

**Mayor**  
Kenneth Romney

# WEST BOUNTIFUL CITY

**City Administrator**  
Duane Huffman

**City Council**  
James Ahlstrom  
James Bruhn  
Kelly Enquist  
Mark Preece  
Andrew Williams

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**City Recorder**  
Cathy Brightwell

**City Engineer**  
Ben White

**Public Works Director**  
Steve Maughan

## CITY COUNCIL MEETING

**THE WEST BOUNTIFUL CITY COUNCIL WILL HOLD A MEETING  
AT 6:00 PM ON MONDAY, APRIL 3, 2018 AT CITY HALL, 550 N 800 WEST**

**6:00 p.m. Budget Development Work Session**

**7:30 p.m. Regular Meeting**

*Invocation/Thought – James Bruhn; Pledge of Allegiance – Andy Williams*

1. Approve the Agenda.
2. Public Comment (two minutes per person, or five minutes if speaking on behalf of a group).
3. Public Hearing to Consider Adoption of an Updated Employee Compensation Schedule and Policy.
4. Consider Ordinance 402-18, An Ordinance Adopting an Updated Employee Compensation Schedule and Policy.
5. Public Works/Engineering Report.
6. Administrative Report.
7. Mayor/Council Reports.
8. Executive Session for the Purpose of Discussing Items Allowed Pursuant to UCA § 52-4-205.
9. Adjourn.

Those needing special accommodations for the meeting can contact Cathy Brightwell at 801-292-4486 24-hrs prior to the meeting.

*This agenda was posted on the State Public Notice website, the City website, emailed to the Mayor and City Council, and sent to the Clipper Publishing Company on March 30, 2018.*



# MEMORANDUM

**TO:** Mayor and City Council

**DATE:** March 1, 2018

**FROM:** Duane Huffman

**RE:** **Proposed Compensation Management Policy**

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This memo presents a draft compensation management policy for the council's consideration. This policy is based on the position and market study conducted in 2017 (defining positions and pay ranges) as well as several work sessions where the council has discussed various compensation options (policy on pay progression).

The proposed compensation management policy modifies current policies/practices in the following seven ways:

1. All full-time position job descriptions have been reviewed, updated, and standardized. The draft policy proposes requiring that the city administrator and department heads be responsible for keeping them up to date.
2. The city's step/grade scale is updated by:
  - a. Matching positions with the newly revised job descriptions;
  - b. Updating all pay ranges based on the 2017 study;
  - c. For most positions, shortening the scale to 17 steps, and for three police positions to 13 steps;
  - d. For most positions, bringing employees to mid-point by step 6, and for three police positions by step 5.
  - e. Clarifying that the positions of city administrator, police chief, public works director, and golf director are not expected to move by steps each year. These positions will have their pay set annually by the city council.
3. The placement of experienced new-hires into the Police Officer I position is clarified, as well as promotion to Police Officer II.
4. The city council will still have the ability to adjust compensation for outstanding employees, but the new step system should minimize the need to do so.
5. The pay ranges may be updated according to inflation or market changes as determined by the council.
6. The policy creates guidelines for consideration of one-time awards and bonuses. This section is at the complete discretion of the city council.
7. Clarifies how employees outside of their pay ranges are frozen until the range catches up to their pay.

As a follow-up to the last discussion the council had, here is a table that shows how the 10-year scenario costs compare between this proposal and what was previously discussed:

<b>Compensation Options</b>	<b>10-Year Scenario (2019-2028)</b>
Mid-Point (2-20-18)	\$17,229,948
Step/Grade (2-20-18)	\$17,846,916
Modified Step Grade (3-6-18)	\$17,361,590

According to UCA 10-3-818, compensation schedules and policies for some positions should be set by ordinance following a public hearing. As such, if the proposed policy or something close to it is acceptable to the council, I propose a public hearing be set for the next available meeting for consideration of an ordinance to adopt the policy.

