

MINUTES
REGULAR WORKSESSION
CITY COUNCIL OF THE CITY OF YUMA, ARIZONA
CITY COUNCIL CHAMBERS - YUMA CITY HALL
ONE CITY PLAZA, YUMA, ARIZONA
January 15, 2019
6:00 p.m.

CALL TO ORDER

Mayor Nicholls called the Regular City Council Worksession to order at 6:03 p.m.

Councilmembers Present: Shelton, Watts, Thomas, Knight, McClendon, Miller, and Mayor Nicholls
Councilmembers Absent: None
Staffmembers Present: City Administrator, Gregory K. Wilkinson
Director of Human Resources, Monica Welch
Community Development Planner, Naomi Leeman
Principal Planner, Jennifer Albers
Director of Engineering, Jeff Kramer
Purchasing and Contracts Manager, Robin Wilson
Finance Director, Lisa Marlin
Police Captain, Rod Hamilton
Principal Planner, Alyssa Linville
Assistant Director of Utilities, Jeremy McCall
Various department heads or their representatives
City Attorney, Richard W. Files
City Clerk, Lynda Bushong

I. COMPENSATION STUDY

Welch introduced Kay Tilzer, Vice President of Public Sector Personnel Consultants, to provide a presentation on the Compensation Study.

Tilzer presented an overview of the Compensation Study as follows:

- Project Scope
 - Salary survey comparisons to gauge market position
 - Updated compensation plan and pay ranges for all jobs
 - Implementation for proposed changes
- Job descriptions, organizational charts, and salary structures were collected from the following approved comparators:
 - Avondale
 - Buckeye
 - Bullhead City
 - Casa Grande
 - Flagstaff
 - Goodyear
 - Lake Havasu
 - Marana
 - Maricopa
 - Oro Valley
 - Peoria
 - Sierra Vista
 - Surprise
 - Tempe
 - Tucson
 - Yuma County
 - Yuma Union High School District

- High level survey results
 - 80 positions were surveyed and over 1,150 comparable jobs were found in the market
 - 22% of the positions surveyed were competitive within the market
- Range placement recommendations
 - The proposed pay plan retains the current 40% range width and 2.5% difference between ranges
 - Jobs are placed based upon market data, career ladders, and job family/promotional sequences
 - The majority (80%) of employees fall below the proposed midpoints, even after an average of 5+ years at their job
- Estimated cost examples, excluding benefits
 - Bring employees who are below the minimum of their new range up to the minimum of their new range: \$1,285,627 or 3.03% of base payroll
 - Bring employees who are low compared to their time in their job nearer to range midpoints or to a targeted position within their range:
 - Move all employees to at least 1.5% per year in their job: \$1,672,356
 - Move employees with 5+ years of experience out of the first quartile and employees with 10+ years of experience to midpoint: \$835,000

Discussion

Mayor Nicholls questioned why Employee Related Expenses (EREs) are not included in the compensation study. **Tilzer** replied that EREs are included in total compensation studies, but usually clients end up asking to have them removed because it can make comparison difficult. For example, a company may have a benefits package that is much higher than the other comparators but a low base. Additionally, in the Request for Proposal the City had asked that only the base be included.

Shelton asked why the Yuma Union High School District was the only school district included in the study. **Tilzer** stated that typically the local high school district will be included in the study if they are a competitor for some of the job classes. **Welch** added that although the City does lose talent to the elementary school districts, due to the tight timeframe the City used the same comparators as in past studies for the sake of efficiency. **Shelton** noted that the presentation mentioned the 22% of positions that were competitive with the market, but not the vast majority that were not. **Tilzer** explained that it is a matter of perception and focusing on the positive. All of the recommendations focus on the remaining 78% of positions that are behind market.

II. 2018 BIKEWAYS PLAN

Naomi Leeman, Community Development Planner, stated the 2018 Bikeways Plan (Bikeways Plan) is an update of the 2009 Bicycle Facilities Master Plan (Master Plan), and in addition to updating the Master Plan it provides a few updates to the transportation section of the General Plan. The Bikeways Plan includes input from several City departments including the Department of Community Development, City Engineering, Public Works, and Parks and Recreation as well as input from the public received through outreach efforts.

