

**CITY OF BUCKEYE
COUNCIL WORKSHOP
JUNE 3, 2014
MINUTES**

**City Council Chambers
530 E. Monroe Ave.
Buckeye, AZ 85326
3:15 p.m.**

1. Call to Order/Roll Call

Mayor Meck called the meeting to order at 3:15 p.m.

Members Present: Councilmember Strauss (arrived at 3:30 p.m.), Councilmember Hess, Councilmember McAchran, Councilmember Heustis, Vice Mayor Orsborn and Mayor Meck.

Members Absent: Councilmember Garza.

Departments Present: City Manager Stephen Cleveland, City Attorneys Scott Ruby and Shiela Schmidt, City Clerk Lucinda Aja, Assistant to Council Carol Conley, Fire Chief Bob Costello, Government Relations Manager George Diaz, Economic Development Manager Len Becker, Development Services Director George Flores, Community Services Director Cheryl Sedig, Public Works Director Scott Lowe, Human Resources Director Nancy Love, Technical Services Manager Greg Platacz, Library Manager Jana White, Marketing and Communications Manager Jennifer Rogers, and Finance Director Larry Price.

**2. Presentation and Discussion Regarding a Proposed Work Force Market Analysis
Staff Liaison: Nancy Love, Human Resources Director
District No. N/A**

Ms. Love opened the discussion and presentation regarding a proposed workforce market analysis. Lori Messer (Arthur J. Gallagher & Co.) presented an overview of market analysis details. Arthur J. Gallagher & Co. has several years of experience in classification and compensation studies with a focus on the public sector. The purpose of a classification and compensation study is to perform a systematic review of job content, tilting and pay; ensure a system that supports recruitment efforts; identify the City's competitiveness. Classification objectives include identifying areas of opportunity for consolidation, ensuring jobs are properly documented, and ensuring employees are properly classified. Compensation objectives include ensuring internal equity and determining level of competitiveness with external market. The elements proposed include study initiation, strategy confirmation and administration; classification study; job evaluation study; compensation study; and project finalization. City of Tolleson and City of Gilbert comparators are provided along with a list of benchmark positions. A compensation philosophy specific to the City will be developed and include where the City will want to position itself in the market, who the City will compare itself against, the metric used to compare against the market, when and how the system will be adjusted, and what elements will influence employee pay movement. Pay administration decisions including a classification system, job evaluation, pay progression criteria, performance management and pay process, and project communications are listed. Discussion was held regarding survey findings and implementation. Survey findings are valuable for approximately one year and continuing projections of pay may be annually provided. The study is anticipated to take approximately four months to complete. Ms. Love clarified that the focus for the City at this time is determining the City's current market rank. Ms. Messer stated the cost of the study will be between \$54,000 and \$60,000. The fee charged for annual projections of pay movement is approximately \$300. Pay progression philosophies are discussed as well as tools used to incentivize positions; lump sum bonuses may be used as an

incentive as opposed to adding to base pay. Specific details that will be provided with the study are discussed. Ms. Love stated the City's recruitment market is generally from the West Valley and therefore those cities would make better comparators. Ms. Messer provided an overview and history of the local branch of Arthur J. Gallagher & Co. that would be performing the study and a recommendation was provided that an updated analysis be performed on a regularly scheduled basis.

3. Presentation by W.C. Scoutten, Inc. Regarding the Status of Program Management for the Sundance Communities Facilities District 2014 Bond Issue Infrastructure
Staff Liaison: Larry Price, District Finance Director
District No. 3, 5, 6, and Sundance CFD

Mr. Price opened the discussion regarding status of program management for the Sundance Communities Facilities District (CFD) 2014 Bond Infrastructure. Bobbi Johnson (W.C. Scoutten) presented an update of the Sundance 2014 CFD Bond Projects, which were funded March 13, 2014. The statutory time frame for completing the projects ends March 12, 2017. Historically, CFD projects have been constructed by the developer, and then acquired by the District. In this case, the projects will be constructed by the District utilizing City staff. The District and City are separate municipal entities that perform different roles. A chart demonstrating roles and responsibilities of the City and District is displayed. Project Prioritization is provided including water/wastewater projects and streets/landscape projects. City divisions have assigned a staff person to act as program liaison, critical path schedules have been implemented, liaisons report progress and coordinate needs at regular team meetings, and procurement policies and documentation procedures are being established in conformance with CFD statutes. A map was displayed exhibiting the proposed Yuma Road traffic signal interconnects. A map demonstrating the entire Sundance CFD 2014 Bond Project was provided. The Dean Road improvements are discussed including landscaping, and sidewalk and/or trail construction. Mr. Lowe provided information regarding signal progression/timing of traffic lights.

4. Annual Council Update for the Buckeye Valley Chamber of Commerce
Staff Liaison: Len Becker, Economic Development Director
District No. All

Mr. Becker opened the discussion and presentation for the Buckeye Valley Chamber of Commerce. Deanna Kupcik, President of the Buckeye Valley Chamber of Commerce (BVCC), presented the history and mission statement of the BVCC. Ed Gerak, BVCC Chairman of the Board, was introduced. A history of the BVCC along with a current list of the board of directors and board members was provided. The following BVCC programs and responsibilities were displayed and discussed: local, state and federal advocacy programs; networking; promotion; the visitor information center; partnerships; special events; Chamber website management; and the Buckeye Leadership Academy. Upcoming special events were listed. Council was provided a new member packet, an invitation to "Buckeye Rocks", along with other BVCC documents.

5. Adjournment

A motion was made by Vice Mayor Orsborn and seconded by Councilmember Strauss to adjourn the meeting at 4:51 p.m. Motion passed unanimously.

Jackie A. Meck, Mayor

ATTEST:

Lucinda J. Aja, City Clerk

I hereby certify that the foregoing minutes are a true and correct copy of the Council Workshop held on the 3rd day of June, 2014. I further certify that a quorum was present.

Lucinda J. Aja, City Clerk