FLO-2D model, the results of the modeling will be used, along with other pertinent information collected during previous tasks, to identify locations in the study area that:

- Appear to cause flood inundation of buildings and structures
- Appear to cause flood inundation at a level that does not meet FAA requirements (according to *FAA Advisory Circular 150/5320-5D – Airport Drainage Design* and/or other local codes)
- May not accomplish the goals of the 2019 AMP

5.3 Existing Conditions and Constraints Memorandum

Dibble will provide a memorandum which describes the results of the FLO-2D modeling, physical or anecdotal information about drainage deficiencies obtained from Airport staff or other sources, the identification and description of deficient areas through modeling, and constraints to drainage solutions such as existing utilities.

Specific subtasks for the identification of drainage deficiencies and the development of the memorandum include the following but are subject to change.

- Use ArcMap (GIS) tools to determine at-risk buildings for each storm event based on flooding depth
- Determine non-compliant culverts (Airport domain only)
- Determine non-compliant storm drains (Airport domain only)
- Create drainage deficiency exhibits
- Develop the draft Existing Conditions and Constraints Memorandum
- Conduct a site visit to correlate our initial findings with visual evidence
- Conduct an Existing Conditions and Constraints memorandum quality assurance review
- Revise the Existing Conditions and Constraints Memorandum and submit to the Airport and City for review

- Conduct an Existing Conditions and Constraints Memorandum comment resolution meeting (virtual)

Deliverable: One electronic copy (pdf format) of the Existing Conditions and Constraints Memorandum will be submitted to the Airport and City each for review and comment.

Meeting minutes will be provided electronically to the Airport and City within five (5) working days.

Phase 2 (9 months)

Task 6 – Phase 2 Project Management & Coordination

Dibble will manage the project on behalf of the Airport.

6.1 Project Management and Scheduling

Dibble will actively manage project characteristics such as the project schedule, budget and invoices, staffing levels, and quality assurance/quality control (QA/QC). Quality control reviews will be conducted continuously throughout the execution of the services and prior to delivery of any documents to the Airport.

6.2 As-Needed Client Meetings

Dibble will conduct up to two virtual project meetings with the Airport related to undefined topics. Other meetings pertaining to the workflow and stakeholder involvement (herein known as the Planning Advisory Committee) are included in the following tasks.

Deliverable: Meeting minutes will be provided electronically to the Airport and City within five (5) working days.

Task 7 – Alternatives Analysis

7.1 Candidate Alternatives

Once the flood hazard areas have been identified and discussed with the Airport and City, Dibble will develop candidate alternatives for consideration, further development, and more detailed evaluation. Candidate alternatives are not meant to be fully vetted during this task. Instead, they are schematic in nature and meant to show what may be feasible to mitigate drainage deficiencies. After the internal Dibble team has developed a set of candidate alternatives, Dibble will conduct an initial screening to eliminate options which may be less feasible. For the remaining alternatives, sketches and descriptions of them will be developed and presented to the Airport and City for additional discussion and vetting. Alternatives may include:

- Swales, channels and/or berms
- Culverts, storm drains and/or inlets
- Detention and/or retention basins
- Erosion protection measures
- Non-structural solutions
- Others as appropriate

Specific subtasks for the development of candidate alternatives and the associated memorandum include the following:

- Internal Team Brainstorming to Develop Candidate Alternatives

- Exhibits of Candidate Alternatives
- Develop Alternatives Evaluation Criteria
- Develop Draft Candidate Alternatives Memorandum
- Conduct a Candidate Alternatives Memorandum quality assurance review
- Revise the Candidate Alternatives Memorandum and submit to the Airport and City for review
- Conduct a candidate alternatives meeting (in person)

7.2 Preferred Alternatives

Once the preferred alternatives have been selected from the candidate alternatives (max. 6), Dibble will conduct preliminary evaluations of each alternative for relative qualitative (non-quantitative) comparison purposes. This will include:

- Schematic Facility Sizing
- Schematic Profiling of Channels and Storm Drains
- Develop Schematic Cost Estimates
- Conduct a Final Drainage Alternatives Analysis Report quality assurance review
- Revise the Final Drainage Alternatives Analysis Report and submit to the Airport and City for review
- Conduct a selection of the preferred alternatives (max. 6) meeting (in person)

Deliverable: One electronic copy (pdf format) of the Candidate Alternatives Memorandum will be submitted to the Airport and City each for review and comment.

One electronic copy (pdf format) of the Final Drainage Alternatives Analysis Report will be submitted to the Airport and City each for review and comment.

Meeting minutes will be provided electronically to the Airport and City within five (5) working days.

Task 8 – Drainage Master Plan

8.1–8.5 Final Alternatives Analysis

Once the preferred alternatives have been selected from the candidate alternatives, Dibble will conduct final evaluations of each. This analysis will include:

- Developing FLO-2D models of the final drainage alternatives
- Developing master plan level cost estimates
- Evaluating possible phasing of drainage improvements
- Identifying likely regulatory requirements for constructing the improvements
- Developing the final alternatives analysis

8.6–8.8 Draft Drainage Master Plan

The efforts conducted through Task 7.5 will be summarized in a draft Drainage Master Plan. This will include an executive summary, inventories and descriptions of data collection efforts, hydrology/hydraulics, alternatives formulation and analysis, the recommended plan, phasing, and implementation. Supporting calculations, facilities exhibits, and other records will be included as appendices or where appropriate within the report text. This includes:

- Developing the draft Drainage Master Plan
- Conducting a Drainage Master Plan quality assurance review
- Revising the Drainage Master Plan and submit to the Airport and City for review

Deliverable: One electronic copy (pdf format) of the Draft Drainage Master Plan will be submitted to the Airport and City each for review and comment.

8.9–8.10 Final Drainage Master Plan

Once the Airport, City and FAA have conducted their review and provided comments, Dibble will compile the comments into a tracking document and conduct a comment resolution meeting to discuss the Drainage Master Plan Report, ask for clarification on specific comments (if needed) and present our initial dispositions for resolving them. This includes:

- Draft Drainage Master Plan comment resolution meeting (virtual)
- Revising the Drainage Master Plan per Airport, City and FAA comments

Deliverable: One electronic copy (pdf format) of the Final Drainage Master Plan will be submitted to the Airport, City and FAA.

Meeting minutes will be provided electronically to the Airport, City and FAA within five (5) working days.

As mentioned herein, the Final Drainage Master Plan will inform the preparation of the Runway 21L Extension Environmental Planning Overview.

Task 9 – Project Closeout

At project completion and after receipt of final payment, Dibble will compile all project records for archival. A letter stating that all contractual tasks have been completed will be provided to the Airport for your concurrence.

Assumptions

Dibble has made the following assumptions in the development of this proposal.

1. Available record information and selective utility location efforts (potholing) will be used in the development of models, sketches and calculations.
2. An allowance for Supplemental Topographic Survey Services has been included. However, no work will be conducted under this allowance without prior authorization from the Airport.
3. An allowance for Utility Location Services (potholing) has been included. However, no work will be conducted under this allowance without prior authorization from the Airport.
4. The Airport and/or City will provide any available property conveyance documents (e.g. title reports provided by Yavapai County) and any other title data which could impact the location of the Airport's title boundaries.

Exclusions

Services not specifically listed in this proposal are excluded, including the following:

1. This proposal explicitly excludes final engineering design and construction phase services.
2. An evaluation of the Airport's current and future Stormwater Pollution Prevention Plan (SWPPP) is not included.
3. Structural inspections and evaluations are not included in this proposal.
4. Environmental services such as endangered species surveys, groundwater contamination reviews and archeological surveys are not included in this proposal.
5. Infrastructure needs beyond the study limits (**Figure 1**) will not be evaluated or designed for recommended improvements as a part of this scope.
6. This proposal does not include any permit applications or applicable permit fees.
7. FEMA Letters of Map Change or other related services are not included.
8. Any task not expressly mentioned is not included.

Additional Services

Tasks which are not specifically identified herein or are specifically identified as additional services are considered additional services for purposes of this contract. Coffman may request that Dibble perform additional services. However, Dibble is not obligated to perform requested additional services unless 1) a modification to this contract has been fully executed setting forth the scope, schedule and fee for such additional services, or 2) NTP in writing from Coffman is received stating additional services to be completed with a not to exceed amount while modification is being processed hourly. Additional services will be performed in accordance with the following rates.

**Prescott Regional - Ernest A Love Field Airport
Drainage Master Plan**

CONSULTANT/SUBCONSULTANT CHANGE ORDER FEE PROPOSAL SUMMARY

LABOR BREAKDOWN:						
Classification	Hours		Billing Rate			Fee
Principal Engineer	242	@	\$	240.00	=	\$ 58,080.00
Sr. Project Manager	86	@	\$	210.00	=	\$ 18,060.00
Senior Engineer	420	@	\$	195.00	=	\$ 81,900.00
Project Engineer (PE)	828	@	\$	170.00	=	\$ 140,760.00
Subtotal	1,576					\$ 298,800.00
DIRECT EXPENSES BREAKDOWN:						
Mileage						\$ 968.00
Subtotal						\$ 968.00
SUBCONSULTANTS:						
HELM						\$ 81,498.00
Subtotal						\$ 81,498.00
ALLOWANCES:						
Utility Locations Services	10	Potholes @	\$	1,200.00		\$ 12,000.00
Supplemental Topographic Survey						\$ 25,000.00
Subtotal						\$ 37,000.00
BASE CONTRACT TOTAL						\$ 418,266.00
OTHER TASKS						
Task 2 - Runway Extension EA SFHA Analysis						\$ 32,624.00
TOTAL FEE INCLUDING OPTIONAL TASKS:						\$ 450,890.00



Signature

5/12/2022

Date

Robert K. Haneline, P.E.

Vice President, Flood Control

DIBBLE ENGINEERING STAFF - HOUR MATRIX

Phase	WBS Task	Sub-Task	Description	\$ 240.00	\$ 210.00	\$ 195.00	\$ 170.00	Total Staff Hours	Fee
				Principal Engineer	Sr. Project Manager	Senior Engineer	Project Engineer (PE)		
1			Project Management & Administration						
	1		Project Management and Scheduling (18 months)	108	18		36	162	\$35,820.00
	2		Client Meetings (2 Virtual)	12	8	12	16	48	\$9,620.00
2			Runway Extension Environmental Assessment SFHA Analysis						
3			Data Collection and Review						
	1		Site Visit #1	8		8	8	24	\$4,840.00
	2		Review Current Airport Master Plan	2		4	8	14	\$2,620.00
	3		Review Current Airport Layout Plan	2		4	8	14	\$2,620.00
	4		Utility Requests			8	24	32	\$5,640.00
	5		Review Recent/Planned Public Infrastructure Projects	2		8	16	26	\$4,760.00
	6		Review Recent/Planned Private Development Projects	2		8	16	26	\$4,760.00
	7		Review Existing Regional FLO-2D Model			8	12	20	\$3,600.00
	8		Planning Advisory Committee (PAC) Meeting #1 - Kick-off (in-person)	8	8	8	12	36	\$7,200.00
4			Land Survey						
	1		Also See Supplemental Survey Allowance			2	4	6	\$1,070.00
5			Hazards Identification						
	1		Existing Conditions FLO-2D Model						
		1	Tighten Airport Domain Grid Spacing to 10 ft						
		2	Add New SFC's to Airport Domain						
		3	Add Airport Hydraulic Structures (assumes 50)						
		4	Add Airport Basins, Channels						
		5	Add Off-Site Drainage Features						
		6	Add 5-year and 10-year Recurrence Intervals						
		7	Model Runs and De-bugging						
	2		Identify Drainage System Deficiencies from Modeling/Interviews	4		16	24	44	\$8,160.00
	3		Existing Conditions and Constraints Memorandum						
		1	Site Visit #2	8		8	8	24	\$4,840.00
		2	Use Arcmap Tools to determine at risk buildings for each storm event based on flooding depth						
		3	Determine Non-compliant Culverts	2		8	12	22	\$4,080.00
		4	Determine Non-compliant Storm Drains	2		12	16	30	\$5,540.00
		5	Drainage Deficiency Exhibits	2		12	24	38	\$6,900.00
		6	Develop Existing Conditions & Constraints Memo	4		12	40	56	\$10,100.00
		7	Internal QC		4			4	\$840.00
		8	Revised Existing Conditions & Constraints Memo			2	12	14	\$2,430.00
		9	PAC Meeting #2 - Existing Conditions Results	8	8	8	12	36	\$7,200.00
		10	Existing Conditions & Constraints Comment Resolution (virtual)	2	4	4	8	18	\$3,460.00
6			Alternatives Analysis						
	1		Candidate Alternatives						
		1	Internal Team Brainstorming to Develop Candidate Alternatives	4		8	8	20	\$3,880.00
		2	Exhibits of Candidate Alternatives			8	24	32	\$5,640.00
		3	Develop Alternatives Evaluation Criteria	2		8	12	22	\$4,080.00
		4	Develop Draft Candidate Alternatives Memo	4		16	40	60	\$10,880.00
		5	PAC Meeting #3 - Preferred Alternatives Selections (in-person)	8	8	8	12	36	\$7,200.00
	2		Preferred Alternatives (max. 12)						
		1	Schematic Facility Sizing	4		24	48	76	\$13,800.00
		2	Schematic Profiling of Channels and Storm Drains	4		24	48	76	\$13,800.00
		3	Develop Schematic Cost Estimates	4		24	48	76	\$13,800.00
		4	PAC Meeting #4 – Qualitative Selection of Preferred Alternatives	8	8	8	12	36	\$7,200.00
7			Drainage Master Plan						
	1		Hydrologic/Hydraulic Modeling of Final Drainage Alternatives (6)	4		24	40	68	\$12,440.00
	2		Cost Estimates	2		24	48	74	\$13,320.00
	3		Drainage Improvements Phasing/Timeline			4	12	16	\$2,820.00
	4		Drainage Improvements Regulatory Requirements			4	12	16	\$2,820.00
	5		Final Alternatives Analysis	4		24	40	68	\$12,440.00
	6		Draft Drainage Master Plan Report	4		24	40	68	\$12,440.00
	7		Internal QC		8			8	\$1,680.00
	8		Revised Draft Drainage Master Plan Report			8	16	24	\$4,280.00
	9		Draft Drainage Master Plan Report & Comment Resolution Meeting (virtual)	2	4	4	8	18	\$3,460.00

DIBBLE ENGINEERING STAFF - HOUR MATRIX

Phase	WBS Task	Sub-Task	Description	\$ 240.00	\$ 210.00	\$ 195.00	\$ 170.00	Total	
				Principal Engineer	Sr. Project Manager	Senior Engineer	Project Engineer (PE)	Staff Hours	Fee
	10		Revisions to Drainage Master Plan	4		16	24	44	\$8,160.00
	11		PAC Meeting #5 – Presentation of Drainage Master Plan	8	8	8	12	36	\$7,200.00
8			Project Closeout						
	1		Close Project and Archive Files				8	8	\$1,360.00

(Figures may be rounded to the nearest \$1)

MILEAGE (Personal Vehicles)

OVERNIGHT TRAVEL

REPRODUCTION (OUTSIDE REPRODUCTION BY VENDOR, NOT CONTAINED IN OVERHEAD):

PLOTTING/REPRODUCTION SUBTOTAL:	\$	-
REPRODUCTION TOTAL:	\$	-

PERMIT APPLICATION FEES TOTAL:	\$	-
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**Prescott Regional - Ernest A Love Field Airport
Drainage Master Plan**

HELM STAFF - HOUR MATRIX

Phase	WBS Task	Sub-Task	Description	\$ 210.00	\$ 195.00	\$ 170.00	\$ 138.00	Total Staff Hours
				Sr. Project Manager	Senior Engineer	Project Engineer (PE)	Asst. Proj. Eng. (EIT)	
1			Project Management & Administration					
	1		Introduction and Purpose					
	2		Project Management and Scheduling					
	3		Client Meetings (2 Virtual)					
2			Runway Extension Environmental Assessment SFHA Analysis					
3			Data Collection and Review		28		34	62
	1		Site Visit #1		10		10	20
	2		Review Current Airport Master Plan		4		8	12
	3		Review Current Airport Layout Plan		4		4	8
	4		Utility Requests					
	5		Review Recent/Planned Public Infrastructure Projects		4		4	8
	6		Review Recent/Planned Private Infrastructure Projects					
	7		Review Existing Regional FLO-2D Model		4		8	12
	8		Planning Advisory Committee (PAC) Meeting #1 - Kick-off		2			2
4			Land Survey					
	1		Records Research & Crew Prep					
	2		Horiz, Vert, Sec Contrl & Bndry Mons					
	3		Basemap Consolidation					
	4		Parcel Research/Bndry Calculations					
5			Hazards Identification	4	226	48	332	610
	1		Existing Conditions FLO-2D Model		80	16	216	312
		1	Tighten Airport Domain Grid Spacing to 10 ft		8		16	24
		2	Add New SFC's to Airport Domain		8		16	24
		3	Add Airport Hydraulic Structures (assumes 50)		16	8	80	104
		4	Add Airport Basins, Channels		8		16	24
		5	Add Off-Site Drainage Features		16	8	80	104
		6	Add 5-year and 10-year Recurrence Intervals		4		8	12
		7	Model Runs and De-bugging		20			20
	2		Identify Drainage System Deficiencies from Modeling/Interviews		8		8	16
	3		Existing Consitions and Constraints Memorandum	4	54		48	106
		1	Site Visit #2		8		8	16
		2	Use Arcmap Tools to determine at risk buildings for each storm event based on flooding depth		4		16	20
		3	Determine Non-compliant Culverts					
		4	Determine Non-compliant Storm Drains					
		5	Drainage Deficiency Exhibits					
		6	Develop Existing Conditions & Constraints Memo		20		16	36
		7	Internal QC	4				4
		8	Revised Existing Conditions & Constraints Memo		16		4	20
		9	PAC Meeting #2 - Existing Conditions Results		2			2
		10	Existing Conditions & Constraints Comment Resolution		4		4	8
	4		Candidate Alternatives		26		8	34
		1	Internal Team Brainstorming to Develop Candidate Alternatives		20		8	28
		2	Exhibits of Candidate Alternatives					

HELM STAFF - HOUR MATRIX

Phase	WBS Task	Sub-Task	Description	\$ 210.00	\$ 195.00	\$ 170.00	\$ 138.00	Total Staff Hours
				Sr. Project Manager	Senior Engineer	Project Engineer (PE)	Asst. Proj. Eng. (EIT)	
		3	Develop Alternatives Evaluation Criteria		4			4
		4	Develop Draft Candidate Alternatives Memo					
		5	PAC Meeting #3 - Preferred Alternatives Selections		2			2
	5		Preferred Alternatives		4			4
		1	Schematic Facility Sizing					
		2	Schematic Profiling of Channels and Storm Drains					
		3	Develop Schematic Cost Estimates					
		4	PAC Meeting #4 – Qualitative Selection of Preferred Alternatives		4			4
	6		Final Alternatives		54	32	52	138
		1	Final Drainage Alternatives Development					
		2	Hydrologic/Hydraulic Modeling of Final Drainage Alternatives		16	20	40	76
		3	Cost Estimates					
		5	Draft Drainage Alternatives Analysis Report		20	8	8	36
		6	Intenal QC					
		7	Final Drainage Alternatives Analysis Report		16	4	4	24
		8	PAC Meeting #5 – Selection of Final Alternatives		2			2
6			Drainage Master Plan					
	1		Drainage Improvements Phasing/Timeline					
	2		Drainage Improvements Regulatory Requirements					
	3		Draft Drainage Master Plan Report					
	4		Intenal QC					
	5		Revised Draft Drainage Master Plan Report					
	6		Draft Drainage Master Plan Report & Comment Resolution Meeting					
	7		Final Drainage Master Plan Report					
7			Project Closeout					
	1		Close Project and Archive Files					
TOTAL STAFF HOURS				4	254	48	366	672

**COUNCIL AGENDA MEMO**

MEETING TYPE/DATE: VOTING MEETING 08-23-22

DEPARTMENT: City Clerk

AGENDA ITEM: Public Hearing and Consideration for a New Series 6 Bar Liquor License Application from Amy S Nations, Applicant, for Whiskey River Tavern. Location: 214 S Montezuma Street.

ITEM SUMMARY**Liquor License Application**

Amy S Nations has applied for a new Series 6 Bar liquor license for Whiskey River Tavern

License - Whiskey River Tavern, 214 S Montezuma Street

Applicant - Amy S Nations

City Application No. - LIQR22-010

State Application No. - 201164

Sixty Day Processing Deadline - September 22, 2022

Staff Recommendation

Police Department - In Compliance

Community Development - In Compliance

Public Comments Received - None

NOTE: State law provides that for a liquor license application, "In all proceedings before the governing body of a city...the applicant bears the burden of showing that the public convenience requires that the best interest of the community will be substantially served by the issuance of a license." (A.R.S. 4-201). The governing body of a city or town, on a case-by-case basis, may approve an exemption from the distance restrictions prescribed in this section for a church or a public or private school that is located in an area that is designated an entertainment district by the governing body of that city or town.

BACKGROUND

The application presented for consideration has complied with each of the following requirements:

1. The application has been filed with the State Liquor Department and released to the City for additional processing.
2. The City application fee, set by Section 4-7-3 of the Prescott City Code, has been paid.
3. The application has been posted at the proposed location for the required twenty days and statements of opposition or statements of support received by the City Clerk and are attached.
4. The Police Department has reviewed the application according to State law, which precludes issuance of a license to any person who: (1) within one year has violated any provision of a liquor license or had a liquor license revoked; or (2) within five years of the date of application has been convicted of a felony involving moral turpitude.
5. The Community Development Department has reviewed the application to determine whether zoning is proper.

Public Hearing and Action Procedure

The City Council's recommendation of approval, disapproval or no recommendation will be forwarded to the Department of Liquor Licenses and Control ("Department") for their consideration.

Recommendation of Approval

If the City Council recommendation is for approval, no hearing is required unless the Director of the Department, the State Liquor Board ("Board"), or any aggrieved party, requests a hearing on the grounds that the public convenience and the best interest of the community will not be substantially served if a license is issued. If no hearing is requested, the Director may approve the license.

