



FY2022 SALARY SCHEDULE AMENDMENTS

- **New Range Placement Table for Sworn Fire**
- **New Range Placement Table for Merit and Non-Merit Employees**

Action: **Adopt/Not Adopt Ordinance #2022-10**

Executive Summary The Council will consider an amendment to the FY22 Salary Schedules for all sworn fire, merit, and non-merit employees to provide a 2% cost-of-living increase for all steps within the respective ranges. The administration is also proposing to implement Phase 3 of the Evergreen Classification, Compensation, and Benefit Study for the remaining employees which will move employees to the correct step within their respective ranges. The effective date of the new salary schedules would be the pay period beginning April 2, 2022. An amendment to the FY22 Budget to cover costs associated with these increases will be considered in a separate action.

Note: The Range Placement Table for Sworn Police Personnel was adjusted in October 2021, backdated to July 1, 2021, to increase salaries to meet market demands. Phase 3 of the Evergreen Classification, Compensation, and Benefit Study was also implemented for sworn police officers at that time.

Background

Budget Amendments

The Council entertains requests for budget adjustments to:

- Enter grant or other special purpose revenues into the budget prior to expenditure
- Make mid-course corrections to avoid budget overruns
- Forward encumbrances from the prior fiscal year; and/or
- Address special circumstances or opportunities

[Utah Code § 10-6](#) requires a public hearing for all budget adjustments where the budget of one or more funds is increased. Notice must be given at least seven days before the public hearing.



October 23, 2020

Evergreen submitted the final Classification, Compensation and Benefit Study. The stated objective of the Study was to improve equity in both the structure of employee compensation and the comparative relationships of positions across the organization. Evergreen made nine recommendations which the Council and administration initially agreed to implement over a period of three fiscal years.

April 6, 2021

The Council adopted an FY21 budget amendment to cover a 4% wage adjustment for all full-time employees (\$1,830,650). The wage adjustments were backdated to July 1, 2020. The Council also adopted new salary schedules that reflected the 4% increase. These changes represented the Phase 1 implementation of the Evergreen Study.

June 22, 2021

The Council adopted the FY22 Budget which included implementation of Phase 2 of the Evergreen Study. New salary schedules were adopted for exempt, non-exempt, special, sworn police, and sworn fire employees. All employees were brought up to the bottom of their respective ranges or moved to the closest step in the new range.

September 27, 2021

The administration transmitted a request to amend the FY22 Salary Schedules to include a new Range Placement Table for sworn police officers with the recommendation that the new table have an effective date of July 1, 2021. This was necessary to remain competitive with other jurisdictions. A proposed FY22 Budget amendment to cover the additional \$2.5 M cost was also transmitted.

October 19, 2021

The Council adopted Ordinance 2021-53 amending the FY22 Salary Schedules to implement Phase 3 of the Evergreen Classification, Compensation, and Benefit study for sworn police officers. Officers were moved to the correct steps within their respective ranges based on



longevity in their current position and became eligible to move to the next step on their anniversary date. The cost of the early Phase 3 implementation was almost \$2.5 Million.

March 7, 2022

The Council Office received Administrative Transmittals requesting amendments to the FY22 Salary Schedules and the FY22 Budget to implement Phase 3 and provide a cost-of-living increase for sworn fire, merit, and non-merit employees. A proposal to provide elected officials the cost-of-living increase was also included. Excess sales tax revenue is proposed to cover the additional \$482,000 for the General Fund. The utility, enterprise, and internal service funds have sufficient revenues to cover the additional \$284,000.

March 15, 2022

The Council held a work session to review and discuss the proposed FY22 Salary Schedule Amendments and corresponding FY22 Budget Amendment. The Council asked that consideration of changes to the elected official salaries be delayed until after completion of the benchmarking study that is currently underway.

