



City of Colleyville Classification and Compensation Committee Agenda

City Hall
100 Main Street
Colleyville, Texas 76034
817. 503.1000
www.colleyville.com

Thursday, May 18, 2017
6:00 p.m.

Executive Conference Room
Third Floor – City Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

March 6, 2017

3. PRESENTATION AND DISCUSSION

3a Presentation and discussion of the consultant's preliminary market study findings

4. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, May 12, 2017 by 5:00 p.m.

Amy Shelley, TRMC
City Secretary

A quorum of the Colleyville City Council and/or any other Colleyville Board, Commission, or Committee may be in attendance at this meeting.

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the Economic Development Marketing Coordinator at least 48 hours in advance at 817.503.1050, and reasonable accommodations will be made to assist you.



City of Colleyville Classification and Compensation Committee Minutes - DRAFT

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Monday, March 6, 2017
6:00 p.m.

Executive Conference Room
Third Floor – City Hall

1. CALL TO ORDER

Human Resources Director Rachel Huitt called the meeting of the Classification and Compensation Committee to order on Monday, March 6, 2017, at 6:00 p.m.

ROLL CALL: Mayor Richard Newton, Councilmembers Tammy Nakamura and Nancy Coplen, citizen committee members Bo Bottger, Lenonna Nichols, Scott Redfearn, staff committee members Parks Manager Heather Dowell, Public Works Director Jeremy Hutt, Assistant Police Chief Robert Hinton, Fire Battalion Chief Tim Folden, Strategic Services Manager Adrienne Lothery, Human Resources Director Rachel Huitt, and City Secretary Amy Shelley

2. APPROVAL OF THE MINUTES OF THE JANUARY 23, 2017 MEETING

Staff committee member Jeremy Hutt made a motion to approve the minutes of the January 23, 2017 meeting. The motion was seconded by Parks Manager Heather Dowell. Approved by acclamation.

3. PRESENTATION AND DISCUSSION

3a Presentation and discussion of the consultant's draft presentation of City's classification and Compensation Plan

Human Resources Director Rachel Huitt, Jim Britton, Vice President and Carolyn Long, Management Advisory Group presented this item and briefed the Committee.

Director Huitt provided a project timeline to the committee. May 18 the consultant would provide the draft final report to the committee; and, June 6, final report to the City Council.

On the discussion of job classification, Mayor Newton stated the traditional approach may need to be discussed more. Committee members Nichols and Redfearn stated the banded method works well with larger organizations. Ms. Long stated the method needs to be best serving the departments. Director Huitt stated the broad banded method is more cumbersome for our organization.

Committee member Nichols asked staff when budget season is. Manager Lothery replied internally the budget kick-off is on March 31st, with the first worksession for City Council early June.

Committee member Redfearn stated the surrounding communities seem to be using a different scheme, which is not helpful with comparisons. Mayor Newton stated the comparisons then tend to have errors in them.

Committee member Hutt suggested using another term other than traditional, maybe individual jobs and not groups. He has not heard of any reason, from employees, as to not change the method. Committee member Nichols stated the banded system does have its place, as it shows competency rather than performance. Ms. Long stated there are class descriptions for core functions and responsibilities.

The committee agreed upon the consultant looking at contemporary or traditional class descriptions. Ms. Long added they will survey each level of the public safety departments.

Committee member Nichols asked staff if there are succession plans for each department. Director Huitt replied there are no formal succession plans. Committee member Nichols stated it would be good for employees to know how their salaries relate and shows them something they can work towards (consulting, coaching, and empowering).

Committee member Hutt stated there may be value in looking at other benchmark positions, such as Field Tech 1, 2 or Firefighter 1, 2, etc., within other organizations. Ms. Long suggested a field or career ladder. Committee members agreed.

Mayor Newton asked Ms. Long about her expectation to be able to complete this. Ms. Long replied she expects to reach 100 percent; they will provide the operational ground work to make this a reality. Committee member Hutt stated he is looking for something he can build on and make changes to benefit his department and they are going to give him a foundation moving forward. Ms. Long agreed. Mayor Newton stated there are two other factors to consider, 1) how we move into this framework; and 2) how it is funded. Committee members agreed.

Mayor Newton asked Committee member Hinton about how public safety are paid. Committee member Hinton replied it is a combination of the time working for the City, time off probation, and certifications. Director Huitt added the minimum qualifications have to be met before they can even apply for the position. Mayor Newton stated there may be times when one position is open, but you have two people qualified for the position, and you have to decide upon which one gets the position. Committee member Hinton agreed.

Mayor Newton asked the Committee what can be done to stop people from leaving, in the event of only one position being open. Committee member Folden stated there are things we can do to retain, such as training often, or incentive pay, certain certifications, and assigning responsibilities which provides ownership of projects. Committee member Hinton stated we are always preparing for succession planning, such as continuous training and other opportunities within the organization.

Committee member Redfearn asked Ms. Long how long a firefighter would be on the step program. Ms. Long replied they would remain on the step program until the point where the rank in position (job controls) or rank in person (person shapes the job being done), and usually until rank in person occurs.

Committee member Redfearn asked Ms. Long if the steps are guaranteed progressions in pay. Ms. Long replied if it is tied to steps, it is usually a pass/fail, otherwise it is too expensive. The higher achievers bubble at the top for the promotions.

Committee member Redfearn stated with the plans, it is basically the City may budget public safety separate from the other positions, otherwise public safety would always get the increases. Director Huitt replied it can be done, but it will depend on the budget.

Committee member Coplen asked staff if the Grapevine step program is for all employees or just public safety. Director Huitt replied public safety.

Mayor Newton asked staff if you have to accomplish certain things to get to a certain step. Director Huitt replied yes, a true step plan is automatic progression each year without regard to performance. A modified step will depend on whether or not you pass/fail. Committee member Lothery added there is not a merit increase when using a step plan.

Committee member Nichols asked staff if there have been performance benchmarks created and when certain benchmarks are made, are they rewarded or incentivized. Director Huitt replied not that she has seen.

Committee member Coplen asked if there are department standards, such as one exemplary, one exceeds. Director Huitt replied no, there are no pre-determined numbers for the performance examples and it is a very high threshold.

Committee member Hutt asked Ms. Long how much more effort it would take to collect from 100 versus 10 comparative markets. Ms. Long replied she would never be able to get everything done within the tight timeframe.

Committee members and Ms. Long discussed the comparative market (agencies and cities) and decided upon the following:

Grapevine, Flower Mound, Southlake, Euless, Tarrant County, Bedford, Keller, University Park, GCISD, North Richland Hills, DFW, Coppell, Hurst, Arlington and Irving

Committee member Nichols asked staff if they have ever considered outsourcing. Committee member Hinton replied we call it partnerships. We share the jail and dispatch services with Keller. Committee member Nichols recommended the consultant should identify outsourcing opportunities. Ms. Long stated it would take a lot more data analysis and data collection than with this study. Director Huitt added we have already outsourced a lot of the contract services, such as this study, and grounds maintenance such as mowing.

Committee member Folden asked if we could consider some Collin County cities. Director Huitt said she would take that idea forward to the City Council.

Director Huitt discussed the next steps: recommendations taken to the City Council on March 21st; the consultant will benchmark cities/organizations and positions; the class structured job descriptions; and the step plan.

4. ADJOURNMENT

There being no further business before the Committee, the meeting adjourned at 8:09 p.m.

Minutes taken and prepared by:

Amy Shelley, TRMC
City Secretary