



PRESCOTT CITY COUNCIL WORKSHOP AGENDA

**PRESCOTT CITY COUNCIL
WORKSHOP
TUESDAY, NOVEMBER 18, 2008
1:00 P.M.**

**Council Chambers
201 S. Cortez Street
Prescott, AZ 86303
(928) 777-1100**

The following Agenda will be considered by the Prescott City Council at a **Workshop** pursuant to the Prescott City Charter, Article II, Section 13. Notice of this workshop is given pursuant to Arizona Revised Statutes, Section 38-431.02.

- ◆ CALL TO ORDER
- ◆ ROLL CALL

MAYOR AND CITY COUNCIL:

Mayor Wilson
Councilman Bell
Councilman Lamerson
Councilwoman Lopas

Councilman Luzius
Councilman Roecker
Councilwoman Suttles

1. [Presentation by members of the Water Conservation & Safe Yield Committee on the proposed initiatives.](#)
2. Adjournment.

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.

Elizabeth A. Burke, MMC, City Clerk

**Information packet for Prescott City Council
Water Conservation & Safe Yield Workshop
November 18, 2008**

The Water Conservation and Safe Yield Committee will present five initiatives that task forces have developed in 2008. The five initiatives are as follows:

- | | |
|--|-------|
| 1. Choosing a conservation target for the City of Prescott | p. 1 |
| 2. Revision to water conservation incentives program | p. 2 |
| 3. Initiating a volunteer program for water conservation | p. 6 |
| 4. Converting City landscapes and facilities into models of water conservation | p. 23 |
| 5. Conservation and Safe Yield | p. 24 |

1. Choosing a conservation target for the City of Prescott

The WC & SY Committee encourages Council to adopt a water conservation target (in gallons per capita per day, or GPCD) for the City of Prescott. A target would help Council and the WC & SY Committee move forward in determining appropriate water conservation strategies. Moreover, a target would be a valuable tool for informing Prescott residents, businesses and schools of their progress in meeting conservation important goals. Ideally, the conservation target that Council chooses would be part of, and informed by a larger strategy to reach safe yield. While no such overarching strategy currently exists, the Council can still move forward by adopting a target that will be meaningful no matter what safe yield strategy is ultimately adopted.

The WC & SY Committee formed a Task Force to develop two targets. The first is a moderate goal that would reduce GPCD from 148 to 127 (14% of total current pumping) over 5 years. The second is a more aggressive goal that would reduce GPCD from 147 to 104 in 10 or more years. The Committee invites Council to commit to the moderate target, and recognize that the more aggressive target is possible if more aggressive savings from water conservation are deemed necessary after the first target is achieved. The two targets were developed based on the following improvements in water use efficiencies:

Target 1—moderate

- 72 to 60 GPCD indoor residential,
- 5 % reduction on indoor consumption in commercial and government/municipal,
- 40 gal/ft² to 30 gal/ft² on residential irrigated turf,
- 20% increase in irrigation efficiency in residential non-turf vegetation,
- 10% improvement in irrigation for outside commercial, large turf and government/municipal

Target 2--aggressive

72 to 50 GPCD indoor residential,
10 % reduction on indoor consumption in commercial and government/municipal,
Conversion of virtually all residential turf to drip irrigated landscape,
40% increase in irrigation efficiency in non-turf vegetation in residences,
20% improvement in irrigation for outside commercial, large turf and government/municipal.

Achieving these goals will require on-going educational activities and incentive offerings that the City currently supports. But current activities will not be sufficient to achieve the moderate or aggressive conservation targets proposed. The WC & SY Committee believes that the timing is right to develop a broader range of indoor and outdoor water use auditing programs in order to reach the next tier of conservation savings. Public and private as well as county and city partnerships will be explored to affordably and creatively develop such programs.

2. Revision to Water Conservation Incentives Program.

The WC & SY Committee formed a Task Force that worked with Prescott's Water Conservation Staff member Shaun Rydell to review the water conservation incentives that the City has offered the public since 2004. Several changes were proposed. Specifically, the Task Force and Ms. Rydell recommended the following:

Eliminate incentives:

Point of demand hot water recirculators. Reason: water conserved does not justify incentive
Efficient washing machines. Reason: Industry has set good minimum efficiency standards on all machines

Change incentives:

Increase incentive for dual flush toilets from \$130 to \$150. Reason: suggested increase is proportionate to amount of water saved with this item

Add incentives:

High efficiency toilets (1.28gpf) (\$150/unit)
Landscape irrigation audits by certified auditors (\$100)
Rainwater harvesting cisterns (\$0.10/gallon of storage, 500 gallon minimum/\$500 maximum)

Below is the proposed ordinance for these changes.

