

MINUTES OF THE REGULAR MEETING  
OF THE PERSONNEL COMMITTEE  
OF THE CITY OF SUNSET HILLS, MISSOURI  
HELD ON THURSDAY, SEPTEMBER 5, 2013

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 Thursday, September 5, 2013. The meeting convened at 6:30 p.m.

ROLL CALL

|          |                |                    |
|----------|----------------|--------------------|
| Present: | Richard Gau    | -Chairman          |
|          | Gary Dolle     | -Member            |
|          | Jeff Steinhart | -Member            |
|          | Scott Haggerty | -Member            |
|          | Barb Dressel   | -Member            |
|          | Dee Baebler    | -Member            |
|          | Laura Rider    | -Ex Officio Member |
| Absent:  | Gary Mathes    | -Member            |

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

**APPROVAL OF THE MINUTES**

Copies of the minutes of the August 6, 2013 meeting were distributed to the members for their review. Mr. Steinhart made a motion to accept the minutes as submitted. Ms. Dressel seconded the motion, and it was unanimously approved.

**2014 SALARY (STEP) INCREASES**

Alderman Gau stated that in 2013 the employees received a half step (1.5%) increase. In addition, a 1% incentive pool for each Department Head to distribute to their employees based on their performance was available that year. Alderman Gau stated from a revenue standpoint the city is financially sound and healthy. It is just a matter of what the committee would like to recommend for salary increases.

Mrs. Rider stated in 2009, 2010 and 2011 the employees received a full step (3%). In 2012 and 2013, the employees received a half step (1.5%). A cost of living increase was also given in 2009.

Mayor Nolan stated the incentive was paid as a separate check, not added to base salary. Mrs. Rider stated that her employees received an amount based on their performance rating. Mayor Nolan stated that in the absence of the Public Works Director last year, he determined the distribution for that department based on ratings. However, the performance reviews had already been completed prior to the director leaving.

The committee discussed the need to put some guidelines together regarding how to distribute the incentive pool. Last year it was left to the discretion of each department head.

Alderman Haggerty made a motion to recommend to the Board of Aldermen to approve for 2014 a half step (1.5%) increase in pay and a 1% discretionary pool that Department Heads will distribute. Mr. Steinhart seconded the motion, and it was unanimously approved.

### **GLORIA WALL – COMPENSATION CONSULTANT**

Alderman Gau stated Ms. Gloria Wall who was formerly with Brennan Thomsen, helped create the previous salary merit plan that the city was using is here to share her analysis of the city's current grade and step plan. Alderman Gau shared with Ms. Wall how the city had increased the steps in the current plan and that the city wanted to get an outside opinion on what the city is doing and if it could be done better.

Ms. Wall stated that they had put in place the merit system which the city used prior to the current grade and step plan. Ms. Wall stated that Alderman Gau had indicated to her the recent increase in the step program to 20 steps. Ms. Wall pointed out that if the increases are half steps (1.5%) you have 39 steps in each grade. Ms. Wall stated with the additional steps the city has increased the spread from minimum to maximum to 75.3% in each grade. This is very, very broad. The typical spread is about 50% and frequently in the lower level grades the spread is even less, maybe about 40%.

The previous spread however may have been fairly low and should have been increased. The city has a limited number of grades with only eleven with a very wide spread between minimums and maximums. Normally the distance between each of the grade levels is a flat percentage. If steps are added, it is Ms. Wall's opinion the city should consider applying a lower percentage to the higher steps instead of the 3% between the full steps. There are two primary reasons for this. With the extended steps, our grade maximums are substantially higher than our competitor cities. In some instances the city may be over rewarding longevity with that broad range and the high maximums. If a person at the lower step performs at the same level as a person at the high step, the person in the lower step actually receives a lower amount than the person at the higher step.

Ms. Wall reviewed some individual positions and how they compared to the other cities. She commented that if the city is going to be increasing the steps we might want to take a closer look at some of the people that are paid well above the competition. Perhaps they should not receive the same amount of increase as that lower level person.

Alderman Gau asked if there is any data available in the public sector with salary information. Ms. Wall stated she used to use SLCMA (St. Louis City Managers Association) published survey with data from participatory cities. Ms. Wall is not aware if this is still being published. Following are the cities used in the comparison which Ms. Wall was involved in several years ago: Brentwood, Crestwood, Des Peres, Ellisville, Fenton, Ladue, Manchester, Maplewood, Olivette, Richmond Heights, Shrewsbury, Town & Country and Chesterfield.

Ms. Rider stated that regarding the study which was done in 2007, it was sent out to nine cities requesting salary and job description information. Not all cities responded.

Ms. Wall stated that she has worked with several cities and none of them has a step system.

The committee discussed that when reviewing the system, benefits should also be compared as they are part of the whole compensation package. For the benefit of the employees, the compensation package should be reviewed periodically.

Alderman Gau will bring examples of benefit statements to the next meeting and Ms. Rider will bring copies of performance evaluation forms for the members to review.

### **OTHER MATTERS**

There were no other matters.

**NEXT MEETING DATE**

The next meeting will be held on Thursday, October 10, 2013 at 6:30 p.m.

**ADJOURNMENT**

Ms. Dressel made a motion to adjourn the meeting at 7:50 p.m. Ms. Baebler seconded the motion, and it was unanimously approved.

Recording Secretary