



TOWN COUNCIL  
STUDY SESSION

Council Chambers/Library Auditorium 7401 E. Skoog Blvd. Prescott Valley, Arizona 86314, at 3:00 p.m.

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**MEETING MINUTES**  
**June 06, 2024**

**1. CALL TO ORDER AND ROLL CALL**

**Present:**

**Kell Palguta, Mayor**  
**Lori Hunt, Vice Mayor**  
**Kendall Schumacher, Council Member**  
**April Hepperle, Council Member**  
**Brenda Dickinson, Council Member**  
**Michael Greer, Council Member**  
**Lucy Leyva, Council Member**

**Absent: None.**

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

Council Member Leyva joined the meeting at 3:15 p.m.

**2. DISCUSSION ITEMS(S):**

**2a. Roadway Asset Services – Discussion Only [Heather Ruder – Public Works Director]**

Heather Ruder, Public Works Director, advised that an agreement with Roadway Asset Services was previously brought to the Town Council back in September of 2023. The agreement was to assist Public Works in making data driven decisions for a pavement preservation plan. Director Ruder introduced Zac Thomason to provide an update on the condition of the Town's roadways.

Zac Thomason, Senior Vice President of Roadway Asset Services, reviewed system statistics and terminology, highlighted the purpose and benefits of proper pavement management, and explained the three main components of the roadway asset collection van utilized to collect the Town's roadway data. He provided a sample of imagery captured and discussed the process

following data collection to include performing an onsite pilot field review to validate the data in addition to ranking the health of the road through a data driven PCI score (pavement condition index). He detailed health metrics, pavement condition results, and types of roadways within Prescott Valley. He then reviewed the funding required to maintain existing road conditions and discussed what would happen to road conditions under the current funding level.

Vice Mayor Hunt asked if five hundred million is the amount necessary to replace everything and whether the model showed fire hydrants. She then inquired on what Mr. Thomason meant by weak versus strong roads.

Zac Thomason specified that five hundred million is the replacement value based on today's rates and noted that hydrants, water, and drainage, were not included in any of the models. Mr. Thomason clarified that weak roads are exhibiting a certain type of distress caused by the loading of traffic. These types of distresses are going to be prioritized earlier on because they degrade rapidly and become a lot more expensive later on.

Mayor Palguta commented on the progression of technology and noted that this assessment will save money, preserve more roads, and benefit residents.

Council Member Dickinson shared sentiments on the progress the Town has made in managing roadways. She noted that during a Transportation and Infrastructure committee meeting there was discussion of the impact electric vehicles have on the roadways given their weight. She inquired whether this technology has any relation.

Zac Thomason advised that roadways are impacted by the weight and tire pressure of vehicles.

Council Member Dickinson stated given this, the figures presented today could change dramatically.

Zac Thomason agreed and further explained exponential growth of new development or inflation could also impact the condition of the roadway network. The models presented accounted for a five percent annual inflation increase; however, contractor and material pricing could also impact the model. He recommended the model be updated annually to account for completed projects and new bid tabulations.

Vice Mayor Hunt requested further explanation on the pavement preservation program.

Zac Thomason explained that pavement preservation is lightweight activities that agencies use to extend pavement design life at the lowest cost. For the Town, pavement preservation is micro surfacing, slurry seals and cape seals.

Vice Mayor Hunt asked if there is a list for the types of roadways in Prescott Valley.

Zac Thomason replied yes, there is a full road list with PCI scores.

Council Member Schumacher asked whether this technology could be used to monitor the conditions of sidewalks and assist in determining whether manhole covers need to be raised or lowered.

Zac Thomason explained a full manhole and valve inventory could be compiled using the imagery collected. He further explained that there are a couple of different methods available for sidewalks. One method is to utilize the collected imagery to develop a sidewalk inventory. The other option is to utilize eBikes which are outfitted with HD cameras and an IMU that measures the slopes of sidewalks. This option has the ability to locate all vertical displacements and horizontal separations that could cause trip and fall type litigation. There was no further discussion.

