

Minutes of the **Regular Meeting** of the **Riverdale City Council** held Tuesday, **February 8, 2005** at 8:00 p.m. at the Riverdale Civic Center.

Members Present: Bruce Burrows, Mayor
 David Gibby, Councilor
 Stan Hadden, Councilor
 Stacey Haws, Councilor
 Shelly Jenkins, Councilor

Member Excused: Nancy Brough, Councilor

Others Present: Larry Hansen, CAO
 Wayne Hoaldrige, Public Safety Directory
 Dave Hansen, Police Lt.
 James Ebert, Police Sgt.
 Doug Illum, Fire Chief
 Stevin Brooks, City Attorney
 Lynn Fortie, Business Development Director
 Stacey Comeau, Human Resource/Office Manager
 Cindi Mansell, City Recorder

Mayor Burrows called the meeting to order and welcomed all those present. He acknowledged that all members were in attendance; with the exception of Councilor Brough, who is out of town and excused from the meeting. Councilor Hadden offered the Pledge of Allegiance. Mayor Burrows then read a quote written by George Mason regarding constitutional rights, followed by a Moment of Silence.

Mayor's Report

Mayor Burrows reported that the quarterly Strategic Planning Session has been scheduled for Saturday, February 19, 2005, at 8:00 a.m. at the Civic Center.

Mayor Burrows invited Business Administrator Fortie to introduce Riverdale City's newest employee. Mr. Fortie introduced Stacey Comeau as the new Human Resource/Office Manager. He highlighted the background and experience of Mrs. Comeau, stating he is happy to have her on board. Mayor Burrows and the City Council extended a warm welcome to Mrs. Comeau.

Mayor Burrows then read a letter from T.H. Bell Jr. High, on behalf of the students and teachers, extending gratitude for the grant afforded under the Partners in Education program. The letter stated they have since been able to purchase a sound shell for the performing arts department; and this offers a great asset to the school and the community and will significantly enhance acoustical quality, as well as increase audience enjoyment. Mayor Burrows stated the City is happy to have assisted in this worthwhile project.

Consent Items

Approval of Minutes

Mayor Burrows indicated that there are four sets of minutes before the Council for approval at this time; January 11, 2005 Regular and Closed Executive Session; January 18, 2005 Work Session and Regular Meeting minutes. He referenced proposed amendments, as distributed.

Business License Applications

Mayor Burrows referenced the new, renewal and home occupation business license applications as presented for approval.

Motion Councilor Gibby moved to approve the minutes and business license applications as presented. Councilor Jenkins seconded the motion. The motion passed unanimously.

Resolution No. 4-2005 adopting Personnel Policies & Procedures Handbook Amendments

Mr. Hansen stated he would like to thank Mayor Burrows and the City Council for their assistance during the prior work session. He stated he would like to officially recognize the diligence and efforts as provided by the Compensation Committee; and the guidance of Mr. Dille and Mr. Fortie. He stated these representatives of each department provided valuable input; and in some cases, solicited valuable input from members of each department.

Mr. Hansen stated the committee acted in good faith to prepare a recommendation they felt acceptable to the City, as well as staff. He stated Administration has reviewed the proposal with Department Heads, minor adjustments made; and the proposal then went before the Mayor and City Council in work session. Mr. Hansen stated he appreciates the opportunity to work on developing a compensation system, and has high regards for the staff involved. He stated Council action would continue to support this perception of gratitude to the staff.

Councilor Jenkins stated she does feel the quality of work that has gone into making these changes is valid and does not want to hold up the process; but is concerned about the job description component. She stated she feels that a job description is instrumental in ensuring the employees are accurately and fairly assessed; and therefore, is uncomfortable in passing this section of the compensation proposal.

Councilor Jenkins continued that is has been clearly defined that many of these job descriptions as presented are not accurate; and she hates to include these within the permanent record. She stated the process will clear this up, so she does not understand why City Council approval of these specific job descriptions is necessary in order to move the compensation process forward.

Mr. Hansen explained the reasoning is because in the past, by action of previous City Councils, job descriptions have been adopted which are terribly outdated and irrelative to those in question at this time. He stated to think that would not provide a basis from which to implement this system is drawing an unfair conclusion at this point.

Councilor Gibby suggested that staff is encouraged to immediately update those job descriptions that are a poor fit. Mr. Hansen stated staff would gladly accept this direction. He continued staff does recognize the provision to move forward in the transition to bridge the compensation gap, and would then be bringing those job descriptions back. He stressed the need to move forward and not hold up the transition process.

Councilor Haws stated in regards to maximum average, he would like to see a modification that when adding the 110% factor this is not to exceed the maximum of the survey. He stated, however, he is not sure how the average minimum and average maximum are calculated. Mr. Hansen stated reported salary surveys were added up and a simple average taken. Councilor Haws inquired if the minimum and the maximum wage is reported by all cities for a particular job description.

Mr. Fortie explained that although a search is made from all Utah cities, not all have that position. He stated this results in comparison with those cities that do have that job, or the average of all those reporting for that job. It was stated that this survey is only going to be as good as the data that is provided, and some cities do provide incomplete data. Mr. Hansen explained the policy does state that if the information provided is more than two years old, it will not be utilized. He stated at a recent Utah City Manager's Association meeting, he posted a request on the bulletin chat board to ensure updates to the salary information. He clarified that each reporting city has to submit minimum and maximum.

Motion Councilor Haws moved to modify the maximum average section in 11-1, Section "D" Grade and Step Matrix, (c) Maximum Average, to include a not to exceed 110% factor of the greatest maximum; as long as this does not exceed the greatest reporting maximum. Councilor Gibby seconded the motion. The motion passed unanimously.

Motion Councilor Gibby moved to approve Resolution #4-2005 adopting amendments to the Riverdale City Personnel Policies & Procedures Handbook as amended; and to direct staff to immediately resolve inaccurate job descriptions. Councilor Hadden seconded the motion.

Roll call vote: Councilor Haws, Yes; Councilor Jenkins, Yes; Councilor Hadden, Yes; and Councilor Gibby, Yes. The motion passed unanimously.

Councilor Jenkins inquired if the City Council will have the ability to review the job descriptions as set forth through the Department Heads. Mr. Hansen explained the purpose to update the descriptions from 1998 to 2003, and giving staff a basis to work with employees and move forward. He stated City Administration and Human Resources will follow the process and work with the employees to ensure appropriate classification.

With no further business to come before the Council at this time, Councilor Gibby moved to adjourn the meeting. Councilor Jenkins seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 8:29 p.m.

Attest:

Approved: March 15, 2005

Cindi Mansell, City Recorder

Bruce Burrows, Mayor