

TAYLORSVILLE CITY COUNCIL

WORK SESSION AGENDA ITEM SUMMARY

MEETING DATE: January 11, 2012

AGENDA ITEM: Ordinance No. 12-02 was introduced to the City Council in the January 4, 2012 regular City Council meeting and was tabled for additional discussion during the January 11 Work Session of the Taylorsville City Council.

PUBLIC HEARING REQUIRED – Public hearing held on January 4, 2012

RESOLUTION/ORDINANCE REQUIRED

ORDINANCE X RESOLUTION

PRESENTER: John N. Brems, City Attorney

ISSUE SUMMARY:

This ordinance restates the compensation offered to elective, statutory and appointive officers of the City of Taylorsville, and adopts a compensation schedule for all other employees of the City. This Ordinance is intended to clarify the compensation schedule and processes used by the City to administer compensation for officers and employees of the City. Adoption of this Ordinance will repeal all previously adopted Compensation Ordinances and schedules, including Ordinance 06-22 and 10-21; however, the schedule included in this ordinance which details the grades and salary ranges which apply to the employees of the City is the same schedule currently in place by the adoption of Ordinance 10-21 (please see Exhibit B of Ordinance 10-21). Other exhibits and schedules that were included in previous compensation ordinances have been eliminated, providing a clear distinction between the statutory roles of the City Council and the Mayor in the administration of compensation within the City.

Adoption of this Ordinance does not change the compensation of elected or appointed officials. Elected Officials must have their compensation clearly delineated as a specific amount in an ordinance that is presented for public hearing at a time certain.

COMMISSION / ADVISORY BOARD RECOMMENDATION: N/A

STAFF RECOMMENDATION: Discussion only for the January 11, Work Session

CITY ATTORNEY (Approved as to form): N/A

ATTACHMENTS:

1. Ordinance No. 12-02 Restating the Compensation of Elective, Statutory and Appointive Officers, and Compensation Schedule for Employees
 - a. Ordinance 12-02, Exhibit "A" Schedule of Job Grades and Ranges
2. Supplemental Background Information

TAYLORSVILLE, UTAH
ORDINANCE NO. 12-02

AN ORDINANCE OF THE CITY OF TAYLORSVILLE REPEALING ORDINANCES 10-21, 07-21 WITH RESPECT TO EXHIBIT B, 06-32 WITH RESPECT TO EXHIBITS 1 AND 2, AND 06-22 AND REMOVING AND ELIMINATING TAB 53 LABELED PERSONNEL AND ENTITLED "EMPLOYEE SINGLE LINE LIST" FROM RESOLUTION 11-16; RESTATING (FOR CLARIFICATION PURPOSES ONLY AND NOT FOR A CHANGE TO ELECTED OFFICIALS COMPENSATION) THE COMPENSATION OFFERED TO ELECTIVE, STATUTORY, AND APPOINTIVE OFFICERS; AND COMPENSATION SCHEDULE FOR EMPLOYEES

WHEREAS, the Taylorsville City Council (the "Council") met in regular meeting on January __, 2012, to consider, among other things, repealing Ordinances 10-21, 07-21 with respect to exhibit "B", 06-32 with respect to exhibits 1 and 2, and 06-22 and removing and eliminating, Tab 53 labeled "Personnel" and entitled "Employee Single Line List," from Resolution 11-16; restating (for clarification purposes only and not for a change to compensation) the compensation offered to elective, statutory, and appointive officers; and the compensation schedule for employees; and

WHEREAS, confusion and disagreement have resulted regarding the salary paid to various employees and the effect of various resolutions and ordinances; and

WHEREAS, the Council has determined that it is appropriate to resolve these issues by specifically repealing Ordinances 10-21, 07-21 with respect to exhibit "B", 06-32 with respect to exhibits "1" and "2", and 06-22 and a portion of Resolution 11-16 and amending and restating in their entirety the compensation offered to elective, statutory, and appointive officials and compensation schedule for employees; and

WHEREAS, pursuant to the requirements of Utah Code Ann. § 10-3-118 notice and hearing is required with respect to compensation offered to elective, statutory, and appointive officials; and

WHEREAS, on December 25, 2011, a notice of public hearing regarding the amended and restated compensation for elective, statutory, and appointive officials was published in the *Deseret News* and *Salt Lake Tribune*; and

WHEREAS, on January 4, 2012, a public hearing was held, to consider amending and restating the compensation range for elective, statutory, and appointive officials of the City; and

WHEREAS, the amended and restated compensation offered to elective, statutory, and appointive officials does not change their compensation.

