

**CITY OF BUCKEYE
COUNCIL WORKSHOP
APRIL 7, 2015
MINUTES**

**City Council Chambers
530 E. Monroe Ave.
Buckeye, AZ 85326
3:30 p.m.**

1. Call to Order/Roll Call

Mayor Meck called the meeting to order at 3:30 p.m.

Members Present: Councilmember Strauss (excused at 5:20 p.m., returned at 5:22 p.m.), Councilmember Hess, Councilmember Heustis, Vice Mayor Orsborn (excused at 5:16 p.m., returned at 5:17 p.m.), and Mayor Meck.

Members Absent: Councilmember Garza and Councilmember McAchran.

Departments Present: City Manager Stephen Cleveland, Assistant City Manager Roger Klingler, City Attorney Scott Ruby, City Clerk Lucinda Aja, Deputy City Clerk Summer Stewart, Assistant to Council Carol Conley, Police Chief Larry Hall, Fire Chief Bob Costello, Finance Director Larry Price, Human Resources Director Nancy Love, Public Works Director Scott Lowe, Economic Development Director Len Becker, Information Technology Director Greg Platacz, Community Services Director Cheryl Sedig, Government Relations Manager George Diaz, and Marketing and Communications Manager Jennifer Rogers.

**2. Presentation Regarding the Formation of the White Tank Mountain Conservancy in Order to Preserve, Protect and Promote the White Tank Mountains
Staff Liaison: Robert Wisener, Conservation & Project Manager
District No. All**

Mr. Wisener provided an overview of the formation of the White Tank Mountain Conservancy. Todd Hornback (Verrado DMB) provided background information related to the project and discussed projected outcomes. Ian Dowdy (Sonoran Institute) discussed anticipated population growth in the west valley. Based on current plans, the White Tank Mountains will be surrounded by development. The Conservancy is a collaborative initiative to protect an iconic mountain range in the West Valley; participants include DMB, Maricopa County, Central Arizona Conservation Alliance, Sonoran Institute, and WESTMARC. Purposes of creating a conservancy are listed and include having a locally-driven organization imbedded in the west valley to solve complex problems and act independently of political pressures, represent broad diversity of interests, and the ability to purchase and hold lands for conservation benefit. Environmental conditions in the area were addressed. Focus areas were listed and include regional planning and partnerships, stewardship and volunteerism, advocacy and public policy, research, education and outreach, and tourism and public attraction. Les Myers (White Tank Mountain Conservancy) commented with regard to the opportunity to be involved in the project. General discussion was held regarding the need to timely manage the project and properly maintain the area and natural environment. Mr. Hornback stated the sole purpose of the initiative is an ongoing interest in creating an advocacy and public policy agenda for reasonable and appropriate conservation.

3. Presentation and Discussion of the Market Analysis Conducted by Gallagher and Company Regarding Job Classifications
Staff Liaison: Nancy Love, Human Resources Director
District No. All

Ms. Love provided a brief overview of the Market Analysis. Gallagher Benefit Services was hired to perform a systematic review of jobs and pay, ensure a system that supports our recruitment efforts, identify how competitive our pay is with other select cities and towns, and identify our desired pay system structure. Guidelines for the study were listed and include basing market competitiveness on 50th percentile of the market, utilizing custom surveys, and reviewing current job descriptions. The analysis did not address individual employee compression issues. Discussion was held regarding market analysis studies previously sought; this study is the first completed report for the City in recent years. Lori Messer (Gallagher Benefit Services) presented an overview of the final report. A background of the project was provided; the results of the Tolleson study from 2013 were utilized. A major goal of the City was to establish market comparisons to the current level of compensation paid to all City job classifications. Comparator organizations include west valley cities, the City of Phoenix and Maricopa County. A review of existing jobs was performed to determine appropriateness of current class structure and identify potential opportunities for job consolidation. The “50th percentile” of the market was defined. Existing job descriptions were collected and reviewed; all employees completed position description questionnaires resulting in a proposed classification structure with 83 class titles, reduced from 168. A summary of the job classification study was provided and discussed. Criteria utilized to determine benchmark jobs include minimum of 50% of employees, representation from lowest levels in organization to highest levels, representation across all functional areas, high incumbent positions, hard to recruit positions, and positions common in the marketplace. Survey methodology was reviewed; all data is effective January, 2015 and reflects an annual basis. Several reviews of the data were performed and various statistics calculated. Survey benchmark titles, common in city government, were listed. A summary of salary data comparisons was discussed; current range midpoints of non-sworn positions are considered competitive in the market and lead by 5.1%. Charts providing salary data comparisons for benchmark positions and sworn employees (police and fire) were displayed. Sworn Fire and Police range minimums lag the market; range maximums are competitive with the market. Uncompetitive minimums are attributed to the wide range spreads. Non-sworn proposed pay structures are presented; key changes include reduction in number of grades and minimum of 5% difference in midpoint spread. Sworn Fire and Police pay structures changes have not been recommended at this time due to budgetary limitations related to implementation costs. Study recommendations include consideration of class structure proposal and approval to move forward with development of class specifications, consideration of proposed salary structure for non-sworn personnel, consideration of a study that examines narrowing the salary range widths for sworn police and fire salary ranges, and consideration of regular salary structure updates. Implementation costs were addressed; 13 employees were below the minimum of proposed pay range and would it cost the City \$16,000 per year to increase their current pay to the minimum proposed pay range. Next steps include drafting classification specifications, preparing and distributing employee communications, and training Human Resources and management staff in system implementation and maintenance. Ms. Love discussed the City’s current class structure, which is hard to manage due to the high number of job classifications.

William Crotteau, President of the Buckeye Police Association, requested information related to comparator city step ranges.

Ms. Messer stated the width of pay ranges for different benchmark jobs were surveyed, but did not survey the comparator organizations to determine if they had a step system or open range system. Range spreads are typically 30-35% with entry-level jobs and spreads increase with more complex jobs including management and professional levels; mid-point ranges should be reflective of what is being paid in the marketplace. When comparing range minimums and maximums with comparator cities for non-sworn positions, the City is lagging significantly at the minimum, but leading at the maximum. All City of Buckeye pay range widths are at 63% from the minimum to the maximum.

General discussion was held regarding comparator city range movement and “frozen” pay scales; there has been salary and range movement in other cities, indicating that salary ranges and steps are not “frozen”. Ms. Love clarified the study reflects pay movement from July of 2013 to January of 2015; pay scales may have been “frozen” prior to 2013.

Mr. Crotteau commented with regard to salary compression and salary restoration.

Mike Russell, Fire Captain, discussed concerns related to compression and retention and potential detrimental effects to the City moving forward; there has been a significant amount of turnover in entry-level positions.

Ms. Messer commented with regard to further surveys related to sworn police and fire positions and will provide costs to implement competitive pay.

General discussion was held regarding implementation options, including a possible “phase-in” plan. Ms. Messer clarified that further options related to pay structures may be provided upon direction; numbers provided do not include benefits. Ms. Love discussed pay structures that encourage employees to promote and addressed the cost to implement modified pay structures recommended by Gallagher Benefit Services. Further workshops will be scheduled related to the market analysis.

4. Adjournment

A motion was made by Vice Mayor Orsborn and seconded by Councilmember Hess to adjourn the meeting at 5:47 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 7th day of April, 2015. I further certify that a quorum was present.

Lucinda J. Aja, City Clerk