Proposal

Sworn Fire, Merit, and Non-Merit Employees

The administration is requesting an amendment to the salary schedules for all sworn fire, merit, and non-merit employees to provide a 2% cost-of-living increase for all steps within the respective ranges. The administration is also proposing to implement Phase 3 for sworn fire, merit, and non-merit employees. Employees will be moved to their correct steps within their respective ranges based on longevity in their current position. Sworn fire employees will also become eligible to move to the next step on their anniversary date. The effective date of the new salary schedules would be the pay period beginning April 2, 2022. The amendment to the salary schedules increases the steps and range by 2%. The amendment to the FY22 Budget to cover costs associated with these increases will be considered in a separate action.



Ogden City Council Meeting

Council Staff Review

Sworn police officers were not included in this proposal as they received increases and were moved to the correct steps in October 2021 retroactive to July 1, 2021.

Attachments

Administrative Transmittal – Salary Schedule Amendments

Proposed Ordinance – Sworn Fire, Merit, and Non-Merit Employees

Exhibit A – Range Placement Table – Sworn Fire Personnel

Exhibit B – Range Placement Table – Merit Employees

Exhibit C – Range Placement Table – Non-Merit, Special Employees

Council Staff Contact: Janene Eller-Smith, MPA/JD, (801)629-8165



Ogden City Council Transmittal

Submitted to CAO:
Received by Council:

SALARY SCHEDULES ORDINANCES – FY2022 AMENDMENTS SWORN FIRE, GENERAL EMPLOYEES AND MAYOR AND COUNCIL

DEPARTMENT:

Management Services

DIRECTOR:

Mara Brown

DIVISION:

Human Resources

MANAGER:

Leslie Judkins

STAFF:

Leslie Judkins

CONTACT:

801-629-8723, lesiejudkins@ogdencity.com

REQUESTED TIMELINE:

ASAP

RECOMMENDATION/PROPOSAL:

Council action is required to review and adopt ordinance.

BACKGROUND INFORMATION:

City Administration and the City Council have recognized the contribution and importance of Ogden City's employees and have prioritized employee compensation for the past several budget cycles. The City completed a Classification, Compensation and Benefits Study in FY2020 with the help of a consultant, Evergreen. The intent of this study was to understand improvements needed in the City's compensation and benefits to better attract and retain qualified employees. The results of the study showed the City's pay range schedules needed to be increased and the ranges expanded. The City intended to include and propose these amendments in the FY2021 budget, however the COVID pandemic happened as the FY2021 budget was being put together. Following recommendations made to local governments ahead of the pandemic, the City decreased FY2021 budget projections and delayed implementation of the compensation study.

As the economic consequences predicted for the COVID pandemic in FY2021 did not happen, the City chose to begin implementation of the compensation study recommendations mid-year FY2021 with a 3 phased approach.

Phase 1: Completed during FY2021, the City Council adopted a 4% salary range adjustment affecting wages for most city positions through an increase to FY2021 pay range tables or salary schedules. This was done as an amendment to the FY2021 Salary Schedules and Adopted Budget during the spring of FY2021.

Phase 2: Completed as part of the FY2022 Adopted Ogden City Budget, further implemented the 2020 Classification, Compensation and Benefits Study by authorizing the following proposed changes which were recommended in the Study:

- Adopt sixty-nine job classification title changes
- Adopt new pay ranges for general employees
- Adopt new step ranges for sworn fire and police employees

In addition, the FY2022 budget funded moving sworn employees to the closest step in their new range and moving all non-sworn employees to at least the minimum of their new range. Phase 2 also funded up to a 4% salary range adjustment for non-sworn employees who did not receive at least this amount in moving to the minimum of their new range. The FY22 budget also funded all sworn public safety employees moving to the next step in their pay table on their

date of service anniversary for FY22. The increase to employee compensation to implement phase 1 and phase 2 of the study was \$4,250,375 annually.