**WEST BOUNTIFUL CITY**

**ORDINANCE #402-18**

***AN ORDINANCE ADOPTING AN UPDATED EMPLOYEE COMPENSATION SCHEDULE AND POLICY FOR ALL EMPLOYEES***

**WHEREAS**, Utah Code Annotated § 10-3-818, as amended, authorizes the city’s governing body to fix, change or amend the compensation of any elective or appointive officer; and,

**WHEREAS**, the City Council commissioned the 2017 Job Valuation and Compensation Study as a guide to update compensation policies and schedules; and,

**WHEREAS**, the City Council held a public hearing at the April 3, 2018 meeting to consider a proposed employee compensation policy and schedule at which all interested persons were given an opportunity to be heard; and,

**WHEREAS**, the City Council finds it necessary to amend the compensation policy schedule to ensure the city’s success by providing employees fair and competitive compensation.

***NOW, THEREFORE BE IT ORDAINED*** by the City Council of West Bountiful that the city’s employee compensation policy and schedule be modified and adopted as show in attached Exhibit A.

This ordinance will become effective upon signing and posting.

Adopted this 3rd day of April, 2018.

By:

\_\_\_\_\_  
Ken Romney, Mayor

Voting by the City Council:    Aye                      Nay

Councilmember Ahlstrom	_____	_____
Councilmember Bruhn	_____	_____
Councilmember Enquist	_____	_____
Councilmember Preece	_____	_____
Councilmember Williams	_____	_____

*Attest:*

\_\_\_\_\_  
Cathy Brightwell, City Recorder

## *WEST BOUNTIFUL CITY COMPENSATION MANAGEMENT POLICY*

- A. POLICY: In setting compensation for employees the city's policy is to be fair and, according to its ability to pay, competitive with the market. The compensation plan and assignment of employees to positions and pay rates shall be recommended by the city administrator and associated department head for approval by the mayor and city council. The city administrator and respective department heads shall be responsible to create and update job descriptions as necessary.
- B. GENERAL WAGE/SALARY ADJUSTMENTS: It is the intent of the city to consider prevailing practices related to cost of living and market trends in establishing wages and salaries which constitute the formal pay schedule. On all occasions the amount of the rate changes will ultimately be based upon the anticipated affect(s) upon the city budget. Upon recommendation from the city administrator, the city council will make final determination of any changes to the salary scale. Where general, across-the-board adjustments are approved, the change will be effective on a date determined and approved by the city council. General adjustments are separate and distinct from performance recognition bonuses and longevity increases.
1. INFLATION VS. MARKET: Adjustments to the salary schedule may be determined periodically through analysis of market trends in comparison to inflation. This may be done once per year and the city may utilize either market survey results or inflation index data or a combination of both. All employees, regardless of employment status, except those being red circled (frozen), shall receive the benefits of such general adjustments to the pay plan.
- C. NON PERMANENT EMPLOYEES: The city administrator and associated department head will set hourly pay rates for all part-time, seasonal, and emergency employees in accordance with the general guidelines of this policy.
- D. INITIAL APPOINTMENT: Except for department head level positions, all initial hires to positions assigned to salary ranges on the compensation plan shall normally be at the minimum rate of the salary range. Exceptions may be allowed if: (1) an employee cannot be recruited for the position at the beginning rate, or (2) the qualifications of the individual selected for the position exceed the minimum requirements and the individual can be expected to perform at that level. The city administrator shall monitor recommended starting rates for compliance to policy and must inform the mayor and council of appointments that are recommended to be made at rates higher than the minimum.
1. POLICE DEPARTMENT: It will be the policy of West Bountiful Police Department to recognize up to three (3) years of prior experience. All candidates will generally start as a Police Officer I. When hired, a candidate will be given a one-step pay increase for each year of qualified public safety experience not to exceed Police Officer I, step 4 on the pay scale. Only upon approval of the mayor and chief of police would a candidate be hired as a Police Officer II or above.

