



City of League City, TX

300 West Walker
League City TX 77573

Meeting Minutes City Council

Tuesday, November 14, 2017

5:00 PM

Council Chambers
200 West Walker Street

Council Work Session

The City Council of the City of League City, Texas, met in a work session in Council Chambers at 200 West Walker Street on the above date at 5:00 p.m.

Mayor:

Pat Hallisey

City Council Members:

**Dan Becker
Hank Dugie
Larry Millican
Todd Kinsey
Greg Gripon
Keith Gross
Nick Long**

City Manager:

John Baumgartner

Assistant City Manager:

Bo Bass

City Attorney:

Nghiem Doan

City Secretary:

Diana M. Stapp

Chief of Police:

Michael Kramm

Director of Engineering:

Christopher Sims

Interim Director of Finance:

Allena Portis

Director of Human Resources/Civil Service:

Janet Shirley

Director of Parks & Cultural Services:

Chien Wei

Interim Director of Planning/Development:

Frankie Legaux

Director of Public Works:

Jody Hooks

1. **CALL TO ORDER AND ROLL CALL OF MEMBERS**

Mayor Pro Tem Kinsey called the meeting to order at 5:01 p.m. and called the roll. All members of Council were present except Mayor Hallisey. Mr. Becker arrived at 5:13.

Absent 1 - Mayor Pat Hallisey

Present 7 - Mr. Dan Becker, Mr. Hank Dugie, Mr. Larry Millican, Mr. Todd Kinsey, Mr. Greg Gripon, Mr. Keith Gross and Mr. Nick Long

2. PRESENTATIONS

- 2A. [17-0671](#)** Presentation of proposed recommendations from Segal Waters Consulting regarding the 2017 Compensation and Classification Study (Director of Human Resources & Civil Service)

Ruth Ann Eledge, Segal Waters Consulting presented the introduction of the results of the study to include the methodology, approach, and findings of the study and their preliminary recommendations.

Key deliverables of the study:

- **Job analysis and update of fifty job classifications**
- **Employee completion of Job Description Questionnaires (JDQ's)**
- **Compensation survey, including salaries, policies, and pay practices**
- **Market comparisons**
- **Development of new classification/compensation plans**
- **Development of updated class specifications for fifty-five job titles**
- **Final report documenting project methodology and findings**

Job Analysis: A thorough review of fifty job classifications was completed.

- ☐ **Job description questionnaires were completed by employees and reviewed by Supervisors/Managers.**
- ☐ **Analysis of questionnaires with targeted follow-up interviews for eight jobs.**
- ☐ **Identification of key characteristics to understand internal relationships of jobs such as management/supervisory responsibilities, education, experience, technical skills, etc.**
- ☐ **Fair Labor Standards Act (FLSA) review to confirm exemption from overtime status.**

Title changes to provide consistency in use of titles.

- ☐ **Update/development of job descriptions.**

Market Assessment: Benchmark Job Identification.

Selection of benchmark jobs:

- ☐ **Sufficient number of benchmark jobs to statistically represent all jobs.**
- ☐ **Widespread representing all departments.**
- ☐ **All levels of the organization represented.**
- ☐ **Reflects the workforce composition.**
- ☐ **Includes representation of services provided.**

Resulted in:

- ☐ **66 job titles representing 25 City Departments**
- ☐ **69% all incumbents represented**
- ☐ **33% of all job titles included**

Peer Employers Representative of Labor Market:

Cities of Allen, Baytown*, Dickinson, Friendswood, Galveston, Lewisville, Longview, Missouri City, Pearland, Richardson, Round Rock, Sugar Land, Texas City*, Tyler*, and Webster. (*did not participate in study)

Market Methodology:

- ☐ Collected information on salary range minimums, midpoints, and maximums.
- ☐ Peers received a custom survey with job summaries and minimum qualifications describing each benchmark so matches to actual duties and qualification, rather than title; Segal Waters followed up with peers to ensure appropriate matches.
- ☐ Data collected as of June 1, 2017.
- ☐ Overall, we found League City's pay ranges are market competitive at the pay range minimum, midpoint and maximum.

Summary of Findings:**Pay Structure:**

While overall pay structures are market competitive, there are many areas that are still lagging.

Individual Benchmark Jobs:

- ☐ The City's market position varies by benchmark job.
- ☐ Pay range midpoints were used to determine if individual benchmark jobs were at, above, or below market
- ☐ Jobs with midpoints below 95% of market were identified as lagging market.
- ☐ Jobs with midpoints above 105% of market were identified as leading market.
- ☐ Twenty-three (23) benchmark jobs have ranges that are at market.
- ☐ Twenty-seven (27) benchmark jobs have range midpoints that are below market.
- ☐ Twelve (12) benchmark jobs have range midpoints that are above market.
- ☐ Four jobs did not have sufficient data for analysis.

Pay Policies and Practices:

- ☐ In general, the City's pay policies and practices are similar to peer employers.
- ☐ League city provides COLA increases for Public Safety employees, and most (10 of 11) peers do not.
- ☐ Most peers (7 of 9) provide a minimum guaranteed pay increase for promotions, and League City does not.
- ☐ League City provides call back pay for non-exempt civilian employees, and most (7 of 11) peers do not.
- ☐ Most peers (9 of 11) provide Certification Pay for civilian employees, and League City does not.

Summary of Pay Structure Recommendations

- ☐ **Modify the Police structure by increasing the frequency of steps and removing up to three steps**
- ☐ **Implement new market competitive pay structure for general employees**
- ☐ **Continue to review pay structure competitiveness every two years**
- ☐ **Nineteen job title changes**
- ☐ **Estimated Projected Costs*: (*Base pay only and does not include associated benefits)**
 - **Option 1, market data aged by 2% and no restraints on pay adjustments – approximately \$923,345**
 - **Option 2, no restraints on pay adjustments – approximately \$726,228**

3. PUBLIC COMMENTS

No one signed up to speak.

19. ADJOURNMENT

At 5:30 p.m. Mayor Pro Tem Kinsey said, there being no further business this meeting is adjourned.

**TODD KINSEY
MAYOR PRO TEM**

**DIANA M. STAPP
CITY SECRETARY**

(SEAL)

MINUTES APPROVED: January 9, 2018