The City's current bikeway system is comprised of 53 miles of bikeways that is almost evenly divided between bike lanes, bike paths, and bike routes. Bike lanes are a portion of the roadway that have pavement markings and are solely for cyclist use, bike paths are off-street paths that are physically separated from motorized traffic, and bike routes are designated by signage on low traffic and low speed streets that alert motorists and cyclists to share the road. The heart of the bikeway system is the East Main Canal which runs north-south through the center of the west side of Yuma. Since the implementation of the Master Plan in 2009, the City has added 10 miles of bike lanes, 3.5 miles of multiuse paths, one mile of bike routes, and two bike crossings. Additionally, in 2017 Yuma was designated as a bronze level *Bicycle Friendly Community* thanks largely to Yuma's active bicycling community.

The public input process kicked off with an open house in March 2018 and the release of an online survey with an interactive map allowing citizens to pinpoint locations and add comments. There was also a stakeholder meeting in late February 2018 which included local bicycle clubs, Arizona Western College, Yuma Regional Medical Center, Yuma Crossing National Heritage Area, Safe Kids Yuma, Yuma County, Arizona Health Zone, and City of Yuma staff. The draft Bikeways Plan has been available since October 2018 for public review and comment on the City's website, and the first public hearing was held at last night's Planning and Zoning Commission meeting. There will be a second public hearing at the next Planning and Zoning Commission meeting, and after that it will come back to City Council for adoption. The survey received almost 400 responses, with slightly more responses coming from males than females and the age distribution being fairly even throughout. Paper copies of the survey were available in both English and Spanish, and seasonal agricultural workers were targeted because of their frequent use of bikes when working in Yuma.

When asked why people bike, the majority of those who responded indicated it was for recreational purposes with few people answering that they do so for utilitarian reasons such as commuting to work and school or grocery shopping. This indicates that further efforts should be made to determine why more people are not biking for those reasons and figure out what is needed to encourage that type of use. The overwhelming response to the question of what would encourage people to bike more often was more bikeways and a more connected system. The responses to the survey, input from the stakeholder meetings, and research into what other communities have in place resulted in the following vision statement: 'a unified bikeway network providing people of all ages and abilities the opportunity to safely ride a bike in Yuma'. The vision was split into four main goals – safety, convenience, connectivity, and promotion – and there is a section of the Bikeways Plan focused on each of those goals, with the last section summarizing how the recommendations will be implemented. The key recommendations are:

- Work towards the Bicycle Friendly Community silver designation by 2029
- Add 50 miles of bikeways by 2029
- Add sharrows – shared lane arrow pavement markings – to bike routes
- Add bike racks to all City properties, parks, and facilities, and encourage more bike racks at other locations throughout Yuma
- Improve crosstown connections
- Instate a consistent bike count program
- Hire or designate a citywide bicycle coordinator

Leeman identified the following strategies for each of the four main goals, as well as the plan for implementation:

- Safety
 - Improve traffic signal detection
 - Regular road maintenance
 - More skills training for children and adults
 - Public service announcements
 - Increase enforcement of traffic rules
 - Provide safer alternative bike routes
- Convenience
 - Provide bikeways within ¼ mile of all locations throughout the City
 - Increase bicycle parking and update the zoning code to require more bicycle parking in new developments
 - Enhance connections to transit
 - Add bicycle service kiosks
- Connectivity
 - Focus on destinations such as schools, employment centers, commercial nodes, and bus routes
 - Increase bikeways to create a more interconnected system
 - Look for creative ways to partner with other agencies
- Promotion
 - Increase public awareness about cycling in general
 - Look at strategies to increase ridership across different demographics
 - Physical activity campaign to encourage students to bike and walk to school
 - More Bike Month activities
 - Expand the bike rental program at the Yuma Visitors Center
 - Institute a cyclist count program
- Implementation
 - Establish a designated bicycle coordinator
 - Add bikeways during routine maintenance
 - Require bikeways to be included in new road construction, as needed