ORDINANCE NO. _____

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT
YAVAPAI COUNTY, ARIZONA, AMENDING TILTLE III, CHAPTER 10 OF THE
PRESCOTT CITY CODE BY REVISING A SECTION "8" THERETO ENTITLED
"INCENTIVE PROGRAM"

WHEREAS the Mayor of the City of Prescott has appointed a Water Conservation Safe Yield Committee, which Committee inter alia was directed to recommend to the City Council revisions to the City Incentive Program as a part of its Water conservation Code; and

WHEREAS the Mayor's Water Conservation Committee has recommended the City Council, adopt a revised incentive program award list, as more particularly set forth herein.

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

SECTION 1. THAT Title III, Chapter 10 of the Prescott City Code entitled "Building Regulations; Water Conservation Code" is hereby amended by revising Section 8 thereto, to read as follows:

3-10-8: INCENTIVE PROGRAM:

(A) Purpose: to encourage residents and businesses to conserve water with financial incentives (rebates) for retrofitting existing, wasteful water-use devices and high water-use landscaping with more efficient ones. This section applies to the purchase and installation of efficient or conservation products after March 30, 2006 of approved devices / retrofit plumbing fixtures installed in buildings built prior to January 1, 1995, the removal of high water consuming landscaping which existed on or before December 30, 2008, irrigation audit service and rainwater cisterns conducted or purchased after December 30, 2008, within the areas served by the City of Prescott water utility.

(B) All incentive awards are subject to the submittal of complete application and determination of eligibility and qualifications by the City. Applications will be accepted only from the current property owner(s) of record.

(C) The incentive program is provided on a first come, first served basis, subject to the availability of budgeted funding; applicants are responsible for determining that funds are available for incentive awards prior to submittal of their application, which information can be obtained by contacting the Water Conservation Coordinator or other person designated by the program administrator. No applicant shall be entitled to more than one-half (1/2) of the monies available for this program at any time during a fiscal year.

(D) Incentive awards will be credited on water bills of affected properties within three billing cycles after approval.

(E) The Water Conservation Coordinator and appointed Water Conservation Committee will from time to time review the incentive program, and may recommend changes to the City Council. Upon incentive program review and approval from City Council, incentives may be subject to revision or change without official public notice.

(F) Incentives and program management shall be administered by the Water Conservation Coordinator or other person designated by program administrator and in accordance with the following Incentive Awards List and qualifying criteria:

INCENTIVE AWARDS LIST	
Water Efficiency/Conservation Improvement Incentive (unless otherwise indicated, each item is a one-time award for the property, fixture, or equipment, as applicable and determined by the City)	Maximum Award Per Incentive
Landscape conversion to automatic drip systems ¹	\$ 150
Landscape Irrigation Audits by Certified Auditors ²	\$ 100
Rainwater Cisterns ³ 500 gallon minimum/\$500 maximum	\$ 0.10 Per gal of storage
Turf removal installed prior to January 2009, located on-site, and in adjacent right-of-way (\$0.50 per sq. ft.) ⁴	\$ 800 Residential \$ 2,000 Non-Residential
Low-flow Toilets-3 unit maximum residential (not to exceed 1.6 gal. per flush)	\$ 100
Dual Flush 0.8/1.6 gpf and High Efficiency Toilets 1.28 gpf	\$ 150
Commercial (not to exceed 1 gal. per flush) Urinals	\$ 100
Commercial Urinals (no flush design or technology)	\$ 125
Leak Repairs (\$50 maximum benefit per property)	\$ 50
Showerheads (not to exceed 2.4 gal. per minute flow)	\$ 10
WaterSmart Kit (available at City Hall or Public Works)	\$ 10

¹ Landscape conversion to automatic drip systems

The system when complete shall include the following irrigation components: (a) Automatic timer, (b) PVB - backflow prevention device (permit required), and (c) Drip irrigation water distribution system. Incentive award may represent the addition or combination of any one of these three (3) irrigation components and will always require component (b) PVB - backflow prevention device (permit required by code).

² **LANDSCAPE IRRIGATION AUDITS BY AN ACCREDITED/CERTIFIED IRRIGATION AUDITOR**

Irrigation audits will require consumers to contact the conservation office and have delivered by electronic file or US Postal System a water use summary / history of the customer. The landscape irrigation audit when complete shall include a copy of the following: (a) billing account - water history, (b) complete and certified landscape irrigation worksheet, and (c) copy of the paid invoice from a certified landscape irrigation service. Note: A list of Certified Irrigation Auditors is available at www.irrigation.org link to certified professionals, City Hall or link to WaterSmart on the web at: www.cityofprescott.net

³ RAINWATER CATCHMENT SYSTEM

Catchment systems require the installation of a 500-gallon minimum capacity rainwater-catchment tank or cistern. Rainwater storage systems shall include (a) holding tank,(b) inlet strainer with cover,(c) threaded water outlet, (d) overflow, (e)leaf screen, (f) appropriate filter or first flush valve to prevent clogging, (g)vector proof to prevent insect and animal entry, (h) a proposed water budget specific to site. The system shall be designed to prevent freezing. Rainwater storage systems shall not be allowed to connect to the potable water system. Conservation staff may approve a bioretention cell landscaped depression which is engineered to passively contain and utilize large volumes of water on the site. *Incentive credit proposed 0.10 per gallon, requiring a minimum catchment system of 500 gallons / maximum incentive \$500 dollars.*

⁴ TURF REMOVAL ON-SITE AND IN ADJACENT RIGHT-OF-WAY

Requires the conversion from turf lawns to a water saving style landscape. *Submit before and after pictures and supporting product receipts with turf credit application, as proof of turf removal.* If irrigation is required, the conversion to drip irrigation or similar automated or efficient watering system is a requirement. Note, an Irrigation credit is also available in conjunction with the turf credit according to program and permit conditions.