Recommendation of Disapproval

If the City Council recommendation is for disapproval of an application, a statement of the specific reasons along with a summary of the testimony or other evidence supporting the recommendation for disapproval is required to be attached to the order of disapproval and submitted to the Director, after which a public hearing will be held.

No Recommendation

If the City Council makes no recommendation, the Director may cancel the hearing and issue the license unless the Board or any aggrieved party protests and requests a hearing. If the reason for the protest is clearly removed or deemed satisfied by the Director, the Board shall cancel the hearing and the Department may issue the license.

FINANCIAL IMPACT

The application and license fees have been paid. There is no further financial impact for this item.

Recommended Action: 1) MOVE to close the public hearing; and 2) MOVE to approve/deny/make no recommendation for Liquor License No. 201164 for a new Series 6 Bar liquor license application for Whiskey River Tavern. Location: 214 S Montezuma Street

ATTACHMENTS

- 1.[Liquor Licenses Attachment A - Series Number Definitions.pdf](#)
- 2.[Liquor Licenses Attachment B - AZ Laws & Regulations.pdf](#)

LIQUOR LICENSE SERIES NUMBER DEFINITIONS

- 1 **In-State Producer**, all spirituous liquor, produced on-premises, may sell to Arizona-licensed wholesalers only.
- 2 **Out-of-state Producer**, all spirituous liquor, produced on-premises, may sell to Arizona-licensed wholesalers only.
- 3 **Microbrewery**, less than 1,240,000 gallons of beer produced annually on premises, unlimited on- and off-sale, less than 93,000 gallons may be distributed to retail licensees annually.
- 4 **Wholesaler**, all spirituous liquor, purchased from in- and out-of-state Arizona licensed producers, may sell to Arizona-licensed retailers.
- 5 **Government**, all spirituous liquor, may sell to patrons to consume on premises.
- 6 **Bar**, all spirituous liquor, off-sale sales in original, unopened container may not exceed 30% of on-sale receipts, may sell to patrons to consume on premises.
- 7 **Beer and Wine Bar**, beer and wine only, off-sale sales in original, unopened container may not exceed 30% of on-sale receipts, may sell to patrons to consume on premises.
- 9 **Liquor Store**, all spirituous liquor, may sell "carry-out" to patrons to consume off-premises, on-site temporary sampling events hosted by producer or wholesaler.
- 9S **Liquor Store with Sampling Privileges**, all spirituous liquor, may sell "carry-out" to patrons to consume off-premises, provide limited residential delivery, on-site permanent sampling events using store inventory.
- 10 **Beer and Wine Store**, beer and wine only, may sell "carry-out" to patrons to consume off-premises, on-site temporary sampling events hosted by producer or wholesaler.
- 10S **Beer and Wine Store with Sampling Privileges**, beer and wine only, may sell "carry-out" to patrons to consume off-premises, on-site permanent sampling events using store inventory.
- 11 **Hotel/Motel w/Restaurant**, all spirituous liquor, may sell to patrons to consume on premises.
- 12 **Restaurant**, all spirituous liquor, may sell to patrons to consume on premises.
- 13 **Farm Winery**, produces at least 200 gallons, but not more than 40,000 gallons of wine annually, produced on premises and by other domestic farm wineries.
- 14 **Private Club**, all spirituous liquor, may sell to bona fide members & their guests for on-premises consumption.
- 15 **Special Event**, all spirituous liquor, temporary license, off-sale allowed by auction in closed, original container for off-sale consumption, may sell to patrons to consume on premises.
- 16W **Farm Winery Fair/Festival**, authorization issued for a specified period to a domestic farm winery to serve samples of its products and sell the products in individual portions for consumption on the premises or in original, unopened, containers for consumption off the premises.
- 18 **In-State Craft Distillery**, less than 20,000 gallons of distilled spirits annually on-premises, may sell and ship to Arizona licensed wholesalers. May sell and ship to Arizona-licensed retailers when annual production is less than 1,189 gallons. On-and off-sale retail privileges on licensed premises.

- 19 **Remote Tasting Room**, owned and operated by a licensee that concurrently owns one of the following Arizona liquor licenses: (1) Series 2W, Out-of-state Farm Winery; (2) Series 2D, Out-of-state Craft Distillery; (3) Series 13, In-state Farm Winery; or (4) Series 18, In-state Craft Distiller.

NOTE: A.R.S.§4-207. (A) and (B) state that no **retailer's license** shall be issued for any premises which are at the time the license application is received by the director, within three hundred (300) horizontal feet of a church, within three hundred (300) horizontal feet of a public or private school building with kindergarten programs or grades one (1) through (12) or within three hundred (300) horizontal feet of a fenced recreational area adjacent to such school building.

The above paragraph DOES NOT apply to:

- a) Restaurants that do not sell growlers (A.R.S.§4-205.02) Series 12
- b) Hotel/motel license (A.R.S.§4-205.01) Series 11
- c) Microbrewery (A.R.S.§4-205.08) Series 3
- d) Craft Distillery (A.R.S.§4-205.10) Series 18
- e) Government license (A.R.S.§4-205.03) Series 5
- f) Playing area of a golf course (A.R.S.§4-207 (B)(5))
- g) Wholesaler/Distributor Series 4
- h) Farm Winery Series 13
- i) Producer Series 1

**Arizona Laws and Regulations Relating to
Granting a Liquor License for a Certain Location
(pursuant to Arizona Revised Statute §4-201(I))**

R19-1-702. Determining Whether to Grant a License for a Certain Location

- A. To determine whether public convenience requires and the best interest of the community will be substantially served by issuing or transferring a license at a particular unlicensed location, local governing authorities and the Board may consider the following criteria:
1. Petitions and testimony from individuals who favor or oppose issuance of a license and who reside in, own, or lease property within one mile of the proposed premises;
 2. Number and types of licenses within one mile of the proposed premises;
 3. Evidence that all necessary licenses and permits for which the applicant is eligible at the time of application have been obtained from the state and all other governing bodies;
 4. Residential and commercial population of the community and its likelihood of increasing, decreasing, or remaining static;
 5. Residential and commercial population density within one mile of the proposed premises;
 6. Evidence concerning the nature of the proposed business, its potential market, and its likely customers;
 7. Effect on vehicular traffic within one mile of the proposed premises;
 8. Compatibility of the proposed business with other activity within one mile of the proposed premises;
 9. Effect or impact on the activities of businesses or the residential neighborhood that might be affected by granting a license at the proposed premises;
 10. History for the past five years of liquor violations and reported criminal activity at the proposed premises provided that the applicant received a detailed report of the violations and criminal activity at least 20 days before the hearing by the Board;
 11. Comparison of the hours of operation at the proposed premises to the hours of operation of existing businesses within one mile of the proposed premises; and
 12. Proximity of the proposed premises to licensed childcare facilities as defined by A.R.S. § 36-881.
- B. This Section is authorized by A.R.S. § 4-201(I).



COUNCIL AGENDA MEMO

MEETING TYPE/DATE: **VOTING MEETING** **08-23-22**

DEPARTMENT: **City Clerk**

AGENDA ITEM: Public Hearing and Consideration for a Location Change Series 19 Remote Tasting Room Liquor License Application from Richard Elwin Skladzien, Applicant, for Del Rio Vineyards. Location: 218/220 W Goodwin Street #4

ITEM SUMMARY

Liquor License Application

Richard Elwin Skladzien has applied for a location change Series 19 Remote Tasting Room liquor license for Del Rio Vineyard

License - Del Rio Vineyard, 218/220 W Goodwin Street #4

Applicant - Richard Elwin Skladzien

City Application No. - LIQR22-011

State Application No. - 13133043

Sixty Day Processing Deadline - September 17, 2022

Staff Recommendation

Police Department - In Compliance

Community Development - In Compliance

Public Comments Received - None

NOTE: State law provides that for a liquor license application, "In all proceedings before the governing body of a city...the applicant bears the burden of showing that the public convenience requires that the best interest of the community will be substantially served by the issuance of a license." (A.R.S. 4-201). The governing body of a city or town, on a case-by-case basis, may approve an exemption from the distance restrictions prescribed in this section for a church or a public or private school that is located in an area that is designated an entertainment district by the governing body of that city or town.

BACKGROUND

The application presented for consideration has complied with each of the following requirements:

1. The application has been filed with the State Liquor Department and released to the City for additional processing.
2. The City application fee, set by Section 4-7-3 of the Prescott City Code, has been paid.
3. The application has been posted at the proposed location for the required twenty days and statements of opposition or statements of support received by the City Clerk and are attached.
4. The Police Department has reviewed the application according to State law, which precludes issuance of a license to any person who: (1) within one year has violated any provision of a liquor license or had a liquor license revoked; or (2) within five years of the date of application has been convicted of a felony involving moral turpitude.
5. The Community Development Department has reviewed the application to determine whether zoning is proper.

Public Hearing and Action Procedure

The City Council's recommendation of approval, disapproval or no recommendation will be forwarded to the Department of Liquor Licenses and Control ("Department") for their consideration.

Recommendation of Approval

If the City Council recommendation is for approval, no hearing is required unless the Director of the Department, the State Liquor Board ("Board"), or any aggrieved party, requests a hearing on the grounds that the public convenience and the best interest of the community will not be substantially served if a license is issued. If no hearing is requested, the Director may approve the license.

Recommendation of Disapproval

If the City Council recommendation is for disapproval of an application, a statement of the specific reasons along with a summary of the testimony or other evidence supporting the recommendation for disapproval is required to be attached to the order of disapproval and submitted to the Director, after which a public hearing will be held.

No Recommendation

If the City Council makes no recommendation, the Director may cancel the hearing and issue the license unless the Board or any aggrieved party protests and requests a hearing. If the reason for the protest is clearly removed or deemed satisfied by the Director, the Board shall cancel the hearing and the Department may issue the license.

FINANCIAL IMPACT

The application and license fees have been paid. There is no further financial impact for this item.

Recommended Action: 1) MOVE to close the public hearing; and 2) MOVE to approve/deny/make no recommendation for Liquor License No. 13133043 for a location change Series 19 Remote Tasting Room liquor license application for Del Rio Vineyard. Location:

ATTACHMENTS

1. [Liquor Licenses Attachment A - Series Number Definitions.pdf](#)
2. [Liquor Licenses Attachment B - AZ Laws & Regulations.pdf](#)

LIQUOR LICENSE SERIES NUMBER DEFINITIONS

- 1 **In-State Producer**, all spirituous liquor, produced on-premises, may sell to Arizona-licensed wholesalers only.
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- 5 **Government**, all spirituous liquor, may sell to patrons to consume on premises.
- 6 **Bar**, all spirituous liquor, off-sale sales in original, unopened container may not exceed 30% of on-sale receipts, may sell to patrons to consume on premises.
- 7 **Beer and Wine Bar**, beer and wine only, off-sale sales in original, unopened container may not exceed 30% of on-sale receipts, may sell to patrons to consume on premises.
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- 9S **Liquor Store with Sampling Privileges**, all spirituous liquor, may sell "carry-out" to patrons to consume off-premises, provide limited residential delivery, on-site permanent sampling events using store inventory.
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- 18 **In-State Craft Distillery**, less than 20,000 gallons of distilled spirits annually on-premises, may sell and ship to Arizona licensed wholesalers. May sell and ship to Arizona-licensed retailers when annual production is less than 1,189 gallons. On-and off-sale retail privileges on licensed premises.

- 19 **Remote Tasting Room**, owned and operated by a licensee that concurrently owns one of the following Arizona liquor licenses: (1) Series 2W, Out-of-state Farm Winery; (2) Series 2D, Out-of-state Craft Distillery; (3) Series 13, In-state Farm Winery; or (4) Series 18, In-state Craft Distiller.

NOTE: A.R.S.§4-207. (A) and (B) state that no **retailer's license** shall be issued for any premises which are at the time the license application is received by the director, within three hundred (300) horizontal feet of a church, within three hundred (300) horizontal feet of a public or private school building with kindergarten programs or grades one (1) through (12) or within three hundred (300) horizontal feet of a fenced recreational area adjacent to such school building.

The above paragraph DOES NOT apply to:

- a) Restaurants that do not sell growlers (A.R.S.§4-205.02) Series 12
- b) Hotel/motel license (A.R.S.§4-205.01) Series 11
- c) Microbrewery (A.R.S.§4-205.08) Series 3
- d) Craft Distillery (A.R.S.§4-205.10) Series 18
- e) Government license (A.R.S.§4-205.03) Series 5
- f) Playing area of a golf course (A.R.S.§4-207 (B)(5))
- g) Wholesaler/Distributor Series 4
- h) Farm Winery Series 13
- i) Producer Series 1

**Arizona Laws and Regulations Relating to
Granting a Liquor License for a Certain Location
(pursuant to Arizona Revised Statute §4-201(I))**

R19-1-702. Determining Whether to Grant a License for a Certain Location

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 2. Number and types of licenses within one mile of the proposed premises;
 3. Evidence that all necessary licenses and permits for which the applicant is eligible at the time of application have been obtained from the state and all other governing bodies;
 4. Residential and commercial population of the community and its likelihood of increasing, decreasing, or remaining static;
 5. Residential and commercial population density within one mile of the proposed premises;
 6. Evidence concerning the nature of the proposed business, its potential market, and its likely customers;
 7. Effect on vehicular traffic within one mile of the proposed premises;
 8. Compatibility of the proposed business with other activity within one mile of the proposed premises;
 9. Effect or impact on the activities of businesses or the residential neighborhood that might be affected by granting a license at the proposed premises;
 10. History for the past five years of liquor violations and reported criminal activity at the proposed premises provided that the applicant received a detailed report of the violations and criminal activity at least 20 days before the hearing by the Board;
 11. Comparison of the hours of operation at the proposed premises to the hours of operation of existing businesses within one mile of the proposed premises; and
 12. Proximity of the proposed premises to licensed childcare facilities as defined by A.R.S. § 36-881.
- B. This Section is authorized by A.R.S. § 4-201(I).



COUNCIL AGENDA MEMO

MEETING TYPE/DATE: **VOTING MEETING** **08-23-22**

DEPARTMENT: **Public Works**

AGENDA ITEM: Approval of Multiple Contracts for the Juniper & Karen Drives Water Main Replacement Project as Follows: 1) City Contract No. 2023-027 with Asphalt Paving and Supply, Inc., in the Amount of \$3,507,570.00; and 2) City Contract 2018-118A5, an Amendment to City Contract No. 2018-118 with Shepard-Wesnitzer Inc., for Post-Design Services in the Amount of \$90,930.00. Funding Is Available in the Water Fund.

ITEM SUMMARY

This item is to approve City Contract No. 2023-027 with Asphalt Paving and Supply, Inc., for construction of the Juniper and Karen Drives Water Main Replacement Project in the Amount of \$3,507,570.00, and to approve City Contract 2018-118A5, an Amendment to City Contract 2018-118 with Shepard-Wesnitzer Inc., for Post-Design Services in the amount of \$90,930.00. The location of the project is shown on the attached vicinity map.

BACKGROUND

The City currently provides water to 67 residents that reside within and adjacent to Juniper Vista Subdivision. This subdivision is located along Senator Highway south of Haisley Road. These homes are served by a 2" galvanized water main with a small pump station located on Northwood Loop and a 6000-gallon water tank on Upper Sky Terrace Drive.

To meet the basic infrastructure needs of providing fire protection and safe, adequate drinking water for the City's residents and businesses, the City annually budgets funds for the replacement and upgrade of small, undersized, and aging water mains. These mains are typically 3" or less in diameter, and are often constructed of galvanized steel. These lines typically require more maintenance. In some

instances, looping of dead-end segments is also included in the project to enhance both water quality and flow for fire suppression. Replacement of these lines improves the reliability of the water system for customers and helps to reduce maintenance costs and water loss.

This project will extend a new 12” water main along Senator Highway from Nathan Lane to Karen Drive. Both Juniper and Karen Drives will have new 8” water mains with fire hydrants installed that will replace the existing 2" galvanized water main. Once completed, the existing pump station and tank will be removed since they will no longer be needed.

Procurement

The invitation to bid was publicly notified on June 26, 2022, and July 3, 2022. On July 28, 2022 two bids were publicly opened:

<u>Company</u>	<u>Location</u>	<u>Bid Amount</u>
Asphalt Paving & Supply, Inc.	Prescott Valley, AZ	\$3,507,570.00
Sellers & Sons, Inc.	Buckeye, AZ	\$4,471,318.00
Engineer’s Estimate		\$2,517,695.00

The City has received written confirmation of the from Asphalt Paving & Supply, Inc. Verification of license, bonding, references, and past performance of previous municipal projects have been verified and determined satisfactory. Based on this information, the bid is deemed responsive and responsible.

Award of the low bid in the amount of \$3,507,570.00 is recommended.

The City’s standard construction contract will be used for this project.

Project Schedule

Per the contract, all work must be substantially complete within 280 calendar days of the Notice to Proceed. Pending contract award, the following milestones have been identified. Please note that due to supply chain issues the notice to proceed will be extended into calendar year 2023:

Award of Contract	August 23, 2022
Pre-Construction Meeting	February 02, 2023
Notice to Proceed (NTP)	February 06, 2023
Expected Completion Date	October 13, 2023

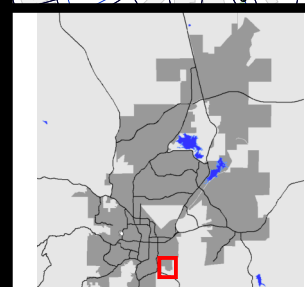
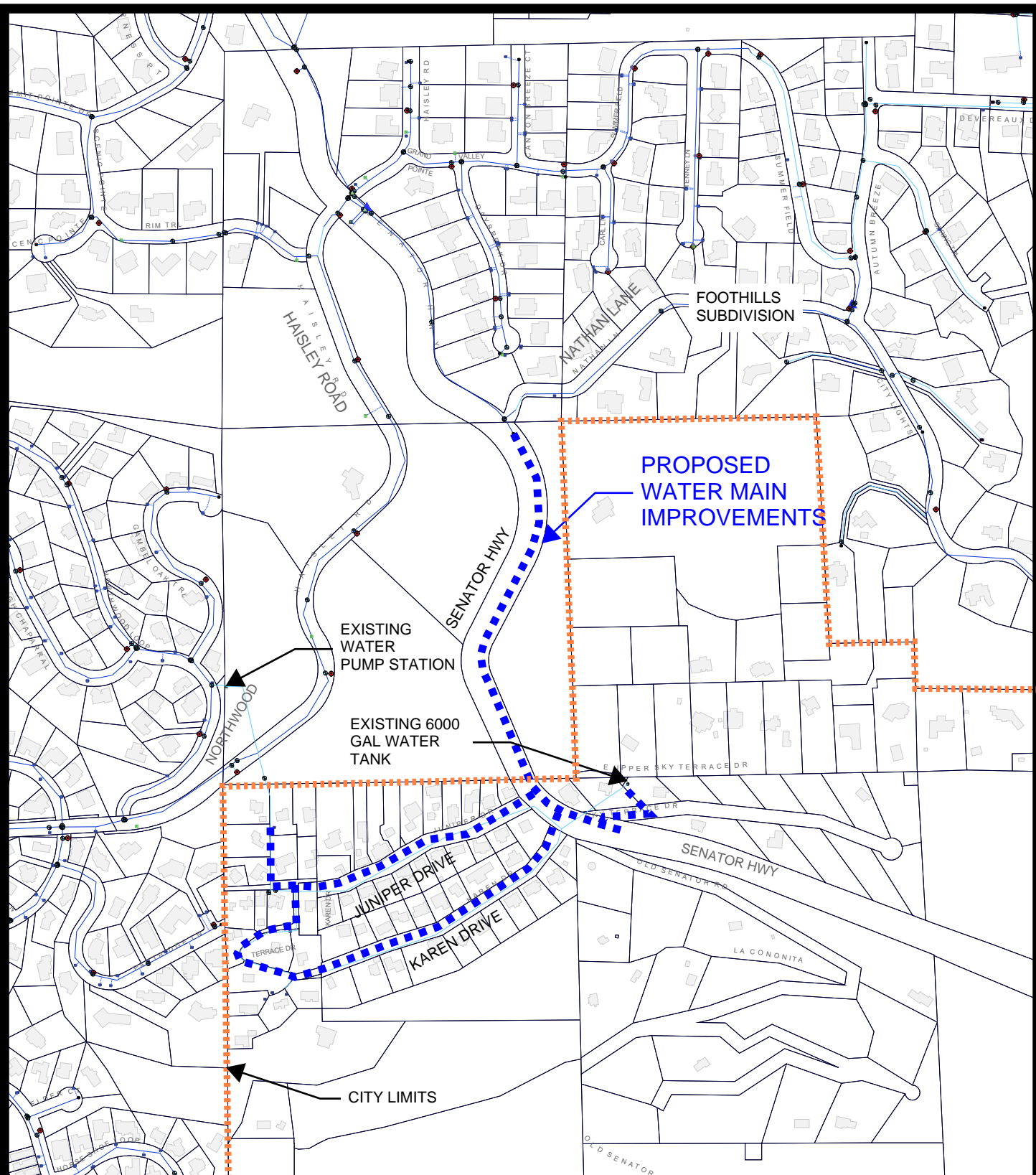
FINANCIAL IMPACT

Funding for this contract is budgeted in FY23 and FY24 from the Water Fund. Additional funding required from budgeting overage is made available from delaying or eliminating other CIP projects.

Recommended Action: 1) MOVE to approve City Contract No. 2023-027; and 2) MOVE to approve City Contract No. 2018-118A5

ATTACHMENTS

1. [Juniper and Karen Drives_Water Main Replacement_Project - Map.pdf](#)
2. [SWI Post Design Services Proposal.pdf](#)



Juniper and Karen Drives Water Main Replacement Project

This map is a product of
The City of Prescott

0' 1" = 500'



Shephard ▲ Wesnitzer, Inc.

