

MINUTES OF THE REGULAR JOINT MEETING  
OF THE PERSONNEL COMMITTEE & THE FINANCE COMMITTEE  
OF THE CITY OF SUNSET HILLS, MISSOURI  
HELD ON MONDAY, MAY 4, 2015

BE IT REMEMBERED that the Personnel Committee of the City of Sunset Hills, Missouri met in regular session at City Hall Quarters, 3939 S. Lindbergh Blvd., in said City on Monday, May 4, 2015. The meeting convened at 6:00 p.m.

ROLL CALL

Present:	Dee Baebler	-Chairman
	Gary Mathes	-Member
	Gary Dolle	-Member
	Richard Gau	-Member
	Carol Lay	-Deputy City Clerk
	Bryson Baker	-Ex Officio Member

Absent

	Jeff Steinhart	-Member
	Bob Buemer	-Member
	Scott Haggerty	-Member

Also in attendance were Mayor Mark Furrer, Ken Conley and Gloria Lloyd.

ROLL CALL

Present:	Pat Fribis	-Chairman
	Mike Sawicki	-Member
	Michael Fitzgerald	-Member
	Tom Musich	-Member
	Joe Stewart	-Member

**Discussion to Hire City Administrator**

Alderman Fribis stated the City is currently operating with a deficit operating budget. She stated the Finance Committee approved the deficit for approximately \$185,000. The deficit operating budget for 2015 is now \$105,000 due to projects coming in under bid and investments made. Alderman Fribis stated health insurance, dental insurance, HSA and HRA funding was expected to be a 15% increase and it came in at a 3.5% increase from 2014. She stated we have a deficit of \$79,616.46. The deficit is now down to approximately \$26,000 for this year. Alderman Fribis stated these savings will lessen the deficit. Mr. Baker stated the 1.7M is for the projects on West Watson and Kennerly Road which are STP projects. He stated on these projects the City pays 80% of the project out of general funds and then the City gets reimbursed from the state and federal government. The other 20% is out of capital and that money does not get reimbursed.

Alderman Fribis stated the purpose of this meeting was to discuss hiring a City Administrator, if we could afford hiring a City Administrator and the advantages and disadvantages. She stated Ms. Rider was doing a lot of the duties a City Administrator would do. Alderman Fribis stated if it is decided to hire a City Administrator, the Ordinances would have to be revised and changes made so we are following all the rules. She stated job titles should match the Ordinances.

Alderman Baebler stated she talked to three mayors in surrounding cities. Mayor Art McDonald of Kirkwood stated hiring a City Administrator would be best thing to do as it could be compared to owning a company and not having a good chief to run it, the success is marginalized. He stated hiring a City Administrator helped their City run much more efficiently and improvements were realized immediately.

Alderman Baebler stated Mayor Roby from Crestwood questioned how a City could run without a City Administrator. He stated the Mayor should be free to be the leader of the City and not bogged down with day-to-day matters.

Alderman Baebler stated Mayor Welch from Webster Groves said hiring a City Administrator was one of the smartest things a City could do.

Alderman Baebler stated all three had cities contacted had no cons of hiring a City Administrator.

Alderman Gau stated he spoke to Tim Engelmeyer from a law firm who would give a presentation on City Government. He stated Mr. Engelmeyer would be able to come and talk with the committee but first it needed to be decided and be in agreement if the committee thought a City Administrator would be beneficial before a presentation is given. A member asked his level of expertise. Alderman Gau stated he was a municipal lawyer. Alderman Gau gave a handout on what City Government does, the role of the City Administrator and the approximate dollars saved/cost from a medium survey. Alderman Gau stated Ms. Rider was not the Administrator as she only over saw the business office, where a City Administrator would oversee all the departments. Alderman Fribis stated the budget would have to be discussed in hiring a City Administrator.

