

**INTRODUCED BY:   ALDERWOMAN SAUNDERS   ALDERMAN PLUFKA  
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                          ALDERMAN LEAHY           ALDERMAN LOCHMOELLER  
                          ALDERMAN TOOHEY         ALDERMAN KRAMER**

**AN ORDINANCE ESTABLISHING A PAY CLASSIFICATION SYSTEM FOR ALL FULL-TIME CITY OF BRENTWOOD EMPLOYEE POSITIONS AND ESTABLISHING AN ACCOMPANYING PAY CLASSIFICATION SYSTEM FOR FISCAL YEAR 2016 AND RELATED MATTERS, WHICH ARE CONTINGENT UPON THE ANNUAL BUDGET APPROPRIATION; AND PROVIDING FOR THE EFFECTIVE DATE OF THIS ORDINANCE.**

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**WHEREAS**, the Mayor and Board of Aldermen determined that as part of the City’s strategic planning and future direction, it would be advisable to retain a human resources consultant to study and make recommendations regarding the City’s overall pay plan and benefits program; and

**WHEREAS**, the Board of Aldermen retained the services of Lynda Higbee of Higbee Associates LLC to perform a compensation survey and analysis for the City; and

**WHEREAS**, Higbee Associates is a highly experienced human resource firm that understands the need to align employee compensation with the challenges facing local governments today; and

**WHEREAS**, Higbee Associates studied the City’s current compensation system and made recommendations to establish a pay classification system to bring Brentwood’s current system in line with the prevailing market rates for the same or similar work in peer communities; and

**WHEREAS**, the Board of Aldermen desires to accept the recommendation to establish a pay classification system and accompanying pay classification system for city employees; and

**WHEREAS**, the proposed changes would become effective January 1, 2016.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF BRENTWOOD, MISSOURI, AS FOLLOWS:**

**SECTION 1.** The full-time City of Brentwood employee positions listed in the following chart shall be subject to the following 12-step salary schedule beginning January 1, 2016. Employees may be eligible to receive an annual merit step increase at the beginning of each fiscal year based on qualifying employee performance appraisal, recommendation of the department supervisor, and final written approval of the City Administrator after consideration of whether the employee performed work that consistently met or exceeded department standards and expectations for the position. Step increases are not guaranteed, are contingent upon annual appropriation, and may be amended or frozen at any time by position or for the entire class as determined by the Board of Aldermen. The City Administrator, after consultation with department heads and the human resources manager, shall have the authority to determine the placement of any and all City of Brentwood employees, commensurate with qualifications, to a position on the non-uniformed pay classification system.

**NON-UNIFORMED CITY OF BRENTWOOD EMPLOYEES 12 –STEP SALARY SCHEDULE (INCLUDES PUBLIC WORKS AND PARKS EMPLOYEES).**

This Plan shall be kept on record in the office of the City of Brentwood, Missouri Finance Director and be available for public review during the regular business hours of the City of Brentwood City Hall, 2348 South Brentwood Boulevard, Brentwood, Missouri 63144.



