

WEST POINT CITY COUNCIL MEETING
3200 West 300 North
September 21, 2010
6:00 P.M.

Minutes for the administrative session and regular West Point City Council Meeting held at the West Point City offices at 3200 West 300 North, West Point, Utah, with Mayor Erik Craythorne presiding.

MAYOR AND COUNCILMEMBERS PRESENT: Mayor Erik Craythorne, Councilman Andy Dawson, Councilman Roger Woodward, Councilman Kent Henderson, Councilman Jerry Chatterton, Councilman Gary Petersen,

CITY EMPLOYEES PRESENT: City Manager Gary Hill, Assistant City Manager Tom Hanson, City Engineer Boyd Davis, City Recorder Amy Jensen, and Recreation Director Kelly Ross

VISITORS PRESENT: Mrs. Lauralee Hunter (Standard Examiner)

EXCUSED:

ADMINISTRATIVE SESSION

1. Pay Plan Process Review

Mr. Tom Hanson said the staff wanted direction from the Council now that a preliminary plan had been created. First of all, the committee met with the Council on July 20, 2010 and gave a brief overview of the process, but was asked to come back when the whole Council would be present. Tonight they will review the previous meeting information and the pay plan process results. This began as a market pay analysis to evaluate other cities and what they pay their employees. The Wasatch Compensation Group has a pool of information that West Point was able to use to compare jobs and wages. The committee looked at salaries and benefits and tried to simplify the data with a flow chart. He said in January the City Council talked about paying an employee's bonus each year based on performance rather than tenure. And the goal with the pay plan process was to give the City a benchmark for individual positions.

The first thing the committee did was clarify job descriptions. The HR director was the committee's resource and assistant. The committee then went to the Wasatch Compensation Group and compared it with city positions. Some positions had matches and others did not. For example, the West Point City Engineer position was different than another city's engineer. They took out responsibilities that did not compare. Then they analyzed the salary and benefits and created a comparison chart with the information. If all of the cities recorded the same position, the committee looked at 3 comparable cities and found an average salary.

Mr. Hill said the committee took the average total compensation value, which combined actual salaries and the average value of benefits, and came up with a total for the group.

Mr. Dawson asked if any of the cities they studied had a recreation director.

Mr. Hill said not with the same job description as West Point's. They had the same title, but they also managed parks, many employees, or a facility. Or they required a college degree.

Mr. Hill said when you compare the group to West Point City's pay range you see whether we were right on, higher, or lower. If the position was more than 5% below the average, they were moved up on the pay scale.

Mr. Hanson said the public works III position was 7.7% under the current pay scale so it was moved up on the pay grade.

Mr. Woodward asked since the City Recorder position was below pay grade by 23.5% does that position move up several pay grades.

Mr. Hill said it could but not necessarily. He said the flow chart will put the position through a series of questions to make sure the current job description is equal to the job in question. The scope review process asks questions regarding the requirements of the job. Does the person supervise people or a facility?

Mr. Petersen asked if the positions that are 2 or 3 levels lower than the market are being underpaid?

Mr. Hill said the process is not exact science, but a comparison.

Mr. Petersen asked if another city has a position where the employee has been there a long time, and has received a cost of living raise each year, how can that be compared to a new employee here?

Mr. Hill said that is a tricky area, but by taking an average of all cities it will represent the job better. He said he wants to incorporate a more market based pay scale than longevity based scale.

Mr. Hanson said that the field operations manager position went through the analysis and it came down to only 2 cities for comparison. The position was at a level 5 to begin with, but it moved to a level 7 after the process. An internal equity review was done on all of the positions as they went through the channels. Mr. Hanson then asked the Council if they were happy with the results of this process. He said the City jobs should be reviewed every couple of years with this process.

Mayor Craythorne asked the Council if they had any questions. He felt the process was good.

Mr. Chatterton said he liked Mr. Hill's comment about seasoned employees. Just because an employee has worked somewhere along time does not mean they do a good job.

Mr. Hill said that is why he believes in this process and having market based benchmarks for positions.

Mayor Craythorne added that he and Mr. Hill were surprised that West Point City was as close to the market already. This type of study had never been done here.

Mr. Dawson said he is very impressed with the results, and he knows this was a difficult task because the employees of the City are being asked to do many duties at this time because of the economy. He'd like the jobs evaluated again as the economy gets better. He mentioned how well our Public Works Manager and Recreation Manager run their departments.

Mayor Craythorne said those two positions really varied between cities.

Mr. Dawson said he thought Syracuse City's recreation director managed their community facility, but he does not.

Mr. Hill said the position was compared to the responsibilities of other city positions.

Mr. Woodward asked what the specific criteria was used to decide on pay grade.

Mr. Hill said they looked at education requirements, scope of responsibility and number of employees they manage, public visibility, accountability and how their job affects the City. The jobs were also compared to other jobs in the City and the level of responsibility.

