

**PAGE CITY COUNCIL
REGULAR MEETING MINUTES
JANUARY 27, 2016**

A Regular Meeting of the Page City Council was held at 6:37 p.m. on January 27, 2016, in the Council Chambers at City Hall in Page, Arizona. Mayor Bill Diak presided. Vice Mayor John Kocjan, Councilors Mike Bryan, Levi Tappan, Korey Seyler and Dennis Warner were present. Councilor Scott Sadler was excused. There was a moment of meditation. City Attorney Joe Estes led the Pledge of Allegiance.

Mayor Diak called the meeting to order.

Staff members present: City Manager, J. Crystal Dyches; City Attorney, Joe Estes; IT Director, Mike Bergner; Page Utilities General Manager, Bryan Hill; Police Chief, Frank Balkcom; Deputy City Clerk, Sue Kennedy; and City Clerk, Kim Larson.

PRIORITY LIST

Discussion and possible action by the City Council pertaining to the City Council Strategic Priorities

There was no discussion by the City Council.

Discussion and possible action by the City Council pertaining to the City Councilors individual priorities

Councilor Seyler stated he was working on his priority list.

MINUTES

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Motion made by Vice Mayor Kocjan to approve the minutes. The motion was duly seconded and passed upon a vote.

CONSENT AGENDA

MINUTES

Community Center Advisory Board-November 4, 2015

Subdivision Committee-December 1, 2015

Page Utility Enterprises Rate Hearing-December 15, 2015

Page Utility Enterprises-December 15, 2015

INFORMATION

Resignation-Korey Seyler-Community Development Advisory Board

Motion made by Vice Mayor Kocjan to approve the consent agenda. The motion was duly seconded and passed upon a vote.

PUBLIC HEARINGS

None

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HEAR FROM THE CITIZENS

No citizens addressed the City Council.

UNFINISHED BUSINESS

None scheduled

NEW BUSINESS

Discussion and possible action by the City Council pertaining to the approval of Western Area Power Administration's Peak Reliability, Inc. Service Agreement-Resolution 1156-16

The Western Area Power Administration, as a subsection of the Department of Energy, has implemented another department, Peak Reliability, Inc. ("Peak") to administer and oversee reliability coordination functions for the Peak Reliability Coordinator Area. Peak is amending its assessment methodology to allocate the costs to Balancing Authorities and Transmission Operators instead of Load Serving Entities-Resolution 1156-16.

Page Utility Enterprises General Manager Bryan Hill gave an overview of the entities involved, how they will function together, and what the agreement accomplishes.

Motion made by Vice Mayor Kocjan to introduce Resolution 1156-16 by title only. The motion was duly seconded and passed upon a vote.

The Deputy City Clerk introduced Resolution 1156-16 by title only.

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, AUTHORIZING AND APPROVING THE AGREEMENT BETWEEN THE UNITED STATES DEPARTMENT OF ENERGY WESTERN AREA POWER ADMINISTRATION ROCKY MOUNTAIN REGION AND THE CITY OF PAGE FOR PAYMENT OF PEAK RELIABILITY, INC. CHARGES.

There was discussion.

Motion made by Vice Mayor Kocjan to adopt Resolution 1156-16. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to authorization to solicit a Request for Proposal (RFP) for a comprehensive class and compensation study

As a part of the 2016/17 City Council Priorities, the City Council has identified "development of a recruitment and retention plan" has a high priority. Part of the recruitment and retention plan will include recommendations for a compensation system plan that is internally fair and externally competitive.

The scope of services would include a classification, compensation, competency components. The final deliverable would be a report that includes the following:

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- A. Executive Summary that describes the processes and methodology used to analyze employment, salary and benefit data in order to conduct this compensation study.

- B. Document findings and recommendations related to job descriptions, existing job titles and position classifications:
 - 1. Confirm that the duties listed reflect the City's current needs. Provide insight regarding reporting relationships and span of control based on individual department operations and responsibilities.
 - 2. Confirm that job titles and classifications are consistent with the work performed by the incumbent employees.
 - 3. Update all job descriptions to include the critical skills and competencies required for each position. Confirm that all job descriptions are in compliance with state and federal mandates.
 - 4. Where applicable, reclassify positions and provide an updated classification schedule that identifies exempt and non-exempt titles for all City departments.
 - 5. Identify obsolete job titles.
 - 6. For each position deemed obsolete, recommend new titles and provide corresponding job descriptions.

- C. Provide a salary comparison table that compares City of Page salaries, for all positions, to other municipalities of similar size, population, budget, employee workforce and governance.
 - 1. Provide a summary describing how Page salaries compare to other municipalities.
 - 2. In cases where comparable positions do not exist in other municipalities, compare Page position to similar positions in other industries.
 - 3. Based on salary survey results, draft a compensation schedule that includes recommendations to update the City's current pay schedule.
 - 4. Provide a separate listing of positions where salaries are significantly lower than the market. Propose a strategy to phase in salary changes needed to help mitigate employee retention concerns.