75 Kallof Place
Sedona, AZ 86336

P.O. Box 3924
Sedona, AZ 86340

928.282.1061
928.282.2058 fax

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EXHIBIT A

Scope of Services for the
**FY 20 Juniper Vista Area
Small Water Mains Replacement Project
Construction Phase Services
SWI #17053; City of Prescott CIP #1809-002
Shephard-Wesnitzer Inc. – Prepared June 13, 2022**

PROJECT OVERVIEW

The City of Prescott will be entering into a contract for consulting engineering services for the purposes of construction phase services for the **FY 20 JUNIPER VISTA AREA SMALL WATER MAINS REPLACEMENT PROJECT**.

The project will require pre-bid, pre-construction and monthly construction meetings, construction observations, as-built services, plan red line review, re-design for unforeseen conditions, RFI's, record drawings, field survey, as-built submittals, and final Engineers Certification to YCDS and preparation of the final as-builts (record drawings) for submittal to the City.

1. Submittal for Agency Review

SWI shall prepare the YCDS submittal with supporting documents for the waterline replacement Application for Approval to Construct. The City is responsible for the cost of the permitting.

2. Update Engineer's Opinion of Probable Cost (EOPC)

SWI shall update the EOPC using best available information as obtained from current bid tabs and collaborating with contractors to obtain current pricing.

3. Construction Pre-Bid Meeting

SWI shall attend the construction Pre-Bid Meeting and prepare addenda as necessary for project clarifications separately for each project. The City will conduct the meeting and prepare the meeting agenda and minutes. The City will also prepare any necessary addenda with technical assistance (changes to plans/specifications) by SWI.

4. Pre-Construction Meeting

SWI shall attend the Pre-Construction meeting and address any design questions presented by the Contractor. The City will conduct the meeting and prepare the agenda and minutes.

5. Monthly Progress Meetings

The City and SWI will meet on an as-requested basis during the design process to discuss the project status and any pertinent issues. Coordination meetings will continue for the duration of the project. SWI has budgeted nine (9) (based on a 9-month schedule) construction phase and utility coordination meetings for the project. Separate meetings with individual business or property owners are not anticipated.

6. Consultation Phase Services

Construction Phase services under this contract will include the bidding phase per Task 3 above (bid docs, pre bid meeting, addendums, pre award meeting) and the Task 4 pre-construction conference. A Contract Amendment will be taken to City Council for award of Post Design Services for the construction phase of the project, including but not limited to construction observations, construction meetings, as-built services, plan red line review, re-design for unforeseen conditions, RFI's, record drawings, field survey, as-built submittals, and final Engineers Certification to YCDS and preparation of the final as-builts (record drawings) for submittal to the City.

The City will organize and chair all the bid and construction phase meetings.

Pre-Bid and Pre-Construction meeting agendas and minutes will be the responsibility of the Contractor or the City.

**End of the Scope of Services for the
FY20 Juniper Vista Area Small Water Mains Replacement Project
Post Phase Services**

Prepared by: Shephard Wesnitzer, Inc.
Arthur H. Beckwith, PE
Vice-President

Attachments: SWI Scope/Fee Spreadsheet

CIP # 1809-002

PROJECT NAME: JUNIPER VISTA AREAS SMALL WATER MAINS REPLACEMENT PROJECT

DATE PREPARED: JUNE 13, 2022

SWI Project Number 17053.002

PROJECT TASKS & HOURS - EXHIBIT A
JUNIPER VISTA AREAS SMALL WATER MAINS REPLACEMENT PROJECT

		SWI STAFF HOURS					
	Contract Task/Phase	E-5	EIT/CADD Designer	Surveyor	Clerical	Total Man Hours	Total Labor Cost
		\$ 190	\$ 120	\$ 105	\$ 65		Subtotals
	CONSTRUCTION PHASE SERVICES - SWI TASKS						
	TASK 1 Submittal for Agency Review						
	Prepare Application for Approval to Construct	8	4			12	\$ 2,000
							\$ 2,000
	TASK 2 Update Engineer's Opinion of Probable Cost						
	Update EOPC	8	4			12	\$ 2,000
							\$ 2,000
	TASK 3 Pre-Bid Meeting						
	Attend Pre-Bid Meeting	2		2		4	\$ 590
							\$ 590
	TASK 4 Pre-Construction Meeting						
	Attend Pre-Construction Meeting	2		2		4	\$ 590
							\$ 590
	TASK 5 Weekly Progress Meetings						
	Attend Weekly Progress Meetings during Construction (based on 9 month schedule)	24		80		104	\$ 12,960
							\$ 12,960
	TASK 6 Post-Design Consultation Services						
	Field Meetings & Construction Observations, QC, Documentation(10 hrs/week @ 40 weeks)	60	60	150	16	286	\$ 35,390
	Submittal Reviews (up to 10) & Respond to RFI's (up to 10 RFI's)	32				32	\$ 6,080
	As-built Survey	4	40	80		124	\$ 13,960
	Prepare Record Drawings & Final Certification/Close Out Includes YCES submittals for ATO	16	40		8	64	\$ 8,360
							\$ 63,790
	TOTAL SWI LABOR HOURS & FEE - CONSTRUCTION PHASE	156	148	314	24	642	\$ 81,930
	Contract Allowance @ 10%						\$ 8,000
	Reimbursable Expenses Allowance						\$ 1,000
	TOTAL FOR CONSTRUCTION PHASE SERVICES INCLUDING CONTRACT ALLOWANCE AND REIMBURSABLE EXPENSES						\$ 90,930



COUNCIL AGENDA MEMO

MEETING TYPE/DATE: **VOTING MEETING** **08-23-22**

DEPARTMENT: **Community Development**

AGENDA ITEM: SITE22-008 and WSA22-009: Approval of SITE22-008, a Site Plan Application, and WSA22-009, a Water Service Application, for an Exceptional Healthcare Specialty Hospital. Location: APN 103-15-160A, 4822 E State Route 69, on Approximately 8.65 Acres. Zoning: BR (Business Regional). Property Owner: Exceptional Healthcare. Applicant: BMH As-Built USA of Texas, Inc.

ITEM SUMMARY

The site is located at the northwest corner of East Robin Drive and State Route 69 and is zoned Business Regional (BR) which allows for the proposed specialty hospital. Exceptional Healthcare is proposing a 9-bed emergency room and a 9-bed inpatient hospital to provide specialty care and be open 24/7/365.

Per the newly adopted City of Prescott Water Policy, any application that requires a Water Service Application also requires a Site Plan Application to be reviewed by the Planning and Zoning Commission. The intent of the Site Plan Review is to ensure that all developments have functional, well-designed and user-oriented special requirements.

BACKGROUND

Site Plan Review Criteria

Per Land Development Code (LDC) section 9.8.5/Site Plan Review Criteria, the following criteria are applicable to the proposed project.

9.8.5.B. Building lot and setback requirements

The proposed building, as shown on the site plan submitted, meets the setback requirements of 10-foot front and rear setbacks and 7 feet on the sides.

9.8.5.F. Internal Circulation, public, private or emergency

The proposed driveway that meets Code requirement of 20 feet in width and provides access through the site for all proposed uses.

9.8.5.G. Landscaping, screening and buffering

The proposed project has been designed to provide a buffer between the adjacent residential neighborhood and easy access off the highway. The property will be terraced and landscaped adjacent to the residential properties to provide a buffer between the uses.

9.8.5.J. Outdoor lighting standards of Sec. 6.11

Will require details at time of building permit application submittal and will need to meet all dark sky requirements.

9.8.5.K. Parking and maneuvering areas

The proposed project includes the parking required for the proposed hospital which requires 2 spaces per bed and 1 per 150 square feet for the outpatient portion.

9.8.5.M. Public road or street access with proposed street grades

Site access is proposed from E Robin Drive and State Route 69. The proposed right turn lane from State Route 69 will need to be approved by the City of Prescott and ADOT prior to any permits being issued on the property.

All other site design criteria appear to meet the Land Development Code requirements. The project is located within the Commercial Corridor Overlay per Section 5.3 of the LDC. This Overlay provides additional development criteria to promote quality commercial development that is compatible with surrounding natural areas and developed residential neighborhoods.

Residential Protection Standards (Section 6.13 of the LDC) apply to this project since it is a new nonresidential project adjacent to residential property. The applicant has provided an increased landscape buffer on the west side of the parcel that is adjacent to the residential area which meets the requirements.

A potable water demand analysis was submitted by R. Larry Morse with ARQ Engineering, LLC, on July 21, 2022. Twenty-four employees at a ten-bed facility is equal to 3.36 acre-feet per year.

Landscaping is another 0.21 acre-feet per year. Total estimated potable demand is **3.57** acre-feet per year.

At their July 14, 2022 meeting, the Planning and Zoning Commission reviewed the proposed project and unanimously recommended approval of the project as submitted.

At their August 2, 2022 meeting, the Water Issues Subcommittee reviewed the proposed water service application and recommended approval of the application as submitted.

FINANCIAL IMPACT

None

Recommended Action: 1) MOVE to approve or deny SITE22-008 per site plan submitted; and 2) MOVE to approve or deny WSA22-009

ATTACHMENTS

1. [Narrative & Packet Information.pdf](#)

Tammy DeWitt
City of Prescott
Community Development
201 S. Cortez Street
Prescott, AZ 86303

June 10, 2022

Exceptional Healthcare is proposing to build a nine-bed emergency room and a nine-bed inpatient hospital to provide specialty care to the citizens of Prescott, Arizona.

Regarding compatibility, the facility is zoned Business Regional (BR-PAD), and a specialty hospital is an allowed use under this designation.

Regarding an impact on emergency services, it will be a very positive impact. EHC will provide much needed additional emergency room facilities for the citizens of Prescott.

Access to the property will be from E. Robin Drive and State Route 69 at access points approved by the appropriate stakeholders.

The hospital will operate 24/7/365. Healthy and safety issues will be addressed in a manner that exceeds local, State and Federal standards.

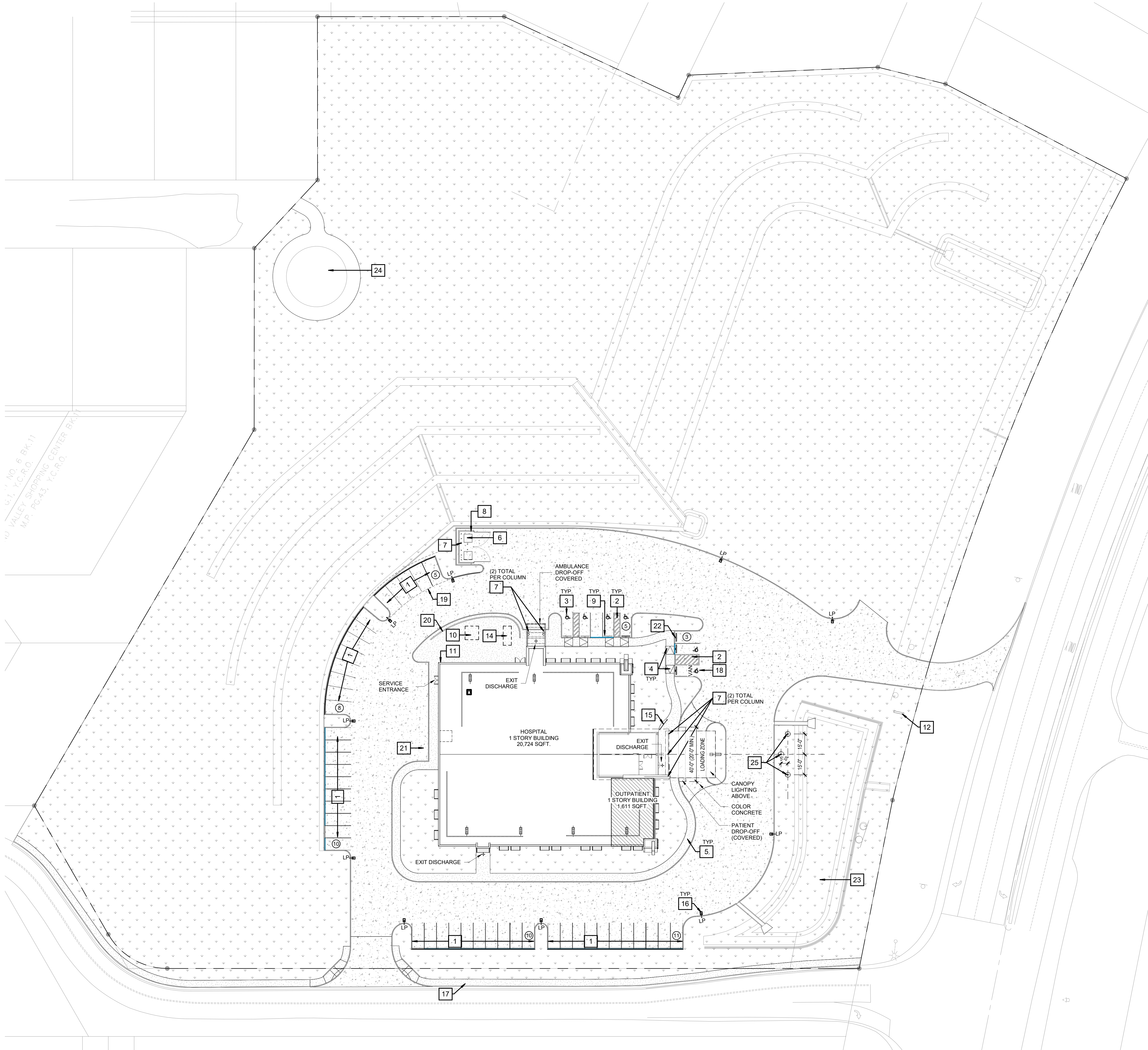
The first submitted site plan is currently under review by City Staff. There have been no revisions since that submittal.

We look forward to providing quality care to the residents of the region.



Robert Donaldson
Director of Architecture
BMH As-Built USA

6/10/2022 2:35:25 PM



1 SITE PLAN
1" = 30'-0"



SITE PLAN KEYED NOTES BY SYMBOL "XX"

1. PARKING STALL STRIPING
2. PAINTED STRIPING @ CROSS WALK, ACCESSIBLE AISLES
3. PAINTED ACCESSIBLE PARKING STALL SYMBOL
4. ACCESSIBLE CURB RAMP; COORDINATE WIDTH WITH CURB RETURNS.
5. CONCRETE SIDEWALK/FLATWORK; RE: CIVIL. SOIL CONDITIONING FOR BUILDING SLAB SHALL BE EXTENDED OUT TO INCLUDE AREAS BELOW ALL SIDEWALK/FLATWORK DIRECTLY ADJACENT.
6. 8 YARD DUMPSTER
7. BOLLARDS; 6" STEEL PIPE X 48" HIGH, GROUT FILLED.
8. 8' HIGH CMU WALL W/ SOLID GATES. REFER TO SHEET AS1.2 SITE DETAILS FOR MORE INFORMATION.
9. WHEEL STOP
10. TRANSFORMER & CONCRETE PAD. RE: MEP.
11. FIRE DEPARTMENT CONNECTION. REFER TO CIVIL/MEP
12. MONUMENT SIGN
13. FIRE HYDRANT RE:CIVIL
14. GENERATOR, CONCRETE PAD RE:MEP
15. BICYCLE RACKS PER CITY REQUIREMENTS
16. EXTERIOR SITE LIGHTING RE:MEP
17. CONCRETE SIDEWALK (OUTSIDE OF PROPERTY LINE)
18. VAN ACCESSIBLE PARKING SPACE
19. COVERED PARKING SPACES FULL CANTILEVER SUPPORTS REFERENCE SPECIFICATION
20. 8' HIGH CMU WALL REFER TO SHEET AS1.2 FOR SIMILAR DETAILS.
21. CART WASHING AREA
22. ACCESSIBLE PARKING SIGN
23. RETENTION POND - RE: CIVIL
24. FIRE STORAGE TANK
25. FLAG POLE LOCATION

SITE PLAN GENERAL NOTES

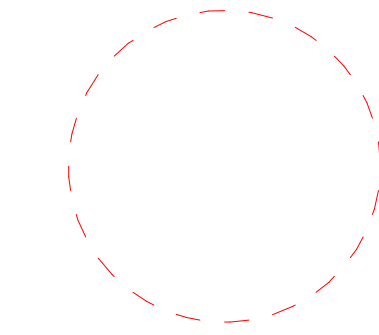
1. DO NOT SCALE DRAWINGS.
2. REFER CIVIL ENGINEERING DOCUMENTS FOR ADDITIONAL INFORMATION AND DIMENSION CONTROL.
3. CONFIRM LOCATIONS, QUANTITIES, AND COMPLETENESS OF SITE UTILITIES INSTALLED BY OTHERS.
4. IN NO INSTANCE SHALL PAVING OR FLATWORK DIRECTLY ADJACENT TO THE BUILDING BE HIGHER IN ELEVATION THAN FINISH FLOOR, OR OTHERWISE SLOPE (DRAIN) TO THE BUILDING.
5. IN NO INSTANCE SHALL THE ACCESSIBLE PARKING STALLS, ACCESS AISLES, OR ACCESS ROUTES EXCEED A MAXIMUM SLOPE OF 2% IN ANY DIRECTION, UNLESS NOTED OTHERWISE.
6. PROVIDE FIRE LANE STRIPING AS REQUIRED BY THE FIRE MARSHALL OR LOCAL FIRE AUTHORITY HAVING JURISDICTION.
7. SPACE SIDEWALK/FLATWORK CONTROL JOINTS @ 5'-0" O.C., TYPICAL (U.N.O.) AND EXPANSION JOINTS @ 20'-0" O.C. MAXIMUM (U.N.O.)
8. REFER TO GEOTECHNICAL REPORTS IN CONJUNCTION WITH PROVIDING ALL LABOR, MATERIALS, EQUIPMENT AND SERVICES TO COMPLETE ALL EARTHWORK, EXCAVATION, COMPACTION, IMPORTATION OF FILL OR REMOVAL OF EXISTING MATERIALS AS REQUIRED FOR ALL BUILDING AND SITE CONSTRUCTION AS PART OF THE SCOPE OF THIS WORK.
9. TYPICAL PARKING AREA PAINTED STRIPING SHALL BE 4" WIDE STRIPING PAINTED WITH TWO (2) COATS TRAFFIC WHITE, WITH 7 MIL DRY FILM THICKNESS PER COAT.
10. REFER LANDSCAPING AND IRRIGATION PLANS FOR PLANTING AND IRRIGATION WORK SCOPE. COORDINATE LOCATION OF IRRIGATION METER WITH CIVIL. CONFIRM LOCATION OF IRRIGATION CONTROLLER WITH OWNER PRIOR TO ROUGH-IN.
11. CONFIRM LOCATIONS, QUANTITIES, AND COMPLETENESS OF SITE UTILITIES PRIOR TO BEGINNING SERVICE CONNECTIONS TO THE BUILDING. GENERAL CONTRACTOR SHALL COORDINATE UTILITY LOCATIONS AT THE BUILDING WITH CIVIL DRAWINGS AND LOCAL UTILITY COMPANIES.
12. THE GENERAL CONTRACTOR SHALL PROTECT ALL COMPLETED SITE WORK IMPROVEMENTS DURING BUILDING CONSTRUCTION.
13. PRIOR TO SUBMITTING BID, THE GENERAL CONTRACTOR SHALL VISIT THE SITE AND INCLUDE IN BID ANY PROVISIONS FOR SITE CONDITIONS THAT CAN BE REASONABLY INFERRED TO IMPACT BUILDING CONSTRUCTION.
14. UNLESS SPECIFIED BY CIVIL/ STRUCTURAL ENGINEER, THE BASIS OF DESIGN FOR SIDEWALKS AND FLATWORK IMMEDIATELY ADJACENT TO THE BUILDING SHALL BE 4" THICK 3000 PSI CONCRETE WITH #3 BARS PLACED 18" O.C.E.W. ON 6" OF CRUSHED AGGREGATE BASE. CONCRETE SIDEWALKS AND FLATWORK SHALL HAVE A STANDARD BROOM FINISH. REFER CIVIL FOR ALL PAVING DESIGN/DETAILS.
15. IN THE EVENT THE BUILDING CONTRACTOR IS DIFFERENT THAN THE SITE CONTRACTOR, THE BUILDING CONTRACTOR SHALL VERIFY THAT BUILDING PAD CONSTRUCTION IS COMPLETE, AND OBTAIN A COPY OF THE PAD CERTIFICATE PRIOR TO START OF BUILDING CONSTRUCTION. FORWARD COPY OF THE BUILDING PAD CERTIFICATE TO THE OWNER AND ARCHITECT.