NOW, THEREFORE, BE IT ORDAINED by the Council that Ordinances 10-21, 07-21 with respect to exhibit "B", 06-32 with respect to exhibits "1" and "2", and 06-22 be repealed and Tab 53 labeled "Personnel" and entitled "Employee Single Line List," of Resolution 11-16;

be removed and eliminated, and any other resolution or ordinance contrary to the intent of this Ordinance is hereby repealed; that attached amended, restated compensation range for elective, statutory, and appointive officials and compensation schedule for employees is hereby adopted and the administration is directed to implement and administer a salary structure consistent with this Ordinance and budgetary constraints.

This Ordinance, assigned Ordinance No. 12-02, shall take effect as soon as it shall be published or posted as required by law, deposited and recorded in the office of the City Recorder, and accepted as required herein.

PASSED AND APPROVED this _____ day of _____, 2012.

TAYLORSVILLE CITY COUNCIL

By: _____
Jerry Rechtenbach, Chairman

VOTING:

Dama Barbour	Yea ___ Nay ___
Ernest Burgess	Yea ___ Nay ___
Larry Johnson	Yea ___ Nay ___
Kristie Overson	Yea ___ Nay ___
Jerry Rechtenbach	Yea ___ Nay ___

PRESENTED to Mayor of Taylorsville for his approval this _____ day of _____, 2012.

APPROVED this _____ day of _____, 2012.

Russ Wall, Mayor

ATTEST:

Cheryl Peacock Cottle, Recorder

Exhibit "A" Ordinance 12-02

City of Taylorsville
Schedule of Position Grades and Pay Ranges

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$10,712	\$12,212	\$13,926
2	\$12,122	\$13,940	\$15,759
3	\$13,940	\$16,031	\$18,122
4	\$16,031	\$18,436	\$20,841
5	\$17,668	\$21,201	\$24,735
6	\$20,318	\$24,382	\$28,445
7	\$23,366	\$28,039	\$32,712
8	\$26,322	\$32,245	\$38,167
9	\$30,271	\$37,081	\$43,892
10	\$34,115	\$42,644	\$51,172
11	\$39,232	\$49,040	\$61,102
12	\$45,117	\$56,396	\$67,676
13	\$50,867	\$64,856	\$78,844
14	\$58,497	\$74,584	\$90,671
15	\$65,978	\$83,133	\$105,330
16	\$75,875	\$95,602	\$115,330
17	\$85,610	\$109,902	\$134,193
18	\$98,451	\$126,387	\$154,322

Hourly Range is determined by dividing range by 2080 hours

Supplemental Information for the Work Session Discussion on Ordinance 12-02, January 11, 2012.

(The documents below are not part of Ordinance 12-02 and will not be attached as Exhibits upon adoption of the Ordinance).

Utah Code Annotated (referenced in the body of Ordinance 12-02) 10-3-818. Salaries in municipalities.

(1) The elective and statutory officers of municipalities shall receive such compensation for their services as the governing body may fix by ordinance adopting compensation or compensation schedules enacted after public hearing.

(2) Upon its own motion the governing body may review or consider the compensation of any officer or officers of the municipality or a salary schedule applicable to any officer or officers of the city for the purpose of determining whether or not it should be adopted, changed, or amended. In the event that the governing body decides that the compensation or compensation schedules should be adopted, changed, or amended, it shall set a time and place for a public hearing at which all interested persons shall be given an opportunity to be heard.

(3) (a) Notice of the time, place, and purpose of the meeting shall be published at least seven days before the meeting by publication:

(i) at least once in a newspaper published in the county within which the municipality is situated and generally circulated in the municipality; and

(ii) on the Utah Public Notice Website created in Section 63F-1-701.

(b) If there is not a newspaper as described in Subsection (3)(a)(i), then notice shall be given by posting this notice in three public places in the municipality.

(4) After the conclusion of the public hearing, the governing body may enact an ordinance fixing, changing, or amending the compensation of any elective or appointive officer of the municipality or adopting a compensation schedule applicable to any officer or officers.

(5) Any ordinance enacted before Laws of Utah 1977, Chapter 48, by a municipality establishing a salary or compensation schedule for its elective or appointive officers and any salary fixed prior to Laws of Utah 1977, Chapter 48, shall remain effective until the municipality has enacted an ordinance pursuant to the provisions of this chapter.

(6) The compensation of all municipal officers shall be paid at least monthly out of the municipal treasury provided that municipalities having 1,000 or fewer population may by ordinance provide for the payment of its statutory officers less frequently. None of the provisions of this chapter shall be considered as limiting or restricting the authority to any municipality that has adopted or does adopt a charter pursuant to Utah Constitution, Article XI, Section 5, to determine the salaries of its elective and appointive officers or employees.

