



WHERE COMMUNITY AND SPIRIT MEET®

WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on February 10, 2011, at 7:00 a.m. Present were Council Members Biedenstein, Griffin, Jaksetic, Sears, Ward, Yuan, and Mayor McDonnell. Also in attendance were Chief Administrative Officer Mike Brown, Assistant Chief Administrative Officer Georgia Ragland, City Clerk Betty Montano, Public Information Officer Beth von Behren, and City Attorney John Hessel.

APPROVAL OF WORK SESSION MINUTES

Motion was made by Council Member Griffin and seconded by Council Member Yuan to approve the work session minutes of February 3, 2011. The motion to approve the minutes was unanimously approved.

BENEFITS, COMPENSATION AND STAFFING

Assistant Chief Administrative Officer Georgia Ragland was in attendance to discuss the City's benefits, compensation and staffing. Some of the issues discussed were as follows:

- Annually the city's pay classification ranges and what the comparators are doing in terms of compensation increases is reviewed
- Last year, changes to the pay ranges for Fire employees saw the minimum increased for Firefighter/Paramedics and Engineers based on the market with no changes being made to any of the pay range maximums
- For Police, last year the minimums were adjusted for police officers and sergeants with no maximums being changed
- Pay Plan changes recommended for 2011/2012 are as follows:
 - Adjusting the Assistant Fire Chief range (all ten steps)
 - Adjust the ranges for sergeant, lieutenant, and captain with the largest adjustment of a 3.4% in the top pay for sergeants
 - Lieutenant top pay increase is a 0.9% increase
 - Captain top pay is recommended to increase 1.7%
 - Recommend to the pay classification plan for civilian is the combining of the two GIS positions with the pay plan reflecting the one position as GIS Technician in classification I
- Compensation recommendations for 2011/2012 are as follows:
 - Contractually obligated for IBEW employees to receive a 2% increase as of 4/1/2011
 - Obligated to fund the step increases for sworn police officers and firefighters with those increases included in the department salary line items
 - For the General Fund, employees not part of the step plan and for police and fire employees who are at the top of their step ranges, salary increases are paid from the contingency line item in Administration
 - Recommending an increase of 1.5% for compensation increases
 - Enterprise funds such as Water, Electric, Sanitation, and Fleet have budgeted appropriate amounts for salary increases in their contingency line items
- Council requested staff provide information pertaining to the exact number of Police Department employees that will go up a step in pay range and for a list of comparator's the City uses
- Pension contributions are currently at 6.5%
- Health Insurance Renewal options are as follows:
 - The preliminary renewal indication calls for a 12.58% increase in the annual premium
 - The renewal includes an adjustment of 2.5% for Healthcare Reform
 - The City will continue to negotiate with Anthem and look at alternate plan design options in an effort to minimize the rate increase
 - Claims are lower than the previous year and things are looking good

- The budget includes a 10% increase for health insurance
- The Library and Housing Authority employees are on the health insurance contract
- Part-time employees are not covered by the health insurance
- Payment that the City contributes beyond the employee varies and overall the City contributes two-thirds of the cost
- Over the years staff has encouraged employees to choose the lower range plans and have been fairly successful
- Council requested that staff renegotiate the benefit negotiation date with Gallagher to move it to April instead of July so it may fall in line with the budget process
- Electric Department employee's salaries that are not covered under a Union Contract are covered in their own department's salary account in the budget
- For employees at the top of their pay range in Police and Fire get the same amount of a salary increase as what is approved for general employees, which is covered in the Administrative Contingency Account
- Employees at the top of their salary range will get paid a lump sum if a salary increase is approved
- Concern was raised about there not being a consistent approach to the budget numbers
- The Citizen Finance Committee recommended the City use the 50th percentile for pay ranges and concern was raised regarding what the repercussions would be of staying at the 60th percentile
- Salary alone is not the sole reason for turnover in the work place
- Question was raised about what expenses are tied to revenue increases and revenues being less than expenditures
- A 7% rate increase is being proposed for Water and a 5% rate increase proposed for Electric
- Electric Reserves are currently around \$13-\$14 Million in cash and around \$18 Million in total net assets

POLICE DEPARTMENT

Chief of Police Jack Plummer in attendance to discuss the council's request for more information. Some of the issues discussed were as follows:

- The impact of having a vacant patrol officer position causes a domino effect by pulling employees from other positions to fill in
- If the vacant patrol officer cannot be filled then it will continue to leave other positions unstaffed
- The position of the vacant patrol officer was previously removed from the budget, but in actuality the Police Department is vacant one position
- Last year the number of Police Department employees was 59 and this year the number is 58
- Council approved a new pay classification with the title of Security Officer
- The intent of creating a new pay classification and putting a Security Officer in City Hall was not to take away a patrol officer long-term
- The Security Officer position not paid as a commissioned officer and is paid out of the Police Department Administration budget
- Question was raised regarding what is Kirkwood's role in supplying the DEA with an officer, some of the issues discussed are as follows:
 - The benefits as a city for an officer to spend time with the DEA is that the DEA now spends a lot of time in Kirkwood and allows us to do more search warrants and keep our streets and neighborhoods safer
 - An officer with the DEA brings back a lot of knowledge to the Kirkwood force when he is reassigned back to Kirkwood

Motion was made by Council Member Griffin and seconded by Council Member Jaksetic to replace the vacant patrol officer position in the budget. The motion was unanimously approved. The Finance Department will revise the budget to reflect the replacement of the position.

MOTION TO CLOSE THE MEETING

A motion was made by Council Member Griffin and seconded by Council Member Yuan to close the meeting pursuant to Chapter 610.021(1) RSMo, Litigation.

Roll Call Vote:

Council Member Biedenstein	“Yes”
Council Member Griffin	“Yes”
Council Member Jaksetic	“Yes”
Mayor McDonnell	“Yes”
Council Member Sears	“Yes”
Council Member Ward	“Yes”
Council Member Yuan	“Yes”

The meeting was closed.

MOTION TO OPEN THE MEETING

A motion was made by Council Member Sears and seconded by Council Member Biedenstein to open the meeting.

Roll Call Vote:

Council Member Biedenstein	“Yes”
Council Member Griffin	“Yes”
Council Member Jaksetic	“Yes”
Mayor McDonnell	“Yes”
Council Member Sears	“Yes”
Council Member Ward	“Yes”
Council Member Yuan	“Yes”

The meeting was opened.

There being no further business to come before the council, the meeting was adjourned.

Laurie Asche
Deputy City Clerk