SITE TABULATION

SITE AREA:	8.65 AC
BUILDING AREA:	20,724 SF
PARKING REQUIRED: (2/BED)	36
OUTPATIENT 1/150 SF:	11
TOTAL PARKING REQUIRED:	47
PARKING PROVIDED:	52
ACCESSIBLE PARKING: (10%)	6
ACC. PARKING PROVIDED:	6
BICYCLES SPACES: (1 PER 10 SPACES FOR FIRST 50) (1 PER 20 FOR REMAINING)	6
BICYCLE SPACES PROVIDED:	11

NOTE:
SURVEYOR RESPONSIBLE FOR VERIFICATION OF ALL DIMENSIONS

PROJECT # 2022-04



02/07/2022

A NEW PROJECT FOR:

EXCEPTIONAL HEALTHCARE

Hospital - Prescott, Arizona

4822 E. STATE ROUTE 69

DRAWING ISSUES:

ISSUE FOR PERMIT 02/07/2022

JOB NO: 2022-04

ARCHITECTURAL SITE PLAN

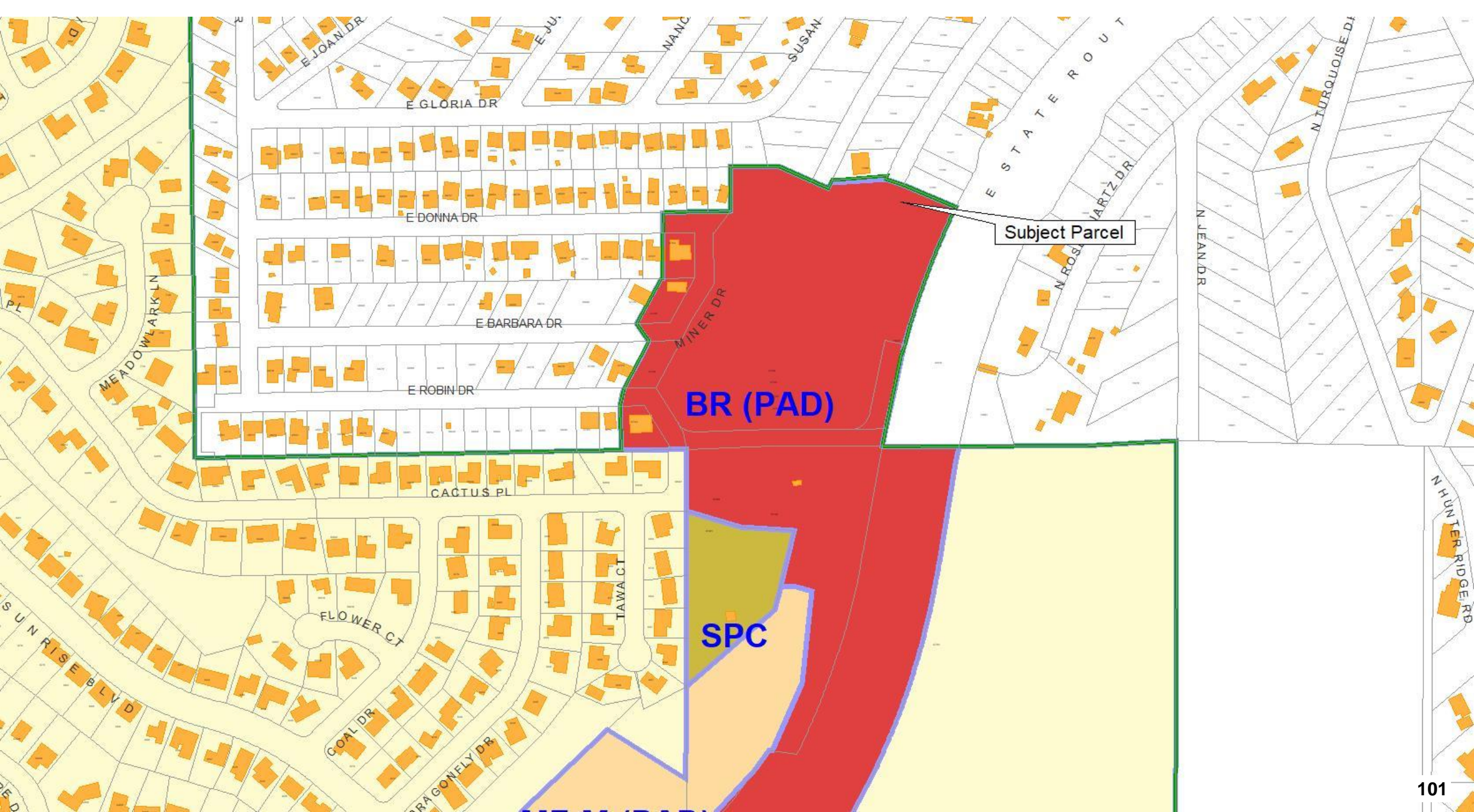
AS1.1

SAEED MAHBOUBI ARCHITECTURE
SAEED MAHBOUBI AIA
3514 CEDAR SPRINGS ROAD DALLAS, TEXAS 75219 | PHONE: 989-607-0006

PRESCOTT, AZ. 86303



Subject Parcel





COUNCIL AGENDA MEMO

MEETING TYPE/DATE: **VOTING MEETING** **08-23-22**

DEPARTMENT: **Community Development**

AGENDA ITEM: SITE22-009 and WSA22-017: Approval of Site Plan Application and Water Service Application to Establish a New 3,842 Square Foot Medical Building. Location: APN 102-06-207U, 2121 Assurance Way, on Approximately 2.01 Acres. Zoning: IL (Industrial Light). Property Owner: Healing Holdings LLC. Applicant: Michael Taylor Architects, Inc.

ITEM SUMMARY

The site is located at the southeast corner of Assurance Way and Distinction Way and is a total of approximately 2.01 acres. Per the narrative provided by the applicant, the intent is to build a new 3,843 square foot medical facility with 5 patient rooms.

Per the newly adopted City of Prescott Water Policy, any application that requires a Water Service Application also requires a Site Plan application to be reviewed by the Planning and Zoning Commission. The intent of the Site Plan Review is to ensure that all developments have functional, well-designed and user-oriented special requirements.

BACKGROUND

The property is currently vacant.

Site Plan Review Criteria

Per Land Development Code (LDC) section 9.8.5/Site Plan Review Criteria, the following criteria are applicable to the proposed project.

9.8.5.B. Building lot and setback requirements

The proposed building, as shown on the site plan submitted, meets the setback requirements of 10 feet front and rear setbacks, 10 feet on the corner side and 7 feet on the interior side.

9.8.5.F. Internal Circulation, public, private or emergency

The proposed driveway that meets Code requirement of 24 feet in width and provides adequate access through the site.

9.8.5.G. Landscaping, screening and buffering

The property is in an Industrial area and minimal landscaping is required. No landscaping is required in the parking area. Along the frontage, the applicant shows a 20-foot-wide landscape, drainage and slop easement which meets the landscaping requirements. The proposed Landscape Plan is provided.

9.8.5.J. Outdoor lighting standards of Sec. 6.11

Will require details at time of building permit application submittal and will need to meet all dark sky requirements.

9.8.5.K. Parking and maneuvering areas

The proposed project includes the parking required for the proposed medical office which requires 1 per 150 square feet. For the proposed 3,483 square foot building, 24 parking spaces are required and provided on the site plan.

9.8.5.M. Public road or street access with proposed street grades

Site access is proposed from Distinction Way and there are no other requirements.

A their July 14, 2022 meeting, the Planning and Zoning Commission reviewed the proposed project and unanimously recommended approval of the project as submitted.

2022 Water Management Policy

A potable water demand analysis was submitted by Kelley/Wise Engineering, Inc. There will be 5 patient rooms at this facility. Utilizing Table 4-1, Unit Design Flows per the General Engineering Standards, and basing the calculations on 5 employees working 365 days per year, the potable demand is estimated to be 0.13 acre-feet per year.

The proposed landscape area is approximately 0.87 acres. Applying a factor of 1.5 acre-feet per acre per year to the landscaping, the estimated demand is 1.31 acre-feet per year.

Total estimated demand for the entire project is 1.44 acre-feet per year.

Per Policy 14, this project does not exceed 50% of the remaining water budget.

At their August 2, 2022 meeting, the Water Issues Subcommittee reviewed the proposed water application and unanimously recommended approval of the application as submitted.

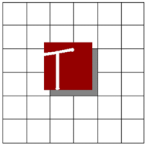
FINANCIAL IMPACT

NONE

Recommended Action: 1) MOVE to approve or deny SITE22-009 per site plan submitted; and 2) MOVE to approve or deny WSA22-017

ATTACHMENTS

1. [Narrative & Packet Information.pdf](#)



Michael Taylor Architects, Inc.

June 21, 2022

City of Prescott
Community Development Department
201 South Cortez Street
Prescott, Arizona 86302

RE: 2121 Assurance Way
A.P.N. 102-06-207U

PROJECT NARRATIVE

Project will build a new 3,843 sf medical facility on new combined parcel with new parking lot and landscaped area. There will be 24 parking spaces and 5 patient rooms.

Respectfully submitted,

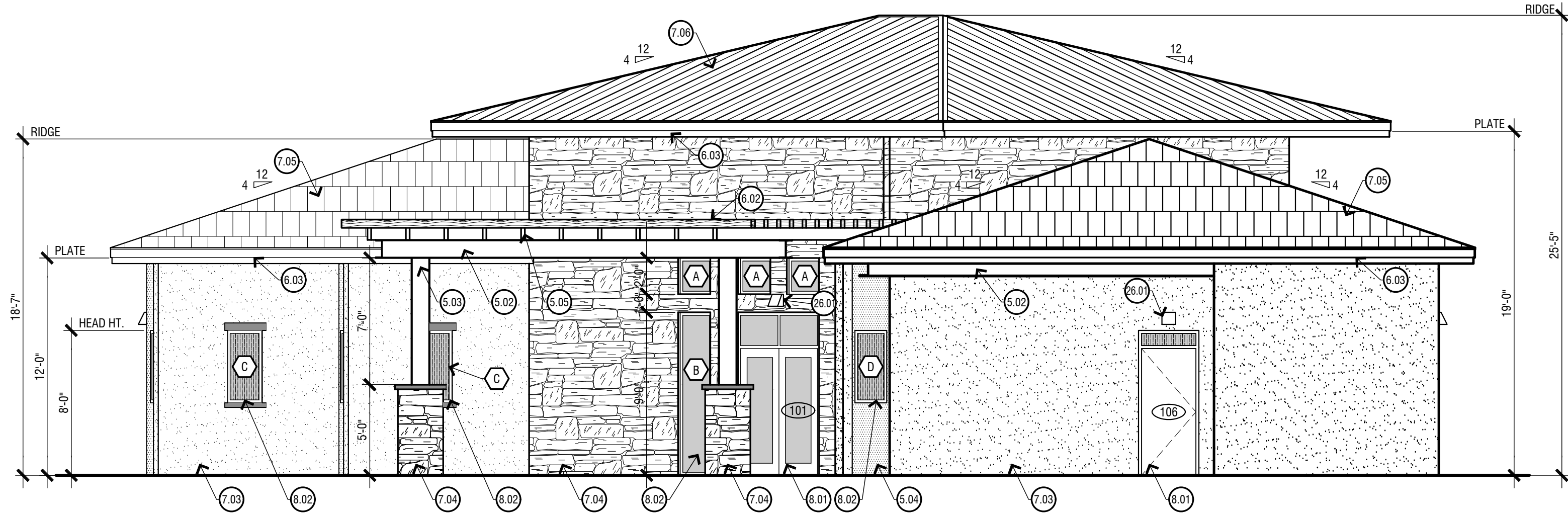
Johnny Stewart, Associate
Michael Taylor Architects, Inc.

THE CONSTRUCTION DOCUMENT SET FOR THIS PROJECT SHALL INCLUDE THIS DRAWING SHEET, & ALL OTHER SHEETS & ASSOCIATED DOCUMENTS LISTED ON THE DRAWING RISKY ON COVER SHEET, & ANY OTHER DOCUMENTATION AS SUPPLIED BY THE ARCHITECT & CONSULTING ENGINEERS. ALL OF THE PROJECT DOCUMENTS REPRESENT AN ALL ENCOMPASSING WHOLE, & SHALL BE USED IN THEIR ENTIRETY FOR BIDDING & CONSTRUCTION PURPOSES.

01/20/2022 7:50 AM JAH/rev

P:\200022 27th AM JAH/rev P:\200022 27th Office Building Construction West\CA\200000 A-202 Elevations Ext.dwg

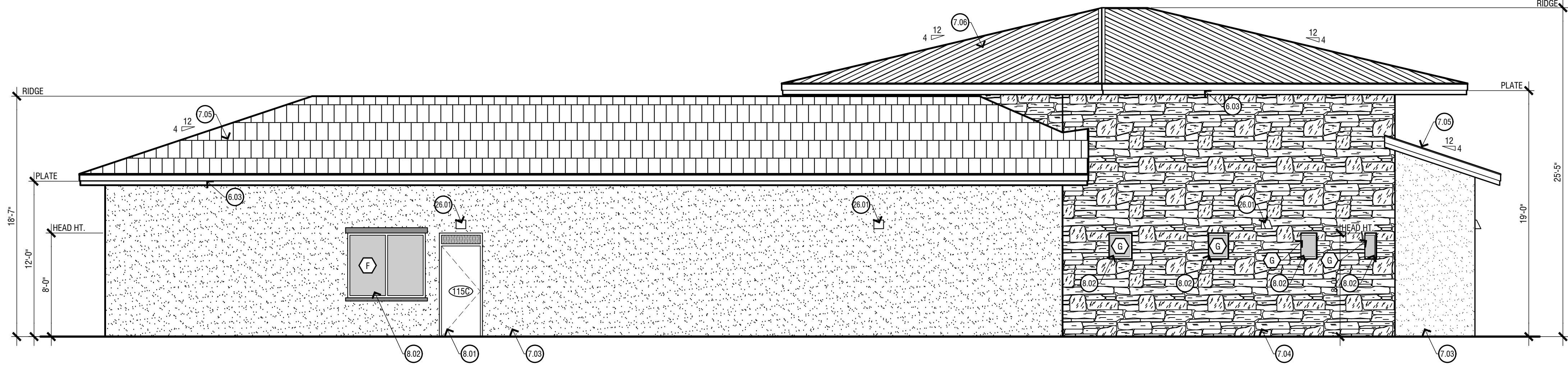
3 EXTERIOR ELEVATION



SCALE: 3/16" = 1'-0"

KEYNOTES

4 EXTERIOR ELEVATION



SCALE: 3/16" = 1'-0"

PLUMBING

22.00 PLUMBING FIXTURE, SEE PLUMBING

HEATING, VENTILATING, AND AIR CONDITIONING

23.00 MECHANICAL UNIT, SEE MECHANICAL

23.01 RETURN/SUPPLY REGISTER, SEE MECHANICAL

ELECTRICAL

25.00 ELECTRICAL PANEL, SEE ELECTRICAL

25.01 ELECTRICAL FIXTURE, SEE ELECTRICAL

25.02 COMMUNICATIONS BOARD, SEE ELECTRICAL

WALL TYPES, SEE SHEET A-501

CONCRETE

3.00 4" CONCRETE SLAB O/ VAPOR BARRIER AND 4" A.B.C., SEE STRUCTURAL

3.01 CONCRETE FOOTING, SEE STRUCTURAL

3.02 4" CONCRETE SIDEWALK O/ 4" A.B.C.

METALS

5.00 20 GAUGE 4" METAL STUD 16" O.C., SEE SCHEDULE ON SHEET A-501

5.01 20 GAUGE 6" METAL STUD 16" O.C., SEE SCHEDULE ON SHEET A-501

5.02 STEEL BEAM, NATURAL FINISH, SEE STRUCTURAL

5.03 STEEL COLUMN, NATURAL FINISH, SEE STRUCTURAL

5.04 CORTEN STEEL PANELS, NATURAL FINISH

5.05 6x8 TUBE STEEL, NATURAL FINISH, SEE STRUCTURAL

WOOD, PLASTICS, COMPOSITES

6.00 1x6 TONGUE AND GROOVE, FINISH TBD

6.01 PRE-FABRICATED WOOD TRUSS

6.02 6x6 WOOD TRELLIS, 12' O.C.

6.03 2x6 OVER 2x10 DOUBLE STACKED FASCIA;

COLOR 'SHERWIN WILLIAMS SW7040 SMOKE HOUSE'

THERMAL AND MOISTURE PROTECTION

7.00 R-13.1 2" RIGID INSULATION

7.01 R-21 SPRAY FOAM INSULATION

7.02 R-38 SPRAY FOAM INSULATION

7.03 2 COAT STUCCO, SAND FINISH, SQUARE CORNERS;

COLOR 'SHERWIN WILLIAMS SW6150 UNIVERSAL KHAKI'

7.04 CREATIVE MINES 'CRAFT PEAK LEDGE STONE, TORTOISESHELL

7.05 EAGLE ROOFING 'PONDEROSA #5502 ARCADIA CANYON BROWN' O/ ICE & WATER SHIELD

7.06 CMG METALS 'ULTRA-FLANGE PANEL BURNISHED SLATE' O/ ICE & WATER SHIELD

OPENINGS

8.00 SOLID CORE DOOR IN ALUMINUM FRAME, SEE SCHEDULE

8.01 ALUMINUM DOOR IN ALUMINUM FRAME, SEE SCHEDULE

8.02 MILGARD 'THERMALLY IMPROVED ALUMINUM WINDOW', SEE SCHEDULE

8.03 MIRROR AS SELECTED BY OWNER, INSTALL PER ADA GUIDELINES

FINISHES

9.00 5/8" GYPSUM BOARD SHEATHING, SEE FINISH SCHEDULE

9.01 OPTIMA 3900 2x2 ACOUSTIC CEILING PANEL WITH 1/4" REVEAL

9.02 CERAMIC WALL TILE, COLOR/TYPE TBD

FURNISHINGS

12.00 LAMINATE CASEWORK, COLOR TBD

12.01 SOLID SURFACE COUNTERTOP, COLOR TBD

12.02 RAKKS SURFACE MOUNT COUNTER SUPPORT BRACKET

12.03 OWNER PROVIDED EQUIPMENT, INSTALLED BY CONTRACTOR

12.04 TACTILE SIGN, SEE 'EXITING PLAN LEGEND' ON SHEET GS101

12.05 FIRE EXTINGUISHER 2A-10B-C MINIMUM ON WALL BRACKET OR IN CABINET AS SHOWN

12.06 KNOX BOX FOR EMERGENCY RESPONDER KEYS - LOCATE PER FIRE DEPARTMENT

EXTERIOR
ELEVATIONS

A-202

A NEW MEDICAL FACILITY FOR

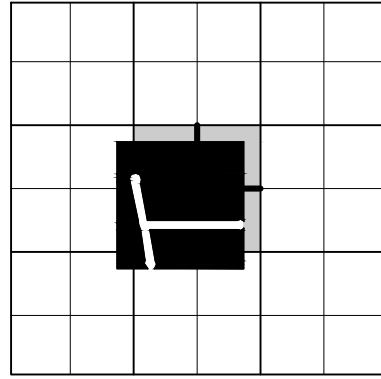
DR. JOHN FUHRMAN, M.D.

2121 ASSURANCE WAY
SUITE 100
1537 DISTINCTION WAY

CENTERPOINTE WEST COMMERCE PARK
SUITE 100
588-118A-020W

PRESGOTT, ARIZONA 86301

INDUSTRIAL LIGHT RAIL ZONING



MICHAEL TAYLOR
ARCHITECTS, INC.

118 SOUTH PLEASANT STREET
PHONE 928.445.0806

PRESGOTT, ARIZONA 86301
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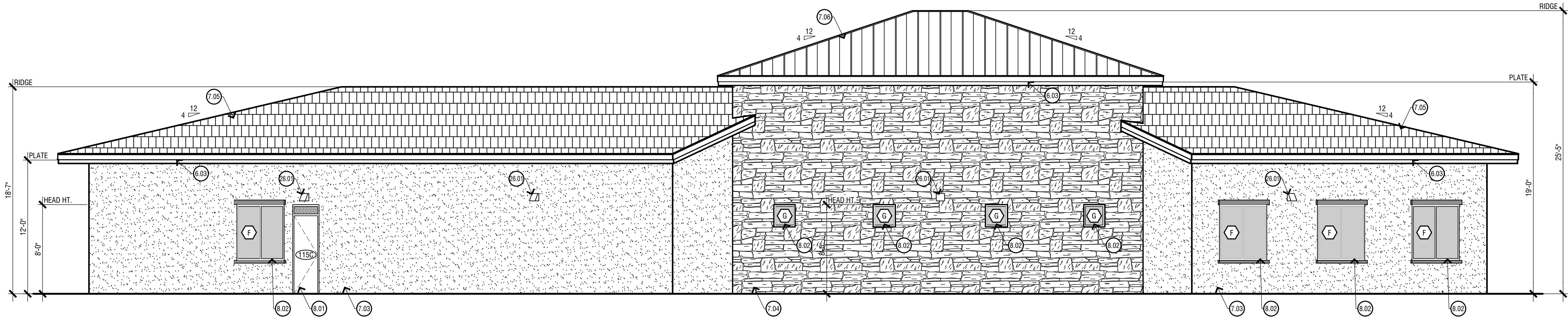
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01/09/2022 7:50 AM JMT

P:\200022 Dr Fuhrman Office Building Construction\WestCamp\200022 A-203 Exterior Elevation.dwg

5

EXTERIOR ELEVATION

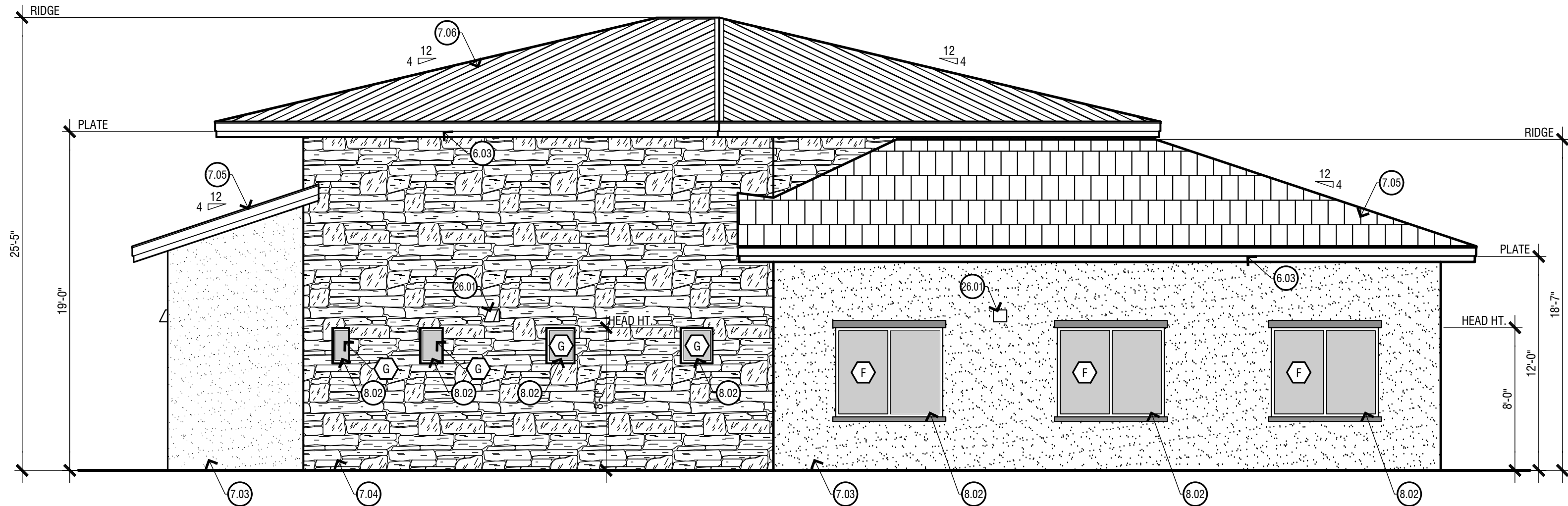


SCALE: 3/16" = 1'-0"

KEYNOTES

6

EXTERIOR ELEVATION



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WALL TYPES, SEE SHEET A-501

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- 6.02 6x6 WOOD TRELLIS, 12' O.C.
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COLOR 'SHERWIN WILLIAMS SW7040 SMOKE HOUSE'

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 - 9.02 CERAMIC WALL TILE, COLOR/TYPE TBD
- FURNISHINGS
- 12.00 LAMINATE CASEWORK, COLOR TBD
 - 12.01 SOLID SURFACE COUNTERTOP, COLOR TBD
 - 12.02 RAKKS SURFACE MOUNT COUNTER SUPPORT BRACKET
 - 12.03 OWNER PROVIDED EQUIPMENT, INSTALLED BY CONTRACTOR
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 - 12.05 FIRE EXTINGUISHER 2A-10B-C MINIMUM ON WALL BRACKET OR IN CABINET AS SHOWN
 - 12.06 KNOX BOX FOR EMERGENCY RESPONDER KEYS - LOCATE PER FIRE DEPARTMENT

PLUMBING

- 22.00 PLUMBING FIXTURE, SEE PLUMBING

HEATING, VENTILATING, AND AIR CONDITIONING

- 23.00 MECHANICAL UNIT, SEE MECHANICAL
- 23.01 RETURN/SUPPLY REGISTER, SEE MECHANICAL

ELECTRICAL

- 25.00 ELECTRICAL PANEL, SEE ELECTRICAL
- 25.01 ELECTRICAL FIXTURE, SEE ELECTRICAL
- 25.02 COMMUNICATIONS BOARD, SEE ELECTRICAL

MTAI PROJECT NUMBER: 20060 PLOT DATE: 06/24/22

DATE: DESCRIPTION:

EXTERIOR ELEVATIONS

A-203

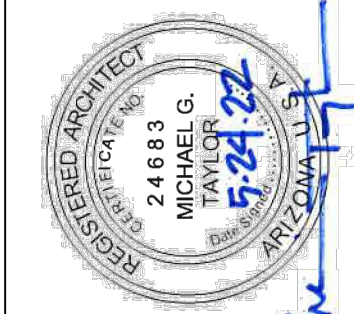
A NEW MEDICAL FACILITY FOR

DR. JOHN FUHRMAN, M.D.