A total buildout of the bikeway system would encompass 256 miles of bikeways, the majority in the form of bike lanes. It would be impossible to add all of the bikeways needed for a total buildout over the next ten years, so the projects were prioritized based on the number of comments from the public, safety rankings, as well as the ease and affordability of implementation. **Leeman** displayed a map highlighting the top 28 prioritized projects. She noted that bikeways plans typically do not have specific funds attached to them, however possible funding sources and opportunities were identified. Projects and initiatives can also be accomplished through grant funding and partnerships with local groups and businesses. The last page of the Bikeways Plan is a worksheet on measuring success which includes metrics about bikeways and the goals set throughout the plan. An updated worksheet will be published at the end of each year so the public can see the progress that has been made and make sure the City is on track.

Discussion

Watts noted that in regards to the high-priority projects there were none on the map beyond Avenue C. **Leeman** replied that the high-priority projects were determined based on demand and safety issues rather than evenly spreading them out geographically. **Watts** asked if there were any future plans to add bikeways

in this area. **Leeman** stated that there are proposed bikeways in this area, they just did not happen to be the ones that had the most safety issues or the greatest demand from the public.

Shelton questioned how the public was made aware of the bicycle survey. **Leeman** responded that the bicycle survey was promoted through the City's Facebook page and on the City's website, it was sent out via email lists and featured in the Parks and Recreation newsletter, and was also advertised on City radio. Additionally paper surveys were distributed to some groups with the assistance of the Yuma County Health Department, specifically targeting farmworker housing. **Shelton** noted that for the most part these approaches reach those who are already tied to the City and leaves out those who are less connected. He asked if any local bicycle shops were contacted regarding the survey. **Leeman** confirmed that they were invited to the stakeholder meetings. **Shelton** asked if any middle schools were contacted to distribute the survey to their students. **Leeman** replied that they were not. **Shelton** inquired as to whether there was any sense of how many people in Yuma ride bicycles. **Leeman** answered that they have some information from the American Community Survey which states that approximately 0.2% use their bicycles to commute to work, but it is not a very good metric. **Shelton** recommended that it would be good to find out who rides to work and where they work to determine whether adding a bikeway between the Foothills and Yuma, for example, would make any difference in terms of how many riders would utilize that route. **Leman** explained that the connection between the Foothills and Yuma was prioritized because there was an overwhelming response that people would want to commute in that area but there is not currently a safe way to do so. **Shelton** opined that he would rather see shaded seating at bus stops than bike service kiosks. **Leeman** pointed out that it would likely be possible to obtain grant funding or a sponsorship from a local bicycle shop to cover the cost of the bike service kiosks, and they would add convenience to the system.

Knight suggested that adding a bikeway on 28th street should be a high-priority project due to the number of new subdivisions being built in this area as well as the existing elementary school. It would provide a connection between existing bike paths and a safer route for students. **Leeman** stated that she would look into making that change.

Thomas stated that building 50 miles of bikeways in 10 years is ambitious and asked what type of funding is being considered. **Leeman** stated that while it is a lofty goal she believes there are ways to reach it without spending a lot of money, including partnerships, grant funding, adding bikeways during regular maintenance, and looking specifically for areas where bikeways can be added easily and inexpensively. **Albers** added that the Yuma Metropolitan Planning Organization recently kicked off their Bike and Pedestrian Plan that will bring together all of the local municipalities' individual plans. She noted that the East Main Canal and West Main Canal were funded through federal monies and they formed the backbone of the City's Bicycle Facilities Plan.

III. REGULAR CITY COUNCIL MEETING AGENDA OF JANUARY 16, 2019

Motion Consent Agenda Item B.7 – Job Order Contract: Landscaping, Parks & Grounds (execute a three-year Job Order Contract (JOC) with the option to renew for two additional one-year periods to the following contractors: JSA Company, Yuma, Arizona; SWP Contracting & Paving, Yuma, Arizona) (RFP #2019-20000057) (Engineering)

Mayor Nicholls declared a conflict of interest with regard to Motion Consent Agenda Item B.7, turned the meeting over to Deputy Mayor Knight, and left the dais.

