

MINUTES OF THE REGULAR MEETING
OF THE PERSONNEL COMMITTEE
OF THE CITY OF SUNSET HILLS, MISSOURI
HELD ON TUESDAY, JANUARY 31, 2012

BE IT REMEMBERED that the Personnel Committee of the City of Sunset Hills, Missouri met in regular session at City Hall Quarters, 3939 S. Lindbergh Blvd., in said City on Tuesday, January 31, 2012. The meeting convened at 7:05 p.m.

ROLL CALL:

Present:	Frank Hardy	-Chairman
	Scott Haggerty	- Member
	Jan Orlando	- Member
	Claudia Svoboda	-Member
	John Tipton	-Member
	Laura Rider	- Ex Officio Member
Absent:	Barb Dressel	-Member
	Gary Mathes	-Member

It should be noted that Mayor Nolan was also in attendance.

APPROVAL OF THE MINUTES

Copies of the May 5, 2011 Minutes were distributed to the members for their review. Alderman Haggerty made a motion to approve the Minutes as submitted. Ms. Orlando seconded the motion, and it was unanimously approved.

REVIEW EMPLOYEE PAY PLAN

Alderman Hardy explained the purpose of the meeting is to review the Step and Grade program which is currently in place for the employee pay plan. This plan was put into place in 2007 and was implemented January 2008.

The consultant that performed the salary study in 2007 was Katz & Associates at which time it was recommended that the Step and Grade Plan be reviewed every four to five years. In addition the merit portion of the pay plan was implemented in 2008 and 2009; however, since then there has only been a cost of living increase and the 2012 Budget allows half step increase and not a full step increase. The employees at the top of their grade received a \$250 increase instead of the full \$500.

Alderman Hardy stated a few years ago there were four employees at the top step of their grade and now there are 14 employees.

Alderman Svoboda asked if all Department Heads are in the same grade. Mrs. Rider replied no. Alderman Hardy explained that there are 11 grades for employees in the step and grade system.

Alderman Hardy stated a consultant would provide information such as if the City is comparable in the market place, as was performed in 2007. However, it needs to be determined where the City would like to be in terms of the salary; is it desired to be in the median, in the high range, etc. He added that the Finance Committee would also need to be involved to determine if there would be funding available for changes to potentially be made.

There was discussion of the 14 employees that are at the top of their grade. There was a suggestion to consider increasing the current increase of \$500 for employees at the top of their grade. There was also discussion of potentially increasing the number of steps within a grade.

The members felt that comparable municipalities should be contacted regarding the salary range for positions similar to Sunset Hills. Such municipalities to contact would be Crestwood, Fenton, Ballwin, Des Peres, Ladue, Kirkwood, Ellisville, Creve Coeur and Webster Groves.

Mrs. Rider commented that most municipalities are willing to provide salary information; however, there could be the issue of how quickly they could respond.

It was pointed out that the 2013 Budget preparations will begin during the summer months and are typically presented to the Finance Committee for the first time in September. The Board of Aldermen typically read the budget for the first time at their November meeting and for the second and final reading at the December meeting.

After discussion, it was determined to contact the nine municipalities that were utilized in the 2007 salary study.

NEXT MEETING DATE

The next meeting has not yet been scheduled.

ADJOURNMENT

Alderman Haggerty made a motion to adjourn the meeting at 8:40 p.m. Ms. Orlando seconded the motion, and it was unanimously approved.

Recording Secretary,



Laurie Sanneman