

**MINUTES  
WORKSHOP  
DOVER CITY COUNCIL  
CITY COUNCIL CHAMBERS  
WEDNESDAY  
AUGUST 3, 2005**

**6:00 P.M.**

**NON-PUBLIC SESSION  
CITY MANAGER'S OFFICE**

The City Council will meet in non public session to discuss and consider the acquisition, sale or lease of property.

NOTE: This meeting is not open to the public per RSA 91A-3 II (d).

**7:00 P.M.**

**WORKSHOP**

1. Pledge of Allegiance

Colwell Ellis led the Pledge of Allegiance.

Those present: Councilors Keays, Colwell Ellis, Mayor Pro tem Hindle, Mayor Myers, Councilors Lewis, Trefethen and DeDe along with City Manager Mike Joyal. Those absent: Councilors Mayberry and Perry.

2. Overview of Compensation Program

The Mayor opened the meeting saying we have only one item on the agenda; he then turned it over to City Manager, Mike Joyal. Joyal stated there was a long time interest by the council to understand more about this issue. The city's compensation program is a basic management tool, as adopted by the council on 4 -24 -1996 and further defined on 2-15-97 by the council that Councilor Perry and Lewis sat on. (see folder of 8-3-2005 workshop meeting)

He explained the job hierarchy and the how each of the job descriptions were established. They check the hierarchy with job factors and then each job is broken down as to scope. They score each position and this is done periodically which then becomes a classification plan of the hierarchy of positions.

Lewis asked if this is apt to be the same in the public as well as the private sector. Joyal says yes just the job titles would be different in government with the different classifications. The Mayor asked what labor market Dover is included in. Joyal explained determining which labor market we choose from is there is a survey that is taken for the city from 3 organizations that conduct wage surveys. One of them is the International City Manager's Association. For our purposes we rely on ICMA, they provide information to make sure our classifications compare and are compatible with other positions in the same class. We use the average urban Boston CPI for this area that includes Portsmouth, Rochester, Exeter, Salem and Dover.

DeDe has issues with the Boston CPI measurement and feels we need to focus on how it is structured. Joyal explained what it's purpose is and the different CPI's available for us to look at and use but they are all in close proximity to each other and how their structure is. DeDe asked the attrition rate and Joyal explained how low it is. The Mayor added there is a cost for a higher attrition rate as there is a true cost for recruiting and training.

**MINUTES – COUNCIL WORKSHOP  
AUGUST 3, 2005**

Page 2

DeDe had multiple questions on the wage rates and weight given to the area. These are only statistics Joyal reminded him these are only median numbers based on the survey for the bureau of labor statistics that is only the median rate and there are other issues they consider before they set the rate of pay. They give great weight to the NHMA survey as well. Trefethen asked how the rate is established.

Joyal explained the calculation and how much weight we attribute to the different positions. We now have the ability to compare those positions to other positions in the operation. The cities pay scale that was developed after the personnel committee's recommendation was looking for a 30% range spread; we are currently at 15 to 20% of a difference from the midpoint as a general rule. He continued explaining the market model on page 24 of the handout, Joyal then talked about regression analysis which is how to calculate what would be predicted on the FY2005 market model and they plot out the benchmark positions shown on page 24 which is the middle blue line on the chart. Joyal concluded by showing the chart with the Dover actual along with the market model saying the cities overall pay scale is consistent with what the market should be. Joyal continued there are 94 separate classifications in the city; he explained where they fall in the market and there are 47 benchmark jobs.

Lewis wants the public to understand where you can you need to go back to the negotiating process to change the process.

DeDe would like a regression analysis to show the average income of the area as well as the average tax bill of the area and companion analysis of the direction of where taxes in the City of Dover are.

Trefethen asked about page 10 and how the pay plan gets adjusted each year based on bargaining agreements. Joyal explained although we don't vote on these contracts every year, putting the brakes on this is where we do that when we vote on a bargaining contract if we decide to vote for it. Trefethen does not want to foot the bill for a salary survey; he feels this presentation is adequate. He feels this is as good as we are going to get.

Lewis thanked Manager Joyal and feels this presentation justifies the salaries and that competitiveness is built into this process. He says the charter commission addressed the merit system program along with the compensation program. He then asked Joyal to address the merit plan for the group of employees that this pertains to. Joyal addressed some of the changes the charter commission has proposed in regards to the merit plan. The Mayor says this shows the scope of how we compare ourselves to other communities, though it is not perfect but it is all we have.

3. Other
4. Adjourn

Hindle moved seconded by Colwell Ellis to adjourn at 8:45 pm with all in favor.

Judith Gauette  
City Clerk