Incentive credit is \$0.50 per sq. ft and the following minimum turf removal applies:

- Residential minimum turf removal.....100 sq. ft. /maximum credit \$ 800 dollars
- Non-Residential minimum turf removal.....500 sq. ft. /maximum credit \$2,000 dollars

Water conservation and energy efficient products, guidelines and manufacture may be found and listed on the <http://www.epa.gov/watersense/pp/index.htm> and the Consortium for Energy Efficiency (CEE) website at www.cee1.org. **This is not an endorsement for any product or service and only offered as a research and educational resource.**

(G) Incentives awards given pursuant to this Section shall not exceed the actual cost incurred by the applicant for the water efficiency or conservation improvement for which an incentive award application is made.

PASSED, APPROVED AND ADOPTED by the Mayor and Council of the City of Prescott, Arizona on this ____ day of _____, 2008.

JACK WILSON, Mayor

ATTEST:

APPROVED AS TO FORM:

ELIZABETH A. BURKE, City Clerk

GARY KIDD, City Attorney

3. Initiating a Volunteer Program for Water Conservation

City of Prescott
Water Conservation Committee
Volunteer Program
DRAFT

Purpose of the Volunteer Program Document

The objective of this document is to provide guidance for City of Prescott's Water Conservation and Safe Yield Committee and Water Conservation Coordinator volunteer recruitment and management efforts and is intended to be an internal resource.

Volunteer Supervision:

In order to have a successful volunteer program to assist Prescott's water conservation efforts, it is necessary to have a responsible and committed supervisor. Either the Water Conservation Coordinator will assume this role, or some other person or persons will need to take on this responsibility.

Please note the following section from the job description of the Water Conservation Coordinator:

JOB DESCRIPTION

This position will require the staff person to do extensive coordination and communication with the public. In order to best achieve successful results, maximum use of volunteers will be required. The Water Conservation Coordinator must be able to delegate tasks to teams of volunteers, while still providing oversight and assistance. Most of the duties will require close cooperation with the Water Conservation Advisory Committee.

Duties include:

EDUCATION PROGRAM:

Develop a water audit training program for city volunteers performing in-home water audits. Train and Coordinate volunteers who will do the water audits for the public and who will also answer conservation questions from the public.

Develop a plumbing training program for city volunteers involved in the installation/retrofit of water saving devices Train and Coordinate these plumbing volunteers who will assist low-income and physically challenged residents in retrofit programs."

Who are Water Conservation volunteers?

A volunteer is anyone who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the Water Conservation Committee or Water Conservation Coordinator. Volunteers can provide a wide spectrum of services—from people who have professional backgrounds in landscaping, plumbing or

related fields; or individuals who have no specialized background but are willing to learn.

The committee, in conjunction with the coordinator and staff will have to determine which volunteer programs should be implemented. Among the suggested ones are:

Install low-flow faucets in restaurants

Do water audits for residential and non-residential users

Work with industry groups such as plumbing, construction and architecture, and landscaping.

Promote conservation through educational efforts by working with schools and other community groups, and by attending community functions with booths, etc.

Assist residents in basic retrofit installations

Volunteers can be characterized as either short-term or long-term volunteers. Short-term volunteers can be described as individuals who participate in an event but who may or may not participate in the future. These volunteers will require training only relevant to the project for which they will participate and may not be required to go through the formal application and training process expected of long-term volunteers.

Long-term volunteers can be characterized as those who participate in regular, ongoing projects. Long-term volunteers will be expected to go through the formal application, interview, and training.

There are many factors that motivate people to volunteer and they often see personal benefits coming from their contributions. Like the benefits of volunteering, the perceived "costs" of volunteering can vary according to the individual involved. In most successful volunteer initiatives and experiences, the benefits of volunteering outweigh the costs for both the organization and the volunteer.

Some of the many benefits a person can receive by volunteering include:

- Improve the quality of life of members of the community
- Do something useful and enjoyable
- Support something in which they believe
- It's fun
- Explore new career options and network
- Fulfill service requirements of club, school, church, etc.
- Make new friends and affiliations
- Develop and grow personally while cultivating new interests

In addition, volunteers will have access to any of our educational materials necessary to fulfill their duties, will receive training in the operation of any equipment necessary in their volunteer positions, and have access to staff if any questions or concerns arise.