In order to conduct the citywide classification and compensation in the most expedient manner possible, staff recommends a one-time expenditure of approximately \$65,000-85,000 for a full classification and total compensation study. Funding of \$222,261 was included in the budget under Human Resources/Risk Management 10-441-2830.

City Manager Crystal Dyches stated that the current state of our employee classification

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and compensation plan is in need of review and restructure, and that using available in-house staff resources for conducting a study is not feasible.

Ms. Dyches showed a short power point presentation that outlined the components of the study, and the resulting benefits to the City of Page. She stated that staff is recommending drafting a Request for Proposal (RFP) to solicit proposals from outside qualified consulting firms to conduct the survey and analysis of all City positions, and provide a full report.

Councilor Warner stated that the process can be accomplished in two parts, with the Classification component being the priority that would clean up and organize our structure, and that the second part, Compensation, could be addressed later.

Mayor Diak stated that the City's need to make pay and recruitment more equitable is directly addressed in the City Council's 2016/17 Strategic Priorities under "High Performing Organization", Objectives 5.1 and 5.2.

There was lengthy discussion.

Councilor Warner stated that establishing performance measures and standards for City employees is an integral part of what a study should accomplish, and is the most important result for a high functioning organization.

Ms. Dyches stated that establishing performance measures is already being done, and that she does not need a consultant for that.

There was further discussion regarding dividing the above components "A", "B", and "C" into multi-bid options.

Motion made by Mayor Diak to authorize the City Manager to draft an RFP and solicit proposals for a comprehensive class and compensation study.

Councilor Tappan asked if the motion could be amended to include a 3-bid option: "A" and "B", "C" only, and "A" "B" and "C".

There was discussion.

Mayor Diak withdrew his motion in favor of an amended motion.

Motion made by Councilor Tappan to authorize the City Manager to draft an RFP and solicit proposals for a comprehensive class study and compensation study with a 3-bid

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option.

The motion was duly seconded and passed 4-2 with Mayor Diak and Councilors Tappan, Seyler, and Bryan voting for, and Vice Mayor Kocjan and Councilor Warner voting against.

Discussion and possible action by the City Council pertaining to authorization to enter into a contract with Rosenberg and Associates regarding the Central Garage/Public Works Relocation Site Plan

The City's Central Garage is located at 714 N. Navajo Drive. The City Council had identified the relocation of the Central Garage as a high priority in the 2016/17 Strategic Priorities. Last autumn, City Manager Crystal Dyches contacted Rosenberg and Associates about completing a Feasibility Study for the relocation of the Central Garage and Public Works Facility. The first phase, which included conducting a needs assessment, equipment assessment, and limited site analysis for a proposed new Public Works Facility has been completed. The plan considered two sites. Site 1: Bureau of Reclamation property (located at 800 block of Bureau Street) and Site 2: Aqua Avenue property (known as Doland Field, located in the 800 block of Aqua Avenue).

Both sites were reviewed by the consultants, and based on the site review and analysis of the project needs, both properties appear to be adequate in size to service the proposed site uses. The next phase would be to complete a conceptual site and building floor plan. The estimated cost is \$10,250 for Site 1 and \$14,150 for Site 2.

City Manager Crystal Dyches gave an overview of the site plans and process, and was available for questions.

Councilor Warner stated that the emphasis of the Feasibility Study is on relocating Public Works, but it is Council's priority to relocate Central Garage. He also stated that building on Doland Field may impact the City's future development of water storage, it being the prime location for water tanks due to its elevation.

Ms. Dyches said she could research the possibility of moving just the Central Garage, and not the rest of Public Works, but that the current Public Works facility is run down and inadequate. She also stated that PUE General Manager Bryan Hill has confirmed that Doland Field has enough acreage for the entire relocation, and all water storage tanks needed in the foreseeable future.

Councilor Warner stated that in order to accomplish City Council's Priority to relocate Central Garage, the proposed conceptual site plan is not enough and needs to be a complete professional building and design plan so the project can actually get started.

There was discussion.

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Motion made by Councilor Bryan to authorize the City Manager to put out an RFP for design plans for Public Works/Central Garage at Doland Field site.

The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to authorization to research the purchase of one 2016 Chevy Tahoe 4WD with police equipment and police package

The Page Police has budgeted for the purchase of a Police car for this fiscal year and came before City Council to obtain the authority to research the purchase of one 2016 Chevy Tahoe 4WD with Police Equipment and Police Package.

Mayor Diak removed the agenda item at the request of Police Chief Balkcom. There were no objections and the item was removed.

