

1 Minutes of the Centerville City Council special meeting held Tuesday, February 26, 2019 at
2 6:30 p.m. at Centerville City Hall, 250 North Main Street, Centerville, Utah.

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4 **MEMBERS PRESENT**

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6 Mayor Clark Wilkinson (arrived at 6:40 p.m., left at 7:25 p.m.)

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8 Council Members William Ince
9 Stephanie Ivie
10 George McEwan, Mayor Pro Tem
11 Robyn Mecham
12

13 **MEMBER ABSENT** Tamilyn Fillmore

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15 **STAFF PRESENT** Steve Thacker, City Manager
16 Lisa Romney, City Attorney
17 Jacob Smith, Management Services Director
18 Paul Child, Centerville Police Chief
19 Cory Snyder, Community Development Director
20 Bruce Cox, Parks and Recreation Director
21 Marc Marchant, Street Supervisor
22 Tami Niss, Court Clerk Supervisor
23 Katie Rust, Recording Secretary
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25 **VISITORS** Interested Citizens

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27 **DISCUSSION WITH DEPARTMENT HEADS REGARDING COMPENSATION STUDY**

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29 Steve Thacker, City Manager, explained the methodology used to prepare job
30 descriptions and job values for each City position. As part of the Compensation Study process,
31 the Council set the following guidelines for determining pay ranges:
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- 34 • All cities along the Wasatch Front would be included in the comparative market group for non-management positions.
 - 35 • For management positions, the comparative group would be refined to include only cities with populations of 10,000-30,000.
 - 36 • A control/lead point would be established for each position at the 60th percentile of the survey mid-points, with a minimum and maximum set 20% below and above the control/lead point. He explained, however, that the manner in which this was applied in the pay plan results in the control/lead point being 20% higher than the minimum, and the maximum being 20% higher than the control/lead point – but the control/lead point is not exactly mid-point in the pay range.
 - 37 • New pay range for City Manager position.
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45 Mr. Thacker explained that Mike Swallow, the consultant contracted by the city to
46 perform the Compensation Study, recommended creating new positions that could potentially
47 be used as changes occur within departments over time.
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49 The least cost implementation of the proposed pay plan involves bringing the few
50 employees whose current salary is not within the new pay ranges to the minimum point of the

1 pay ranges. It is the intention of the Council to consider the proposed pay ranges as part of the
2 regular budget process, to be adopted by July. Mayor Wilkinson was excused at 7:25 p.m.
3 Cory Snyder, Community Development Director, said it will be important for the department
4 heads to explain the methodology and the scope of the comparisons to the employees. Police
5 Chief Child said one advantage he can see is the fact that the maximum points of the new pay
6 ranges are higher than the current maximum points, providing ability to grow over time. Mr.
7 Snyder commented that Centerville employees provide a high level of service. Councilwoman
8 Mecham responded that the Council knows and appreciates that fact, and chose to set the lead
9 points at the 60th percentile compared to the market average to recognize and show
10 appreciation. Chief Child pointed out that the Council has to consider the City's ability to pay
11 when setting the pay ranges.
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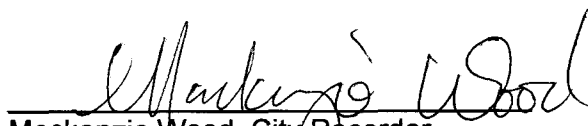
13 Bruce Cox, Parks and Recreation Director, asked how quickly it is expected that new
14 employees will reach the lead point (3rd quartile) of the pay range. Councilman McEwan
15 responded that no specific policy has been set because of the uncertain nature of city revenues
16 over time. Mr. Snyder said movement within pay ranges is to some degree in the hands of the
17 department heads. He said he personally believes an employee should be at the lead point
18 within 5-7 years. Lisa Romney, City Attorney, commented that the City Council determines a
19 salary increase percent each year based on the City's financial position at the time. The
20 Council and department heads discussed the fact that the decision to stay in a job is influenced
21 by more than salary.
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23 Mr. Snyder, Mr. Cox, and Chief Child indicated they feel good about the Compensation
24 Study and the proposed pay plan. Marc Marchant, Street Supervisor, commented that the city
25 has for years tried to pay in the 70%-75% range compared to the market. He said it may not be
26 well received if they tell employees the city is now shooting for 60%. Chief Child responded that
27 the comparison pool is broader with the Compensation Study than previously used. Mr.
28 Thacker added that ranges are higher using the 60th percentile of the Compensation Study data
29 than they were at the 75th percentile with the previous benchmarking data.
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31 Chief Child suggested that keeping the results of the Compensation Study in limbo until
32 June could cause some employee consternation. He said he would like to see some action
33 taken sooner, even if it is not effective until July. Mr. Thacker said it would be possible for the
34 Council to adopt the pay plan with a July 1, 2019 effective date. However, the Council cannot
35 guarantee specific pay increases for FY 2020 until the FY 2020 Budget is approved. Staff was
36 directed to take care of public noticing and include the proposed pay plan on the agenda for the
37 March 19, 2019 meeting.
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39 **ADJOURNMENT**
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41 At 8:11 p.m., Councilman Ince made a motion to adjourn the meeting. Councilwoman
42 Ivie seconded the motion, which passed by unanimous vote (4-0).
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46 Mackenzie Wood, City Recorder
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3/5/2019
Date Approved

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50 Katie Rust, Recording Secretary
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