Alderman Gau questioned what the City wanted to do financially before a replacement is hired for Ms. Rider or should it be to hire to a different position. He stated professional help would be needed to draft an Ordinance on what the City Administrator can and cannot do. Alderman Gau stated before hiring someone to help draft an Ordinance, it should be determined if there is any interest in hiring a City Administrator. If not, the Personnel Committee needs to be directed to take a different route.

Alderman Fribis stated three bids have been requested to have the payroll contracted out. She stated this would enable some duties be redistributed to Ms. Youngblood. Alderman Gau stated the staff would need clarity regarding duties moving forward. A member stated he did not want to have a full time staff reporting to a part time City Administrator. Alderman Baebler stated a City Administrator would need to be full time.

Alderman Gau reiterated the choices were to replace Ms. Rider, promote to Ms. Rider's position or go to the direction of the City Administrator, which could be a salary of \$96,000. He stated some clarity is needed as to which direction to go. The consensus on the financial impact whether to spend the money or cut the money will decide which path to take.

A member stated by hiring a City Administrator the cost would be approximately \$15,000 more than a City Clerk. He stated hiring a temp and the increase are two additional expenses the City did not incur before. He questioned if these the two elements we are contemplating today is to whether Ms. Heischmidt returns to typing and not do Finance. Alderman Gau stated we can free up payroll, reorganize duties and upgrade finance software which would give us more efficiency and free up time in doing financial packages. He stated there are efficiencies to be gained. A member stated we could now pick up some expertise and functions that we have not been doing. Ms. Heischmidt has not been using her finance background. We have not used our resources as efficiently as we could have all along. A member stated we are trying to unravel it and put back together to come up with a better solution. Alderman Baebler stated there is a software program to replace hiring someone to type meeting minutes.

A member asked the difference between a City Manager and a City Administrator. A member stated it is the structure of the city and how the city is organized. It was stated the subject could be researched on Google Missouri Municipal League and Forms of Government to compare.

Mayor Furrer questioned why we need a City Administrator. He stated for fifty years the city has worked fine and now we find out we are in violation of the Ordinance and needs to be corrected. Mayor Furrer stated there are four department heads and hiring a City Administrator would be laying a direct layer over them. He stated the four department heads do their own budgets, hiring and firing and hiring a City Administrator would be taking duties away from the department heads.

Alderman Baebler stated the question is whether to proceed with the presentation. Alderman Gau stated he did not know the price of the presentation, but since the attorney is in city government, he may volunteer his time and the cost would be minimal.

Alderman Fribis suggested asking the employees if they have an opinion of hiring a City Administrator and if have they worked any place where there was a City Administrator.

It was stated this may be a good opportunity to find out whether the City needs a City Administrator or City Manager after reviewing the needs of the City. A member stated a time frame need to be identified.

A member suggested each Committee to do their own Minutes rather than giving them all to administration. A member suggested eliminating some Committees. A member stated the Minutes should be sanitized to give a summary of the meeting. Ms. Heischmidt stated the only recordings that can be accessed after the minutes are typed are the meetings held in the Chamber. A member stated using a digital recording can allow the recording to be saved forever.

A member stated to move forward to the next step of more investigation it would be beneficial to have someone come in to compare what other Cities do, the size of their City, the size of the budget, the amount of pay, and a job description so everyone would have the opportunity to ask questions.

Alderman Gau made a motion to have someone come in to disseminate the information to this joint Committee the details, size, pay, ordinances and the pros and cons of having a City Administrator. Mr. Fitzgerald seconded the motion and it was unanimously approved.

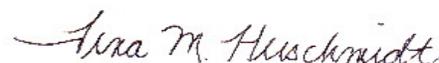
### **NEXT MEETING DATE**

The next meeting is scheduled for May 19<sup>th</sup> or May 21<sup>st</sup> at 6:00 p.m.

### **ADJOURNMENT**

Mike Sawicki made a motion to adjourn the meeting at 7:20 p.m. Alderman Gau seconded the motion, and it was unanimously approved.

Tina M. Heischmidt



Recording Secretary