Range	2014 Compensation Study Salary Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
1	No current classifications	\$26,492.54	\$27,287.32	\$28,105.94	\$29,817.59	\$30,712.12	\$31,693.48	\$32,582.48	\$33,559.95	\$34,566.75	\$35,603.75		
2	Custodian	\$27,006.96	\$27,817.17	\$28,651.69	\$29,511.24	\$30,396.58	\$31,308.48	\$32,247.73	\$33,215.16	\$34,211.61	\$35,237.96	\$36,295.10	\$37,383.95
3	Laborer (Sanitation)	\$28,357.31	\$29,208.03	\$30,084.27	\$30,986.80	\$31,916.40	\$32,873.89	\$33,860.11	\$34,875.91	\$35,922.19	\$36,999.86	\$38,109.86	\$39,253.16
4	Assistant Program Coordinator	\$29,775.18	\$30,668.44	\$31,588.49	\$32,536.14	\$33,512.22	\$34,517.59	\$35,553.12	\$36,619.71	\$37,718.30	\$38,849.85	\$40,015.35	\$41,215.81
5	No current classifications	\$31,263.94	\$32,201.86	\$33,167.92	\$34,162.96	\$35,187.85	\$36,243.49	\$37,330.79	\$38,450.71	\$39,604.23	\$40,792.36	\$42,016.13	\$43,276.61
6	Maintenance Worker I	\$32,827.14	\$33,811.95	\$34,826.31	\$35,871.10	\$36,947.23	\$38,055.65	\$39,197.32	\$40,373.24	\$41,584.44	\$42,831.97	\$44,116.93	\$45,440.44
7	Maintenance Worker II	\$34,468.50	\$35,502.56	\$36,567.64	\$37,664.67	\$38,794.61	\$39,958.45	\$41,157.20	\$42,391.92	\$43,663.68	\$44,973.59	\$46,322.80	\$47,712.48
	Planning and Development Clerk												
	Records Clerk												
	Sanitation Route Driver												
8	No current classifications	\$36,191.93	\$37,277.69	\$38,396.02	\$39,547.90	\$40,734.34	\$41,956.37	\$43,215.06	\$44,511.51	\$45,846.86	\$47,222.27	\$48,638.94	\$50,098.11
9	Administrative Assistant	\$38,001.53	\$39,141.58	\$40,315.83	\$41,525.30	\$42,771.06	\$44,054.19	\$45,375.82	\$46,737.09	\$48,139.20	\$49,583.38	\$51,070.88	\$52,603.01
	Horticulturalist												
	Mechanic												
	Crew Leader												
	Grounds Foreman												
10	Program Coordinator	\$39,901.61	\$41,098.66	\$42,331.62	\$43,601.57	\$44,909.62	\$46,256.91	\$47,644.62	\$49,073.96	\$50,546.18	\$52,062.57	\$53,624.45	\$55,233.18
11	Arborist	\$41,896.69	\$43,153.59	\$44,448.20	\$45,781.65	\$47,155.10	\$48,569.75	\$50,026.84	\$51,527.65	\$53,073.48	\$54,665.68	\$56,305.65	\$57,994.82
	Deputy Court Administrator												
	Police Admin Asst/Crime Analyst												
12	Accounting Clerk	\$43,991.52	\$45,311.27	\$46,670.61	\$48,070.73	\$49,512.85	\$50,998.24	\$52,528.19	\$54,104.04	\$55,727.16	\$57,398.97	\$59,120.94	\$60,894.57
	Facility Supervisor												
	Recreation Supervisor												
13	Multi-Disciplinary Building Inspector	\$47,576.83	\$49,004.13	\$50,474.25	\$51,988.48	\$53,548.13	\$55,154.57	\$56,809.21	\$58,513.49	\$60,268.89	\$62,076.96	\$63,939.27	\$65,858.27
14	Deputy City Clerk/Executive Secretary	\$49,955.68	\$51,454.35	\$52,997.98	\$54,587.92	\$56,225.56	\$57,912.33	\$59,649.70	\$61,439.19	\$63,282.37	\$65,180.84	\$67,136.27	\$69,099.27
	Court Administrator												
15	No current classifications	\$50,925.69	\$52,453.46	\$54,027.06	\$55,647.87	\$57,317.31	\$59,036.83	\$60,807.93	\$62,632.17	\$64,511.14	\$66,446.47	\$68,439.86	\$70,493.06
16	No current classifications	\$53,471.97	\$55,076.13	\$56,728.41	\$58,430.26	\$60,183.17	\$61,988.67	\$63,848.33	\$65,763.78	\$67,736.69	\$69,668.79	\$71,661.85	\$73,647.71
17	Business Manager	\$56,145.57	\$57,829.94	\$59,564.84	\$61,351.79	\$63,192.34	\$65,088.11	\$67,040.75	\$69,051.97	\$71,123.53	\$73,257.24	\$75,454.96	\$77,718.61
	HR Manager												
	Public Works Project Manager												
18	No current classifications	\$58,952.85	\$60,721.44	\$62,543.08	\$64,419.37	\$66,351.95	\$68,342.51	\$70,392.79	\$72,504.57	\$74,679.71	\$76,920.10	\$79,227.70	\$81,604.53
	Sanitation Supervisor												
19	IT Manager	\$61,900.49	\$63,757.50	\$65,670.23	\$67,640.34	\$69,669.55	\$71,759.64	\$73,912.43	\$76,129.80	\$78,413.69	\$80,766.10	\$83,189.08	\$85,684.75
20	No current classifications	\$64,995.51	\$66,945.38	\$68,953.74	\$71,022.35	\$73,153.02	\$75,347.61	\$77,608.04	\$79,936.28	\$82,334.37	\$84,804.40	\$87,348.53	\$89,968.99
21	Building Official	\$68,245.29	\$70,292.65	\$72,401.43	\$74,573.47	\$76,810.67	\$79,114.99	\$81,488.44	\$83,933.09	\$86,451.08	\$89,044.61	\$91,715.95	\$94,467.43
22	Superintendent of Public Works	\$71,657.55	\$73,807.28	\$76,021.50	\$78,302.15	\$80,651.21	\$83,070.75	\$85,562.87	\$88,129.76	\$90,773.65	\$93,496.86	\$96,301.77	\$99,190.82
23	No current classifications	\$75,240.43	\$77,497.64	\$79,822.57	\$82,217.25	\$84,683.77	\$87,224.28	\$89,841.01	\$92,536.24	\$95,312.33	\$98,171.70	\$101,116.85	\$104,150.36
24	No current classifications	\$79,002.45	\$81,372.52	\$83,813.70	\$86,328.11	\$88,917.95	\$91,585.49	\$94,333.05	\$97,163.04	\$100,077.93	\$103,080.27	\$106,172.68	\$109,357.86
25	Asst. City Admin/Dir. Of Plan & Dev	\$82,952.57	\$85,441.15	\$88,004.38	\$90,644.51	\$93,363.85	\$96,164.77	\$99,049.71	\$102,021.20	\$105,081.84	\$108,234.30	\$111,481.33	\$114,825.77
	Director Parks and Recreation												
	Finance Director												
	Fire Assistant Chief												
	Police Assistant Chief												
26	No current classifications	\$87,100.20	\$89,713.21	\$92,404.61	\$95,176.75	\$98,032.05	\$100,973.01	\$104,002.20	\$107,122.27	\$110,335.94	\$113,646.02	\$117,055.40	\$120,567.06
27	No current classifications	\$91,455.21	\$94,198.87	\$97,024.84	\$99,935.59	\$102,933.66	\$106,021.67	\$109,202.32	\$112,478.39	\$115,852.74	\$119,328.32	\$122,908.17	\$126,595.42
28	No current classifications	\$96,027.97	\$98,908.81	\$101,876.07	\$104,932.35	\$108,080.32	\$111,322.73	\$114,662.41	\$118,102.28	\$121,645.35	\$125,294.71	\$129,053.55	\$132,925.16
29	Fire Chief	\$100,829.37	\$103,854.25	\$106,969.88	\$110,178.98	\$113,484.35	\$116,888.88	\$120,395.55	\$124,007.42	\$127,727.64	\$131,559.47	\$135,506.25	\$139,571.44
	Police Chief												
30	City Administrator	\$105,870.84	\$109,046.97	\$112,318.38	\$115,687.93	\$119,158.57	\$122,733.33	\$126,415.33	\$130,207.79	\$134,114.02	\$138,137.44	\$142,281.56	\$146,550.01

