



**Finance and Administration Committee
Record of Proceeding
November 29, 2017**

The Finance and Administration Committee met on Wednesday, November 29, 2017. Those in attendance included: Chairperson Tom DeCampi, Ward IV; Council Committee Member Barbara McGuinness, Ward I; Council Committee Member Ben Keathley, Ward II; Council Committee Member Randy Logan, Ward III; and City Administrator Mike Geisel. Those also in attendance included: Mayor Bob Nation; Councilmember Guy Tilman, Ward II; Councilmember Dan Hurt, Ward III; Councilmember Michelle Ohley, Ward IV and City Attorney Chris Graville;

Chairperson Tom DeCampi called the meeting to order at 7:00 p.m.

Councilmember McGuinness motioned to suspend the rules for the purpose of re-ordering the agenda, to address agenda item #2 related to the proposed language for Salary Plan Policy and funding of annual merit increases for non-FOP employees first. Councilmember Logan seconded the motion, which passed unanimously, 4 – 0 by voice vote.

Mayor Nation presented the proposed language, (original text provided below for reference and convenience).

Salary plan policy and funding of annual merit increase for non-FOP employees.

An adjustment will be made annually to the salary ranges based upon the June Midwest Consumer Price Index. This adjustment to the salary ranges will be applied the following July 1st after merit increases (if awarded) have been applied. Individual salary increases will not occur as a result of this range adjustment process, unless the salary of an employee is beneath the minimum salary for his/her position after any merit increase has been awarded. In any year where the CPI is zero or less, there will be no adjustment to salary ranges the following year.

Should the city council choose to fund an annual merit increase, the amount allocated to the annual budget will be based on the following, and any other factors the council chooses to consider.

1. *A percentage stipulated and approved by city council based upon CPI, economic factors, and revenues available to the city.*
2. *Actual salaries of all current and eligible employees who were on the payroll as of September 1 of current year. This will exclude the salaries of employees who are at the maximum of the range for their job position, but may include a dollar sum adjustment to account for employees who may be near the maximum salary for their respective range and otherwise eligible for less than the approved percentage that has been allocated to the annual budget.*
3. *It is anticipated that any merit increase dollars not used for employees who may have left the payroll prior to September 1 of the following year will be sufficient to allow and award partial year increases for those employees who may join the payroll after September 1 of the current year.*
4. *There will be no allocation made for vacant positions, or positions that are forecast to be vacant or eliminated.*
5. *A dollar figure will be calculated based upon the above criteria, and this amount will be reflected in the proposed budget.*
6. *The intent of the merit increase plan is to award eligible employees on average the percentage designated by council. If and when there are additional dollars in the merit pool remaining after achieving the average percentage stipulated, left over revenues will not be distributed as additional merit increases.*

Councilmember Logan motioned to strike paragraph #6 from the proposed text. The motion died for lack of a second.

Councilmember Logan motioned to approve the proposed text and recommend to the full council that the text be added to the Salary Administration Manual with the following changes:

- 1) In paragraph #3, add the June Midwest CPI reference to be consistent with the practice and policy in place for the annual adjustment of the pay plan.
- 2) In paragraph 4, add the September 1st date reference to be consistent with paragraph #2, as follows: *There will be no allocation made for vacant positions as of September 1st of each year, or positions that are forecast to be vacant or eliminated.*
- 3) Delete paragraph #6 in its entirety.

The motion was seconded by Councilmember Keathley and passed unanimously by roll call vote, 4 – 0. Chairperson DeCampi declared the motion passed. This item will be forwarded to Council for consideration at the January City Council meeting.

City Administrator Geisel indicated that Councilmember McGuinness had inquired as to whether or not the Tuition Reimbursement policy stated that reimbursement would only be provided for programs or courses that were related to City work or occupations. Mr. Geisel indicated that while that was not explicitly stated, the policy does require Department Head approval and it is implicitly understood to be the case. Although, he explained that the City benefit might not always be in the employee's current work capacity. There have been several examples where employees have migrated to different positions in the City due to advanced education. Mr. Geisel indicated that he would recommend that such a qualifier be added to the program parameters such that there would be no confusion or future issues.

Councilmember Logan motioned to amend the program parameters to require that reimbursement only be authorized when the degree program, or the specific coursework, was related to a City of Chesterfield work activity. The motion was seconded by Councilmember Keathley and passed unanimously 4 – 0 by voice vote. Chairperson DeCampi declared the motion approved.

Adjournment

The meeting was adjourned at 7:38 p.m.

Respectfully submitted:



Mike Geisel
City Administrator