2121 ASSURANCE WAY
1557 DISTINCTION WAY

CENTERPOINTE WEST COMMERCE PARK
586-158-0000
586-158-0000

PRESOTT, ARIZONA 86301

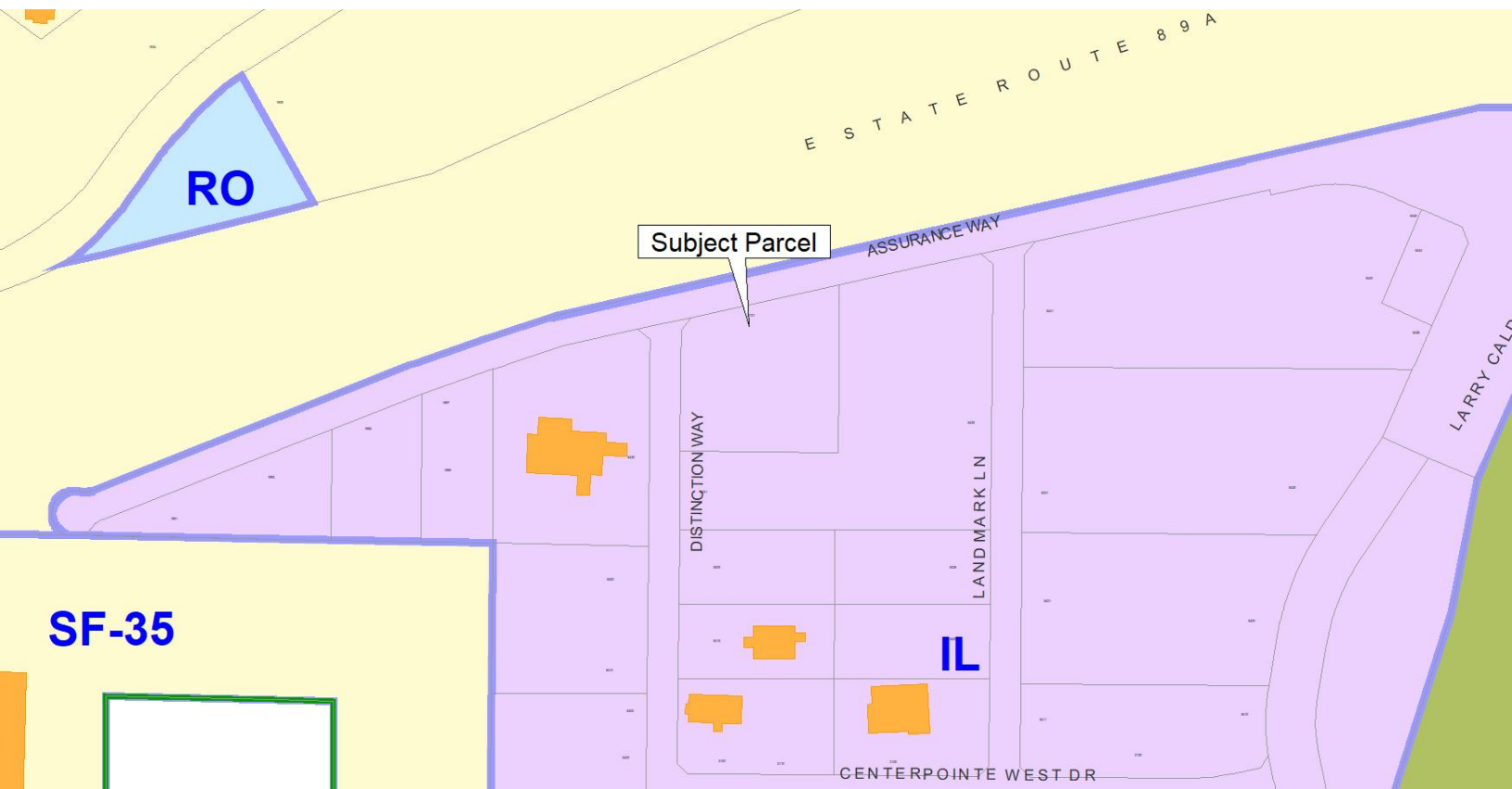


MICHAEL TAYLOR
ARCHITECTS, INC.

PRESOTT, ARIZONA 86301
WWW.MTAI.NET
PHONE 928.445.0806

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COUNCIL AGENDA MEMO

MEETING TYPE/DATE: **VOTING MEETING** **08-23-22**

DEPARTMENT: **Community Development**

AGENDA ITEM: SITE22-010 and WSA22-018: Approval of Site Plan Application and Water Service Application to Establish a New 10-unit Village using Airstream-type Trailers for Short-Term Rentals. Location: APN 109-03-100, 310 S Montezuma Street, on Approximately 0.97 Acres. Zoning: BR (Business Regional). Property Owner: Loma Buena LLC. Applicant: Kimley-Horn and Associates Inc.

ITEM SUMMARY

The site is located at the southwest corner of S Montezuma Street and W Carlton Street and is a total of approximately 0.97 acres. Per the narrative provided by the applicant, the intent is to build a village consisting of 10 Airstream-like trailers that will be used for short term rentals in a park-like setting. Improvements to the site will consist of two fire pits, an event lawn, and landscaping.

The applicant states that the units will be permanently secured to a foundation, but any structures (decks, foundations, etc.) will need to be engineered to be above the regulatory flood elevation and will be structurally stable to withstand the forces of flooding and debris against the structure. This addresses the concern from one of the Commission members at their July 14, 2022 meeting.

Per the newly adopted City of Prescott Water Policy, any application that requires a Water Service Agreement application also requires a Site Plan Application to be reviewed by the Planning and Zoning Commission. The intent of the Site Plan Review is to ensure that all developments have functional, well-designed and user-oriented special requirements.

BACKGROUND

The property is currently vacant.

Site Plan Review Criteria

Per Land Development Code (LDC) section 9.8.5/Site Plan Review Criteria, the following criteria are applicable to the proposed project.

9.8.5.B. Building lot and setback requirements

The proposed structures, as shown on the site plan submitted, meets the setback requirements of 10 feet front and rear setbacks (north and south), 7 feet on the interior side (creek side) and 8 feet on the corner side (S Montezuma Street). All structures will need to meet flood requirements.

9.8.5.F. Internal Circulation, public, private or emergency

The proposed access and parking area meets code requirements. ADA access will be reviewed with building permits.

9.8.5.G. Landscaping, screening and buffering

The proposed Landscape Plan is provided and meets Land Development Code requirements. No screening required since it is not adjacent to residential uses.

9.8.5.J. Outdoor lighting standards of Sec. 6.11

Will require details at time of building permit application submittal and will need to meet all dark sky requirements.

9.8.5.K. Parking and maneuvering areas

The proposed project includes the parking required for the proposed rental units of 1 per unit plus 1 per employee per shift.

9.8.5.M. Public road or street access with proposed street grades

Site access is proposed from S Montezuma Street. The proposed access was reviewed by the City Traffic Engineer who had no issues or other requirements.

At their July 14, 2022 meeting, the Planning and Zoning Commission reviewed the proposed project and voted 3-2 to recommend approval of the project as submitted. The concerns voiced by the 2 Commission members that voted against the project were that there was no access off of W Carlton Street and with the project being adjacent to the Middle School and not knowing what type of events may occur on the property since neither the owner nor applicant were at the meeting to answer any questions.

FEMA Floodplain Regulations

The project is located within Flood Zone AE, which is a Special Flood Hazard Area, also referred to as the FEMA 100-year floodplain and floodway. Fencing and screening will be designed to allow flood water to pass through or be elevated above the 100-year water surface elevations (known as the Base Flood Elevation, or BFE), plus one foot of freeboard (known as the Regulatory Flood Elevation, or (RFE) per Arizona Revised Statutes (A.R.S.). A revised Flood Elevation Table, dated July 20, 2022, includes the Finished Floor Elevation of each trailer, the bottom of the trailer/deck, and the BFE. As shown, the bottom of the trailer/deck is higher than the RFE as required per A.R.S. A "No Rise Certificate" must be provided by the engineer and approved by the city in accordance with the Code of Federal Regulations, showing no increase in the BFE as a result of development, as a condition of project approval.

A drainage report, dated July 20, 2022, indicates that runoff conveyed as surface drainage will discharge into a surface detention basin before ultimately draining into Granite Creek.

Site Access

Concerns were raised at the Planning & Zoning Commission meeting related to the only access to the site being on S. Montezuma Street. There are currently two existing driveways to the site on S. Montezuma Street. One driveway is approximately 35 feet south of the S. Montezuma and Carleton intersection (north driveway) and the second driveway is approximately 173 feet south of the intersection (south driveway) on Montezuma Street. The north driveway is being removed (see attached site plan) and replaced with handicap parking stalls. The south driveway will be the only means of access to the parking area for the site. 10 regular and 2 handicap spaces are being provided for the occupants of the 10 airstream trailers. There will be no moving of RV trailers through this driveway; only typical vehicular traffic for overnight guest parking.

2022 Water Management Policy

The ten trailers have an estimated potable water demand of 0.81 acre-feet per year. Landscaping plans are extensive in order to provide a park-like setting. Site improvements include one "event lawn" plus three additional smaller lawns for semi-private gatherings. Trees, shrubs, ground covers and lawn areas are estimated to require approximately 1.78 acre-feet per year. Water features add 0.01 acre-feet per year.

Total estimated potable water demand is 2.60 acre-feet per year.

Per Policy 14, this project does not exceed 50% of the remaining water budget.

At the August 2, 2022 meeting, the Water Issues Subcommittee reviewed the proposed water application and recommended unanimously approval of the application as submitted.

FINANCIAL IMPACT

NONE

Recommended Action: 1) MOVE to approve or deny SITE22-010; and 2) MOVE to approve

ATTACHMENTS

1. [Narrative.pdf](#)
2. [SITE PLAN.pdf](#)
3. [Landscape Plan.pdf](#)
4. [Landscape Improvement Plan.pdf](#)
5. [Imagery Map.jpg](#)
6. [Zoning Map.jpg](#)
7. [Project Samples.pdf](#)
8. [WSA22-018 - Site_plan_with_flood_data.pdf](#)

MEMORANDUM

To: City of Prescott

From: Andrew Baird, Kimley-Horn and Associates, Inc.

Date: June 21, 2022

Subject: ***Air Village***
Preliminary Site Plan Narrative

NARRATIVE

Kimley Horn, on behalf of the Loma Buena, LLC is pleased to submit for your review this Preliminary Site Plan for a Ten (10) Custom Airstream Units for short term rental usage in a park like setting.

The Site is located on the southwest corner of Carleton and Montezuma and consists of 0.97 Acres. Development will consist of Ten (10) custom Airstream units which shall be permanently secured to a structurally designed foundation. The units shall also be elevated above the base flood elevation for the Granite Creek Floodway/Floodplain. The site will also consist of landscaping, two fire pits, an event lawn, irrigation, site lighting, utilities and both onsite and street parking.

Project Vision

Air Village intends to capture the essence of the hometown experience blending contemporary elements and local influence to create a thoughtful design and aesthetic that embraces nature as a means to deliver well-being and satisfaction. Each unit will offer renovated Avions with an integrated indoor/outdoor living space and experience enhanced by several communal spaces (fire pits, event lawn, etc). Surrounded by beautiful elm trees, Granite Creek and downtown shopping/eateries; the village preserves the natural beauty while providing unique accommodations to all Prescott has to offer.

Technology will be used to create a safe experience for guests, enabling contactless check-in and check-out. Individual units allow for the privacy and exclusivity of space with limited interaction with other guests or Community Spaces all guests to enjoy each other.

The Village incorporates the “New Luxury” with embraces practicality, sustainability and technology to enhance the guest experience. Couples and small families are anticipated as the main users of Air Village while the “Wagon Wheel” configuration of the units in the southeast corner of the site allow for a group experience.

Project History

A PAC (21-065) was held in May 2021. Following the PAC Meeting, Construction Drawings and Reports were submitted in November 2021 and consisted of:

- Construction Plans
 - Site Plan
 - Grading/Drainage
 - Utilities
 - SWPPP
- Reports
 - Traffic Report
 - Water Report
 - Sewer Report
 - No-Rise Memorandum
 - Drainage Report

At the time of the November 2021 the Owner/Design Team was still working through the unit concepts, contemplating half custom units along the creek with half airstream units on the southeast portion of the site. The custom units proved to costly and the design team opted for all ten units to be custom Airstreams. As such the team was able to finalize the landscape plan along with support design of the natural gas system to support the proposed firepits, electrical design to support the lighting and service needs for the units and structural design to support the airstream units and elevate above the base flood elevation.

The 2nd submittal occurred on June 13, 2022 which addressed all of the first review comments provided by the City and a third party and included Landscape Plans, Structural Plans, Electrical Plans and Natural Gas plans.

The overall site plan was not significantly modified between the November 2021 submittal and the June 2022 submittal as the basic layout still included 10 rental units, adequate parking, necessary infrastructure to serve the units and space for a future restaurant currently phased as an event lawn.

Preliminary Site Plan and Water Service Agreement

As the design process proceeded, the City adopted a new water policy which required Preliminary Site Plan approval prior to a Water Service Agreement. As such the Design Team has submitted the Preliminary Site Plan application and applicable sheets from the 2nd Construction Drawing Submittal (Site Plan, Structural Details, Landscape, Utilities, etc.) to be utilized for review by the Planning and Zoning Commission.

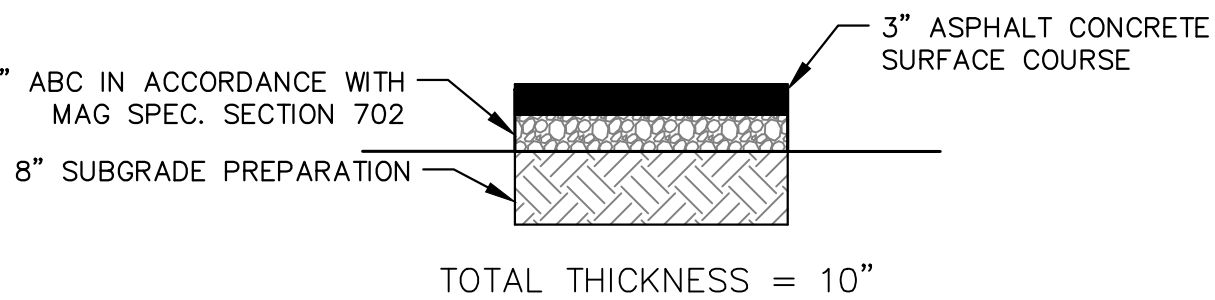
On behalf of Loma Buena and Kimley Horn we look forward to working with you on the above project.

Sincerely:



Andrew Baird, PE
Project Manager

Attachments – Supporting Site Plan Documents, Concept Units, Lighting and Landscaping



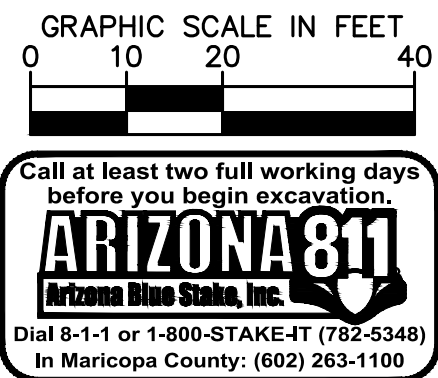
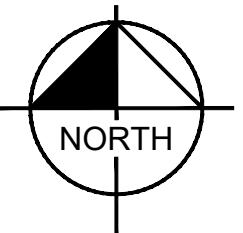
*PER GEOTECHNICAL REPORT BY ENGINEERING TESTING & CONSULTANTS, INC.

VICINITY MAP

CITY OF PRESCOTT
N T S



- 1 3" ASPHALT CONCRETE PAVEMENT ON 8" AGGREGATE BASE COURSE PER STRUCTURAL SECTION NO. 1, THIS SHEET
- 2 VERTICAL CURB AND GUTTER TYPE "A" PER QUAD CITY STD DTL 220Q-1
- 3 CURB TERMINATION PER MAG STD DTL 222
- 4 4" THICK CONCRETE SIDEWALK, WIDTH PER PLAN, PER QUAD CITY STD DTL 230Q
- 5 MODIFIED 3' VALLEY GUTTER PER QUAD CITY STD DTL 240Q-1
- 6 SINGLE CURB TYPE "A" PER MAG STD DTL 222
- 8 PROPOSED LANDSCAPE AREA, REFER TO LANDSCAPE PLANS
- 9 PARALLEL CURB RAMP PER MAG STD DTL 238-3
- 10 SANITATION DUMPSTER PER QUAD CITY STD DTL 144P
- 11 PROPOSED STAIRS AND HANDRAIL PER DETAIL ON SHEET D01.
- 12 SAFETY RAIL PER QUAD CITY STD DTL 145Q
- 13 ACCESSIBLE PARKING AND SIGNAGE, 2% MAXIMUM SLOPE IN ALL DIRECTIONS, STALL WIDTH PER PLAN. SYMBOL PER DETAIL ON SHEET 04
- 14 DRIVEWAY ENTRANCE WITH DETACHED SIDEWALK PER QUAD CITY STD DTL 250Q-1
- 15 DECORATIVE SCREEN WALL, REFER TO LANDSCAPE PLANS
- 16 ADJUST SURVEY MARKER PER QUAD CITY STD DTL 120Q
- 17 GATHERING AREA
- 18 4" WIDE SOLID YELLOW 45 DEG STRIPE, TWO COATS MINIMUM
- 19 4" WIDE SOLID WHITE 90 DEG PARKING STRIPE, TWO COATS MINIMUM
- 20 4" WIDE SOLID WHITE 60 DEG PARKING STRIPE, TWO COATS MINIMUM
- 21 PROPOSED AIRSTREAM UNIT
- 22 PROTECT IN PLACE EXISTING SURVEY MARKER
- 23 FIREPIT, REFER TO LANDSCAPE PLANS
- 24 FOUNTAIN, REFER TO LANDSCAPE PLANS
- 25 POLE MOUNTED FIRE EXTINGUISHER IN WEATHER PROOF BOX
- 26 FIRE LANE, PAINT CURB RED
- 27 INSTALL "NO PARKING FIRE LANE" SIGN AND POST PER QUAD CITY STD DTL 131Q
- 28 INSTALL ADA ACCESSIBLE SIGN WITH BOLLARD BASE PER DETAIL THIS SHEET.
- 29 ADA ACCESSIBLE CONCRETE RAMP MAXIMUM GRADE 12:1.
- 30 RETAINING WALL FOR DETENTION POND. SEE LANDSCAPE PLANS.