Mr. Petersen asked how about the City Manager position and how they came to that pay grade.

Mayor Craythorne said this job was included, but it is different in that it is a contracted job. There is more flexibility with it.

Mr. Petersen said the other cities compared are larger and have many more dynamics than West Point. How can the two jobs be compared?

Mr. Hill said that when the comparison group was selected the committee hoped there were enough similarities in the cities to keep it doable. The cities that were chosen were broken into 3 groups. 1) Cities that were the same size. 2) Cities that were neighbors. And 3) cities that were the next step up from West Point that could offer our employees a higher pay grade and opportunity for advancement. When you take the average of all of the cities, it should be a fair comparison.

Mayor Craythorne asked if the Council wanted to continue talking about the Pay Plan Process or if they wanted to move onto the other 2 items for the meeting.

They decided to continue on the Pay Plan Process.

Mr. Petersen said he would like more details on what the final goal is for the Pay Plan Process. He wondered if it was for the policy or just a Council goal.

Mr. Hill said the plan cannot become a policy, but the staff hopes it will be a practice so that when the salaries are looked at each time they have a process to follow.

Mr. Petersen said he is always leery of what the future Council might be committed to. The restrictions of this practice might need adjustment through the years. He agrees that this will be a good procedure for now.

Mr. Hill said the Council will have to approve this plan, and then future Councils would have to approve any changes. He said that when he started working here he had no documentation of why people were being paid what they were. There was no process. This will take away any negotiation, and provide data for wage increases. He would like a predictable, repeatable process.

Mr. Henderson said he likes the process and he does not worry that future Councils will be locked into any outdated or incorrect processes.

Mayor Craythorne asked if the Council was comfortable with the process.

Mr. Dawson asked when this process is adopted, can the staff still negotiate a wage with an employee that is being offered more at another job.

Mr. Hill said a pay raise can always be amended with the budget. He added that if the work load increases, more employees are needed. But if the responsibility is increased, a higher wage is appropriate.

Mr. Woodward asked if other cities have a similar pay plan.

Mr. Hill said most do. They would only share salary ranges though, not benefits. This Pay Plan Policy shows both.

Mr. Hanson said raw data from a city does not show the whole picture. That is the reason they used the Wasatch Compensation Group and took each position through a several step process.

Mr. Petersen said he would like to look at a few more positions closer before the Pay Plan is passed. He thought he would be able to look at the data from the Wasatch Compensation Group.

Mr. Hill said when they received the data they agreed not to share the information publicly. It could not be shared with the whole Pay Plan Policy committee either as a group. He invited Mr. Petersen to come to City Hall and they would look at it together.

Mr. Woodward asked if the committee had any access to the information.

Mr. Hill said the committee was allowed to see part of the data.

Mr. Petersen said he feels the committee should have been able to see the full data. He feels they would need the information to make their comparison.

Mr. Hill said the comparison of the average of the group was the most important data.

Mr. Petersen said he felt the committee needed to see individual city data to know the complete scope of a position.

Mr. Hill said the most important step was to pick correct cities as benchmarks.

Mr. Petersen said the Council had picked cities before he had the information from the WCG.

Mr. Hill said as an example when they were comparing the building inspector position, there were 3 or 4 different job descriptions. They had to compare ours with those and matched one the closest. Once the benchmark was chosen, the data was pulled to compare. At that point they had a match.

Mayor Craythorne said he feels the Council is happy with the process for the most part, and if they have any more questions they can call Mr. Hill. It is ready to be put on the agenda for a future meeting and it can be reevaluated every couple of years.

Mr. Hill said the staff is only asking for approval of the process, not necessarily the wage that was estimated.

The Council was in favor of the process that has been developed.

Mr. Hill said he hopes in 6 months from now the process can be re-done and included in the budget approval next summer.

Mr. Hill asked what the Council wants brought back to discuss.

Mr. Petersen said he was comfortable with Mr. Hill talking with Mayor Craythorne to decide that.

Mr. Dawson said he would like the committee to be able to compare job descriptions along with wages.

Mr. Petersen said he feels tenure is not an accurate way to give an employee a raise.

2. Volunteer Collection Committee

This item will be discussed in the General Session.

3. Quarterly Goal Update

This item will be discussed in the General Session.