Deputy Mayor Knight asked if any JOC that is over \$100,000 will have to come to City Council for approval. **Kramer** clarified that City Council will approve the master JOC tomorrow night which sets forth all of the terms of the contract, including each contractor's price proposal. The City has price certainty in these contracts because the contractor's multiplier, which fixes their markup, is established in the JOC and is applied to the RS Means Unit Price Book, which is updated quarterly.

Mayor Nicholls returned to the dais.

Motion Consent Agenda Item B.8 – Request for Qualifications (RFQ): Vehicles (New Purchases and Leasing Services) (execute a one-year contract with the option to renew for four additional one-year periods with the following vendors: Bill Alexander Ford Lincoln, Purchase & Lease options, Yuma, Arizona; Enterprise Fleet Management, Lease only options, Chandler, Arizona; Findlay Auto Group, Purchase only options, Bullhead City, Arizona) (Bid #2019-20000016) (Finance/Purchasing)

Knight asked what the warranty period is on a vehicle purchased by the City. **Wilson** stated it is typically three years for a purchased vehicle. **Knight** asked if the warranty period is the same for leased vehicles. **Marlin** explained that the warranty on leased vehicles is usually for the entire lease period, though the City would still be responsible for standard maintenance such as oil changes. **Knight** asked the length of the typical lease. **Marlin** replied that the lease period is typically five years.

Thomas asked if the City is responsible for providing the scheduled maintenance or if it will be provided by the vendor. **Marlin** responded that the City will handle the scheduled maintenance. **Thomas** asked if any of the leased vehicles will be taken home by City employees. **Marlin** stated that this is a department-level decision.

Motion Consent Agenda Item B.9 – Agreement: Northern Arizona University Law Enforcement Internship Program (allow students from Northern Arizona University to participate in an educational experience with the City of Yuma Police Department that may qualify for university academic credits) (Police)

Knight asked if this agreement is related to the Yuma Police Department establishing their own police academy. **Hamilton** replied that it is not directly related, but it will help increase the pool of potential cadets that could go to the academy.

Motion Consent Agenda Item B.6 – Temporary Extension of Premises: Fat Harvey's (approve a Temporary Extension of Premises application for Fat Harvey's located at 303 W. 26th Street for a NFL Playoff Barbeque on Sunday, February 3, 2019, from 8:00 a.m. to 11:59 p.m.) (Administration/Clerk)

Thomas asked if the diagram attached to the Request for City Council Action will be the actual plan used for the construction of the extension. **Bushong** clarified that this is a temporary extension of premises and that the Arizona Department of Liquor Licenses and Control (AZDLLC) has accepted lesser quality maps in the past.

Adoption of Ordinance O2019-005 – Rezoning of Property: 4550, 4546, 4560, and 4624 E. 32nd Street (rezone approximately 14.91 acres of property from the Agriculture District to the Light Industrial District while maintaining the existing Airport Overlay District) (DCD/Planning)

Mayor Nicholls noted that on the map attached to the proposed ordinance the right-of-way designation does not go all the way to the centerline of the roadway. **Linville** stated that typically a rezoning automatically goes to the centerline of the roadway, but for graphical purposes only the subject parcel is highlighted.

Introduction of Ordinance O2019-007 – Amend Yuma City Code: Title 19: Public Works, Chapter 191 Industrial Waste and Other Wastewater Discharges (update the Yuma City Code to conform with Arizona Department of Environmental Quality (ADEQ) and Environmental Protection Agency (EPA) requirements) (Utilities/Wastewater)

Shelton asked what the proposed ordinance will accomplish. **McCall** explained that this ordinance is based on a model ordinance from the EPA that will correct deficiencies that have been found in the City Code through EPA and ADEQ inspections. This section of the City Code has not been updated since the 1980s and does not currently address many amendments to the Federal Code that have taken place.

IV. EXECUTIVE SESSION

Motion (Thomas/Knight): To adjourn the meeting to Executive Session. Voice vote: **adopted** 7-0. The meeting adjourned at 7:12 p.m.

Lynda L. Bushong, City Clerk

APPROVED:

Douglas J. Nicholls, Mayor