

## A G E N D A

SPECIAL WORK SESSION OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, TO BE HELD OCTOBER 30, 2012, AT 6:00 P.M., AT THE COTTONWOOD COUNCIL CHAMBERS BUILDING, LOCATED AT 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

- I. CALL TO ORDER.
- II. ROLL CALL.
- III. ITEMS FOR DISCUSSION, CONSIDERATION, AND POSSIBLE DIRECTION TO STAFF:

*Comments regarding items listed on the agenda are limited to a 5 minute time period per speaker.*

1. PRESENTATION AND REVIEW OF THE COMPENSATION STUDY CONDUCTED BY PUBLIC SECTOR PERSONNEL CONSULTANTS.

- IV. ADJOURNMENT.

Pursuant to A.R.S. § 38-431.03.(A) the Council may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03.(A)(3) Discussion or consultation for legal advice with the attorney or attorneys of the public body.

The Cottonwood Council Chambers is accessible to the disabled in accordance with Federal "504" and "ADA" laws. Those with needs for special typeface print or hearing devices may request these from the City Clerk (TDD 634-5526.) All requests must be made 24 hours prior to the meeting.

Members of the City Council will attend either in person or by telephone conference call.

Notice is hereby given that pursuant to A.R.S. §1-602.A.9 , subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the City Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. §1-602.A.9 have been waived.

## City of Cottonwood, Arizona City Council Agenda Communication



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Meeting Date:	October 30, 2012
<b>Subject:</b>	Overview of the FY 2013 Staff Compensation Study
Department:	Administrative Services
From:	Jesus R. Rodriguez, C.G.F.M., Administrative Services General Manager Iris Dabler, Human Resources Manager and Doug Bartosh, City Manager

### **REQUESTED ACTION**

Review and City Council direction regarding the recommendations of the Staff Compensation Study

### **SUGGESTED MOTION**

If the Council desires to approve this item the suggested motion is:  
No motion at this time

### **BACKGROUND**

The City of Cottonwood has been delaying a full compensation study since FY 2007 due to the tough local economy. During the 2013 fiscal year budget preparation there was \$600K earmarked for the funding of the Compensation Study as well as an additional \$30,000 for the cost of the full study.

The study has progressed slower than anticipated in order to accommodate all the review meetings and changes necessary to ensure that the study is an accurate representation of the many job descriptions throughout the city organization. The meetings entailed the City Manager, the General Managers, Police & Fire Chiefs, Municipal Court Judge, and the City Clerk.

This study was contracted out in order to keep any bias out of the process. For the most part there was a general consensus that it was ready to go to the Council for review. This study was prepared to ensure that our employees are fairly compensated and that the city was reasonably positioned to attract qualified employees.

The study generally found that the city was behind the market in comparison to similar sized and competitive cities. Some job classifications were competitive. These findings were not surprising as the city had not completed a market compensation analysis since 1999.

**JUSTIFICATION/BENEFITS/ISSUES**

The City of Cottonwood has been the leader in the Verde Valley in many areas, however; we have struggled over the years to fairly compensate its most valuable resource, its employees. Both the Council and the staff has been aware of this compensation gap for many years and our ability to address the issue has been delayed due to the downturn in the economy. With the economy recovering, we need to do something to become more competitive.

- We want to be the employer of choice
- We want to attract and retain good talent
- We want to stay competitive with the market (neighboring communities, fire districts, DPS, etc.)
- We are the leader in the Verde Valley & need to stay ahead of the curve
- We need to plan ahead to stay a leader
- We do not want to be the training ground for other municipalities
- We budgeted for this study and increases

**COST/FUNDING SOURCE**

Currently there is \$600K in the General Fund budget to pay for the recommendations of this study. As it stands, the program will be using approximately \$417,600 for actual salaries with another \$80,000 to \$100,000 toward benefits. Staff is confident that as the economic recovery continues we will be able to absorb these additional costs. However, should the economy begin to stall or decline, we would take the steps we have over the past four years such as capital equipment reductions, elimination of merit and COLA increases as well as work furloughs and lay-offs.

The overall costs will be distributed to the various department where the employees are assigned.

**ATTACHMENTS:**

Name:	Description:	Type:
No Attachments Available		