**SECTION 2.** The full-time, uniformed (not including Public Works and Parks), public safety, City of Brentwood employee positions listed in the following chart shall be subject to the following 7-step salary schedule beginning January 1, 2016. Employees may be eligible to receive an annual merit step increase at the beginning of each fiscal year based on qualifying employee performance appraisal, recommendation of the department supervisor, and final written approval of the City Administrator after consideration of whether the employee performed work that consistently met or exceeded department standards and expectations for the position. Step increases are not guaranteed, are contingent upon annual appropriation, and may be amended or frozen at any time by position or for the entire class as determined by the Board of Aldermen. The City Administrator, after consultation with department heads and the human resources manager, shall have the authority to determine the placement of any and all City of Brentwood employees, commensurate with qualifications, to a position on the uniformed pay classification system.

**UNIFORMED, PUBLIC SAFETY CITY OF BRENTWOOD EMPLOYEES 7 –STEP SALARY SCHEDULE (DOES NOT APPLY TO PUBLIC WORKS AND PARKS)**

This Plan shall be kept on record in the office of the City of Brentwood, Missouri Finance Director and be available for public review during the regular business hours of the City of Brentwood City Hall, 2348 South Brentwood Boulevard, Brentwood, Missouri 63144.

Range	Positions	Hire Step	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
16	Firefighter/EMT	\$53,472.00	\$56,547.00	\$59,798.00	\$63,236.00	\$66,872.00	\$70,717.00	\$74,783.00
17	Firefighter/Paramedic	\$56,146.00	\$59,374.00	\$62,788.00	\$66,398.00	\$70,216.00	\$74,253.00	\$78,523.00
	Police Detective							
	Police Officer							
18	Police Corporal	\$58,953.00	\$62,343.00	\$65,928.00	\$69,719.00	\$73,728.00	\$77,967.00	\$82,450.00
19	Police Sergeant/Lieutenant	\$61,901.00	\$65,460.00	\$69,224.00	\$73,204.00	\$77,413.00	\$81,864.00	\$86,571.00
20	Fire Lieutenant	\$64,996.00	\$68,733.00	\$72,685.00	\$76,864.00	\$81,284.00	\$85,958.00	\$90,901.00
21	No current classifications	\$68,246.00	\$72,170.00	\$76,320.00	\$80,708.00	\$85,349.00	\$90,257.00	\$95,447.00
22	Fire Captain	\$71,658.00	\$75,778.00	\$80,135.00	\$84,743.00	\$89,616.00	\$94,769.00	\$100,218.00
		*Note: Medical Officer receives \$5,000 annual stipend in addition to their base						

