



CITY COUNCIL WORKSHOP

Monday, October 28, 2024 at 5:30 PM
City Council Chambers | 202 N. Virginia Street, Port Lavaca TX 77979

PUBLIC NOTICE OF MEETING

The following item will be addressed at this or any other meeting of the city council upon the request of the mayor, any member(s) of council and/or the city attorney:

Announcement by the mayor that council will retire into closed session for consultation with city attorney on matters in which the duty of the attorney to the city council under the Texas disciplinary rules of professional conduct of the state bar of Texas clearly conflicts with the open meetings act (title 5, chapter 551, section 551.071(2) of the Texas government code).

(All matters listed under the consent agenda item are routine by the city council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.)

AGENDA

Council will consider/discuss the following items and take any action deemed necessary.

MEETING PROCEDURE

Public notice is hereby given that the City Council of the City of Port Lavaca, Texas, will hold a Workshop meeting MONDAY, OCTOBER 28, 2024 beginning at 5:30 p.m., at the regular meeting place in Council Chambers at City Hall, 202 North Virginia Street, Port Lavaca, Texas to consider the following items of business:

[After publication, any information in a council packet is subject to change during the meeting]

The meeting will also be available via the video conferencing application "Zoom",

Join Zoom Meeting:

<https://us02web.zoom.us/j/87922526243?pwd=LJEf9MgBwmbjvL7aDYxxRqC8TXSL37.1>

Meeting ID: 879 2252 6243

Passcode:837191

One Tap Mobile

*+13462487799,,82182482989#,,, *912619# US (Houston)*

Dial by your location

+1 346 248 7799 US (Houston)

I. **ROLL CALL**

II. **CALL TO ORDER**

III. **COMMENTS FROM THE PUBLIC**

(Limited to 3 minutes per individual unless permission to speak longer is received in advance. You may make public comments as you would at a meeting by logging on with your computer and using "Join Zoom Meeting" information on first page of this agenda).

IV. **ITEMS FOR DISCUSSION** - *Council will consider/discuss the following items and take any action deemed necessary*

- 1. Kick-off presentation for contracted Classification and Compensation study and discussion of salary survey comparators, presented by Public Sector Personnel Consultants (PSPC). Presenter is Sam Heinz

V. **ADJOURNMENT**

CERTIFICATION OF POSTING NOTICE

This is to certify that the above notice of a Workshop meeting of The City Council of The City of Port Lavaca, scheduled for **Monday, October 28, 2024**, beginning at 5:30 p.m., was posted at city hall, easily accessible to the public, as of **5:00 p.m. Wednesday, October 23, 2024**.

Mandy Grant, *City Secretary*

ADA NOTICE

The Port Lavaca City Hall and Council Chambers are wheelchair accessible. Access to the building is available at the primary north entrance facing Mahan Street. Special parking spaces are located in the Mahan Street parking area. In compliance with the Americans with Disabilities Act, the City of Port Lavaca will provide for reasonable accommodations for persons attending meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact City Secretary Mandy Grant at (361) 552-9793 Ext. 230 for assistance.

COMMUNICATION

SUBJECT: Kick-off presentation for contracted Classification and Compensation study and discussion of salary survey comparators, presented by Public Sector Personnel Consultants (PSPC). Presenter is Sam Heinz

INFORMATION:

Classification and Compensation Study Kick-Off



CITY OF PORT LAVACA
TEXAS



Introduction to Public Sector Personnel Consultants (PSPC)

- We specialize in classification and compensation for public employers
- Over 1,400 public employers served by members of our firm
- Over 500+ municipal employers served, 100+ TX employers served
- Other current / recently completed studies include cities of Victoria, Sugar Land, Tyler, Waco, Longview, Lewisville, Allen, McKinney, Coppell

Why Cities do Class and Comp Studies

- Recruit and Retain quality staff
 - Classification ensures experienced candidates can find your job posting
 - Compensation ensures you know the market going rate for the work performed
- Most organizations do a study every 4 to 6 years
- Class and Comp is a management tool for budgeting and planning
- Studies show where we might be out of alignment on compensation

Historical / Last Survey Comparisons

Angleton

Freeport

Aransas Pass

Ingleside

Bay City

Portland

Beeville

Rockport

Calhoun County

Sinton

Cuero

State of Texas

Edna

Victoria

El Campo

Wharton

Are there factors that the City wishes to consider such as services, size, budget, turnover?

Four Main Project Phases

Section IV. Item #1.

Kick off & Communication

- Partner with HR to plan employee briefings
- Conduct briefing(s) to introduce project to all employees
- Distribute position analysis questionnaires (PAQs) to all employees
- Set proper expectations among all employees and stakeholders about possible project outcomes

Position Classification

- Provide employees the option of electronic or paper PAQs
- Review all PAQs, org charts, and job descriptions
- Update titling protocol w/ job families, groups, FLSA designations
- Quality Assurance reviews with HR and department heads
- Update job descriptions to reflect current work performed

Compensation Survey

- Identify “market” comparators
- Where do you lose people to?
- Where do you recruit people from?
- Request salary structure, org charts and job descriptions from all organizations
- Input data into custom worksheets unique to Lewisville
- Position the city to answer the question where are we compared to others?

Findings Implementation

- Where do we want to be?
- Provide all files necessary to link the new salary table, new job titles, existing employees, and all changes
- Give multiple options with costing identified down to the employee level
- Present to project stakeholders and assist in communication with employees
- Over 98% implementation success

Questions?