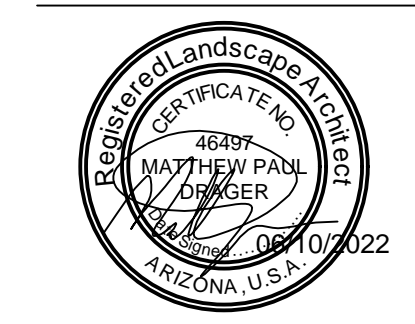


PROJECT NO.
291645000

DRAWING NAME
SP01



Collaborative V
Design Studio Inc.
7116 East 1st Ave.,
Suite 103
Scottsdale, Arizona
85251
office: 480-347-0590
fax: 480-656-6012

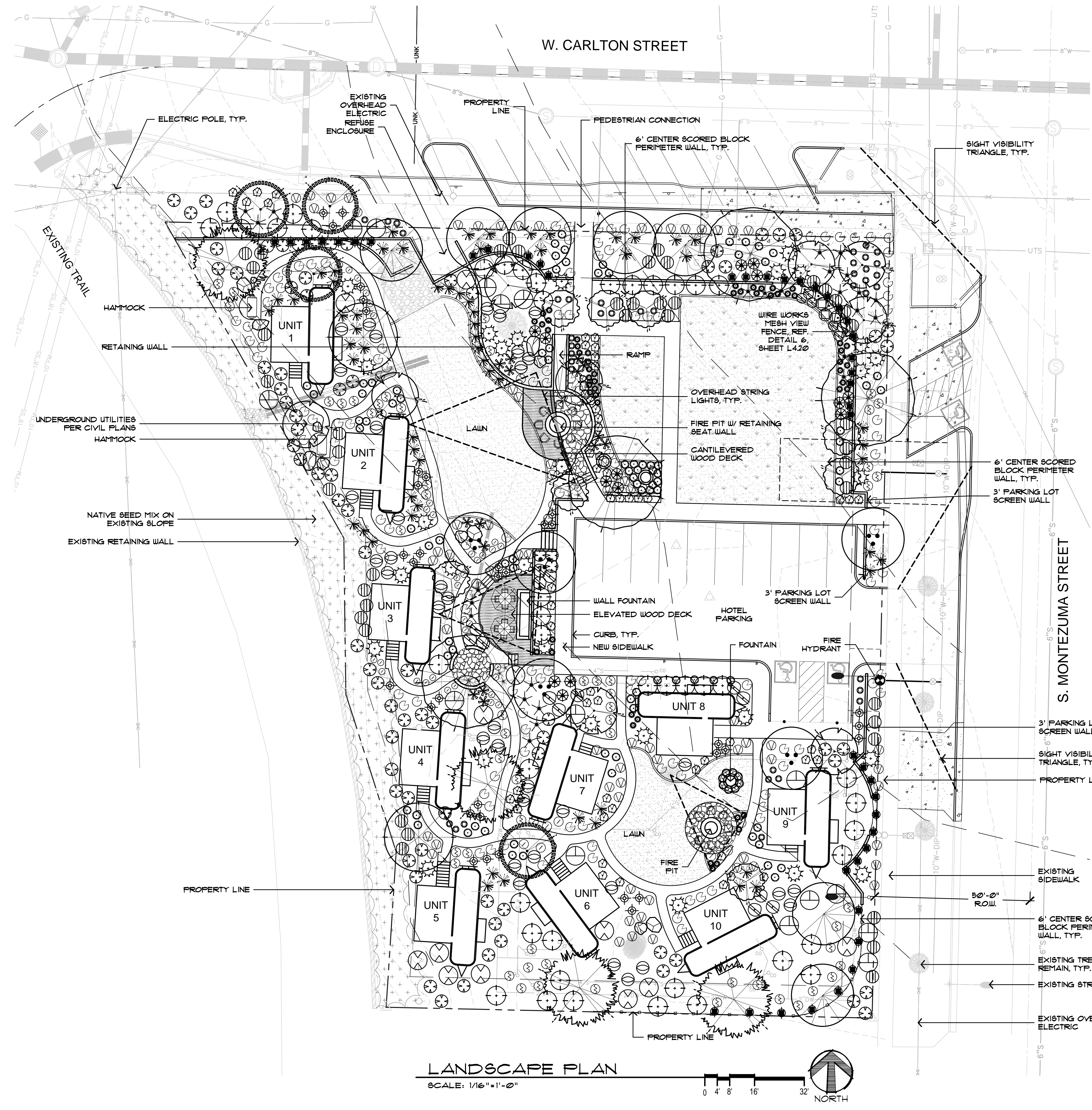


EXPIRES 06/30/2022

LANDSCAPE IMPROVEMENT PLAN
PRESCOTT AIR VILLAGE
SWC Montezuma and Carleton Street - Prescott, Arizona

DESIGNED BY: PV/SH
DRAWN BY: SH
CHECKED BY: PV / MD
DATE: June 10, 2022
REVISIONS:

PRESCOTT AIR VILLAGE



PLANT SCHEDULE

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	QTY	COMMENTS
TREES					
	Gleditsia triacanthos var. inermis	Thornless Honeylocust	36" Box	4	Standard trunk
	Sophora secundiflora	Texas Mountain Laurel	24" Box	8	Multi-trunk, dense canopy
	Malus 'Coralburst'	Coral Burst Crabapple	24" Box	9	Multi-trunk, dense canopy
	Quercus gambellii	Gambel Oak	36" Box	1	Multi-trunk, dense canopy
	Picea pungens 'Baby Blue'	Baby Blue Spruce	4'-5' Ht.	4	Standard trunk
	Juniperus scopulorum 'Tollesons'	Weeping Juniper	4'-5' Ht.	2	Standard trunk
	Prunus cerasifera 'Krauter Vesuvius'	Purple Leaf Plum	36" Box	4	Standard trunk, dense canopy
	Robinia pseudacacia	Black Locust	36" Box	5	Standard trunk, dense canopy

SHRUBS					
	Kniphofia uvaria	Red Hot Poker	5 Gal	20	Per Plan
	Buddleja davidii 'Black Knight'	Butterfly Bush	5 Gal	15	Per Plan
	Artemisia 'Fowlis Castle'	Fowlis Castle	5 Gal	42	Per Plan
	Forsythia x intermedia 'Spectabilis'	Golden Bell	15 Gal	12	Per Plan
	Picea abies 'Little Gem'	Little Gem Spruce	5 Gal	53	Per Plan
	Lavandula stoechas	Spanish Lavender	5 Gal	95	Per Plan
	Photinia fraseri	Fraser Photinia	15 Gal	44	Per Plan
	Potentilla fruticosa	Shrubby Cinquefoil	5 Gal	43	Per Plan
	Rhus aromatica 'Gro-Low'	Gro-Low Sumac	5 Gal	81	Per Plan
	Salvia greggii 'Hot Lips'	Autumn Sage	5 Gal	31	Per Plan

ACCENTS / VINES					
	Agave parryi truncata	Artichoke Agave	15 Gal	15	Per Plan
	Agave victoria-reginae	Queen Victoria Agave	5 Gal	6	Per Plan
	Bignonia capreolata	Tangerine Beauty Crossvine	15 Gal	5	Staked, pinned and tied to structure as necessary.
	Muhlenbergia lindheimeri 'Autumn Glow'	Autumn Glow Muhly	5 Gal	36	Per Plan
	Dasylirion quadrangulum	Toothless Spoon	15 Gal	25	Per Plan
	Festuca glauca	Elijah Blue Fescue	1 Gal	53	Per Plan
	Hesperaloe parviflora	Red Yucca	5 Gal	62	Per Plan
	Juniperus sabina	Buffalo Juniper	15 Gal	29	Per Plan
	Rosa banksiae	Lady Banks Rose	15 Gal	44	Staked, pinned and tied to structure as necessary.
	Yucca filamentosa	Color Guard Yucca	5 Gal	14	Per Plan

GROUND COVERS					
	Cotoneaster dammeri	Lowfast Cotoneaster	5 Gal	69	Per Plan
	Juniperus horizontalis 'Prince of Wales'	Prince of Wales Juniper	5 Gal	123	Per Plan
	Mahonia repens	Creeping Oregon Grape	5 Gal	51	Per Plan
	Teucrium canadense	Germander	5 Gal	44	Per Plan

MISCELLANEOUS

All landscape areas to receive 2" depth Decomposed Granite.
1/2" Screened "Mahogany" by Rock Pros USA or Approved Substitute - **\$6.172 SQ. FT.**

Fescue Blend Sod (90% Turf Type Tall Fescue/10% Kentucky Bluegrass) - **\$6.465 SQ. FT.**
w/ Extruded Concrete Header - **\$19.00 LN. FT.**

Surface Select Boulders to Match Development, placed per plan - **LAYOUT PER PLAN**

Slope stabilizing-western slope to receive native seed mix, topsoil, mulch fertilizer and be stabilized with North American Green Econet P300 Permanent Erosion Control Blanket or approved equal.

* Indicated plants not on the Prescott AMA Low Water Use Drought Tolerant Plant List. All planting within the right-of-way to be per Prescott AMA Low Water Use Drought Tolerant Plant List.

Refer to Civil Plans for all drainage information.

LANDSCAPE IMPROVEMENTS TO MEET ALL APPLICABLE CITY OF PRESCOTT LAND DEVELOPMENT CODE REQUIREMENTS, INCLUDING BUT NOT LIMITED TO:

- LDC SECTION 6.5 LANDSCAPING AND SCREENING
- LDC SECTION 6.3 ACCESS MANAGEMENT
- LDC SECTION 6.3.10 CORNER SETBACKS AND VISIBILITY

NATIVE SEED MIX

LBS/AC.	BOTANICAL NAME	COMMON NAME
2	Arcostaphylos densiflora	Common Manzanita
2	Bouteloua curtipendula	Sideoats Grama
1	Bouteloua gracilis	Blue Grama
1.5	Juniperus monosperma	Oneseed Juniper
2	Lupinus argentus	Silvery Lupine
3	Quercus turbinella	Shrub Oak
2	Penstemon palmeri	Palmer's Penstemon

SEEDLING RATE: 13.5 LBS / ACRE

LANDSCAPE PLAN

SCALE: 1/16" = 1'-0"





collaborative V
esign Studio Inc.
16 East 1st Ave.,
uite 103
cottsdale, Arizona
5251
fice: 480-347-0590
x: 480-656-6012

EXPIRES 06 / 30 / 2022

LANDSCAPE IMPROVEMENT PLAN
PRESCOTT AIR VILLAGE
SWC Montezuma and Carleton Street - Prescott, Arizona

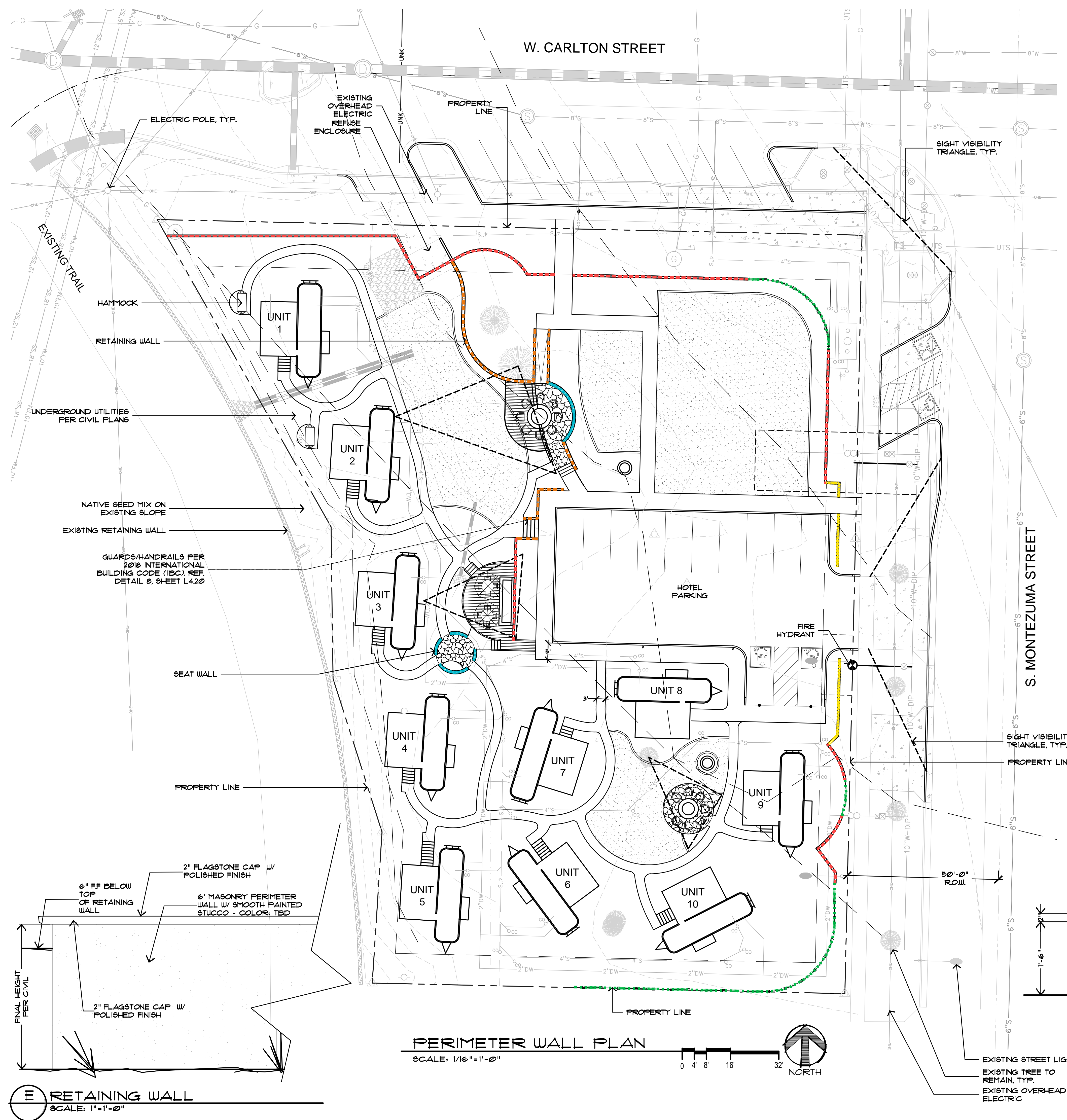
PERMETER WATT PLAN






DESIGNED BY: PV/SH
DRAWN BY: SH
CHECKED BY: PV / MD
DATE: June 10, 2022

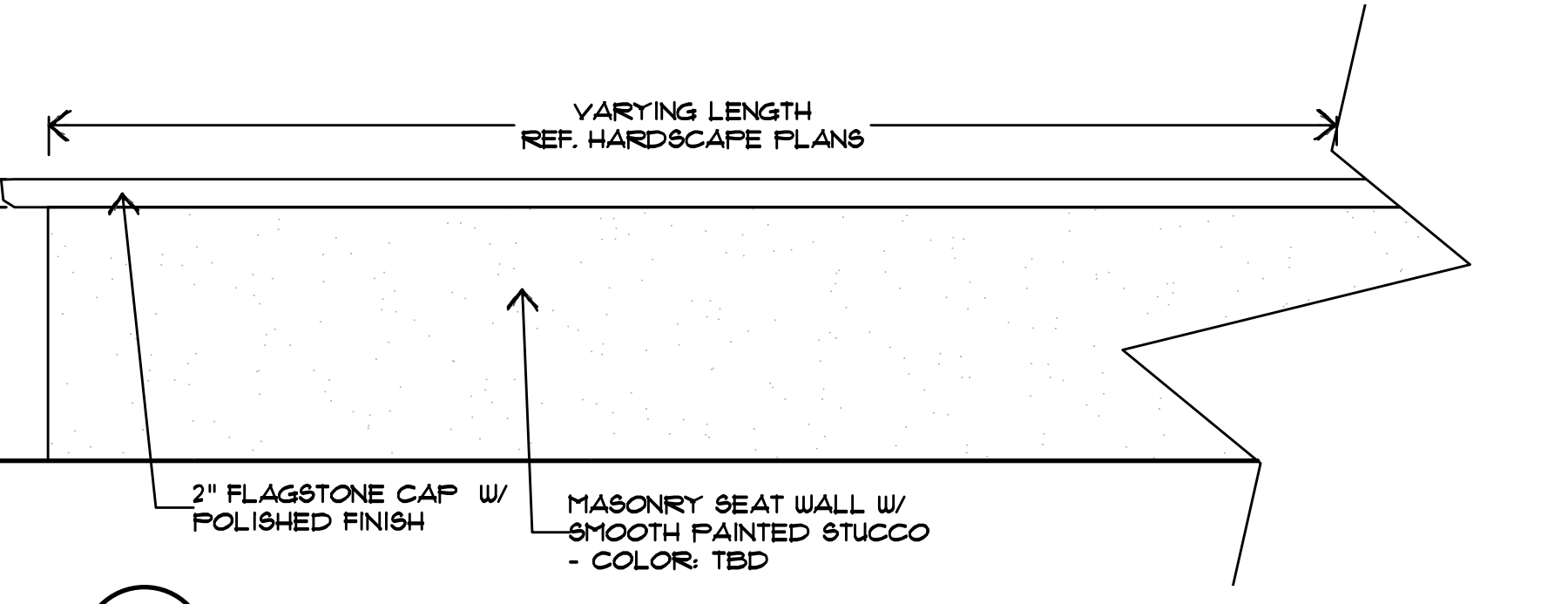
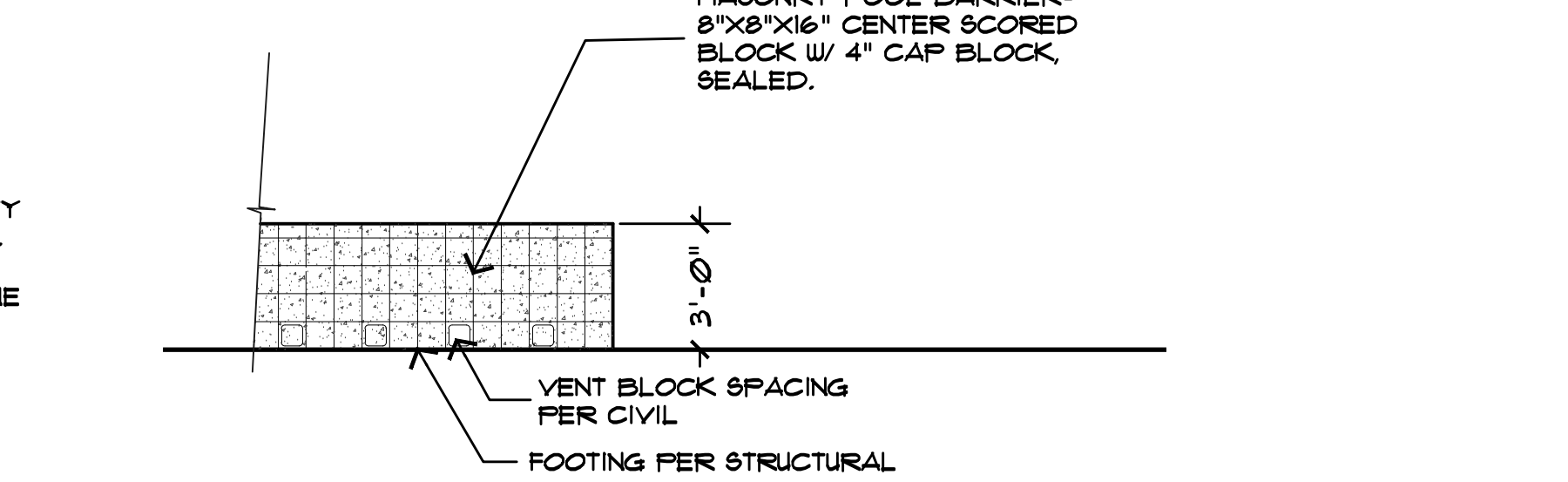
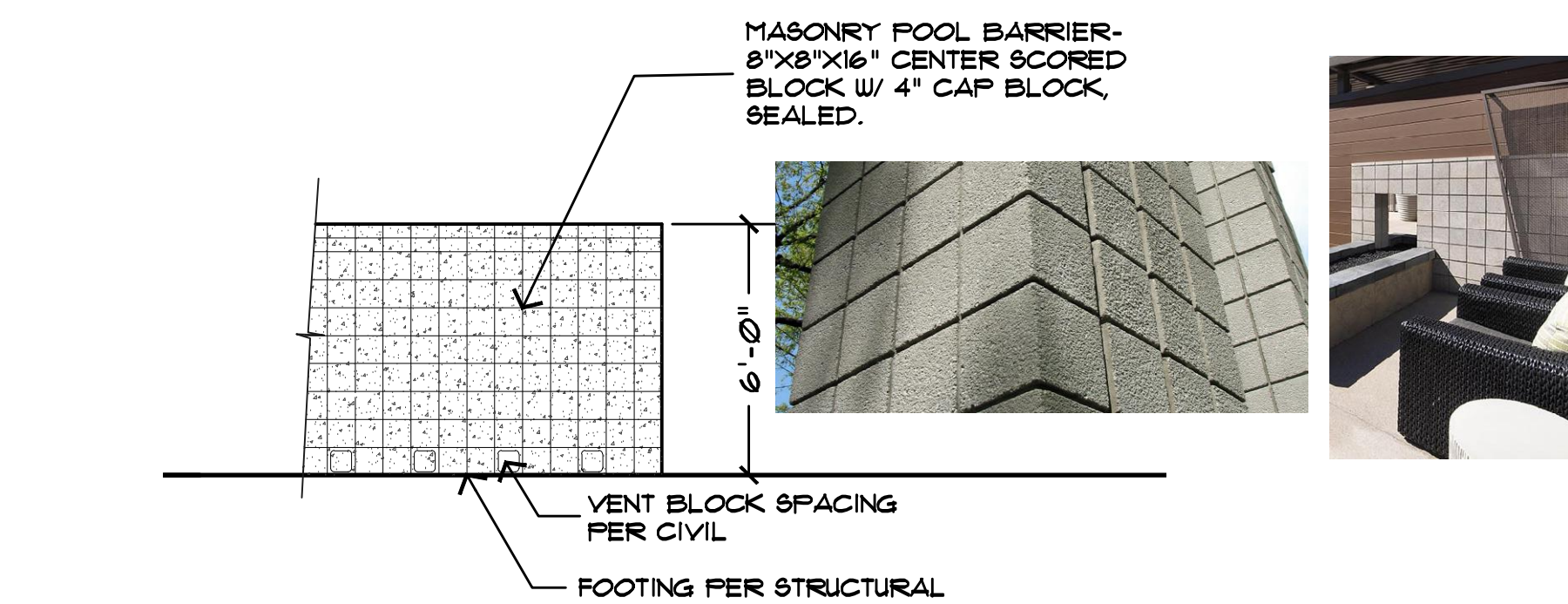
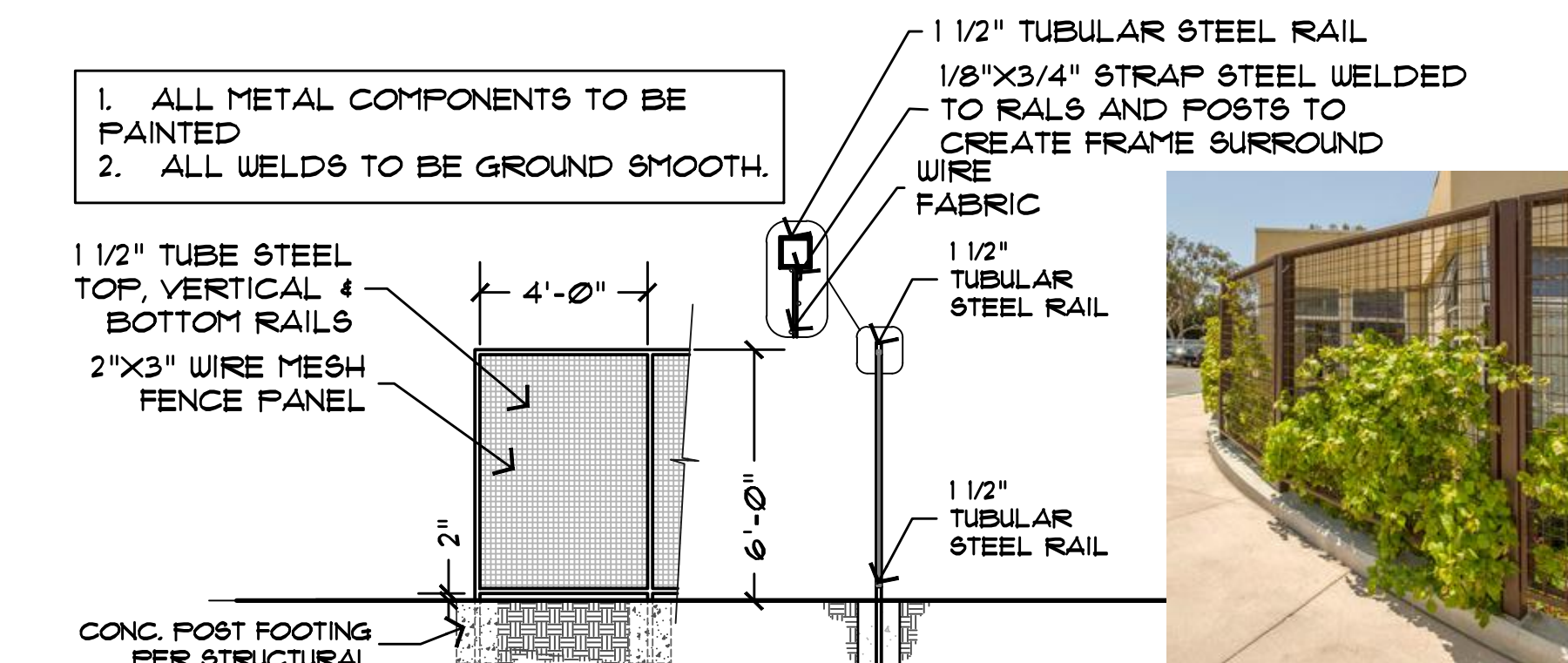
RESCOTT AIR VILLAGE