GENERAL SESSION

Visitors: Lauralee Hunter (Standard Examiner) Rylee Garver, Kaitlyn Tracey, Chakell Wardleish, Megan Stanger, Tanner King, Ron King, Tyan Thayne, Alyssa Unsicker, Hayley Retzko, J L (unreadable), Nathaniel Lee, Karley Butcher, Amber Hancock, Spencer Lewis, Trenton Yamashita, Frank Petitta, Rush Burriel, McCall Cook, Elizabeth Wolfley, TJ Jewett, Talen Tremea, Carsen Rhodes, Chelsea Gilley, Kelcie Wallace, Alex Geddes, Carli Draney, Chantel Dominguez, Allshia Millett, Crystal Oden, and Ray Lewis

Excused:

1. CALL TO ORDER
2. PLEDGE: Repeated by all
3. PRAYER: Councilman Roger Woodward
4. COMMUNICATIONS AND DISCLOSURES FROM CITY COUNCIL AND MAYOR

Mayor Craythorne said he had attended a Council of Governments meeting last week where they had discussed the needs of Davis County. They meet at the Bountiful food pantry and were told that 295 individuals from West Point had received services from the shelter last year which is a high number in the County. Also the Family Connections Counseling and Service Office provided 315 services to West Point last year. The Davis County Commissioners have mentioned that more and more people are sleeping in the parks and streets in Davis County.

Mayor Craythorne also said that Wasatch Integrated Waste Management is currently serving Kaysville, Bountiful, Centerville, Fruit Heights, Syracuse and Layton for recycling. There is a great new facility to take recyclable materials to in Layton.

5. COMMUNICATIONS FROM STAFF

Mr. Hill said the Davis County Commissioners will be at the City Council meeting on October 5, 2010, to answer questions from the Council and the public. On the 19th of October, 2010, there will be a discussion about the parking at Loy Blake Park and recycling in West Point City.

6. CITIZEN COMMENT

There were no comments.

- a. Volunteer Collection Committee discussion from the Administrative Session. Mr. Hill said that Councilman Gary Petersen had come up with some ideas about preserving West Point City's history as the City was talking about the 75th Anniversary. It would be advantageous to create Volunteer Collection Committee to organize a method of collecting data and photographs that could then be compiled. When the City has asked for pictures that could be included in the City calendar, they were a little hesitant about letting the pictures out of their site. This committee could travel to residents home and copy the data so it is not lost or damaged.

Mr. Petersen said he wanted to know if the Council agreed with this idea. He will meet with Mr. Hill to start making arrangements.

Mr. Hill said the only concern he has is that the staff is already limited on time so he hopes the committee will be self motivated.

Mayor Craythorne asked the Council to think of names that will be helpful for the committee.

Mr. Petersen said the Cities involvement will be appreciated as far as equipment.

Mayor Craythorne if Eagle Scout candidates call the City and need a project, he would like to see the puncture weeds that have grown along the City trails removed. They are creating problems for residents using the trails.

- b. Quarterly Goal Update from the Administrative Session by Mr. Tom Hanson. He said he has gone through the Council's goals for the year and updated the progress of each one.

Mayor Craythorne asked if there were any questions.

Mr. Hill suggested they go through each section briefly.

Mayor Craythorne said the general plan will be updated soon.

Mr. Hanson said he has advertised a request for bids for recycling. He will update the Council when he finishes the research.

It was explained that the concession trailer is not open during football games at this time because there is no one to staff it. Mr. Hill hopes that it will be staffed soon, and the proceeds from the sales will go towards the fireworks show in July of 2011.

The Council asked how much money has been donated so far for the fireworks. Mr. Hanson said the City has \$6300.00 so far, and \$15,000.00 is needed.

Mr. Chatterton said he has an associate that is making a wooden thermometer that can be displayed outside City Hall to visually record the progress of donations for the fireworks. He will come to the next meeting and show the Council the design.

Mayor Craythorne explained to the audience that because of the economy the 4th of July Celebration budget was cut a little. The fireworks show was cut out. If the City can raise enough funds by the end of the year, the fireworks can be added back in. The staff and Council are asking residents for donations.

There is a plan to discuss the Blair Dahl property access in October.

Mr. Hanson said he has taken a picture of a family of deer living in West Point as he has been taking other pictures around the City.

7. APPROVAL OF MINUTES FROM THE SEPTEMBER 7, 2010 CITY COUNCIL MEETING

Mr. Dawson made the motion to approve the minutes from the September 7, 2010 City Council Meeting.

Mr. Henderson seconded it.

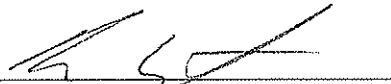
All voted aye.

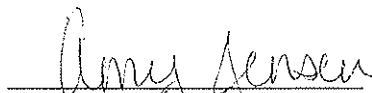
8. MOTION TO ADJOURN.

Mr. Petersen made the motion to adjourn at 7:30 pm and move into a closed session.

Mr. Dawson seconded it.

Mr. Chatterton voted yes.
Mr. Dawson voted yes.
Mr. Woodward voted yes.
Mr. Petersen voted yes.
Mr. Henderson voted yes.


ERIK CRAYTHORNE,
MAYOR


AMY JENSEN,
CITY RECORDER

