



# CITY COUNCIL MEETING

## STUDY SESSION MEETING MINUTES

**TUESDAY, DECEMBER 10, 2019, 1:00 PM**

Council Chambers, 201 South Cortez Street

Prescott, AZ 86303

(928) 777-1272

Greg Mengarelli, Mayor

Billie Orr, Mayor Pro Tem

Steve Blair, Councilman

Phil Goode, Councilman

Cathey Rusing, Councilmember

Alexa Scholl, Councilwoman

Steve Sischka, Councilman

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MINUTES OF THE STUDY SESSION MEETING OF THE PRESCOTT CITY COUNCIL HELD ON DECEMBER 10, 2019, in the COUNCIL CHAMBERS LOCATED AT 201 SOUTH CORTEZ STREET, PRESCOTT, ARIZONA.

### 1. CALL TO ORDER

### 2. ROLL CALL

Greg Mengarelli	Mayor
Billie Orr	Mayor Pro Tem
Steve Blair	Councilman
Phil Goode	Councilman
Cathey Rusing	Councilmember
Alexa Scholl	Councilwoman
Steve Sischka	Councilman

### 3. DISCUSSION

- A. Presentation Regarding Total Comprehensive Compensation and Classification Study.

Human Resources Director Joyce Lira provided a presentation to Council regarding the proposed Total Compensation and Classification Study which will review and evaluate base pay, safety pay requirements, performance pay, indirect pay including benefits & paid time off, salary structure and city philosophy. A previous study was conducted in 2015 and some of the recommendations received from that study were implemented, however, Council requested an additional study. A Request for Proposals was released and six proposals were received, of which Evergreen Solutions was selected with a total contract cost of \$47,025.

#### Purpose:

- \* Develop a city compensation philosophy and total compensation strategy
- \* Provide employees fair, competitive and equitable pay and benefits
- \* Establish career paths, job progression, and succession planning

- \* Enable the city to attract and retain talented top performing employees
- \* Provide a tool to maintain a sustainable compensation system into the future

Three Components of Study:

- \* Classification
  - Job Descriptions
  - Internal Equity
  - Evaluation of Jobs
  - FLSA Compliance
  - Career Laddering
- \* Compensation
  - Pay Philosophy
  - External Competitiveness
  - Salary/Benefits Survey
  - Pay for Performance
  - Range Adjustments
- \* Results of components will be used to design a new pay plan that is both internally equitable and competitive to the outside market.
- \* Benefits
  - Health Care
  - Dental
  - Vision
  - Life Insurance & Short Term Disability
  - Voluntary Insurance Offerings
  - Contribution Strategies
  - Wellness Plans
  - Employee Assistance
  - Deferred Comp Contributions
  - Paid Leave
  - Holidays
  - Education Assistance

Effective Total Compensation System Must Be:

- \* Consistent with organization structure
- \* Internally equitable
- \* Externally competitive
- \* Easily understood
- \* Flexible to the changing needs of the city
- \* Financially sound
- \* Effective and efficiently administered
- \* Sustainable

Total Compensation System is Not About:

- \* One employee
- \* Staffing levels
- \* Eliminating or adding positions

- \* Work hours
- \* Volume or increase in workload
- \* Solving staff issues
- \* Technology changes or tools

What the City can Expect:

- \* Employee Involvement
  - Focus groups and interviews
  - Position Description Questionnaire
- \* Phase in of recommendations based on City's ability to pay
- \* Pay grades/structure/titles/may change or be adjusted
  - Pay may stay the same or be adjusted if below market level
  - If a job pays above the market, the City will maintain current salary

level

Project Phases:

- \* Six total with a project timeline of approximately four to five months.
  - Project initiation
  - Project Outreach and Employee Participation
  - Job Classification Analysis
  - Market Salary and Benefit Survey
  - Solution Analysis and Development
  - Finalize Project

Councilman Blair commented that the city has been through this before and he is not happy that we are having to bring it back again as they have asked for it to take place numerous times and the studies should be retained so we can use the information going forward. He also commented that Human Resources should be doing an analysis every year; our employees deserve the best and we need to make sure we are doing that for them.

Ms. Lira said that it is important to have a good base line but data changes regularly and it is her hope that out of this study we will be able to maintain our pay ranges and set standards moving forward. Many cities adjust on an annual basis, and the ability to do that could come out of this study. Internal equity in the city is highly subjective and this will help to improve that as well.

Mayor Pro Tem Orr stated that she was surprised to hear that we have 200 job descriptions, and asked if those will be adjusted as it accounts for 40% of our employees having their own description which makes career progression difficult. She also asked if Evergreen Solutions does training for staff to assist with keeping this information up-to-date in the future.

Ms. Lira commented that we will have an annual system and make recommendations for review of jobs and their descriptions and advised that Evergreen is providing the program for us so once staff is trained they will be able to maintain the information.

Councilman Goode thanked staff for bringing this item forward and stated that he looked at the list of references for Evergreen and noted that the list of references is different than what was included in the presentation and asked which of the references was contacted.

Ms. Lira commented that staff was in touch with most of the other jurisdictions that have worked with Evergreen and their recommendations were excellent. She stated that there was a range in what the outcome was for costs, but that the results will be in by the later part of April to align with our budget cycle.

Councilmember Rusing thanked Ms. Lira and her staff for their work and commented that it is important we recognize that the city is a major employer in our area and we must ensure that we are competitive.

- B. Presentation from Delta Airport Consultants, Inc and City Staff Regarding the Following Airport Master Plan items: Inventory, Forecasts, Facility Requirements, Selected Alternatives, Financials, Airport Layout Plan, and Public Disclosure Map.

