

SOUTH WEBER CITY CITY COUNCIL MEETING

DATE OF MEETING: 16 May 2017

TIME COMMENCED: 5:00 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

Scott Casas
Kent Hyer (arrived @ 5:30 p.m.)
Merv Taylor
Jo Sjoblom
Wayne Winsor

CITY RECORDER:

Elyse Greiner (excused)

CITY MANAGER:

Tom Smith

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Mark McRae, Derek Tolman, Bryan Wageman, Laura Gammon, Zach McFarland, Mark Johnson, and Jason Tubbs.

Mayor Long called the meeting to order and welcomed those in attendance.

AGENDA: Council Member Sjoblom moved to approve the agenda as written. Council Member Winsor seconded the motion. Tom called for the vote. Council Members Casas, Taylor, Sjoblom, and Winsor voted yes. The motion carried.

CONFLICT OF INTEREST: None

ACTIVE AGENDA:

Employee Compensation Analysis Report and Compensation Philosophy Adoption: Laura Gammon, Human Resource Consultant, presented the Employee Compensation Analysis Report. She has met with the Finance & Administration Committee to establish goals and objectives for conducting a wage compensation analysis. She said the primary goal and objective is to provide the necessary market data to build competitive pay structures for South Weber City. The fundamental focus is to remain fiscally responsible, yet have the ability to attract, retain and motivate high performing employees.

Laura discussed how to gather the data needed to comprise the study. She said established points of reference (benchmarks) were selected based on the following criteria:

- Area Communities: communities that compete with the City for employees; particularly neighboring cities, like: Washington Terrace, Pleasant View, and South

Ogden. These were included because few (if any) employees would limit a job search to similar sized cities. Many of our employees and/or the employees that we have lost have looked locally for employment opportunities;

- Similar Communities: communities which are roughly the same size and/or complexity as City, like West Point, Morgan, West Bountiful, North Ogden, Clinton, and Vernal. These were included to recognize that many positions in SWC have a scope of responsibility and job complexity more similar to South Ogden than Layton (particularly in Exempt Pay Employees); and
- Next Step Communities: communities which are somewhat more complex or larger. They may have higher populations or more department depth, like Farmington, North Salt Lake, Woods Cross, Layton, etc. These were included because most employees looking for career advancement opportunities would look to this kind of community, especially if pay were the determining factor.

Laura discussed the process which is as follows:

- The most current data was collected from the Wasatch Compensation TechNet database;
- The City's job description were compared against the selected benchmarking cities (slide #4);
- The data was compiled and a selection was made by the committee;
- The decision was made for a recommendation to the council to take the average of the selected cities and adjust the positions that were out of range more than -15% (slide #8). Those ranges (min/mid/max) were adjusted to reflect a -15% below the average. Below the average means that South Weber City would pay -15% below the average wage that an area, similar, and next step community would pay for the same position allowing South Weber City to stay competitive, retain employees, yet not be subject to the higher compensated salaries of area, similar, and next step communities.

Slide #5 illustrates an example what the -15% looks like. This approach also makes it so that the City was below the minimum range (compared to the current wage) for four positions. The four positions are:

1. Parks Superintendent (Zach, \$5,338 below -15% range, see slide #6);
2. Building/SWPP MS4 Compliance Inspector (Jason, \$4,938 below -15% range, slide #7)
3. Rec. Coordinator (\$1.02/hr.); and
4. Rec. Front Desk Asst. (\$0.99/hr. x 4 as there are four front desk personnel)

Totaling \$15,100.00. All other employees fell within the minimum of the -15% benchmark analysis range; which means that only 4 positions were below the competitive wage range.

The committee is proposing to catch these positions up to the corresponding ranges immediately rather than trying to play catch up over the next several years. What this means is that the \$15,100 would come out of the Rec., General, Water, Sewer, Sanitation, and Storm Water Funds as follows:

Recreation	\$1,400.00
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General	\$9,500.00
Water	\$1,000.00
Sewer	\$300.00
Sanitation	\$300.00
Storm Water	<u>\$2,600.00</u>
	\$15,100.00

In doing this and under the proposed analysis (to be adopted) the City would avoid of any further market adjustments and provide a compensation plan for employees with the incentive to progress within their corresponding pay ranges based on their performance. The committee is also proposing that the City adopt, in its policy, that range adjustments be conducted every two years so that the City does not continue to fall behind having to address this issue yet again in the coming years.

If approved, the four positions receiving the market adjustment would not be eligible for a merit increase. Future percentage increases for all employees would be based on:

- Performance evaluations; and
- Available funds

Council Member Casas is thankful that this study has been completed. He was expecting it to be higher than \$15,000.

Council Member Hyer arrived at 5:30 p.m.

Mayor Long would like to see the statistics from Sunset and Fruit Heights. Council Member Casas would like public comment. He is concerned about transparency. Tom said this information can be included in the proposed final budget. Discussion took place regarding what happens when someone hits the maximum pay and ways in which they can be recognized.