**SECTION 3.** Unless otherwise determined by the board of aldermen , the City Administrator shall maintain a pay classification system for all employees based on the 75<sup>th</sup> percentile of a salary survey of comparable positions (when available) for the following peer communities in Missouri: Ballwin, Chesterfield, Clayton, Creve Coeur, Des Peres, Ellisville, Frontenac, Kirkwood, Ladue, Maplewood, Maryland Heights, Richmond Heights, Town and Country and Webster Groves. In calculating the 75<sup>th</sup> percentile, the following formula shall be used: the ranges shall reflect the 75th percentile of the 14 selected comparable cities in metropolitan St. Louis during the regular budget process and determined by the following formula: ((highest - lowest) × .75) + lowest. Minimums or Maximums more than one standard deviation above or below the average will be excluded from the calculation at the time of each full-time employee's annual review, or upon commencement of employment, an employee whose salary falls below the annually established range minimum may be raised to the range minimum, subject to qualifications, performance and annual appropriation by the board of aldermen.

**SECTION 4.** The City Administrator, upon approval of the Board of Aldermen, shall award a contract to an independent salary/compensation consultant to conduct a total compensation survey and analysis of all positions within the City of Brentwood every two years and shall present any recommended changes to the pay classification system (job title, job description, pay grade and pay step) in order to maintain the pay classification system at the 75<sup>th</sup> percentile of the 14 peer communities identified in Section 3 herein. Currently, total compensation includes, but is not limited to, salary, retirement, health, dental and vision insurance, educational incentives, longevity pay, shift differential, paid leave, and other skill or incentive pay. After January 1, 2016, longevity pay shall no longer be included as part of compensation going forward. Any increase in total compensation resulting from each compensation study must be approved and implemented by the Board of Aldermen as part of the proposed fiscal year budget process.

**SECTION 5.** Full-time employees hired after (January 1, 2016) shall receive a rate of pay no less than the minimum of the pay grade and no higher than the maximum of the pay grade for their respective positions, based upon qualifications and performance. The salary ranges for all full-time employees, as determined by the Brentwood Salary Schedule, shall be updated and approved as part of the annual budget appropriation.

**SECTION 6.** Employees hired prior to January 1, 2016 will have their positions established on the scale based on current compensation, performance evaluations during their service with the City and length of service in their current positions, with such longevity calculated as of December 31, 2015.

Establishment of a position shall be based upon current qualifications of the employee, the employee's length of service in rank or position as of December 31, 2015 and, a review of performance evaluations over the length of their employment with the City up to December 31, 2015.-.

**SECTION 7.** The wage rate for all seasonal positions shall be updated annually and approved as part of the annual budget appropriation. A listing of these wage rates shall be kept on record in the office of the City of Brentwood, Missouri Finance Director and be available for public review during the regular business hours of the City of Brentwood City Hall, 2348 South Brentwood Boulevard, Brentwood, Missouri 63144.

**SECTION 8.** Additional compensation in the form of longevity pay (based on length of service with the City) is currently offered to all full-time, City of Brentwood employees who meet the eligibility requirements. Effective January 1, 2016, such additional compensation in the form of longevity pay will no longer be offered. Employees receiving longevity pay prior to January 1, 2016 will have their current annual longevity award amount calculated as a factor in the salary for the position established for the employee, not to exceed the maximum of the range for the position. If the longevity factor would cause a 2016 salary to exceed the range maximum for the position to which the employee is assigned, then any amount exceeding the range maximum will be paid in a one-time check, in 2016 only, as part of the transition from the 2015 pay plan to the new pay classification system effective as of January 1, 2016.

**SECTION 9.** This ordinance shall be in full force and effect from and after the date of its passage and approval according to law.

**SECTION 10.** All ordinances and parts of ordinances or personnel policies in conflict with this ordinance are, to the extent of such conflict, hereby repealed as of the effective date of this ordinance.

PASSED BY THE BOARD OF ALDERMEN THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.

ATTEST: \_\_\_\_\_ Christopher A. Thornton, Presiding Officer

\_\_\_\_\_  
Bola Akande, City Clerk/Administrator

APPROVED BY THE MAYOR THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2015.

ATTEST: \_\_\_\_\_ Christopher A. Thornton, Mayor

\_\_\_\_\_  
Bola Akande, City Clerk/Administrator

1<sup>st</sup> Reading: 11/2/15

2<sup>nd</sup> Reading: