

VILLAGE OF FRIENDSHIP HEIGHTS

VILLAGE COUNCIL

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Approved Minutes **Friendship Heights Village Council Personnel Committee** **Monday, August 12, 2024**

Council Personnel Committee members present: Michael Mezey; Martha Solt; Melanie White.

Others present: Joshua Hutton, PRM Consulting; Julian Mansfield; Robert Pestronk; Cheryl Tyler; Roy Schaeffer; Al Muller; Patricia Canessa; TR; Donna Bryant; Dale Conway.

At 6 p.m., Melanie White called the meeting of the Council Personnel Committee to order. The meeting was conducted virtually via Zoom.

Compensation Study

Joshua Hutton with PRM Consulting Group provided an overview of the compensation and classification study. PRM was retained in February to review the Village's employee pay and benefits compensation program. PRM constructed an employee salary structure and assessed competitiveness of current pay and benefits. They collaborated with the Village to complete the tasks. PRM performed a tailored pay survey, looking at local and national municipalities for comparison purposes. They developed a market pay rate, base salary of competitors, and different percentiles around the market average. 50% represents market median, which was the targeted compensation philosophy for the Village. PRM then constructed a salary structure for Village with grades and ranges based on market median salaries, and assigned all Village staff positions to salary grades to show how current salaries compare to marked midpoint salaries for each position.

The study recommended six salary grades for the new salary structure, based on the market median analysis, effective July 1, 2024. The study concluded the Village has an aggregate 87.3% of recommended salary grade midpoints for positions, below the market midpoint of 100%. 85% and below is considered below market. One employee has a current base salary below the recommended salary range entry point. It would cost \$700 to bring this employee's base salary up to the recommended entry point. The study recommended a 4% salary increase for the upcoming fiscal year.

The study concluded that the Village employee benefits package is competitive relative to the peer market. It was noted that the Village has a higher percentage of payroll cost for insurance plans. The study recommended the Village should maintain a fixed 457 contribution of 8%, should maintain three medical options currently provided, and should maintain a maximum ceiling of life insurance of \$250,000.

Mr. Hutton responded to questions from Committee members and others in attendance regarding the methodology for the study and the selection of comparator jurisdictions. The Committee agreed to have Mr. Hutton present the study to the full Village Council at the next Council meeting and then have another committee meeting to further discuss the study and develop recommendations for the Council.

No other actions were taken by the Personnel Committee. Ms. White moved, Mr. Mezey seconded, to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned at 7:09 p.m.

Respectfully Submitted:



Melanie White, Personnel Committee Chair