Phase 3 in the implementation of the compensation study had been planned for FY2023 and would have moved employees to the place in their wage range where their date of service defined for sworn employees or where their percent in the prior wage range equaled in the new wage range for general employees, this is considered full penetration of the new wage ranges.

Earlier in FY2022, due to the employment market, the City authorized further amendments to increase the pay for Sworn Police with an amended range placement table. These pay range increases were made mid-year to help Ogden City compete for sworn police employees and allowed for early implementation phase 3 of the compensation study for sworn police.

Sworn Police Phase 3: Completed in November 2021, this mid-year pay schedule amendment for sworn police included wage increases in-line with the range placement table from the salary schedule ordinance. These pay plan amendments to help the City's pay be more competitive also included the Compensation Study phase 3 implementation for sworn police by moving sworn police employees to the step in their pay plan that fully penetrated each employee for years of service into the pay plan structure and funded the increase for the next step at the date of service for full-time wages of sworn police officers. The pay plan and full pay plan penetration amendments for sworn police added over \$2.4M annually to the budget to fund these amendments.

In this current proposal, the City is proposing a mid-year salary schedule amendment to increase the range placement tables by 2 percent for sworn fire employees, merit employees and non-merit special employees, which includes the Mayor and City Council for FY2022. These amendments are proposed as an effort to increase wages for City employees to continue towards the market for employee wages. The proposed changes to the salary schedules if adopted will be effective for the pay period beginning on April 2, 2022 forward and are outlined in detail in the attached salary schedule ordinance and the salary schedule ordinance for the Mayor and City Council.

Sworn Fire and General Employee's Phase 3: Currently proposed, in connection with the salary schedule amendments as outlined in the previous paragraph is a budget ordinance to appropriate funding to increase pay by 2 percent and the budget for the funds needed to implement full range penetration, phase 3 of the compensation study for sworn fire, merit employees and non-merit special employees with includes the Mayor and City Council. Additionally, funds for the next step at the date of service increase to full-time wages of sworn fire employees. All these amendments are proposed to be effective as of the pay period that begins on April 2, 2022. Note in the Non-Merit Special Employee Salary Schedule the Justice Court Judges pay range is set by the State of Utah so no pay range adjustments are being proposed for this position. Additionally, a separate ordinance for the Mayor and City Council wage increase of 2% is attached.

The budget amendment proposed, will fund these amendments from April to June for FY2022. The estimated budgeted increase needed annually is \$3,062,700.

The City recognizes that additional changes to employee compensation may be needed in order to be competitive with the market.

FISCAL IMPACT:

See budget ordinance.

ATTACHMENTS:

- Salary Schedules Ordinance
- Exhibit A (Sworn Fire Salary Schedule)
- Exhibit B (Merit Employees Salary Schedule)

- *Exhibit C (Non-Merit Special Employees Salary Schedule)*
- *Salary Schedule Ordinance Mayor and Council*
- *Exhibit A (Non-Merit Special Employees Salary Schedule)*

ORDINANCE NO. _____

AN ORDINANCE OF OGDEN CITY, UTAH, ADOPTING SALARY SCHEDULES FOR SWORN FIRE EMPLOYEES, MERIT EMPLOYEES, AND NON-MERIT SPECIAL EMPLOYEES OF THE CITY; AND PROVIDING THAT THIS ORDINANCE WILL BE EFFECTIVE ON APRIL 2, 2022.

WHEREAS, the Ogden City Mayor, based on discussion and input from department directors has made recommendations for the adjustment of wages and benefits during the FY2022 budget; and

WHEREAS, the City Council, upon receiving input at appropriate public hearings, has determined that it is in the best interest of the City to implement these recommendations.

NOW THEREFORE, the Council of Ogden City hereby ordains:

SECTION 1. Salary Schedules Adopted. Effective for the pay period beginning April 2, 2022, salary schedules are hereby adopted as follows:

A. Employees classified as Sworn Fire Employees, Merit Employees, and Non-Merit Special Employees shall be paid salaries within the pay ranges, as specified in Exhibit A, Exhibit B, and Exhibit C, which salaries may be prorated on a bi-weekly basis.

