

CITY OF CONVERSE
CITY COUNCIL MEETING
MINUTES OF DECEMBER 15, 2010
6:30 PM

The City Council of the City of Converse met in a special meeting at the City Hall Conference Room at 405 South Seguin on Wednesday, December 15, 2010 at 6:30 PM to discuss various items on the agenda. The following were present:

Mayor Al Suarez	MPT John Shadron, Place 3
Council Member Renee Paschall, Place 1	Council Member Grant Lopez, Place 2
Council Member Randy Pannell, Place 4	Council Member Robin Benbrook, Place 5
Council Member Steve Brown, Place 6	Mr. John Quintanilla, Interim City Manager
Mr. Ray Christian, Assistant Fire/EMS Chief	Mr. Jerry Wilson, Finance Director
Ms. Jackie Gaines, Human Resource	Ms. Michelle Burns, EDC Executive Secretary
Mr. Hale Paloa, Warrant Officer	Ms. Penny Hieronymus, City Secretary

1. Call to Order

At approximately 6:30 PM, Mayor Suarez called the meeting to order.

2. New Business

- A. Workshop to Discuss, Evaluate and Review the Request for Proposals (RFP) Received for the Classification & Compensation Study (Mayor Suarez & Councilwoman Benbrook)

Mayor Suarez stated this item was approved by the CC in the budget process to evaluate the compensation of all employees. We sent an RFQ out & received 6 responses.

Council member Benbrook stated we did receive 6 RFP's & she would like CC's input in exactly what we are looking for. She provided some handouts with the 6 responses from The Austin Peters Group, Inc.-Overland Park, Kansas; ML Partners-Missouri City, TX; Condrey & Assoc., Inc.; Public Sector Personnel Consultants-Regional Hq.-Austin; The Waters Consulting Group, Inc.-Austin, Dallas, Seattle & Cleveland and Werling Assoc., Inc.-San Antonio. Ideally, when we started out we were looking for a salary survey of the surrounding areas & Metrocom. You can go past the salaries with questionnaires for the employees, our classification system, job titles, pay scale we already have, evaluation process & method/instrument; and any of these can go for \$26,000-\$65,000 = everything has a price – what do we want? Council member Benbrook stated this would correspond very closely with bringing on a new City Manager & this is a good place for the City Manager to start.

Discussion included: Every position has a job description, if qualifications are required the interviewer explains this to them, most people that apply don't have the salary range, they usually see the job description, we owe this to the citizens & employees to have a start range study, how many employees are hourly and salary, we need guidance from minimum to maximum salary, we need a starting point & a cap, every job is only worth so much/has a cap, looking for a pay survey & salary range for the position, do we need to look at job classifications, descriptions, titles, binding of groups/employees – do we want to go past this. We need to start with the pay/pay range.

Ms. Gaines explained the process for a person applying for a position with the City (interview, requirements, drug screen, etc.).

Council member Benbrook explained the 6 RFQ's. She will negotiate a price, but try to keep it at \$5,000 +/- \$1,500, 4-week time frame & start in Jan. 2011. She will make contact with 1 or 2 cities that have had any business with the following 3 companies: Public Sector Personnel Consultants, The Waters Consulting Group, Inc. & Werling Associates, Inc.

At approximately 7:05 PM, Mayor Suarez called for a recess.

At approximately 7:30 PM, Mayor Suarez called the Executive Session to order.

- B. Executive Session in Accordance with Section 551.074, Texas Open Meetings Act to Deliberate the Selection of a New City Manager (Mayor Suarez)

Present: Mayor Suarez, MPT Shadron, Council members: Benbrook, Brown, Lopez, Pannell & Paschall, Ms. Gaines & Ms. Burns.

At approximately 8:20 PM, Mayor Suarez called for a recess.

At approximately 8:30 PM, Mayor Suarez called the Executive Session back to order.

At approximately 9:14 PM, Mayor Suarez closed the Executive Session.

3. Adjournment

At approximately 9:14 PM, Mayor Suarez adjourned the meeting.

PASSED AND APPROVED THIS 18th DAY OF JANUARY, 2011.

Al Suarez, Mayor

ATTEST:

Adriana I. Hieronymus, City Secretary