2.12.010: POWERS:

The council shall exercise the legislative powers of city government, including the adoption of ordinances, resolutions and policies, setting appropriate tax levies for general city services, adopting the city budget, and setting other general tax and services rates. The council shall supervise, appoint, and direct its own staff and establish job descriptions, job functions, job classifications or reclassifications and compensation therefor, within the budgeted appropriations and consistent with state law. It may also review and monitor the city administration, conduct public hearings and perform all other duties and responsibilities authorized or required by state law. The council shall consider and give its advice and consent to the mayor on all proposed appointments to city boards, commissions, committees or other bodies established to provide advice or assistance to the operation of city government, as may otherwise be required by state law or by joint resolution signed by the mayor and council. (Ord. 02-32, 10-2-2002)

2.20.030: OFFICE OF CITY ADMINISTRATOR:

The office of city administrator shall be the administrative head of the city government under the direction and control of the mayor and city council. The city administrator shall perform the following duties:

- A. Supervise the administration and enforcement of all laws, this code, and other ordinances of the city as they affect the administrative departments;
- B. Execute the policies affecting the administrative departments that are adopted by the city council;
- C. Recommend to the mayor the hiring, disciplining or terminating of city employees, including department heads;
- D. Conduct performance evaluations and administrative pay adjustments as prescribed by this code and other city ordinances or policy;
- E. Administer and exercise control of all departments of the city and all other subordinate offices and employees of the city through their department heads;
- F. Authorize the issuance of administrative rules and outline general administrative procedures;
- G. Attend official city council meetings;
- H. Investigate, examine or inquire into the affairs or operations of any department or office; and when authorized by the city council, employ consultants and professional counsel to aid such investigations or inquiries;
- I. Recommend to the mayor merit pay increases and bonuses for city employees;
- J. Exercise general supervision over all public buildings, parks and other public property under the control and jurisdiction of the city;
- K. Assist in preparation of the annual budget;
- L. Manage the day to day operations of the city;
- M. Direct activities relating to contracts for services for the city;
- N. Examine performance requirements, delivery schedules and estimates of costs of various contracts involving the city, to ensure completeness and accuracy;
- O. Prepare information to receive bids, specifications, progress reports and other items that may be required in connection with contracts, or proposed contracts, involving the city.

Human Resource Policies and Procedures Manual for Taylorsville

SECTION XIV: SALARY PLANNING

1. GENERAL POLICY. The Mayor shall be responsible for the development and maintenance of a uniform and equitable pay plan for the City which shall consist of pay ranges for each position. All salary increases are subject to budgetary compliance. Salaries shall be linked directly to the position classification plan and may take into consideration the following factors:
 - A. Ranges of pay for other positions.
 - B. Prevailing rates of pay for similar employment in both public and private organizations.
 - C. Cost of living factors.
 - D. Other benefits received by employees.
 - E. The financial policy and economic conditions of the City.
 - F. Performance evaluations.
2. PAY PLAN DEVELOPMENT AND ALLOCATION.
 - A. The Mayor may conduct a study of salary levels and may make recommendations for adjustments to salary ranges. Implementation of adjustments is subject to the availability of funds and within approved salary ranges.
 - B. The Mayor shall assign each position level to a pay range based upon the level's relationship to other levels as defined in the position level plan and by market data.
3. APPOINTMENT.
 - A. Pay for newly hired employees shall normally be set at the minimum of the pay range assigned to a job class. However, the Mayor may approve pay within the salary range, as warranted by job qualifications and experience subject to the availability of funds.
4. PAY-FOR-PERFORMANCE INCREASE.
 - A. The Mayor may adopt pay-for-performance increase guidelines effective July 1 of each calendar year subject to funding in the approved budget.
 - B. Permanent full-time and part-time employees are eligible to receive a pay-for-performance increase.
 - C. Employees at or above the pay range maximum and employees whose performance is rated less than expected, shall not be eligible to receive a pay-for-performance increase.
 - D. The supervisor proposing the pay-for-performance increase shall verify that the pay-for-performance increase is within budgetary compliance and should complete an employee's

performance evaluation within thirty (30) calendar days preceding the effective date of a pay-for-performance increase.

- E. The human resources division shall verify that pay-for-performance increase is within budgetary compliance and that the increase does not exceed the range of maximum assigned to a position level.
5. PROMOTION. Salary increase may be granted to an employee receiving a promotion within the new salary range.
6. RECLASSIFICATION.
- A. If the Mayor reclassifies a position to a higher level, the Mayor shall adjust the incumbent's salary to at least the minimum of the new range and may give a salary increase, based upon increased responsibility.
 - B. A reclassification increase is subject to budgetary compliance.
 - C. If the Mayor reclassifies a position to a lower level, the incumbent's salary shall remain the same. If the incumbent's salary exceeds the maximum of the new range, or provided the individual meets longevity status criteria, the longevity scale maximum, the incumbent is ineligible to receive a salary increase until the salary range or longevity scale increases to incorporate the incumbent's pay rate. An employee is ineligible to receive cost-of-living increases until the salary range increases.