SECTION 2. Pay Increases. Wage range adjustment of 2% (two percent) as outlined in attached exhibits in FY2022.

SECTION 3. Effective date. This ordinance shall become effective on April 2, 2022.

PASSED, ADOPTED AND ORDERED POSTED by the Council of Ogden City, Utah this _____ day of _____, 2022.

CHAIR

ATTEST:

CITY RECORDER

TRANSMITTED TO THE MAYOR ON: _____

MAYOR'S ACTION: Approved Vetoed

MAYOR

ATTEST:

CITY RECORDER

POSTING DATE: _____

EFFECTIVE DATE: _____

APPROVED AS TO FORM: _____
Legal Date

CITY OF OGDEN										
RANGE PLACEMENT TABLE - SWORN FIRE PERSONNEL										
FISCAL YEAR 2021-2022										
Range	Pay Period	Entry Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
Step Progression		-	7.0%	6.5%	6.0%	5.5%	5.0%	4.5%	4.0%	
Firefighter	Hourly	14.36126	15.36655	16.36538	17.34730	18.30140	19.21647	20.08122	20.88446	
(FF)	Bi-weekly	1,608.46	1,721.05	1,832.92	1,942.90	2,049.76	2,152.25	2,249.10	2,339.06	
	Monthly	3,485.00	3,728.95	3,971.33	4,209.61	4,441.14	4,663.20	4,873.04	5,067.96	
	Annual	41,820.00	44,747.40	47,655.98	50,515.34	53,293.68	55,958.37	58,476.50	60,815.56	
4% Special Teams	Hourly	14.93571	15.98121	17.01999	18.04119	19.03346	19.98513	20.88446	21.71984	
	Bi-weekly	1,672.80	1,789.90	1,906.24	2,020.61	2,131.75	2,238.33	2,339.06	2,432.62	
	Monthly	3,624.40	3,878.11	4,130.18	4,378.00	4,618.79	4,849.73	5,067.96	5,270.68	
	Annual	43,492.80	46,537.30	49,562.22	52,535.95	55,425.43	58,196.70	60,815.56	63,248.18	
15% Differential	Hourly	16.51545	17.67154	18.82018	19.94940	21.04661	22.09894	23.09340	24.01713	
	Bi-weekly	1,849.73	1,979.21	2,107.86	2,234.33	2,357.22	2,475.08	2,586.46	2,689.92	
	Monthly	4,007.75	4,288.29	4,567.03	4,841.05	5,107.31	5,362.68	5,604.00	5,828.16	
	Annual	48,093.00	51,459.51	54,804.38	58,092.64	61,287.73	64,352.13	67,247.98	69,937.89	
Paramedic	Hourly	17.86401	19.11449	20.35693	21.57835	22.76516	23.90341	24.97907	25.97823	
(FFP)	Bi-weekly	2,000.77	2,140.82	2,279.98	2,416.78	2,549.70	2,677.18	2,797.66	2,909.56	
	Monthly	4,335.00	4,638.45	4,939.95	5,236.35	5,524.35	5,800.56	6,061.59	6,304.05	
	Annual	52,020.00	55,661.40	59,279.39	62,836.15	66,292.14	69,606.74	72,739.05	75,648.61	
Fire Captain and Dep. Fire Marshall	Hourly	23.46841	25.11120	26.74342	28.34803	29.90717				
(FC & DFM)	Bi-weekly	2,628.46	2,812.45	2,995.26	3,174.98	3,349.60				
	Monthly	5,695.00	6,093.65	6,489.74	6,879.12	7,257.47				
	Annual	68,340.00	73,123.80	77,876.85	82,549.46	87,089.68				
Battalion Chief	Hourly	27.53159	29.45880	31.37363	33.25605	35.08513				
(BC)	Bi-weekly	3,083.54	3,299.39	3,513.85	3,724.68	3,929.53				
(2912 hours)	Monthly	6,681.00	7,148.67	7,613.33	8,070.13	8,513.99				
	Annual	80,172.00	85,784.04	91,360.00	96,841.61	102,167.89				
Battalion Chief	Hourly	38.54423	41.24233	43.92308	46.55847	49.11918				
(FBC)	Bi-weekly	3,083.54	3,299.39	3,513.85	3,724.68	3,929.53				
(2080 hours)	Monthly	6,681.00	7,148.67	7,613.33	8,070.13	8,513.99				
	Annual	80,172.00	85,784.04	91,360.00	96,841.61	102,167.89				
							-Six pay grades-FF, FFP, FC, DFM, BC, & FM -Accelerated step progression plan with higher percentage increases between earlier steps. -Overall range spread of 45.4% for FF & FFP & 27.4% for other four grades.			
Fire Marshall	Hourly	27.67170	29.60872	31.53329	33.42529	35.26368				
(FM)	Bi-weekly	3,099.23	3,316.18	3,531.73	3,743.63	3,949.53				
(2912 hours)	Monthly	6,715.00	7,185.05	7,652.08	8,111.20	8,557.32				
	Annual	80,580.00	86,220.60	91,824.94	97,334.44	102,687.84				

