



CITY OF BALLWIN
14811 Manchester Road, Ballwin, MO 63011

BILL NO. 3780

ORDINANCE NO. _____

INTRODUCED BY
ALDERMEN TERBROCK, FINLEY, HARDER, DOGAN, FLEMING, LEAHY, BOERNER, KERLAGON

AN ORDINANCE AMENDING SECTION 2-34 OF THE CODE OF ORDINANCES OF THE CITY OF BALLWIN WITH RESPECT TO PERSONNEL SALARY RANGES.

WHEREAS, the Board of Aldermen has determined that it is appropriate to amend certain guidelines establishing personnel salary ranges.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF BALLWIN, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Section 2-34 of the Code or Ordinances of the City of Ballwin shall be amended as follows:

Sec. 2-34. - Personnel salary ranges.

(a)

The salary ranges for all full-time employees shall be determined by the Ballwin Pay Plan, attached as Exhibit A hereto. The Ballwin Pay Plan shall be updated annually and approved as part of the annual budget appropriation. The Ballwin Pay Plan is kept on record in the office of the Ballwin Finance Officer and is available for public review during the regular business hours of the Ballwin Government Center, 14811 Manchester Rd., Ballwin, Missouri.

(b)

The Municipal Judge, the Prosecuting Attorney, the Public Defender, and the City Attorney's compensation may be adjusted annually at the average increase applied for other city employees. The compensation of the City Administrator shall be reviewed annually and adjusted, if appropriate, by the Board of Aldermen.

(c)

Unless otherwise determined by the Board of Aldermen, the ranges shall be automatically adjusted to reflect the 70th percentile of the ten selected comparable cities in metropolitan St. Louis, on an annual basis, during the regular budget process and determined by the following formula: $((\text{highest} - \text{lowest}) \times .70) + \text{lowest}$. 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 shall be raised to the range minimum, subject to annual appropriation by the Board of Aldermen.

Section 2. All ordinances or parts of ordinances in conflict herewith are to the extent of such conflict repealed.

Section 3. This ordinance shall take full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

PASSED this _____ day of _____, 2013.

TIM POGUE, MAYOR

APPROVED this _____ day of _____, 2013.

TIM POGUE, MAYOR

ATTEST:

ROBERT KUNTZ, CITY ADMINISTRATOR

**City of Ballwin
Pay Plan Administration**

The City of Ballwin is committed to establishing competitive salary ranges for employees. It is the purpose of this plan to establish salary ranges which reflect the 70th percentile of the following ten cities: Bridgeton, Chesterfield, Clayton, Creve Coeur, Hazelwood, Kirkwood, Maryland Heights, O'Fallon, University City and Webster Groves. These municipalities have been chosen due to their similarity to Ballwin from the perspective of geography, population, budget, services provided and general character.

Each job shall be compared to the equivalent jobs in each of these 10 cities. Starting and maximum salaries shall be set accordingly. There shall be no grades combining multiple jobs into a single salary grouping, other than for the positions of laborer and that of the Assistant City Administrator. In this instance all entry level laborers (i.e. public works, golf course, parks and building systems) will have their range established according to the salaries reflected in the public works maintenance position.

The range of the Assistant City Administrator shall be established by researching and averaging the 70% of the following three positions: Assistant City Administrator, Economic Development and City Planner.

Since these surveys will be conducted on an annual basis, ranges will go up or down based on the actual market conditions. In no event, will any employee receive a salary reduction as a result of such market fluctuations, nor will any employee be paid less than the 70th percentile of the minimum starting salary for their position among the ten cities.

Unless otherwise determined by the Board of Aldermen, the ranges shall be automatically adjusted to reflect the 70th percentile of ten comparable cities on an annual basis, during the regular budget process utilized by the City.

Employees who are eligible for a salary range adjustment may receive an additional merit increase so long as the total percent received (range adjustment + merit) does not exceed the approved merit percent for the year. Salary ranges adjustments will be implemented at the time of the annual merit review which is determined by the City Administrator.

Specific Job Formulas:

The Minimum Salary for each job shall be set at the 70th percentile of the starting salaries for the same or equivalent jobs in the ten cities.

Methodology:

Utilize the highest starting salary of the ten cities for each job (example 22,500). Subtract the lowest starting salary of the ten cities for the same job (example 17,500). Multiply the difference by 70%. Add the product to the lowest starting salary. The sum is the starting salary for the job. Example:

$\$22,500 - \$17,500 = \$5,000 \times 70\% = 3,750 + \$17,500 = \$21,250$ (The new starting salary would be \$21,250).

The Maximum Salary for each job shall be set at the 70% percentile of the maximum salaries for the same or equivalent jobs in the ten cities.

Employ the same methodology as used to compute the minimum salary except insert maximum salary values in place of starting salary values in the equation.

Because of similarity in job duties and skills required, the following positions will be paid at 10% above the immediate position below them:

- Administrative Assistant II (10% above Administrative Assistant I)
- Finance Clerk II (10% above Finance Clerk I)
- Inspector II (10% above Inspector I position)
- Foreman II (10% above Foreman I position)
- Assistant Greenskeeper (7.5% below the Greenskeeper position)
- Building/Golf/Parks/ PW Tech II (10% above Tech I position)
- The municipal judge, the prosecuting attorney, the public defender and the city attorney's compensation may be adjusted annually at the average increase applied for other city employees. The compensation of the City Administrator shall be reviewed annually and adjusted if appropriate by the Board of Aldermen.

Annual Budgeting

The budget for annual salary adjustments shall be done as part of the annual budgeting process. Budgets for salary increases will be set by inserting the most recent survey data into the spreadsheet matrix, with approval by the Board of Aldermen. Additional merit increase for evaluations will also be determined by the Board of Aldermen at the time of the budget preparation with recommendations from the City Administrator. The salary budget shall be utilized by the department head to pay all salary and salary related expenditures of the department and to provide salary adjustments for all employees in the department according to Ballwin's merit evaluation procedure. Total annual expenditures for salaries and related expenses shall not exceed the departmental budget. Under no circumstances will the theoretical salary adjustment

computed for any individual job be guaranteed as a salary adjustment for an individual employee.

Salary Adjustments

Adjustments to the pay plan salary range shall be implemented at the time of the regularly scheduled evaluations, which are determined by the City Administrator.

All salary adjustments shall be determined in accordance with the merit and/or other procedures outlined in the Code of Ordinances and the Personnel Manual of the City of Ballwin. Salary adjustments shall be determined by the appropriate department head with the review and concurrence of the City Administrator.

Employees with salaries below the new minimum salary after the annual pay plan adjustment, including employees in their qualifying period, shall have their salary raised to at least the new minimum salary, even if such employees are not otherwise eligible for a salary adjustment. Employees in disciplinary probation shall not receive such salary adjustment until their next salary review period or as may otherwise be stipulated in the disciplinary provisions.

CITY OF BALLWIN - 2013 PAY RANGES

ADMIN

	<u>Minimum</u>	<u>Maximum</u>
City Administrator	TBD	TBD
ACA	\$75,319	\$103,115.00
Finance Officer	\$85,875	\$107,367.00
Finance Clerk II	\$41,693	\$53,377.00
Finance Clerk I	\$37,903	\$48,525.00
HR Coordinator	\$55,151	\$67,652.00
Code Enforcement Officer	\$65,472	\$81,819.00
IS Administrator	\$67,988	\$92,967.00
IS Tech	\$43,980	\$60,621.00
Inspector II/Plans Examiner	\$51,843	\$69,133.00
Inspector I	\$47,130	\$62,848.00
Inspector Trainee	\$33,996	\$49,311.00
Court Administrator	\$48,902	\$62,224.00
Asst Court Clerk	\$33,510	\$47,228.00
Administrative Assistant II/City Clerk	\$35,841	\$46,242.00
Administrative Assistant I	\$32,582	\$42,038.00

Public Works

	<u>Minimum</u>	<u>Maximum</u>
PW Director/City Engineer	\$99,040	\$118,413.00
Street Superintendent	\$65,030	\$89,293.00
Foreman II	\$53,726	\$67,298.00
Foreman I	\$48,842	\$61,180.00
Mechanic/Tech II	\$44,639	\$59,833.00
Mechanic/Tech I	\$40,581	\$54,394.00
Street Maintenance Worker	\$36,113	\$48,791.00

CITY OF BALLWIN - 2013 PAY RANGES

<u>Police</u>	<u>Minimum</u>	<u>Maximum</u>
Police Chief	\$90,845	\$124,747.00
Police Captain	\$74,114	\$97,674.00
Police Lieutenant	\$67,227	\$88,806.00
Police Sergeant	\$64,476	\$78,289.00
Police Officer	\$49,390	\$65,273.00
Dispatcher	\$41,050	\$49,320.00
Dispatcher Supervisor	\$47,670	\$56,879.00
Administrative Assistant II/City Clerk	\$35,841	\$46,242.00
Administrative Assistant I	\$32,582	\$42,038.00

<u>Parks/Facilities</u>	<u>Minimum</u>	<u>Maximum</u>
Parks Director	\$78,129	\$113,094.00
Rec Superintendent	\$61,940	\$84,379.00
Parks Superintendent	\$56,621	\$79,270.00
Golf Pro	\$51,100	\$66,529.00
Greens keeper	\$44,476	\$61,259.00
Assist. Greenskeeper	\$41,140	\$56,664.00
Mechanic	\$41,586	\$53,787.00
Rec Manager	\$44,663	\$59,532.00
Rec Specialist	\$35,505	\$46,036.00
Park/Bld/Golf Maint.	\$36,113	\$48,791.00
Bld Tch II	\$44,639	\$59,833.00
Custodian	\$28,197	\$35,946.00