4.30

of 10



WALL LEGEND	
SYMBOL	DESCRIPTION
	6" WELDED WIRE VIEW FENCE (REF. DETAIL A BELOW) 166 LF
	6" MASONRY PERIMETER WALL (REF. DETAIL B BELOW) 230 LF
	3" MASONRY SCREEN WALL (REF. DETAIL C, BELOW) 60 LF
	16" MASONRY SEAT WALL (REF. DETAIL D, BELOW) 52 LF
	MASONRY RETAINING WALL - PER CIVIL(REF. DETAIL E, BELOW) 164 LF



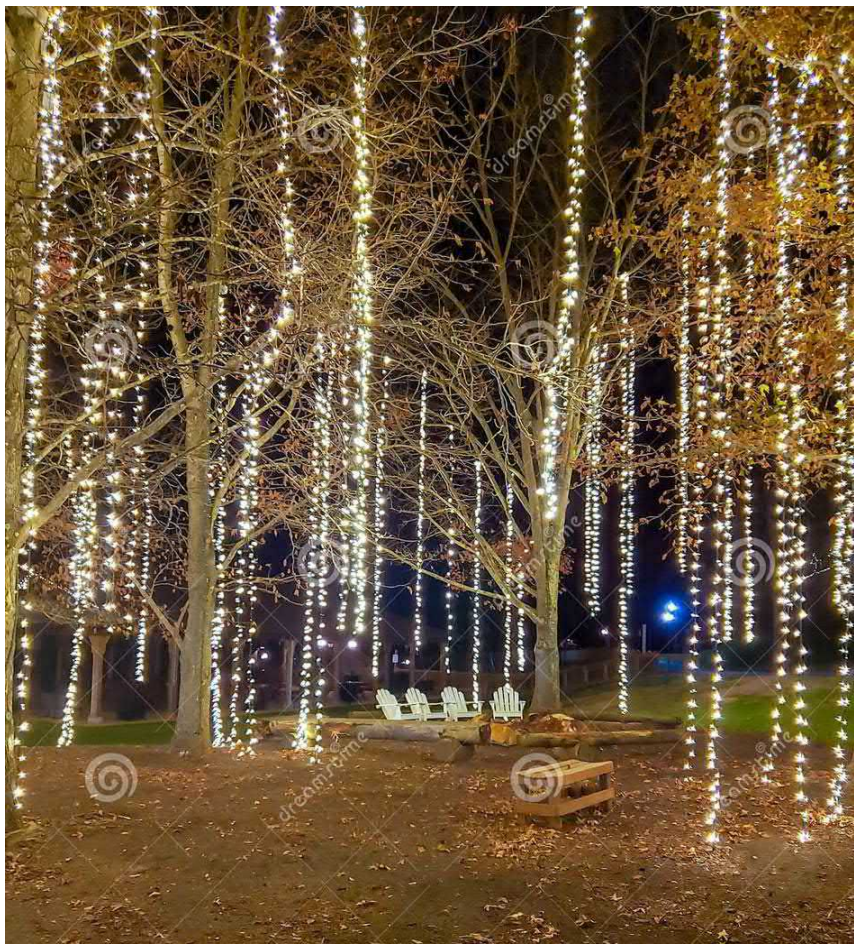












**COUNCIL AGENDA MEMO****MEETING TYPE/DATE: VOTING MEETING 08-23-22****DEPARTMENT: Public Works**

AGENDA ITEM: Approval of WSA22-013 a Water Service Application Submitted by Applicant Paul Aslanian on Behalf of Property Owner Craftsman Court Holdings, LLC. Location: APN 306-24-012, a 10-Acre Parcel in the SW¼ of the NW¼ of Section 23, Township 16N, R02W, GSRB&M.

ITEM SUMMARY

This project is a new 45-lot, single-family residential subdivision known as Craftsman Court. The development is located in Chino Valley at the intersection of Juniper Drive and Alderwood Way. The City of Prescott is required to provide 0.25 acre-feet of potable water to 10 of the one-acre lots as part of the Chino Valley Irrigation District Intergovernmental Agreement. The remaining 35 lots are to be provided potable water through the extinguishment of grandfathered rights, pledged to the City.

BACKGROUND

In 1998, the City entered into an Intergovernmental Agreement, IGA No. 1998-040, with Chino Valley Irrigation District (CVID), to provide water to selling owners of the CVID contract, at a rate of 0.25 acre-feet per acre for 100 years. The subject parcel contains 10.01 acres.

The applicant, Paul Aslanian, applied for and received approval of a preliminary plat for a new single family residential subdivision, consisting of 45 single-family lots from the Town of Chino Valley on February 4, 2020. Ten of these lots will be served water as part of the terms of the CVID agreement, leaving 35 additional lots for which water is still needed.

Per the 2022 Water Management Policy (Policy 22), “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 provided.”

Per the 2022 Water Management Policy (Policy 3), the average single family residential water use for 2022 is 0.17 acre-feet per year. Thirty-five lots multiplied by 0.17 equals 5.95 acre-feet per year. This number must be multiplied times 100 to secure the 100-year water supply of extinguishment credits. Applicant Paul Aslanian would need to purchase a minimum of 595 extinguishment credits to meet the minimum water demand for the additional 35 lots. He has secured three separate purchase contracts containing a total of 702.12 acre-feet of extinguishment credits, which he will transfer to the City to serve the remaining 35 lots.

$$35 \text{ Lots} \times 0.17 \text{ Acre-Feet of Water} \times 100 \text{ Years} = 595 \text{ Extinguishment Credits}$$

A water demand analysis, supplied by Herb Dishlip Consulting, estimates a volume of 696 acre-feet including landscaping for the subdivision. The number of credits being pledged to the City exceeds the required 696 acre-feet by 6.12 acre-feet, for a total of 702.12 acre-feet.

A proposed two-foot-deep detention pond with a drywell in the southeast corner of the parcel will capture 0.29 acre-feet of stormwater runoff annually.

The project will be tied to public sewer service, which will be provided by the Town of Chino Valley through 8-inch mains at the intersection of Juniper Drive and Alderwood Way. Per the Town's Unified Development Code, all lots less than once acre in size are required to connect to the Town of Chino Valley sewer system.

This application is partially part of an existing contract and partially providing extinguishment credits; therefore, it is not subject to the residential Water Budget (Policy 12).

The applicant, Paul Aslanian, will finalize purchase of the extinguishment credits contingent upon City Council's approval of the project.

This request was presented to the Water Issues Subcommittee on August 2, 2022. The Subcommittee voted unanimously to recommend approval of the request.

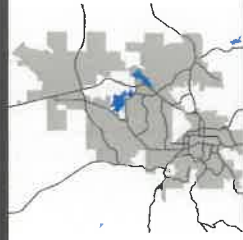
FINANCIAL IMPACT

N/A

Recommended Action: MOVE to approve or deny WSA22-013

ATTACHMENTS

1. [Location Map.pdf](#)
2. [Preliminary Plat Site Plan.pdf](#)



WSA22-013
Craftsman Court - Chino Valley
701 North Road 1 East

This map is a product of
The City of Prescott



0 1" = 428'

E ROAD 2 NORTH

E ROAD 1 NORTH

1 EAST

PROJECT BENCHMARKS			
BENCHMARKS UTILIZE TOWN OF CHINO VALLEY COORDINATE SYSTEM AND BENCHMARK CONTACT: JASON O'BRIEN, R.L.S. 928-776-1750			
DESCRIPTION	NORTHING	EASTING	ELEVATION
CAPPED IRON - 12843	367168.56	140762.80	4699.36
FAC - 15666	367499.24	140722.11	4703.97

TOWN BENCHMARK			
TOWN OF CHINO VALLEY CONTROL POINT #101, 3" ALUMINUM CAP STAMPED "RLS 26405, 2007" IN CHINO VALLEY, AZ, SECTION 29, TOWNSHIP 16N, RANGE 2W, N:363555.598, E:129797.117, ELEV=4832.12			

TOWN OF CHINO VALLEY & STATE PLANE COORDINATE SYSTEM DATA & CONVERSIONS			
TOWN SURVEY DATUM REQUIREMENTS: COORDINATE UNITS: INTERNATIONAL FEET DISTANCE UNITS: INTERNATIONAL FEET HEIGHT UNITS: INTERNATIONAL FEET VERTICAL DATUM: NAVD 88			
STATE PLANE: COORDINATE SYSTEM: US STATE PLANE 1983 HORIZONTAL DATUM: NAD 83 ZONE: ARIZONA CENTRAL 0202 GEOID MODEL: GEOID03 (CONUS)			
TOWN OF CHINO VALLEY - CONVERSION FROM STATE PLANE NORTHING: (STATE PLANE x 1.0002970869) - 1,000,000 EASTING: (STATE PLANE x 1.0002970869) - 400,000			
STATE PLANE - CONVERSION FROM TOWN OF CHINO VALLEY NORTHING: (CVSD + 1,000,000) x 0.9997030013 EASTING: (CVSD + 400,000 x 0.9997030013 (CVSD = CHINO VALLEY SURVEY DATUM)			

CRAFTSMAN COURT PLANNED AREA DEVELOPMENT PRELIMINARY PLAT

A PORTION OF SECTION 23, T16N, R2W CHINO VALLEY, ARIZONA

LANDSCAPING AND AMENITY LEGEND	
A. LEYLAND OR AZ CYPRESS TREES 30" OC WITH 1/2" LANDSCAPE ROCK GROUND COVER.	
B. HALF STREET SECTION OF 12" PAVEMENT WITH 2' CURB & GUTTER AND 5' SIDEWALK. 6' REMAINDER OF ROW TO BE LANDSCAPED.	
C. 1370 LF OF PEDESTRIAN TRAIL AROUND PERIMETER OF OPEN SPACE.	
D. GRAVEL GUEST PARKING AREA	
E. 20' TO 30' DIAMETER GAZEBO WITH PICNIC TABLES SURROUNDED BY LANDSCAPING.	
F. 5' SUBDIVISION SIDEWALK CONNECTION TO OPEN SPACE PEDESTRIAN TRAIL.	
G. 6' FENCE AT PROPERTY LINE ALONG LOT FRONTAGES TO RD. 1 EAST AND JUNIPER DR.	

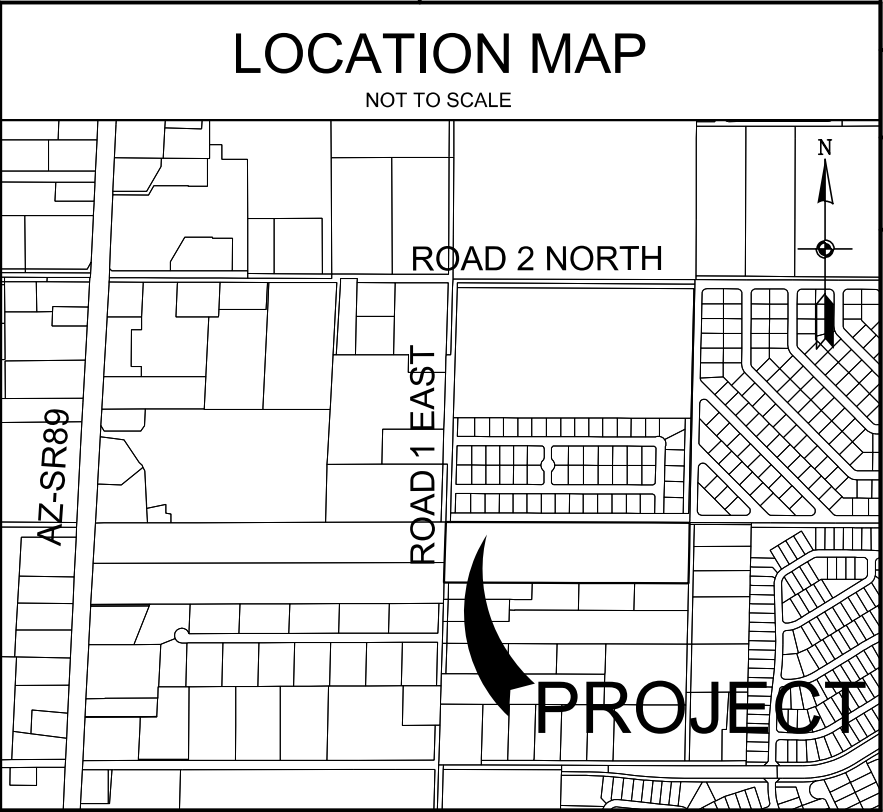
BUILDING SETBACK TABLE	
SETBACK TYPE	APPROVED SETBACK
INTERIOR SIDE YARD	5 FT
STREET SIDE YARD	8 FT
FRONT YARD W/SW	16 FT
FRONT YARD NO SW	11 FT
RD 1 EAST REAR YARD	20 FT
JUNIPER DR (SIDE YARD)	10 FT

PROPOSED MINIMUM LOT AREA & FRONTAGE, AND SIDEWALK VARIATION	
CURRENT	PROPOSED
7000 SQUARE FEET	4560 SQUARE FEET
50' MINIMUM FRONTAGE	50' ON ALL LOTS EXCEPT 13-15 BELOW

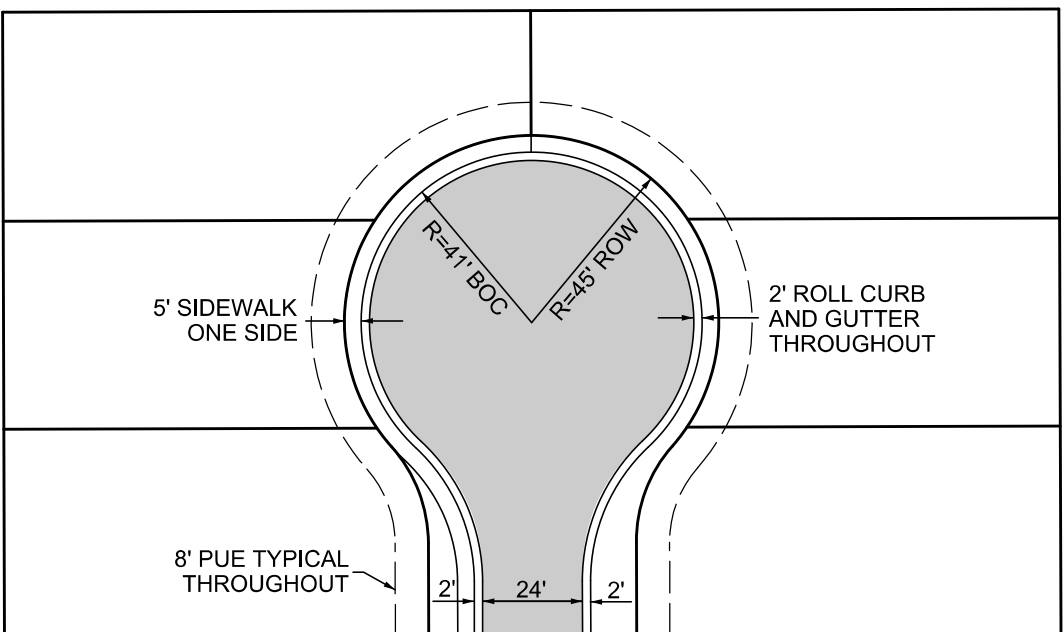
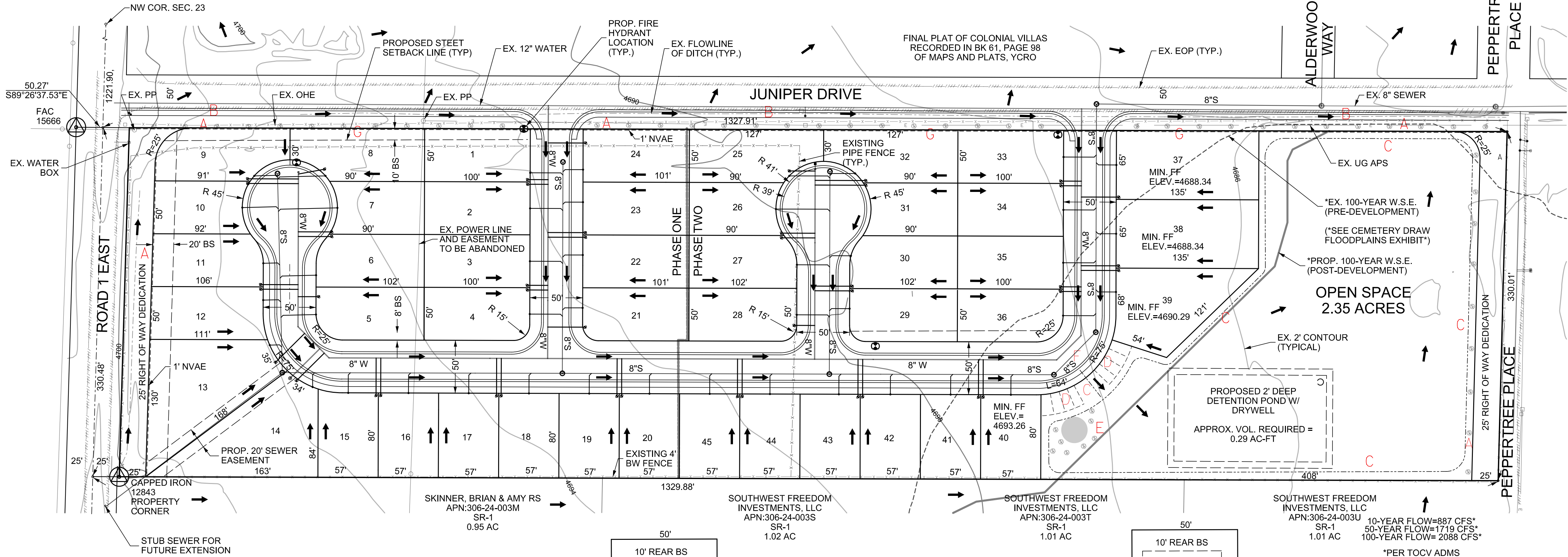
TABLE NOTES
FRONT SETBACKS WILL MAINTAIN A MINIMUM OF 22' FROM BACK OF CURB OR SIDEWALK.

5' SIDEWALKS ARE PROPOSED ON ONE SIDE OF STREET ONLY TO ALLOW FOR DEEPER DRIVEWAYS AND BETTER OFF-STREET PARKING. THIS WILL ALSO ALLOW FOR STREET PARKING ADJACENT TO THOSE LOTS THAT DO NOT ABUT A SIDEWALK.