Airport Director Robin Sobotta introduced Doug Sander with Delta Airport Consultants to provide a presentation to Council regarding the work that has been done on the Airport Master Plan over the last three years. She stated that during that time more than 200 changes have been made to accommodate for the work happening at the airport, the new terminal and increased flights.

Mr. Sander reviewed the Airport Layout Plan, which was provided just over a year ago, and reviewed the process involved in the master plan.

Process & Status:

- \* Pre-Planning and Scoping - Completed
- \* Inventory of Existing Conditions & RIM Phase 1 - Completed
- \* Environmental Considerations - Completed
- \* Aviation Forecasts - Approved
- \* Facility Requirements - Completed
- \* Alternatives Development & Evaluation and RIM Phase 2 - Completed
- Financial Feasibility & Evaluation - Completed
- \* Airport Layout Plan - Approved

During a review of the existing conditions which consist of three runways, five parallel taxiways, an air traffic control tower, flight schools (Embry-Riddle Aeronautical University, Guidance Aviation, North-Aire and Universal Helicopter), three hangars, US Forest Service facilities, a full service FBO, on site ARFF Services, commercial airline service, on-site restaurant and on-site rental care and valet service, all of the facilities were evaluated and classified the Airport as a Primary Commercial Service Airport. PRC is the 44th busiest airport in the country serving commercial and general aviation needs for much of northern Arizona.

Existing aircraft is CRJ-200 which seats up to 50, given the growth of the airport and the new terminal project the proposed critical aircraft in the future would be Embraer E-170/175 which seats up to 76. Review of emplanements will continue and will impact the facility requirements and needs over the next few decades. These needs will be assessed in phases from 0-5 years, 6-10 years and 11-20 years.

Runway Alternates Analysis:

- \* 3 Alternates for Runway 3R-21L - Extension
- \* 2 Alternates for Runway 3L-21R - Extension
- \* 4 Alternates for Runway 12-30 - Standards Updates
- \* 3 Alternates for Runway Visibility Zone - Standards Updates
- \* 2 Alternates for Taxiway E - Standards Updates
- \* 3 Alternates for Taxiway F - Standards Updates
- \* 3 Alternates for Air Traffic Control Tower - Line of Sight
- \* 6 Alternates for General Aviation Facilities - Development
- \* 2 Alternates for Clubhouse Drive - Improve Circulation

The Runway Extension is currently being designed and reviewed, as well as the potential relocation of Taxiway C, and during this time runway mitigation will be examined as well as any potential need for an additional hangar.

Dr. Sobotta continued the presentation with a review of the layout for the new airport passenger terminal, and commented that the design and build of the terminal will allow for potential future expansion as needed.

Councilmember Rusing commented that she is excited to be discussing the new airport and asked where the new air traffic control tower would be in comparison to the current one.

Dr. Sobotta commented that the relocation of the air traffic control center is part of FAA standards and is folded into the runway study that is currently being conducted. They will also look at ARFF and the Forest Service station to see how those may be impacted by the runway extension.

Mr. Sander discussed funding and contributions related to the master plan and updates happening at PRC.

- \* FAA - \$146,525,000
- \* ADOT - \$6,950,000
- \* Local - \$8,925,000
- \* Private - \$19,300,000
- \* Total - \$181,700,000

The completed and approved Airport Layout Plan contains 44 sheets and includes the Public Disclosure Map which is required as part of the plan and establishes the Airport Influence Area. Much of the operations at the airport are flight training which

creates a great deal of overflight in particular areas and this is disclosed in the Disclosure Map and does impact multiple surrounding jurisdictions.

Councilman Blair asked how PRC compares in land mass and size to other airports that are as busy as ours.

Dr. Sobotta commented that she could not speak to landmass, but stated that many other airports with a similar level of activity have surrounding airparks and industrial areas (similar to the Scottsdale model) and she has discussed this possibility with City Manager Michael Lamar for future development opportunities.

Mr. Lamar commented that the land contiguous to PRC is suitable for economic development fitting what Dr. Sobotta described and also stated that it provides an opportunity to give more of a buffer for the airport which is beneficial for the city-owned property as well as residential areas.

Dr. Sobotta echoed Mr. Lamar's comments and stated that she feels an airpark model here in Prescott is a win/win for our community.

Mayor Pro Tem Orr thanked the airport staff and Airport Advisory Committee Members for their work on the master plan and upcoming terminal project.

Mayor Mengarelli commented that this is all very exciting and that, while this is a significant amount of money that will be spent, it will be incredibly beneficial to Prescott.

Terry Sapio, Prescott Resident, addressed Council and inquired about the airport extension proposals, and asked if 10,800 feet is actually an option.

Dr. Sobotta commented that the length of the runway is the purpose of the runway focused study; multiple phases will take place with the potential for land acquisitions to make any additional runway length attainable. Those changes would be brought back to Council in the future if they become necessary.

Councilman Sischka asked what the environmental studies would determine.

Dr. Sobotta discussed the NIPA Act of 1969 which requires that categorical exclusions and environmental assessments be done to review the 24 categories of environmental impacts.

Council and staff discussed the upcoming Groundbreaking for the new terminal which will take place on January 7, 2020.

Councilman Goode thanked Dr. Sobotta and her staff for all the work they have done. He commented that he embraces the expansion as it will create an economic driver in our community and will be beneficial for us as well as our neighbors.

**4. ADJOURNMENT**

There being no further business to discuss, Mayor Mengarelli adjourned the meeting at 2:10 p.m.

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GREG MENGARELLI, Mayor

ATTEST:

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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 Meeting of the City Council of the City of Prescott, Arizona held on the 10th day of December, 2019. I further certify the meeting was duly called and held and that a quorum was present.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2019.

AFFIX  
CITY SEAL

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Sarah M. Siep, City Clerk