When an employee in the Police Officer I pay scale successfully **completes** three years of experience, the employee will be promoted from Police Officer I to Police Officer II. The following chart shows how this will occur (compensation rates are examples and may not reflect compensation rates at time of promotion).

Job Title	1	2	3	4	5	6	7
Police Officer 1	\$19.06	\$19.98	\$20.89 No experience	\$21.80 One year experience	\$22.71 Two years experience	\$23.16 Three years experience	23.61
Police Officer 2	\$21.49	\$22.56	\$23.63	\$24.70	\$25.77	\$26.31	\$26.84

E. PAY PROGRESSION: Progression through the various pay ranges within the salary and wage scale shall be based upon employee performance and the resulting value to the city.

1. MOVING THROUGH STEPS: The purpose of salary step increases is to motivate and reward employees. Step increases are not to be automatically given but are to be earned by the employee; they are not a reward for merely working for the city another year. Disciplinary action may include reduction of pay steps.

A performance evaluation shall be conducted at least fifteen days prior to each employee's anniversary date. According to the availability of funding in annual budgets, employees whose performance evaluations indicate that their performance meets or exceeds the expectations for the position and who are not at the top step of their pay grade may be given a performance based step increase.

Based on recommendations by the respective department head and city administrator, and according to approved budgets, the city council may approve additional step increases for outstanding employees.

2. LEADERSHIP LEVEL EMPLOYEES: Rather than progression through a step system, the city council will set the annual salaries for the following positions: city administrator, chief of police, public works director, and golf director.

F. PERFORMANCE/INCENTIVE AWARDS & BONUSES: In order to promote exceptional or outstanding services and recognize those occasions where services are rendered, emergencies responded to, or proficiencies demonstrated which are beyond the normal occurrence or expectation of the job; it is the position of the city to reward such individual or group contributions. These awards shall be a one-time recognition, in that they are not added to the regular or base pay of the recipient(s). The city council will make the award based on recommendations from the respective department head and city administrator.

1. CRITERIA: Monetary and non-monetary awards may be given for:
  - a. Ways to increase office or operational efficiencies. If there is a process in the normal routine of the work place that is time consuming, a waste of one's time, repetitive, or a burden on the budget, there may be a means for improvement. This is a criterion where creative ideas improve departmental efficiency or effectiveness or eliminate difficulties.
  - b. Exemplary performance on special projects. An employee may be given a special project. A great deal of effort and research may go into the project. The project may benefit the department or city in some way.

- c. Exemplary performance on special group projects. A group of individuals may be given a difficult task to perform. The team may work together to complete the difficult task in a timely and effective manner that benefits the department, city or general public.
  - d. Cost Savings. An employee may suggest a procedure that will save costs to the department or city. Similarly, an employee may suggest a procedure for generating revenue.
  - e. The exercise of leadership and/or initiative beyond that normally expected in the individual's regular assignments. An employee may be required to meet unusual deadlines or perform in emergency situations. An employee may demonstrate a willingness to accept and perform new assignments on a short-term basis.
  - f. Performance which averts legal actions by or against the city.
  - g. Actions which brings favorable public or professional attention or recognition to the department or city.
  - h. Independent research and analysis initiated by an employee resulting in a contribution to the specific objectives or improved methods for delivering city services or conducting city operations.
- G. RED CIRCLE RATE: This provision refers to the rate of pay for an employee whose pay falls above the current maximum salary for the pay range to which assigned, reclassified or transferred. Such employee(s) shall be placed on a salary freeze and shall not be eligible for any general adjustment given during until the employee's rate of pay falls back within the assigned pay range, the freeze shall be lifted.
- H. DEMOTION: When it becomes necessary to demote an employee for their inability or unwillingness to perform the assigned duties and essential functions of their position; that employee may also suffer a loss of pay. The amount of the pay reduction shall be determined on a case-by-case basis.
- I. PAY RANGERS & STEPS: The following positions, ranges and steps are shown as Exhibit A, and are subject to change by the city council.