CITY OF OGDEN

RANGE PLACEMENT TABLE
FISCAL YEAR 2021-2022

RANGE NUMBER	PAY RANGE	PAY PERIOD	RANGE NUMBER	PAY RANGE	PAY PERIOD
G01	26,520.00 to 39,780.00	Annually	G21	58,108.56 to 87,162.85	Annually
G02	27,580.80 to 41,371.20	Annually	G22	60,432.91 to 90,649.37	Annually
G03	28,684.03 to 43,026.05	Annually	G23	62,850.23 to 94,275.35	Annually
G04	29,831.39 to 44,747.08	Annually	G24	65,364.23 to 98,046.35	Annually
G05	31,024.65 to 46,536.97	Annually	G25	67,978.80 to 101,968.20	Annually
G06	32,265.63 to 48,398.45	Annually	G26	70,697.95 to 106,046.93	Annually
G07	33,556.26 to 50,334.39	Annually	G27	73,525.87 to 110,288.82	Annually
G08	34,898.50 to 52,347.76	Annually	G28	76,466.91 to 114,700.37	Annually
G09	36,294.45 to 54,441.67	Annually	G29	79,525.59 to 119,288.38	Annually
G10	37,746.22 to 56,619.33	Annually	G30	82,706.61 to 124,059.92	Annually
G11	39,256.07 to 58,884.10	Annually	G31	86,014.88 to 129,022.32	Annually
G12	40,826.31 to 61,239.46	Annually	G32	89,455.47 to 134,183.20	Annually
G13	42,459.36 to 63,689.03	Annually	G33	93,033.69 to 139,550.54	Annually
G14	44,157.73 to 66,236.60	Annually	G34	96,755.04 to 145,132.56	Annually
G15	45,924.04 to 68,886.07	Annually	G35	100,625.24 to 150,937.87	Annually
G16	47,761.00 to 71,641.51	Annually	G36	104,650.26 to 156,975.39	Annually
G17	49,671.44 to 74,507.16	Annually	G37	108,836.26 to 163,254.40	Annually
G18	51,658.30 to 77,487.45	Annually	G38	113,189.72 to 169,784.58	Annually
G19	53,724.63 to 80,586.96	Annually	G39	117,717.30 to 176,575.95	Annually
G20	55,873.62 to 83,810.43	Annually			

EXHIBIT C

RANGE PLACEMENT TABLE - NON-MERIT, SPECIAL EMPLOYEES

FISCAL YEAR 2021-2022

Elected Officials

Salary for the position of Mayor is as provided under Section 2-2-3 of the Ogden Municipal Code or any successor provision. Salaries for members of the City Council are as provided in Section 2-3-6 of the Ogden Municipal Code or any successor provision.

