

**CITY OF BRENTWOOD, MISSOURI
BOARD OF ALDERMAN WORKSHOP
MARCH 4, 2013**

MEETING CALLED TO ORDER

Mayor Pat Kelly called the regular meeting to order at 6:00pm in the Council Room of City Hall located at 2348 S. Brentwood Blvd., Brentwood, MO 63144 and immediately led the Pledge of Allegiance.

ROLL CALL

Deputy Clerk Pittman performed roll:

Alderwoman Saunders	Present	Alderman Robertson	6:09pm
Alderwoman Manestar	Present	Alderman Wynn	Present
Alderman Leahy	Present	Alderman Harper	Absent
Alderman Toohey	6:40pm	Mayor Kelly	Present
Alderman Kramer	Present		

Members present constituted a quorum. Also present were City Clerk/Administrator Bola Akande, City Attorney Frank Albrecht, Labor Attorney Brian Hey, Finance Director Gina Jarvis, HR Manager Julie Echols, and Deputy City Clerk Octavia Pittman.

DISCUSSION/REVIEW

Employee Handbook

Discussions were held regarding outstanding items that needed to be addressed by the board:

- Selection and Appointment; Attorney Hey clarified wording included – retain could be used in case the decision was made to terminate an employee but then the Board votes to retain them but existing employees do not fall under this. There was no opposition from the Board.
- Department Heads/Division Director Definitions and Reporting Structure; Alderman Leahy raised the point and comments were offered of the difference in the handbook and the code - the code has the Fire Chief reporting to the City Administrator and the Police Chief reporting to the Public Safety Committee; the purpose of the difference as subcommittee are not allowed to take action; having both positions responsible to the City Administrator; and the need to give professionals the tools that they need. Saunders questioned which appointments shall be made by the Mayor, the process and if the Board has an opportunity to review. Attorney Hey stated his belief without formal research, the Police Chief, City Administrator and Fire Chief. He also clarified that police and fire chiefs will still be reporting their official report to the Board of Alderman; this is additional oversight for HR purposes. Mayor added that the Board could, but never asked, to review the candidates. Alderwoman Saunders recalled previous statements that too much control was given to the City Administrator and we seem to be giving even more. Mayor Kelly stated his disagreement, certain things may have been taken out of context; things were overlooked by a lot of people. There was no opposition from the Board.
 - Alderman Leahy questioned the definition of full-time employment; one working a minimum of 1500 hours per year or 28 hours per week.

Administrator Akande replied that this is the minimum number of hours required by LAGERS for eligibility. A discussion was held regarding the suggestion to revisit the defined amount for budgeting purposes and changing to 32 hours per week as long as it does not affect any current employees. There was no opposition from the Board.

- Sick Leave Payout Accrual; Mayor Kelly reminded that one of the benefits that we give to existing employees is that we allow the accrual of sick days up to 120 days to be paid out upon retirement. It is suggested in the current version of the handbook that for future employees this is not allowed. Mayor disagreed with this practice; it serves as incentive for current employees, new employees may begin using their sick days for fear of losing them and it may create some tension. Alderwoman Saunders recalled being told that the 120 days was in place of short-term disability and when we got short-term disability the intent was to phase this out but it never happened; she's in favor of grandfathering employees in. She also suggesting paying employees at the end of the year instead of accruing the liability. Mayor added that there is no real savings to the city to pay at the end of the year except their salaries may be different; this is an incentive for employees to do a good job. He clarified that we would not pay lump sums, it would be paid out over a period of time and the position wouldn't be filled until this is off the books. Attorney Hey suggested that the proposed language is spelled out in the handbook – the payout would not exceed the monthly paycheck; the city would not see any financial harm because another person would not be hired until the payment is exhausted. Alderman Leahy commented that we are double dipping and asked which did we want to accomplish, if we want to allow the accrual, why should we offer short-term disability? Mayor Kelly explained previous incidents with long standing employees that did not have sick days and needed short-term disability. He added that you get what you pay for and disagreed with cutting wages. Alderman Leahy stated if we continue offering the short-term disability we can look at dropping sick days back to a more reasonable time arrangement. He also suggested requiring a doctor notice at the second day an employee is out as done in the commercial industry and to also consider looking at the attendance bonus. Alderwoman Saunders stated the consensus from the group was that everyone that has it are grandfathered in but it would not be continued in moving forward. She reiterated the need of a full compensation survey to know where we stand in the market; we have an obligation to be responsible with resident's tax dollars. Mayor Kelly stated that our employees are our best asset, they are the ones that represent us on a day to day basis; we do a lot here that other cities don't do. One of the reasons I'm sure they work hard is because they know they are being taken care of by us and by the residents and they appreciate that. Saunders asked should be at least wait until our reserves are at a minimum level; Kelly replied that that is an arbitrary number as well. Alderman Kramer commented that it was debated at Ways & Means, we came to the consensus that we was not a good idea for employees to use sick leave as a retirement supplement. We obtained a legal opinion in which at the period of time the book was adopted they would be grandfathered but going forward it would be different. After speaking with employees it's learned that they were okay with it being taken away because they were getting so much else. There are other ways to compensate with making sick leave a bank for them to get at the end and maybe we can work on ways to do that; personally, this is not the way to do it.

Staff will finalize the draft for the next Board of Aldermen meeting.

ADJOURNMENT

With no further business, the meeting adjourned at 6:48pm.

Approved as submitted the 18th day of March , 2013.

Attest:

Mayor Pat Kelly

Bola Akande,
City Clerk/Administrator