Volunteer Insurance Coverage

We have verified with the City Attorney that Prescott's insurance covers the use of volunteers for the suggested purposes.

Volunteer Position Descriptions.

Prior to any volunteer recruitment effort or project implementation, a description must be developed for each volunteer position. Volunteers require a clear, complete, and current description of the duties and responsibilities of the position that they are expected to fill. Position descriptions should be reviewed and updated at least every year, or whenever the work involved in the position changes substantially.

A volunteer position description outlines the work that needs to be done by the volunteer. The description is a useful tool that forms the basis for any recruitment effort. The position description defines the assignment, skills, abilities, and interests necessary to perform the task successfully.

The following items reflect key components in creating volunteer position descriptions:

- **Position Title**
A specific, descriptive title that reflects the function of the volunteer position and gives the individual a sense of identity while reflecting the function of the position.
- **Responsibilities and Duties**
Any volunteer position description should clearly and specifically list the responsibilities and duties expected of the volunteer in order to successfully complete the project.
- **Volunteer Impact**
Briefly outlining the overall purpose of the project and how the volunteer's work will impact the outcome will help the volunteer take ownership of their work and assist in retaining their valuable contributions for future projects.
- **Work Location**
Be as specific as possible about the location where the individual will be working. Can this assignment be done at home or must the person be on site? Do we first meet at the office and then move to the work site? What computer station will the volunteer work at and what hours is that station available?

Although not all of these details are necessary to disclose in, for example, an advertisement of the position, it is important that both the volunteer coordinator and the volunteer understand the working arrangements.

- **Qualifications**

The position description should clearly and concisely list the qualifications required to fill the volunteer position and include education, personal characteristics, skills, abilities and/or experience required. Some positions may require little more than the ability to work outdoors and low-intensity labor, whereas a prospective volunteer doing technical work would require a different skill set and experience

- **Commitment Required**

Commitment asked of the volunteer in terms of the minimum length of service, hours per week, and any other special requirements.

- **Training**

The position description should indicate both the nature and length of all general and position-specific training required for the volunteer assignment.

- **Volunteer Supervisor and Contact information**

Provide contact information for inquires regarding volunteer opportunities.

Recruitment Techniques.

Targeted Recruitment

Targeted recruitment is specific, focused, and addressed to the audience where you believe that you will be able to find the people with the skills, interests and availability needed for the position. It requires that you analyze the position and define, as clearly as possible, the type of person you are seeking and the type of message that you will use to motivate them to volunteer.

Broad-based Recruitment

While targeted recruitment is good for identifying people to fill positions that require special training and specific abilities, broad-based recruitment can be effective for positions that can easily be done with minimal training. It is particularly useful when you need a lot of people for a short-term term event such as letter-stuffing.

In a broad-based recruitment plan, the goal is to keep volunteer needs in the public eye through media campaigns, public-speaking engagements, the distribution of our brochures, and other techniques geared towards the general public instead of targeting a particular segment of the community.

Broad-based efforts require:

- *Networking with community groups and leaders*

Become familiar with local groups in the Prescott area and the volunteer opportunities they offer. What type of programs do they offer and when do they meet. Can you attend one of their meetings, network, and promote your volunteer opportunities simultaneously? Who are your community leaders? Networking with these individuals provides you with a support system to turn to for special projects and opportunities.

- *Keeping a high profile in the media*
What projects and fundraisers are you involved with that might qualify as feature articles? Who is working with you that might be considered noteworthy? Public service announcements (PSAs), while they may generate only a limited response, help keep water conservation and our cause clearly visible. Present a clear and straightforward message in PSAs and make sure that people are asked to volunteer.
- *Distributing our print materials strategically*
Brochures and flyers are strategically placed throughout the community to call attention to our efforts.
- *Use existing volunteer directories and referral services*
Be sure to distribute our volunteer opportunities with existing volunteer referral services in Prescott. Prescott's community library and city website will post and distribute listings of local volunteer opportunities.

Presentations to Local groups

Public presentations can serve to both inform the public about why water conservation is important and to recruit new volunteers. When using this method of recruitment be sure to:

- Deliberately select the groups. There are two types who are most helpful: those groups whose membership regularly participates in helping out in the community (Rotary, service clubs, etc.), and those groups whose membership are likely to have a common interest. Schedule these types of groups first.
- When organizing speaking engagements, try to find a members that can serve as an introduction to the group, paving your way to a more receptive audience.
- Try to time speaking to meet with the group's processes and your needs. Find out what other projects the group is already committed to and time your talk to coincide with their need to develop a new project.
- Pick presenters carefully and consider sending a volunteer who can speak passionately about our mission and our programs. Make sure whoever is speaking can explain what water conservation does and exactly what is needed.