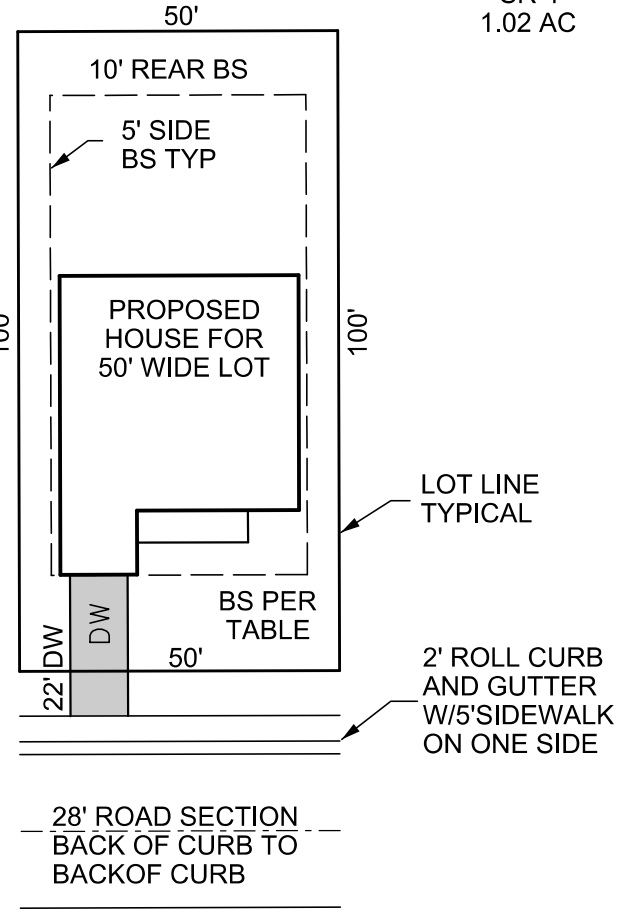
THE PROPOSED 5' SIDEWALKS WILL BE ADJACENT TO LOTS 1-4, 9-20, 25-28, AND 37-45.



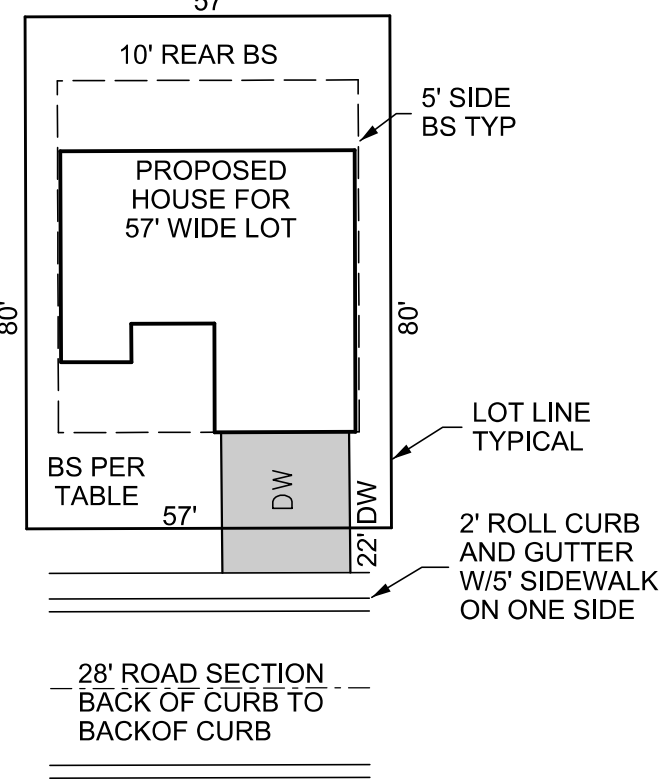
SITE DATA	
PARCEL#: 306-24-012 EXISTING SITE AREA 9.89 ACRES NET SITE AREA = 9.50 ACRES TOTAL LOTS = 45 DENSITY = 4.5 UNITS/ACRE LARGEST LOT = 9,409 SF (LOT 83) SMALLEST LOT = 4,560 SF (VARIOUS LOTS) AVERAGE LOT SIZE = 5,334 SF R.O.W. AREA = 1.83 AC OPEN SPACE AREA = 2.35 AC PERCENTAGE OPEN SPACE = 24%	
ZONING	
CURRENT ZONING: SR-0.16 PAD	
UTILITIES	
ELECTRICITY: ARIZONA PUBLIC SERVICE GAS: UNISOURCE ENERGY SERVICES TELEPHONE: CENTURYLINK CABLE TV: SPECTRUM WATER: TOWN OF CHINO VALLEY SEWER: TOWN OF CHINO VALLEY SANITATION: WASTE MANAGEMENT (PRIVATE)	
LEGAL DESCRIPTION	
A PORTION OF SECTION 23, TOWNSHIP 16 NORTH, RANGE 2 WEST OF THE GILA AND SALT RIVER, BASE AND MERIDIAN, YAVAPAI COUNTY, ARIZONA	
OWNER/DEVELOPER/SUBDIVIDER	
ARIZONA DEVELOPMENT CO., LLC PO BOX 13035 PRESCOTT, AZ 86304 PHONE: 928-379-1282 PROJECT CONTACT: PAUL ASLANIAN	



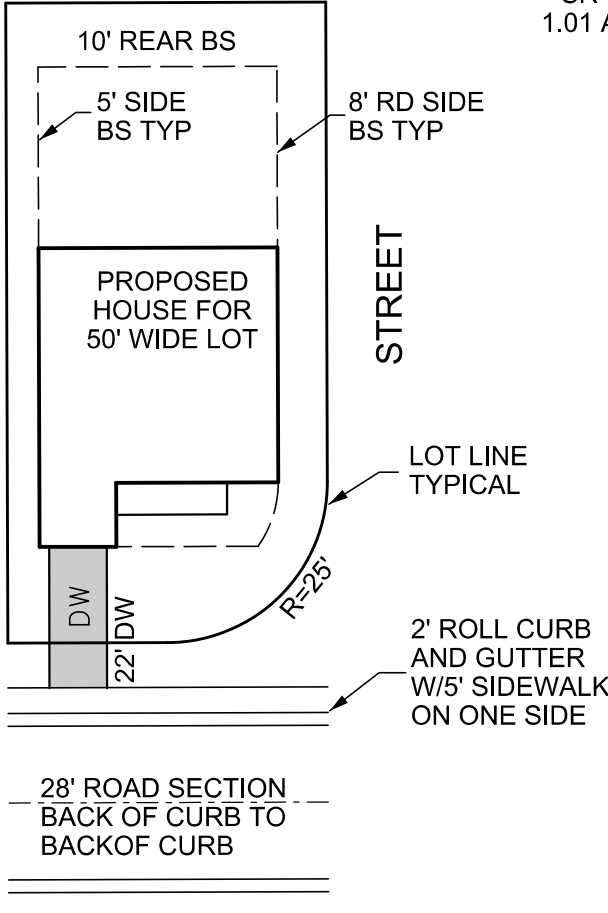
TYPICAL CUL DE SAC



TYPICAL 50' LOT



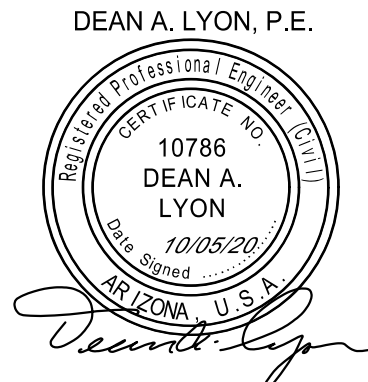
TYPICAL 57' LOT



TYPICAL 50' CORNER LOT

NOTES:

1. PROPOSED STREETS TO BE PUBLIC.
2. THE PROPOSED PLANNED AREA DEVELOPMENT WILL BE SERVICED WITH TOWN OF CHINO WATER AND SEWER. PROPOSED WATER MAIN WILL TIE INTO EXISTING 12" MAIN ON JUNIPER DRIVE. PROPOSED SEWER MAIN WILL TIE INTO EXISTING 8" MAIN ON JUNIPER DRIVE.
3. THERE WILL BE A NON VEHICULAR ACCESS EASEMENT FOR LOTS ALONG JUNIPER DRIVE AND ROAD 1 EAST.
4. THE SITE INCLUDES A 25' RIGHT OF WAY DEDICATION FOR BOTH ROAD 1 EAST AND PEPPERTREE PLACE.
5. THE PERIMETER AREA BETWEEN THE PROPOSED PROJECT FENCING AND RD 1 EAST/JUNIPER DRIVE WILL BE LANDSCAPED AND MAINTAINED BY THE PROJECT HOA.



LYON ENGINEERING
Civil Engineers • Land Surveyors
1650 W. Camelback Rd., Suite 200, Phoenix, AZ 85015
Phone: (602) 775-1751 Fax: (602) 775-0605

PRELIMINARY PLAT

CRAFTSMAN COURT
PLANNED AREA DEVELOPMENT
CHINO VALLEY, ARIZONA

DATE	FEBRUARY 2020
LYON PROJECT #	1245-01
DRAWING NUMBER	EX.01
SHEET	1 OF 1

SCALE: 1=60

**COUNCIL AGENDA MEMO****MEETING TYPE/DATE: VOTING MEETING 08-23-22****DEPARTMENT: City Manager****AGENDA ITEM: Approval of the 2022 Arizona League of Cities and Towns Resolutions to be Voted on at the League's Annual Resolutions Meeting.****ITEM SUMMARY**

This year there are 7 separate resolutions that were a result of the discussions held in the various Resolution Committees. This item will allow for the Council to discuss the resolutions that will be considered at the Annual Resolutions Meeting during the League Annual Conference and will give the city's designee direction to vote accordingly. Attached are summaries of the resolutions.

BACKGROUND

Each summer the League of Cities hosts ongoing meetings for 5 separate Resolution Committees to consider items of general interest among its members in order to craft the beginning of their legislative agenda for next year's legislative session. The resolutions are presented and voted on during the Annual League Conference in August. The Mayor or an authorized designee represents each city and town during the Annual Resolutions Meeting and casts a vote on each resolution presented.

FINANCIAL IMPACT

None.

Recommended Action: MOVE to approve the 2021 League of Cities Resolutions**ATTACHMENTS**

1. [2022 League Conference Resolution Packet.pdf](#)

Number	Resolution	Sponsor	Notes
BFED 1	Remove the statutory requirement to adjourn a regular meeting to gavel into a special meeting for adopting a budget.	Goodyear	Amending ARS 42-17105.
GAHRE 1	Allow municipalities above 2,500 and under 10,000, whose existing general plan was approved by voters, to submit a new general plan for approval at the next regularly scheduled municipal election or special election.	Sedona	
GAHRE 3	Permit cities and towns to post public notices and ordinances on either the municipality's website, in a local newspaper, or both.	Glendale	
GAHRE 4	Amend statute to no longer require exhibits to be published if the exhibit's location is listed within the adopted ordinance and is accessible to the public.	Goodyear	Amending ARS 9-802.
GAHRE 5	Clarify statute to require contact information on political signs not directly affiliated with a campaign committee or candidate.	Goodyear	
NSQL 1	Support state appropriations to the Housing Trust Fund.	League	
NSQL 2	Amend statute to provide the Department of Liquor & License Control the authority to grant local governments an extension in time to review and act on liquor license applications.	League	

These are the only items that will be voted on. The other submissions that did not move forward as resolutions will be explained at the Resolutions Committee.

BFED 1

League of Arizona Cities & Towns Resolution

Remove the statutory requirement to adjourn a regular meeting to gavel into a special meeting for adopting a budget.

A. Purpose and Effect of Resolution

Current law ARS 42-17105 requires cities and towns to convene a special meeting to adopt their budgets. This additional step requires councils to adjourn the regular meeting only to gavel into a special meeting for budget adoption immediately. This extra step requires additional posting for city and town clerks and disrupts meeting flow. BFED 1 proposes to amend the statute to remove the requirement that cities and towns convene in a ‘special’ meeting and instead requires them to convene in a ‘public’ meeting to adopt their budget.

B. Relevance to Municipal Policy

Removing administrative staff burdens without reducing transparency. The proposed change would allow a city or town council to adopt their budget in a regular meeting. Given the existing requirements under the law to adopt a budget, this change would not reduce transparency or infringe on the public’s ability to provide input.

C. Fiscal Impact to Cities and Towns

No fiscal impact to cities and towns.

D. Fiscal Impact to the State

No fiscal impact to the state.

E. Contact Information:

Sponsoring City or Town: Goodyear

Name: Ginna Carico, Governmental Relations Manager

Phone: (623) 882-7082

Email: Ginna.Carico@goodyearaz.gov

League Staff: Roxanna Pitones

GAHRE 1

League of Arizona Cities & Towns Resolution

Allow municipalities above 2,500 and under 10,000, whose existing general plan was approved by voters, to submit a new general plan for approval at the next regularly scheduled municipal election or special election.

A. Purpose and Effect of Resolution

The statute requires all municipalities above 10,000 or more in population to submit their general plan for approval to the voters. Municipalities between 2,501 and 19,999 are to submit their general plans to the ballot only if they meet an average growth rate of 2% per year. Local legislative bodies have no constitutional or statutory authority to voluntarily refer matters to the electorate unless specifically authorized by state law. This leaves municipalities that may have been above the 10,000-population threshold at one point but had a decrease in population in the position of having to repeal and amend a previously voter-protected general plan, which they also do not have the authority to do.

The proposal would allow cities and towns above 2,500 and below 10,000 that do not meet the growth rate outlined in the statute to have the option to submit their general plan to the voters if the voters previously approved their current general plan.

B. Relevance to Municipal Policy

If certain conditions are met, ensure municipalities have the proper authority to submit their general plan to the voters. The proposal clarifies the rare occasions in which municipalities have a general plan previously approved by voters, combined with a decline in population placing the city or town below the population threshold which requires them to take their general plan for approval at the ballot.

Though there is only one city that League staff believes would be affected, cities or towns with declining populations that do not meet the 2% growth rate may be in similar situations in the future.

C. Fiscal Impact to Cities and Towns

Regular costs incurred for holding an election.

D. Fiscal Impact to the State

No fiscal impact to the state.

E. Contact Information:

Sponsoring City or Town: Sedona

Name: Joanne Keene, Deputy City Manager

Phone: 928-203-5186

Email: jkeene@sedonaaz.gov

League Staff: Tom Belshe

GAHRE 3

League of Arizona Cities & Towns Resolution

Allows cities and towns to post public notices and ordinances on either the municipality's website, in a local newspaper or both.

A. Purpose and Effect of Resolution

Allow cities and towns to post notices of election, invitations for bids, notices of letting contracts, laws and ordinances, and other ordinances of a public character issued by the governing body on the municipality's website, in a local newspaper, or both.

B. Relevance to Municipal Policy

Cities and towns are required under [ARS 9-812](#) to publish public notices in a newspaper printed and published in the municipality. Alternatively, public notices may be placed in a newspaper printed and published in the county where the municipality is located in a newspaper with greater circulation to city or town residents.

C. Fiscal Impact to Cities and Towns

Potential cost savings for municipalities that choose to discontinue publishing notices in local or regional newspaper.

D. Fiscal Impact to the State

No fiscal impact to the state.

E. Contact Information:

Sponsoring City or Town: Glendale

Name: Ryan Lee, Intergovernmental Programs Manager

Phone: 623-930-2081

Email: rlee@glendaleaz.com

League Staff:

GAHRE 4

League of Arizona Cities & Towns Resolution

Amend statute to no longer require exhibits to be published if the exhibit's location is listed within the adopted ordinance and is accessible to the public.

A. Purpose and Effect of Resolution

Eliminate the requirement that exhibits to an ordinance be declared public records in a resolution, if the location of the exhibits are listed at the bottom of the adopting ordinance and made available to the public.

B. Relevance to Municipal Policy

Under the existing process, city and town councils approve ordinances and then pass a resolution declaring all associated exhibits to the ordinance as public records. The proposal modernizes posting requirements and reduces the number of actions required by councils without reducing transparency.

C. Fiscal Impact to Cities and Towns

No fiscal impact.

D. Fiscal Impact to the State

No fiscal impact to the state.

E. Contact Information:

Sponsoring City or Town: Goodyear

Name: Ginna Carico, Governmental Relations Manager

Phone: (623) 882-7082

Email: Ginna.Carico@goodyearaz.gov

League Staff: Roxanna Pitones

GAHRE 5

League of Arizona Cities & Towns Resolution

Clarify statute to require contact information on political signs not directly affiliated with a campaign committee or candidate.

A. Purpose and Effect of Resolution

Clarify the statute to mirror existing requirements for placing contact information on political signs placed by candidates or campaign committees for signs placed by persons or entities who are not the candidate themselves or meet the thresholds to be considered a campaign committee. The proposal closes an unintended loophole in the existing statute which does not explicitly require that contact information be listed on signs advocating for or against a measure or candidate on the ballot, placed by persons who are not the candidate themselves or part of a campaign committee.

B. Relevance to Municipal Policy

[ARS 16-1019](#) (D) prohibits cities and towns from removing signs without a 24-hour notice, except for emergencies. Without an emergency contact listed, the city or town cannot provide the required notice, potentially posing safety risks if the sign is blocking a right-of-way or in the line of sight impeding traffic flow.

The proposal would create uniformity for all candidate or campaign-related signage and aid municipal staff's communication to the person or entity placing the sign, should an issue or complaint arise.

C. Fiscal Impact to Cities and Towns

No fiscal impact to municipalities.

D. Fiscal Impact to the State

No fiscal impact to the state.

E. Contact Information:

Sponsoring City or Town: Goodyear

Name: Ginna Carico, Governmental Relations Manager

Phone: (623) 882-7082

Email: Ginna.Carico@goodyearaz.gov

League Staff: Roxanna Pitones

NSQL 1

League of Arizona Cities & Towns Resolution

Support state appropriations to the Housing Trust Fund.

A. Purpose and Effect of Resolution

Addressing homelessness and housing affordability has become a high-priority issue for lawmakers. At the local level, municipal leaders are at the forefront, making concerted efforts toward reducing homelessness by adding shelter beds, rehousing those experiencing homelessness, and adding new affordable housing units.

State solutions and resources must support Arizona's growing unsheltered population and help vulnerable people stay in their homes if possible. The State Housing Trust Fund is the most flexible source of funding to combat homelessness and housing instability. Monies from the Housing Trust Fund are used for rapid rehousing, transitional housing, workforce housing programs, rental assistance programs, and gap financing for LIHTC (Low Income Housing Tax Credit) projects.

B. Relevance to Municipal Policy

State appropriations to the Housing Trust Fund are critical to combating homelessness. The availability of additional resources for affordable housing and rapid rehousing supports the work and the goals of local nonprofits and municipalities.

C. Fiscal Impact to Cities and Towns

No negative fiscal impact to municipalities.

D. Fiscal Impact to the State

The fiscal impact to the state will depend on the dollar amount appropriated to the Fund.

E. Contact Information:

Sponsoring City or Town: League

Name: Tom Savage

Phone: (602) 258-5786

Email: tsavage@azleague.org

League Staff: Tom Savage

NSQL 2

League of Arizona Cities & Towns Resolution

Pursue change in statute to provide the Department of Liquor & License Control (DLLC) the authority to grant local governments an extension in time to review and act on liquor license applications.

A. Purpose and Effect of Resolution

Provide DLLC with clear statutory authority to reinstate the long-standing practice of granting local governments time extensions beyond the current 60-day window to act or make recommendations on a liquor application. Time beyond the 60-day window is often necessary as cities and towns work with applicants to correct issues identified in the application process, such as resolving fire inspection findings or supplementing an incomplete application.

The agency recently modified its practice due to a new assistant attorney general's strict interpretation of [ARS 4-201.01](#). NSQL 2 proposes to revise this section of law to allow the director of the Department to extend the time limit for action by a local governing authority.

B. Relevance to Municipal Policy

Municipalities work with applicants to resolve findings or application deficiencies before bringing the application before the city or town council and making a recommendation to DLLC. The opportunity to extend the timeframe in which the council is to act or make a recommendation allows the applicant to resolve issues found during the application process and avoid having the council issue a recommendation to deny the applicant's request.

C. Fiscal Impact to Cities and Towns

No fiscal impact to municipalities.

D. Fiscal Impact to the State

No fiscal impact to the state.

E. Contact Information:

Sponsoring City or Town: League Staff

Name: Tom Savage

Phone: 602-258-5786

Email: tsavage@azleague.org

League Staff: Tom Savage

**COUNCIL AGENDA MEMO**

MEETING TYPE/DATE: **VOTING MEETING** **08-23-22**

DEPARTMENT: **City Manager**

AGENDA ITEM: Receive Presentation from Tri-City College Prep Headmistress Regarding Possible Settlement of Claims Related to the Middle School Building; and Possible Adjournment to Executive Session to Discuss and Consult with the City's Attorneys for Legal Advice, to Consider the City's Position and Instruct its Attorneys and Necessary City Employees, and Discussions Regarding Possible Settlement Discussions Pursuant to A.R.S. § 38-431.03(A)(3) and A(4).

ITEM SUMMARY

At the request of Dr. Mary Ellen Halvorson, this item is being brought forward to give her the opportunity to address Council.

BACKGROUND

Tri-City College Prep planned to build their middle school campus on a property that was, unbeknownst to the school and the City at the time, located in Airport Impact Zone 2. This particular zone does not permit schools within its boundaries. Staff did not discover the discrepant mapping until long after the Pre Application Conference and after the issuance of a grading permit. When the issue was discovered, the school was informed of the issue and told to stop all activity at the site on March 15. No construction had begun, but the steel building components had been delivered to the site.

In the days that followed the City's notification to Dr. Halvorson, staff met with her to discuss alternative properties that may accommodate the middle school campus. Staff drafted a settlement agreement for Council consideration at the executive session on May 24. Council's redlines of the proposed settlement agreement were returned to Dr. Halvorson. After months of consideration, many meetings and conversations, on June 1 Dr. Halvorson notified staff that she would not be moving

forward with the middle school campus project at all and intended to sell the building.

Since June 1, Dr. Halvorson has had conversations with a few potential purchasers of the building, including ERAU who expressed interest in using the structure on their main campus. On July 27, staff emailed Dr. Halvorson with an update that the reimbursement terms of the settlement agreement would most likely include the design expenses and permit fees already paid. However, staff also mentioned that they did not anticipate making up any differential if the sale of the steel building was discounted as they were optimistic that it could sold at the original purchase price or even make a profit. Dr. Halvorson has requested an opportunity to present her concerns regarding this matter to Council.

FINANCIAL IMPACT

Yet to be determined and would be the subject of negotiations with Council.

Recommended Action: Staff recommends receiving presentation from Tri-City College Prep and determine whether to adjourn into executive session for discussion and possible action related to possible settlement of claims relating to Tri-City College Prep's Middle School Building