BID AWARDS

Discussion and possible action by the City Council pertaining to an award of bid for the Car Rental Enterprise Airport Lease Agreement-Resolution 1157-16

Lake Powell Car Rental Companies, LLC, an Avis System licensee ("LPCRC"), currently leases counter space and non-exclusive parking spaces for the operation of a car rental business at the Page Municipal Airport, which lease agreement expires on February 1, 2016. The lease was put out for sealed bid and LPCRC was the only company that responded to the request for bids. LPCRC's bid continues to provide for a 10% of gross revenue as the calculation for the maximum amount of rental payment but provides for a reduced amount of a guaranteed minimum of \$18,000 per year (the prior lease agreement provided for a guaranteed minimum of \$22,000 per year). There were no other bids submitted for the rental space.

City Attorney Joe Estes introduced the item.

Motion made by Vice Mayor Kocjan to introduce Resolution 1157-16 by title only. The motion was duly seconded and passed upon a vote.

The Deputy City Clerk introduced Resolution 1157-16 by title only.

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA APPROVING THE LEASE OF CERTAIN REAL PROPERTY OWNED BY THE CITY OF PAGE, PURSUANT TO A SEALED BID FROM LAKE POWELL CAR RENTAL COMPANIES, LLC AND THE TERMS OF THE LEASE AGREEMENT; AND AUTHORIZING THE MAYOR TO EXECUTE SAID LEASE AGREEMENT.

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Motion made by Vice Mayor Kocjan to adopt Resolution 1157-16. The motion was duly seconded and passed upon a vote.

BUSINESS FROM THE MAYOR

None scheduled

BUSINESS FROM THE MANAGER

None scheduled

BUSINESS FROM THE CITY ATTORNEY

None scheduled

BUSINESS FROM THE COUNCIL

None scheduled

BOARDS & COMMISSIONS

Discussion by the City Council pertaining to reports by Board Liaisons

Mayor Diak, Library Advisory Board, reported that the Board met the previous Thursday, and had many items and activities of interest:

- The Page Public Library received a Five-Star Library Award, judged throughout the state by statistics for visitation within communities of a certain size.
- The Library has worked with the County and had new WiFi installed, which is working much better.
- The Library received a County grant to be utilized for upgrades and renovations in the children's department.
- Kai Scott was recently appointed as the newest Library Board member.
- On February 4th, the Library will host a Chamber of Commerce Mixer in conjunction with Stromboli's.
- On February 11th, the Library is hosting their annual Open House for their Friends of the Library fundraiser.
- On February 25th, the Library will host a Makers Fair, a showing of hobbies and crafts throughout the library.

Mayor Diak stated that Councilor Seyler will need a Council Liaison assignment in the near future.

DEPARTMENTS

Discussion and possible action by the City Council pertaining to a presentation of the Page Police Department Annual Report

Police Chief Frank Balkcom began by saying that the Police Department evaluated what they accomplished to date in the areas of their challenges, their services, partnerships,

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and community engagement, and produced a 2015 Annual Report.

Chief Balkcom showed a power point presentation that showcased what the department has done during the past year, and presented graphs and statistics regarding crime in Page.

Communications Manager Charlene Gustaveson continued by presenting information about the Communications Center, their equipment upgrades, the personnel shortages, the resulting new hires, and their phone call volumes.

Chief Balkcom spoke about demographics and staffing, comparing the number of employees over the last 6 years.

Administrative Assistant Cassandra Klain presented the 2015/16 Operating Budget in comparison with the prior year.

Lieutenant Larry Jones, Support Services, presented Criminal Investigations including the Property and Evidence Unit, Records, and Communications.

Chief Balkcom spoke briefly about the new victim witness advocate project and program.

Lieutenant Tim Lange, Patrol, reviewed the Patrol Operations and statistics including the Canine Operations. He continued with Domestic Violence, DUI, and Animal Control statistics.

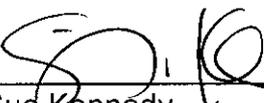
Chief Balkcom closed with a review of the FY 2015 Police Department Grants, Agreements, and the Police Department's numerous neighborhood involvement events.

CLAIMS

None scheduled

ADJOURN

The meeting was adjourned at 8:39 p.m.



Sue Kennedy
Deputy City Clerk



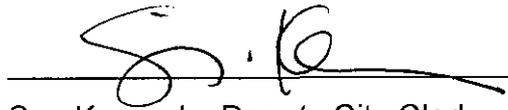
William R. Diak
Mayor

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CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the City Council Regular Meeting, held on the 27th day of January, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 10th day of February, 2016

A handwritten signature in black ink, appearing to read 'S. Kennedy', written over a horizontal line.

Sue Kennedy, Deputy City Clerk