- If possible, utilize a visual presentation, with slides, pictures, etc. If the presentation is boring, the group may assume that your jobs will be too.
- Be prepared for people to offer to volunteer at the presentation. Take along brochures, examples of jobs for which they are needed, sign-up sheets, etc. If someone expresses interest, don't leave without their name and phone number, and commit to follow up with them as quickly as possible.
- Be prepared for too much success. You may need to have a back up plan to handle the entire group wanting to volunteer together to help you out, not just a few individuals. If several group members decide to volunteer, you will need to consider ways in which they might work together while performing the volunteer work.
- Remember, at some point during a public presentation a representative should directly and unequivocally ask the audience to volunteer.

A Sample of Places to Distribute and/or Display Volunteer Information

- Prescott Chamber of Commerce
- Churches
- Community centers such as the Sparks Center and YMCA
- Local gyms
- Local restaurants
- Colleges, Educational Institutions, and Libraries (Prescott College, Yavapai College, and the Prescott Public Library)
- Listserves and websites (such as the City of Prescott's events calendar)
- Print media including *The Daily Courier* and community-based media like *Monsoon and Prescott ENews*
- Retirement communities and associations
- Housing developments / Homeowner associations
- Service clubs and Member clubs (such as the Elks and Rotary Clubs)
- TV and radio stations
- Local volunteer centers

Volunteer Application Forms

When someone demonstrates an interest in volunteering, ask that they fill out a volunteer application. The application serves as the initial filter for and will provide useful information to align the prospect's interests and skills with the needs of the organization.

After the application has been received and reviewed, discuss with the appropriate staff and/or volunteer supervisor how the volunteer might best be integrated into programs.

After this discussion and consultation, contact the volunteer about opportunities which resonate with their skills and interests. Where appropriate, ask the volunteer to come in for an interview. For volunteer it may not be necessary for the individual to come for a formal interview process. However, any new volunteer should be orientated to understand our mission, have a grasp of our current programs, and understand the importance of their contributions.

Volunteer applications are part of the initial screening process when recruiting new volunteers. They offer an opportunity to learn something about the prospective volunteer and you may discover exactly what the individual is looking for in a volunteer position.

Purpose of the Interview

The purpose of screening interviews is to learn more about the potential volunteer, their interests, abilities, experiences, and what they are looking for in a volunteer capacity. Interviews also can prevent future problems by ensuring that there is a clear understanding of the job requirements in the volunteer position, and to inform the volunteer about policies, procedures, and other organizational information.

Where an interview is appropriate, it should be used to help determine the qualifications of the volunteer, their commitment to fulfill the requirements of the position, and should answer any questions that the volunteer might have about the position. Interviews may be conducted either in person or by other means.

Selection & Placement

When placing an individual in a volunteer position, pay attention to the interests and capabilities of the volunteer and to the requirements of the specific volunteer position.

Generally, volunteer placements should not be made unless the requirements and needs of both the volunteer and the supervising staff can be met. Also, volunteers should not simply be assigned to a 'make-it-work' position for which they are unqualified or not interested in.

After a good "match" is found for the volunteer they should be contacted regarding any training necessary for the position. The volunteer coordinator should then confirm with the respective supervisor their new volunteer and acquaint them with the volunteer's skills, commitment level, restrictions, etc.

Records Maintenance

Filing: A file will be maintained on each volunteer, including dates of service, positions held, duties performed, evaluation of work, and awards received. Volunteers and appropriate staff will be responsible for submitting all appropriate records and information. Volunteer personnel records will be given the same confidentiality as staff personnel records.

Timesheets: Individual volunteers are responsible for the accurate completion and timely submission of timesheets. Timesheets and a record of volunteer contributions provide important information used in grant applications and other materials. It is also a way for volunteers and staff to track volunteer contributions

Recognition, Rewards, and Retention

Guiding Principles for Recognizing and Retaining Volunteers

- **Never assume that volunteers know that they are appreciated.** Recognition of their contributions should be a part of the formal and informal process. Volunteers who do not receive frequent feedback and recognition begin to wonder if they're doing a good job and if anyone cares about the work they do. This often feeds a lack of motivation and can result in not being able to retain volunteers.
- **Recognize and Reward volunteers in an open and public way..**
- **Timing of recognition is crucial.** Recognize volunteer contributions throughout the project and reward contributions as close as possible to the time of project completion. Time delays weaken the impact of most awards. An immediate 'thank you' or 'great job' is much more important than a proclamation six months later.
- **Create forms of recognition that are unique to the needs and interests of the people involved.** Have several potential ways of recognizing volunteer contributions and accomplishments in ways that are appropriate and worthwhile. Deliver recognition in a personal and honest manner because small, personal signs of appreciations tend to be perceived as more sincere than formal pronouncements.
- **Strive for clear, well-communicated connections between accomplishments and recognition.** Make sure people understand why they are receiving recognition and why they deserve to be recognized.