**2b.** *Attainable Housing Update - Discussion Only [Stephanie Robinson, Neighborhood Services Director and Donna Kennedy, Development Services Director]*

Stephanie Robinson, Neighborhood Services Director, provided Prescott Valley housing data and hourly rates found within Prescott Valley. She emphasized that majority of positions in Prescott Valley earn less than \$50,000 per year and attainable housing for those individuals would be at a cost of \$1,250 per month. She highlighted accomplished initiatives since the release of a Housing Task Force Report, including the development of a Neighborhood Services Department and an attainable housing work group. She discussed the goal to develop and implement housing strategies that support demographics unique to Prescott Valley and increase the attainable housing stock by 5% by 2026. She reviewed four additional goals created by the attainable housing work group which included the following: 1. Preserve existing housing stock. 2. Increase new attainable housing options. 3. Promote community development activities. 4. Responsive/Transparent Government. Lastly, Director Robinson discussed attainable housing program progress.

Following, Donna Kennedy, Development Services Director, provided an overview of initiatives currently being considered including in-fill housing-overlay districts, attainable housing development incentive, a Housing Trust Fund, deferment of development fees for non-profit organizations and reducing impact fees.

Vice Mayor Hunt shared comments in support of the Housing Trust Fund, highlighting the purpose and benefits. She shared her preference of including a covenant to preserve attainable housing. Director Kennedy explained the responsibility that a covenant holds.

Vice Mayor Hunt inquired if it would be part of the development agreement.

Director Kennedy confirmed that it would be part of the agreement and that such covenant would be negotiated on a case by case basis.

Vice Mayor Hunt explained that a Town could contribute to a Housing Trust Fund annually. In addition, market rate developers that want to assist with attainable housing have the opportunity to contribute.

Director Kennedy explained it would be a voluntary contribution from developers.

Vice Mayor Hunt inquired if the zoning codes are being reviewed further as they may be onerous.

Director Kennedy explained the zoning code update is still in progress and that it will likely be brought back to the Town Council in September of 2024.

Council Member Hepperle requested more discussion about the reinvestment areas. She explained when it comes to reinvestment areas, she envisions lots of different existing property owners and inquired on how it would work with new developers.

Director Kennedy explained she has noticed there are generational investments and many land uses within the Town. She explained that the property owner selling the land could potentially have the opportunity to participate in the development project.

Mayor Palguta asked if there is a way to get a number of buildable lots in the core area of Prescott Valley.

Director Kennedy identified that one of the Principal Planners is working on an assessment chart of all the available lots.

Mayor Palguta commended Director Kennedy and agreed that it will take a series of multiprong approaches through a layering system in order to have attainable housing.

Council Member Dickinson referenced House Bill 2297, and inquired whether the House Bill had any influence in bringing forth this agenda item.

Director Kennedy explained that it has and identified wanting to be proactive in addressing issues.

Council Member Dickinson explained that at this point in time House Bill 2297 only applies to municipalities with a population of 150,000 or more to create objective standards that would allow for the development of multifamily residential or adaptive reuse projects on at least ten percent of existing buildings currently zoned for commercial, office or mixed use.

Director Kennedy explained that the overlay would be determined on a case by case basis and shared the hope of having a successful community where the next generation could work in and afford to live in Prescott Valley.

Council Member Leyva asked if the Housing Trust Fund is solely geared towards nonprofits.

Director Kennedy explained that in addition to nonprofits, the Housing Trust Fund is geared towards attainable workforce development units.

Director Robinson discussed the potential for a Down Payment Assistance Program. She noted currently Town staff is in the process of looking at opportunities for a Housing Trust Fund in an effort to lower housing costs. The Town is also exploring the opportunity of becoming an entitlement community. Upon doing so, it would open up eligibility to receive CDBG (Community Development Block Grant) funds. Additionally, the Neighborhood Services Department is looking into developing a Rehabilitation Program as well as a Volunteer Assistance Program. Director Robinson noted that the Town will be conducting a very comprehensive study on the current housing stock utilizing grant funds received from the Arizona Department of Housing. She reiterated the goal to preserve the current housing stock and discussed ongoing efforts of her team to obtain IPMC (International Property Maintenance Code) certification and certification through the Code Enforcement League of Arizona (CELA). She added that she along with one other individual will be conducting the very first management training for CELA statewide. She then discussed the vetting process for additional grant funds as well as software opportunities that could assist the Neighborhood Services Department as well as other departments throughout the Town.