Council Member Winsor moved to adopt the Employee Compensation Analysis Report and Compensation Philosophy Adoption option #4 with an adjustment range out of -15% and that range adjustment be conducted every two years. He would also recommend a market adjustment for the following positions:

- 1. Parks Superintendent (Zach, \$5,338 below -15% range, see slide #6);**
- 2. Building/SWPP MS4 Compliance Inspector (Jason, \$4,938 below -15% range, slide #7)**
- 3. Rec. Coordinator (\$1.02/hr.); and**
- 4. Rec. Front Desk Asst. (\$0.99/hr. x 4 as there are four front desk personnel)**

Council Member Taylor seconded the motion. Tom called for the vote. Council Members Casas, Taylor, Sjoblom, and Winsor voted yes. Council Member Hyer voted no. The motion carried 4 to 1.

Council Member Casas said although he is in favor of public comment on this, he doesn't want to delay this. Council Member Sjoblom said some of these positions are some of the hardest working employees. The Council thanked Laura.

Transfer \$5,000 from FY 2016-2017 Budget Park's Fund for Trees to FY 2017-2018 Budget and Discuss Planting Locations: Discussion took place regarding replacing trees in Central Park. It was stated the trees need to be planted in the fall. Council Member Sjoblom discussed the Beautification Committee deciding what type of trees and the location. The Council discussed the need to review the park plan for Central Park prior to planting any trees.

Council Member Casas moved to transfer \$5,000 from FY 2016-2017 Budget Park's Fund for Trees to FY 2017-2018 Budget. Council Member Winsor seconded the motion. Tom called for the vote. Council Members Casas, Hyer, Taylor, Sjoblom, and Winsor voted yes. The motion carried.

RESOLUTION 17-20: 2017-2018 Interlocal Cooperation Agreement with Davis County Sheriff's Office for Dispatch Services: Chief Tolman said the City is on pace for over 300 calls this year, which includes mutual aid calls. With this agreement, the City will pay \$28.84 per call.

Council Member Winsor moved to Resolution 17-20: 2017-2018 Interlocal Cooperation Agreement with Davis County Sheriff's Office for Dispatch Services. Council Member Taylor seconded the motion. Tom called for the vote. Council Members Casas, Hyer, Taylor, Sjoblom, and Winsor voted yes. The motion carried.

RESOLUTION 17-21: South Weber Polling Location and Davis County Vote Centers South Weber Voting Precincts 1, 2, 3, and 4 will be combined for the 2017 Municipal Primary Election which may be held on 15 August 2017 and the 2017 Municipal General Election to be held on 7 November 2017. The City Council will designate the following polling location in South Weber City and approve the attached polling locations in Davis County as Vote Centers: South Weber Family Activity Center 1181 E. Lester St. South Weber, UT 84405.

Council Member Sjoblom moved to approve Resolution 17021: South Weber Polling Location and Davis County Vote Centers. Council Member Hyer seconded the motion. Tom called for the vote. Council Members Casas, Hyer, Taylor, Sjoblom, and Winsor voted yes. The motion carried.

PUBLIC COMMENTS: (None)

COUNCIL ITEMS:

Council Member Taylor: He has received the report requested from Davis County Sheriff's report. He thanked Tom for getting the information for him.

Council Member Hyer: He reported that they are still working out the parade route for Country Fair Days.

Council Member Sjoblom: She reported that she attended the field trip at Wasatch Integrated Waste Management. They have a cover that has been used which should help with the odor. She reported on the City sign. The City will pay \$250 for electricity for the sign to Maverik.

Council Member Casas: He reported that the Gravel Pit Committee will be meeting tomorrow at 5:00 p.m. He said the Council needs to discuss how to address fugitive dust.

Council Member Winsor: He asked if anyone has considered contacting those who have reserved the bowery at Central Park during the time of reconstruction.

MAYOR'S ITEMS: She attended the Mosquito Abatement meeting. She suggested not planting any Sycamore trees because of Zika virus.

CITY MANAGER ITEMS: He said Ovation Homes will be requesting a rezone from at the next City Council meeting. There will be a bid opening tomorrow for 1250 East. He reported there is an individual property owner on the east side that will not allow the sidewalk on their property. Council Member Casas offered to go talk to the property owner. The newsletter will be published on 18 May 2016 and will have a lot of information. Tom said the parade route will go to 1200 East and go down that hill and come around Old Fort Road.

ADJOURNED: Council Member Taylor moved to adjourn the meeting at 6:31 p.m. Council Member Winsor seconded. Tom called for the vote. Council Members Casas, Hyer, Winsor, Sjoblom, and Taylor voted yes. The motion carried.

APPROVED: _____ Date
Mayor: Tammy Long

Transcriber: Michelle Clark

Attest: _____
City Manager: Tom Smith