Volunteer Application

Name: _____ Date: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Email Address: _____ Best way to contact you? _____

Profession/Occupation: _____

Volunteer position(s) and/or types of tasks you are interested in:

How much time (hrs/wk) can you commit to the position(s)? _____

Please list current or prior volunteer experience:

Organization

Volunteer Title

Dates

Why are you interested in volunteering to assist Prescott's water conservation efforts?

What skills and background do you offer as a volunteer?

City of Prescott
Water Conservation Committee
Volunteer Positions
DRAFT

Volunteers Wanted:

City of Prescott is seeking area wide Restaurants with commercial rinse valves to allow trained volunteers to replace their high water use rinse valve with low water use valves.

The retrofitting of pre-rinse spray valves in commercial kitchens with a newly designed more efficient valve. The standard pre-rinse valve uses 3 to 4 gallons per minute versus the 1.6 gallons per minute for the rinse smart valve. The new valve designed to have a more effective spray pattern to reduce water flow. Less time may be needed per dish to pre-rinse. Documented water savings are in the 35% to 40% range. This program and the rinse valve are free to those eligible participants.

Volunteers of the WCCSY program are needed to personally contact commercial kitchen operators to inform them about the City of Prescott Rinse Smart program.

Here's how it works:

- The low-flow rinse nozzle replaces existing sprayers used in commercial kitchens, such as restaurants, schools, hospitals and nursing homes. Dishwashing can account for two-thirds of water use in such locations.
- Most older nozzles use about 2.1 gallons per minute, with an average daily use of about 168 gallons.
- Using a special design that increases water pressure, the new nozzles use about 1 gallon per minute, reducing daily water use to an average 95 gallons.
- By using less hot water, a kitchen can also reduce electricity use.

Traditional dishwashing nozzles spray up to six gallons per minute.

The new hardware, according to the Arizona Department of Water Resources, maximizes cleaning power with less waste: 60 pounds of pressure per square inch and a flow of less than 1.6 gallons per minute.

With this equation, less water also means more energy conservation.

"Restaurants could save from \$50 to \$400 a month on heating and water," Walker said. "We furnish the new spray nozzle and we install it free of charge."

Installation is easy. It takes 15 minutes, so kitchens can do it between the lunch and dinner rushes.

Program requirement: City will label and hold onto old valve for 90 days. Valves will be recycled after 90 days.

Target: Restaurant, Hospitals, high school and other cafeteria programs, hospitality and catering facilities

Tools: vice grip or wrench and small screw driver
Requires volunteer to fill out this form for all valves



Valves Save Water & Energy

AMA Partners with Town of Prescott Valley to Conserve Water

About two-thirds of the water used by restaurants is used for dishwashing. With that in mind, Prescott AMA and Town of Prescott Valley staff hit the streets to promote the Arizona Rinse Smart program.

Sponsored by ADWR, Arizona Rinse Smart is a new water efficiency program that focuses on replacing high-water use, low-pressure pre-rinse spray valves with lower-water use, higher-pressure valves.

The Rinse Smart valves use 1.6 gallons-per-minute at 40 p.s.i. pressure — half the water use of standard spray valves.

The pilot project resulted in the installation of thirty-two valves at Prescott Valley eateries. The Town's water savings from this effort could reach 1.6 million gallons per year!

The partnership with Prescott Valley is the first Rinse Smart effort in the Prescott AMA and ADWR is pleased by the Town's enthusiasm to participate in water conservation programs.

ADWR intends to partner with other municipalities to expand the Rinse Smart program in the region. If your restaurant or cafeteria is interested in saving water, energy, and money, please contact the Prescott AMA office.



John Mandelich, Water Resource Manager, Town of Prescott Valley, demonstrates a Rinse Smart valve.

"With an average annual savings of 50,000 gallons per valve, these 32 Prescott Valley restaurants and schools are lending a big hand to the region's water conservation efforts."

Herb Guenther
Director
ADWR

Business Name: _____ Franchise: Yes No Additional Sites: Yes No

Installation Address: _____ City: _____ Zip: _____

Contact Name: _____ Phone: _____

Owner Name: _____ Phone: _____

Water Provider: _____ Account #: _____

Water Meter Info: Individual Meter Combined Meter Multiple Meters

Notes:

SITE DATA				
Food Service Type:		Establishment size:		Food Services:
<input type="checkbox"/> Full Service	<input type="checkbox"/> Limited Service	<input type="checkbox"/> Very Small = 1-9 FT Emp.	<input type="checkbox"/> Small = 10-50 FT Emp.	<input type="checkbox"/> Breakfast
<input type="checkbox"/> Cafeteria/ Buffet	<input type="checkbox"/> Central Food Service	<input type="checkbox"/> Medium = >50 FT Emp.	<input type="checkbox"/> English <input type="checkbox"/> Other	<input type="checkbox"/> Lunch
Other: _____				<input type="checkbox"/> Dinner
				Hours of operation Per Day: _____
MEASUREMENTS				
# Exist PRSV _____	# LFPRSV _____	# PRSV Remvd: _____	Avg PRSV Hours: _____	LF <input type="checkbox"/> Fisher <input type="checkbox"/> Nagra
Water Heater Info:		Dishwasher Info:		
Type: <input type="checkbox"/> Gas <input type="checkbox"/> Electric		Dishwasher type? <input type="checkbox"/> Door <input type="checkbox"/> Conveyor		
Size: _____		Manufacturer _____ Model _____		
Energy Provider: _____		Age of Dishwasher? <input type="checkbox"/> 0-1Yr. <input type="checkbox"/> > 1Yr.		
Toilet Info:		Ice Maker Info:		
Low flow (≤ 1.6GPF)? <input type="checkbox"/> Yes <input type="checkbox"/> No		Cooling System? <input type="checkbox"/> Water <input type="checkbox"/> Air <input type="checkbox"/> Unknown		
# of Urinals _____ No Flush? <input type="checkbox"/> Yes <input type="checkbox"/> No		Manufacturer _____ Model _____		

By installing you agree to waive liability and give consent to replace the pre-rinse spray valve FREE of charge and release your old valve to the installer _____

Comments: _____

By signing below, you acknowledge the spray valve is installed and working upon departure and you will not be charged for the valve or installation.

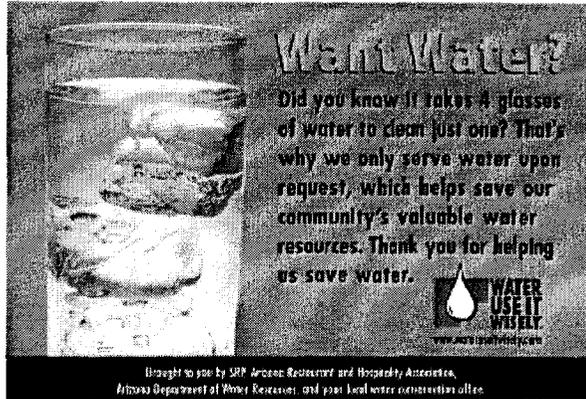
Signature _____ Date _____

For any questions please contact the AZ Rinse Smart Program at (602) 771-8423.

Promote Table tents: Restaurant owners the following table top signs can be ordered to be placed on the restaurant tables.

It All Starts With You!

The Arizona Restaurant & Hospitality Association, with the support of SRP, Arizona Department of Water Resources, and your local water conservation office, is pleased to announce this offer to Arizona restaurants:



Free colorful & attractive 4" x 3" table tents that let your customers know you care about the environment and that you're serving water only upon customer request.

The backside is identical but is in Spanish.

Join us in our efforts to save water and order your free table tents!

Yes, I would like table tents for my restaurant!

Restaurant Name _____ Contact Name _____

Address _____ Contact Phone No. _____

City _____ Zip _____ No. of Tents Needed _____

Available while supplies last.

Water Smart Kit – Home Water Audit

1. City water customer must request an indoor-outdoor water audit.
 2. Water smart auditor should request from conservation coordinator a three-year customer utility bill baseline record.
 3. Schedule a home visit to home audit and install a "Water Smart" kit.
 4. Volunteer should be able to fill out the following Water Smart worksheets:
 - a. Collect \$10.00 for the kit.
 - b. Request customer fill out a hold harmless City liability agreement.
 - c. Fill out the incentive credit form with consumer to receive kit rebate
 - d. Volunteer to conduct an indoor and outdoor water audit and fill out a worksheet
 5. Leave consumer with Water Smart guides and contacts of resources to save water based on audit evaluation and water smart worksheet.
- Turn in records to coordinator to maintain a data base of audit address and current and recommended water saving device.

Water Smart Kit contents

Tools: Soft rag to protect chrome fixtures when installing showerhead and sink aerators, pipe wrench, standard screwdriver to remove old and worn hose and sink gaskets, a hammer for installing rain gauges in hard soil.

1	N2817	1.75 GPM Premiere showerhead	
1	N3115	2.2 GPM swivel aerator	
2	N3104	1.5 Dual-thread bath aerator	
1	N3140	2 pc. Packaged toilet leak detector tablets	
1	N4101	Teflon tape – shower head install	
1	N2158	6 Position pistol grip hose nozzle	
4	N3179	2" Rain gauge – sprinkler audit catch cups	
1	N2169S	Male/Female hose repair kit	
1	S3151	Clear- flow meter bag	

**Other Volunteer efforts suggested by Water Conservation Coordinator,
Shaun Rydell:**

1. Volunteers at community events: County Fair, Home and garden show, Earth Day, and other public events.
2. Water Smart Rack - maintain the public information racks at City Hall-Public Library and develop other opportunities to display material.
3. Also I may want a group of volunteers to report water waste. We may want to create a data base for people to enter in water waste. I have some ideas on this.
4. I need to recruit a 20 high water use customers to install badger water meters and magnetic home monitors, a pilot program that allows homeowners a real-time water use tool.
5. I would also like a ghost writer for the local newspaper. Someone to write on water conservation what can we do. Monthly or bi-monthly.