Vice Mayor Hunt inquired on if there was a number for the 5% increase in attainable housing by 2026 goal or if that percentage would be determined utilizing awarded grant funds from the Arizona Department of Housing (ADOH).

Director Robinson explained that the funding from ADOH will be used to determine a benchmark to better understand the direction in which the Town needs to go.

Vice Mayor Hunt asked if the Town would go through an organization for down payment assistance or whether it would be managed internally.

Director Robinson responded that they are looking at trying to find someone to oversee the Down Payment Assistance Program.

Council Member Dickinson commented that property management and maintenance is meant to encourage residents and not meant to intimidate homeowners.

Director Robinson explained that her department does not wish to be in an adversarial role with the very people they are meant to serve, which is why they are looking into offering a Volunteer Assistance Program. Additionally, they are looking into the possibility of offering a voucher program for Neighborhood Cleanup Day. Their desire is to offer resources and work in partnership with Town residents in maintaining their properties.

Council Member Dickinson discussed reaching out to individuals, such as contractors, to participate in the Volunteer Assistance Program.

Director Robinson confirmed that anyone willing can volunteer. She then discussed a neighborhood toolkit currently available to residents and emphasized that their concern pertains to health and safety violations.

Council Member Dickinson asked if the Neighborhood Services Department will be offering classes to residents.

Director Robinson explained they will be working closely with the Communications Department to educate the public and discussed the idea of providing a curb appeal guide to residents.

Council Member Leyva inquired if there would be a collaboration with the City of Prescott in creating a housing assessment.

Director Robinson advised that she met with the City of Prescott earlier today to try to obtain more information with regards to their submitted grant application and to discuss partnership opportunities.

Council Member Hepperle inquired on if Director Robinson was visualizing offering the Rehabilitation Program, Volunteer Assistance Program, and property maintenance to owner occupied residences.

Director Robinson replied yes, but that it does not necessarily mean they cannot work for an individual that may be a longtime renter so long as they have the homeowner's permission. If there is a funding opportunity, most of those opportunities will likely be given to individuals who own their property. Council Member Hepperle shared that such work is the responsibility of the landlord and not necessarily the renter. She vocalized not wanting to give the landlord the benefit of the improved home only to have charge a higher rent.

Director Robinson agreed that it is a concern that has been expressed by many departments and agencies throughout the nation when trying to figure out how to avoid having a renter end up on the street. She explained that is why programs need to be fully vetted prior to approval.

Council Member Hepperle emphasized the liability concern of not requiring volunteers to have a contractor's license and permitting involvement in the Volunteer Assistance Program.

Director Robinson explained that many of these types of programs deal with completing tasks that do not require, for instance, a building permit. Following, she discussed her experience with the Make a Difference Day Program in Avondale. There was no further discussion.

### **3. ADJOURNMENT**

Mayor Palguta adjourned the meeting at 4:07 p.m.

ATTEST:

APPROVED:

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Fatima Fernandez, Town Clerk

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Kell Palguta, Mayor

STATE OF ARIZONA)  
COUNTY OF YAVAPAI)

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TOWN OF PRESCOTT VALLEY)

CERTIFICATE OF COUNCIL MINUTES

I, Marissa Greenwood, Deputy Town Clerk of the Town of Prescott Valley, Arizona, hereby certify that the foregoing minutes are a true and correct copy of the Minutes of the Study Session Meeting of the Town Council of the Town of Prescott Valley, held on June 06, 2024.

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

Dated this August 8, 2024

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Marissa Greenwood, Deputy Town Clerk