

**MINUTES OF THE CITY OF GREENVILLE AND GREENVILLE UTILITIES
COMMISSION JOINT PAY & BENEFITS COMMITTEE**

The Joint Pay & Benefits Committee met on Tuesday, March 21, 2023, at 3:00 p.m. in the GUC Board Room, located at 401 S. Greene Street.

Committee Members Present

Commissioner Peter Geiger, Greenville Utilities Commission
Commissioner Lindsey Griffin, Greenville Utilities Commission
Council Member Rick Smiley, City of Greenville

Committee Members Absent

Mayor Pro-Tem Rose Glover, City of Greenville

Staff Present

Steven Brewington, Human Resources Manager, City of Greenville
Tony Cannon, General Manager/Chief Executive Officer, Greenville Utilities Commission
Phil Dixon, General Counsel, Greenville Utilities Commission
Leah Futrell, Human Resources Director, City of Greenville
Ken Graves, Assistant City Manager, City of Greenville
Steve Hawley, Public Information Officer/Communications Manager, Greenville Utilities Commission
Jeff McCauley, Chief Financial Officer, Greenville Utilities Commission
Lou Norris, Secretary to the General Manager/CEO, Greenville Utilities Commission
Chris Padgett, Assistant General Manager/Chief Administrative Officer, Greenville Utilities Commission
Lena Previll, Senior Human Resources Manager, Greenville Utilities Commission
Valerie Shiuwegar, City Clerk, City of Greenville
Amy Wade, Executive Assistant to the General Manager/CEO, Greenville Utilities Commission
Ann Wall, City Manager, City of Greenville

I. Call to Order

City Manager Wall called the meeting to order at 3:00 p.m.

II. Approval of the Agenda

Council Member Smiley made a motion to approve the agenda as presented. Commissioner Griffin seconded the motion and it carried unanimously.

III. Approval of the Minutes

Council Member Smiley made a motion to approve the minutes from the August 29, 2022, and September 12, 2022, Joint Pay & Benefits Committee meetings. Commissioner Geiger seconded the motion and it carried unanimously.

IV. Consideration of Market Adjustment/Merit Program for FY 2023-2024

The City of Greenville (City) and Greenville Utilities Commission (GUC) strive to pay at market and adjust the salary structures as needed to retain market competitiveness. Staff expressed difficulties retaining and recruiting qualified staff, an issue seen with many other public and private sector employers. Data collected from industry-standard benchmarking guides and surveys indicated 2023 wage projections and trends to be at a collective average of 4.1%. Staff also surveyed established benchmark public sector organizations and local private employers. Based on survey results, staff projected an average pay increase of 5.7% for public sector organizations and 4.8% for local private employers. Staff recommended a 2.0% market adjustment/merit allocation in FY 23-24 due to budget constraints and the full-year implementation costs of the Market True-up.

Addressing the impacts of the recent Pay Study and Market True-up, staff stated that the mid-point increased to 8%, beginning January 1, 2023. Those that were below were brought up to the new minimum, and salaries were adjusted to factor time in those positions. Staff further noted that not every employee was impacted. The City saw a change for 60% of employees and GUC saw a change for 40% of employees.

Committee members expressed a desire to see steps taken to provide the City and GUC with the ability to pay and attract personnel.

Staff stated that the 2.0% recommendation, combined with the changes made in January should provide that ability. Staff noted that salary bands are also important, which would be discussed next.

Council Member Smiley made a motion to accept staff's recommendation that the Greenville Utilities Commission Board and City Council adopt staff recommendations to fund an employee pay adjustment of 2.0% for FY 2023-2024, applied as deemed appropriate by each entity. Commissioner Griffin seconded the motion and it passed unanimously.

V. Consideration of Salary Structure Adjustment

Staff stated that salary structures are projected to increase by 2.7% for 2023 based on data collected by WorldatWork, a source that is used by compensation professionals nationally and internationally. Structure adjustments were applied at 2.1% on July 1, 2022, based on the 2022 WorldatWork projections. Staff noted the importance of keeping the salary bands moving to help recruiting efforts and remain competitive. Based on the current market conditions and the recommendations from the Compensation Study Consultant, staff recommended a 2.0% salary structure adjustment for FY 23-24.

Council Member Smiley made a motion to recommend that the Greenville Utilities Commission Board and City Council adopt staff recommendations to adjust salary structure by 2.0% for FY 2023-2024. Commissioner Griffin seconded the motion and it carried unanimously.

VI. Consideration of Annual Vacation Accrual

Staff did comparisons of annual vacation accrual rates and found that the City and GUC lagged the market. The comparison to Pitt County Government, a local benchmark, is as follows:

	5 Years	10 Years	15 Years	20 Years
City/GUC	120	144	144	168
Pitt County Government	132	156	180	204

Staff noted that Pitt County Government was chosen because they are a local benchmark, and they often try to attract the same type of candidates for certain positions. Staff recommended a change in accrual rates to mirror Pitt County Government's 5 – 20 years of service accrual rates.

After a general discussion, Council Member Smiley made a motion to recommend that the Greenville Utilities Commission Board and City Council adopt staff recommendations to modify vacation accrual rates to match those of Pitt County Government. Commissioner Griffin seconded the motion and it carried unanimously.

VII. Next Steps

Recommendations from the Committee will be presented to the City Council and the GUC Board of Commissioners at the Joint meeting scheduled for April 24, 2023, at 6:00 p.m. in the City Hall Chambers.

Council Member Smiley made a motion to cancel the April 17, 2023, Joint Pay & Benefits Committee meeting. Commissioner Griffin seconded the motion and it carried unanimously.

VIII. Adjourn

Commissioner Griffin made a motion to adjourn. Commissioner Geiger seconded the motion and it carried unanimously. The meeting adjourned at 3:47 p.m.

Respectfully submitted,

Amy Carson Wade

Amy Carson Wade
Executive Secretary