4. Converting City landscapes and facilities into models of water conservation.

In the 2008-2009 Water Conservation Budget, the Prescott City Council approved a \$50,000 to fund the first projects selected to help the City “walk its talk” in water conservation. A task force was formed in the WC & SY Committee to examine potential projects, meet with city staff and grounds keepers, and ultimately select projects to implement. The three projects chosen are:

A. Grace M. Sparks Activity Center (Old Amory Building) Interior Retrofit

Conservation Proposal

- Reduce indoor water consumption by 10% or 55,868 gallons of water annually
- Retrofit 11 high flow toilets to H.E.T.
- Replace and maintain lavatory fixture aerators 1.0 gpm
- City facility staff agree to coordinate and support install

B. Miller Valley public right-of-way landscape

Conservation Proposal

- Reduce water consumption by 50% or one acre foot.
- Utilize Xeriscape principles
- Reduce lawn area over 50%
- Reduce maintenance and chemical applications
- Collaborate with Parks and PUSD

C. Memorial Park landscape

Conservation Proposal

- Reduce water consumption by 50% or budget 1.8 AF water minimum.
- Partner With Alta Vista Garden Club
- Utilize Xeriscape principles
- Windshield- Prairie heritage
- Reduce or eliminate decorative turf
- Introduce native bunch grasses
- Introduce gateway use lighting/signage
- Consider design contest with local talent

5. Conservation and Safe Yield

One of the first and most important tasks of Mayor Wilson's Water Conservation and Safe Yield Committee (WC & SY), has been to build public trust and accountability in City conservation efforts. An overarching question that had been unaddressed since Mayor Simmons formed the Water Conservation Committee in 2004 was whether water that was successfully conserved by Prescott citizens, businesses and government entities, became dedicated to helping achieve safe yield.

A Task Force was designated within the WC & SY Committee to investigate whether conservation savings are dedicated to safe yield, and to make recommendations if they are not. The findings of the Task Force suggest that, to some degree, water conservation savings resulting from a reduction in consumption by Prescott citizens is, in fact, off-setting groundwater overdraft. The primary reason the task force came to this conclusion was that the City's alternate water supply, which is currently the only source of water that can be used for new subdivisions, is in no way tied to current rates of water consumption by Prescott residents. The alternate water supply is fixed, regardless of whether current gallons per capita per day (GPCD) goes up or down. All subdivisions in the Prescott AMA platted after 1999 must use alternate water (as opposed to AMA groundwater). So, if existing residents reduce their water use through conservation efforts, the saved water helps counter-balance aquifer overdraft.

In contrast to its findings with new residential development, the Conservation to Safe Yield Task Force found that current allocation policy for non-residential development has the potential to tap water that was saved through conservation efforts. From what the Task Force can discern, it is likely that no conservation savings have actually been applied to water-intensive commercial or other non-residential development since the declaration of groundwater mining, and there is good reason to believe that it could be prevented in the future. However, by maintaining current policy which allows new non-residential development the *potential* to use more water than is designated in the City's alternate water portfolio, it is currently impossible to guarantee to the citizens of Prescott that their conservation efforts will be directed at aquifer overdraft rather than support greater regional development.

When Council allocates alternate water for new residential development, they apply 0.35afy (acre feet per year) per unit. However, only 0.25 afy is intended for use within the property. The remaining 0.10 afy is added to each new house allocation to account for non-residential needs (i.e., commercial and government applications). So, in many respects, Council has already been allocating water to non-residential development from the alternate water portfolio for almost a decade. However, no one knows if the allocation has been in excess of, closely matched, or insufficient for new non-residential demands, because, for the most part, new businesses and municipal entities have not had to request a specified amount of water, and the City has not kept track of how much water new entities have actually used. Based on data provided by Connie Tucker, and statistical research carried out by WC & SY Committee support volunteer, Gene Schmidt,

there is compelling evidence that the City has, in fact, over-allocated to non-residential development in the past (an inefficient use of the limited alternate water portfolio).

Based on these findings, the WC and SY Committee recommends that Council move toward a policy where, as with new residential development, water allocations to non-residential development are quantitatively made from the City's alternate water portfolio. The Committee suggests that Council implement a 2-year study period in which new non-residential projects are required to carefully estimate and submit projections for water requirements. Council can then monitor the non-residential allocations and see how they compare to the imprecise 0.1 afy/new home allocation that has been practiced in the past. During this trial period, there would be no actual change in how water is allocated from previous years. The trial period would simply allow Council to clearly see whether the current non-residential allocation exceeds, equals, or falls short of actual demands in this sector. After the two year study, the WC & SY Committee will work with Council to interpret the findings and suggest policy that would provide adequate water for new non-residential development while assuring citizens that conserved water is safeguarded for achieving safe yield.