	<u>Pay Amount</u>	<u>Pay Period</u>
<u>Mayor</u>		
Mayor	\$ 133,765.59	Annually
<u>City Council</u>		
City Council Chairperson	\$ 25,200.00	Annually
City Council Vice Chairperson	\$ 23,850.00	Annually
City Council Members	\$ 22,500.00	Annually

City Council Office

	<u>Range Number</u>	<u>Pay Range</u>	<u>Pay Period</u>
<u>Executive Director Range</u>			
Executive Director-City Council	EDG36	\$ 104,650.26 to \$ 156,975.39	Annually
<u>Deputy Director Range</u>			
Sr. Policy Analyst/Deputy Director-City Council	DDG31	\$ 86,014.88 to \$ 129,022.32	Annually
<u>Staff Range I</u>			
Policy Analyst	STAFFG26	\$ 70,697.95 to \$ 106,046.93	Annually
<u>Staff Range II</u>			
Communications Coordinator	STAFFG23	\$ 62,850.23 to \$ 94,275.35	Annually
<u>Staff Range III</u>			
Office Manager	STAFFG18	\$ 51,658.30 to \$ 77,487.45	Annually
Communication Specialist	STAFFG17	\$ 49,671.44 to \$ 74,507.16	Annually

EXHIBIT C

Administration

The Mayor may establish and/or re-establish salaries for these positions within the following ranges.

	<u>Range Number</u>	<u>Pay Range</u>	<u>Pay Period</u>
<u>Chief Administrative Officer</u>	CAOG39	\$ 117,717.30 to \$ 176,575.95	Annually
<u>City Attorney Ranges</u>			
City Attorney	CAG38	\$ 113,189.72 to \$ 169,784.58	Annually
City Attorney Deputy Department Director	DDDG33	\$ 93,033.69 to \$ 139,550.54	Annually
Assistant City Attorney	ACAG30	\$ 82,706.61 to \$ 124,059.92	Annually
City Prosecutor	ACAG29	\$ 79,525.59 to \$ 119,288.38	Annually
Assistant City Prosecutor	ACAG23	\$ 62,850.23 to \$ 94,275.35	Annually
<u>Justice Court Judges</u>			
	JUD	\$ 87,775.00 to \$ 157,995.00	Annually
<u>Director Range</u>			
	DIRG34	\$ 96,755.04 to \$ 145,132.56	Annually
Department Directors, appointed pursuant to the provisions of the Administrative Code (Section 2-4-8 Ogden Municipal Code)			
<u>Deputy Department Director Range</u>			
	DDDG31	\$ 86,014.88 to \$ 129,022.32	Annually
<u>Economic Development Administrator</u>			
	EDAG30	\$ 82,706.61 to \$ 124,059.92	Annually
<u>Airport Manager Range</u>			
	AMG30	\$ 82,706.61 to \$ 124,059.92	Annually
<u>Division Manager Range</u>			
	DIVG28	\$ 76,466.91 to \$ 114,700.37	Annually
	DIVG27	\$ 73,525.87 to \$ 110,288.82	Annually
Division Managers, appointed pursuant to the provisions of the Administrative Code (Section 2-4-8 Ogden Municipal Code)			
Finance Manager ¹			
City Recorder ¹			
City Treasurer ¹			
Court Administrator ¹			
¹ The above statutory officers may or may not be appointed as a division manager			
<u>Deputy Division Managers</u>			
	ADIVG26	\$ 70,697.95 to \$ 106,046.93	Annually
	ADIVG24	\$ 65,364.23 to \$ 98,046.35	Annually
<u>Staff Range</u>			
Executive Assistant to the Mayor	STAFFG14	\$ 44,157.73 to \$ 66,236.60	Annually