

June 6, 2016

CM 2016-179

**BEACHWOOD CITY COUNCIL MINUTES COMMITTEE OF THE WHOLE MEETING  
HELD AT BEACHWOOD CITY HALL, CONFERENCE ROOM A, 25325 FAIRMOUNT  
BOULEVARD, ON MONDAY, JUNE 6, 2016 AT 6:00 P.M.**

The meeting was called to order at 6:05 P.M. by Council President Martin S. Horwitz, seconded by James Pasch.

ROLL CALL: Present: J. Berns, M.S. Horwitz, A. Isaacson, M.M. Jacobs,  
B.B. Janovitz, Brian Linick, J. Pasch  
Absent: None.  
Also Present: Mayor Gorden, H.L. Jones, D.A. Pfaff, D. Amburn,  
T. Turick

1. Discussion regarding the Administrative Salary Survey

Mr. Pfaff stated that the Archer Group has completed a draft of the Administrative Salary Survey and Mr. Battigaglia will discuss further with City Council.

Mr. Battigaglia stated that the philosophy for this study is based 99% on public sector. Mr. Battigaglia stated that internal equity, external equity and market survey is used to integrate the pay plan. Mr. Battigaglia stated that he used the current Salary Ordinance, current ranking of each employee and a comprehensive questionnaire. The questionnaire was a nine page document given to each employee to complete which was reviewed by the Department Director or Supervisor and sent to the Finance Department.

Mr. Battigaglia stated that the Archer Company reviewed each questionnaire and scheduled interviews with a select group of employees. Mr. Battigaglia stated that each questionnaire was evaluated for each position and an internal ranking was assigned.

Mr. Battigaglia stated that he used nine AAA rated cities in Ohio including suburbs of Cleveland, Columbus and Cincinnati and identified 19 job classifications ranging from minimum to maximum and actual. Mr. Battigaglia stated that by using the aforementioned cities it enabled him to compare apples to apples. Mr. Battigaglia stated he will work with the City to establish a pay plan for each employee with 21 pay grades and a minimum, midpoint and maximum salary.

Mr. Battigaglia stated that the amount of money to bring a few employees to the minimum salary range is \$9,000.00.

Mr. Pfaff stated that the mid-range keeps ranges current with the market. Mr. Pfaff stated that as of now some employees are capped out and he would like to do away with the longevity as employees work through the system.

Mr. Horwitz stated that if an employee is at Step 5 with cost of living increases of 2- 3 1/2% the employee would cap out after 25 years.

Mr. Linick asked Mr. Battigaglia if similar communities were used exclusive of Beachwood.

CM 2016-180

Mr. Berns asked if the numbers were 100% of market average salary and asked to see the calculations on the salary ranges.

Mr. Linick asked if Archer worked with Columbus, Cincinnati and Cleveland to set their pay plans.

Mr. Battigaglia responded no to Mr. Linick.

Mr. Linick asked what are the base salaries and are benefits included?

Mr. Battigaglia stated that this survey was salaries only.

Mr. Battigaglia stated that he relied on cities to fill out the requested information.

Mr. Isaacson asked what if the response rate of the other cities were good.

Mr. Battigaglia stated that the response rate from the employees was 100%, the responses were spot checked and reviewed and the response rate from other cities was 100%.

Mr. Horwitz stated that Archer surveyed ten cities that were AAA rated and asked for the raw data on all that collected information.

Mr. Battigaglia stated that he would provide that information.

Mr. Horwitz asked what the response was from the group of ten cities.

Mr. Battigaglia stated that the jobs were comparable.

Mr. Jacobs asked if the ten cities were in Ohio.

Mr. Battigaglia stated that yes they were ten cities from the areas of Cleveland, Columbus and Cincinnati.

Mr. Isaacson stated that he performed his own research.

Mr. Battigaglia stated that every City is not alike some cities are townships.

Mr. Isaacson asked how Mr. Battigaglia decided on titles for positions.

Mr. Battigaglia stated that he spoke with Human Resources representatives.

Mr. Pfaff stated that Mr. Battigaglia surveyed the most common jobs.

Mr. Battigaglia stated that the goal was to benchmark jobs lowest to highest, mix of jobs, gender dominated and the impact of a large percentage of administrative assistants.

Mr. Isaacson stated that not all jobs are senior level jobs.

June 6, 2016

CM 2016-181

Mr. Battigaglia stated that Beachwood does not have departments of 1,000 employees.

Mr. Linick asked if this was a survey of just salary and wages or did it include benefits.

Mr. Pfaff stated that this survey is based on the Salary Ordinance as a whole and how to structure moving people through the steps as years go by.

Mr. Berns asked how did we get to this point.

Mr. Horwitz stated that Council wanted to review the salary structure.

Mr. Jacobs stated that this survey was performed ten years ago by Springsted.

Mr. Pasch asked where the salaries stood for non-union and are they in-line or out-of-line with other cities.

Mayor Gorden stated that Council froze all salaries a few years ago.

Holding an Executive Session for the purpose of discussing matters regarding the employment and compensation of personnel.

Moved by M.M. Jacobs, seconded by J. Berns to enter into an Executive Session for the purpose of discussing matters regarding the employment and compensation of personnel at 6:40 P.M.

ROLL CALL:	Yes:	J. Berns, M.S. Horwitz, A. Isaacson, M.M. Jacobs, B.B. Janovitz, B. Linick, J. Pasch
	Abstain:	None.
	No:	None.
	Not Voting:	None.

MOTION ADOPTED

Back on record at: 9:35 P.M.

#### ADJOURNMENT

Moved by M.M. Jacobs, seconded by B. B. Janovitz, to adjourn the Committee of the Whole at 9:36 P.M. to the next regularly scheduled Council Meeting.

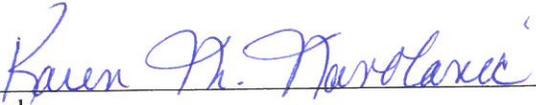
ROLL CALL:	Yes:	J. Berns, M.S. Horwitz, A. Isaacson, M.M. Jacobs, B.B. Janovitz, B. Linick, J. Pasch
	Abstain:	None.
	No:	None.
	Not Voting:	None.

MOTION ADOPTED

June 6, 2016

CM 2016-182

Approved:

  
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Clerk

  
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Mayor