

CITY OF CONVERSE
SPECIAL CITY COUNCIL MEETING
MINUTES OF MARCH 31, 2011
6:30 PM

The City Council of the City of Converse met in a special meeting at the City Hall Conference Room #1 at 405 South Seguin on Thursday, March 31, 2011 at 6:30 PM to discuss various items on the agenda. The following were present:

Mayor Al Suarez
Council Member Renee Paschall, Place 1
Council Member Randy Pannell, Place 4
Council Member Steve Brown, Place 6
Mr. John Quintanilla, Assistant City Manager
Several Converse Employees

MPT John Shadron, Place 3
Council Member Grant Lopez, Place 2
Council Member Robin Benbrook, Place 5
Ms. Shawna Dowell, City Manager
Mr. Ray Ortiz, City Attorney
Ms. Penny Hieronymus, City Secretary

1. Call to Order

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

2. Roll Call and Recognition of Visitors

Mayor Suarez stated all CC members are present.

3. Workshop

B. Discussion of the Compensation and Benefits Study as Completed by the WERLING CONSULTING GROUP (Mayor Suarez) (Councilwoman Benbrook)

Mr. Werling briefed:

- Gave a power point presentation
- Briefed on the compensation study
- No handouts were provided
- Classification system, seemed like a relatively unstructured process
- Purpose of the presentation
- Job descriptions, titles & organizational chart
- Project objectives
- Review of the current classification system
- Review market data
- Develop a base compensation system pay structure

- Assumptions & limitations
- Ensure all the positions are properly classified (exempt or non-exempt)
- Provide self management for this
- This is not a complete project, but a starting point
- Didn't take into consideration bonuses, they are not substantial & are not guaranteed
- He looked at a general indication of what the cost would be to bring employees up to the minimum of the range
- Defined the market for this area
- Did a COC customized survey
- Cost of living
- They set up a base structure/pay system (minimum, mid-point & maximum)
- They tried to use as much consistency to make sure there would be a logical pattern
- They have general rules that are established
- For the general jobs they used the local market, for the government jobs they looked at the Comal survey & the TML data & looked at internal rules
- They want to be 95% right when they do these projects & this is not a finished project
- They found that 35 employees are under those initial pay grade recommendations; to bring them up to the minimum is a little over \$76,000 (not including bonuses)
- FLSA Audit was provided to Human Resource
- We are about 13% behind the mid-point that they came up with & have had a fairly conservative pay policy in the past
- Did not do any analysis within the pay grade
- No employees reached the maximum pay or were even close
- He will e-mail the tool to the City Manager
- They recommend job specific performance appraisal class
- The organizational chart was looked at; when he looked at the structure he didn't see anything that looked out of line to him - seems fairly balanced

Ms. Dowell stated she reviewed the employee evaluation tool & it does need updating, but, this is a solid document to launch this process. She will brief the Department Heads tomorrow; this is a good working document.

At approximately 7:15 PM, there was a recess.

At approximately 7:30 PM, the meeting was back in session.

A. Discussion of the Development of the City of Converse Newsletter (Councilman Lopez)

Council member Lopez reported:

- Hopes to accomplish the contents & what they are looking for in the newsletter (calendar, P&R activities, departmental updates, etc.)
- How do we go about putting the letter out each time

Each Council member gave their ideas: Mayor's corner, something for every Dept., Council corner, a different Council person spot (rotate Council corner), recognize outstanding performance/recognition of the employees, public notices, communicate real things with the citizens, incorporate ads-possibly make a little money-possibly pay for itself, section for EDC, ribbon cuttings, water restrictions, Commission updates, citizens recognition, Ordinances updates, update on City projects, contact phone numbers, City Manager corner, Department updates, reach outside of Converse, have hard copies, activity calendar, business coupons

Council member Lopez asked should hard copies be black & white or in color, keep digital, the number of hard copies, start off with quarterly. He asked about the design & suggested taking it on as a volunteer aspect where the employees will type up the content, he has no problem in putting it together & forming it into a newsletter. Council member Lopez provided some examples, can do bi-lingual, if a business is interested in advertising – let us know-the City is not in the business of soliciting or advertising, e-mail to Kie & put on web site. Council member Lopez will be the newsletter Editor, will take to Council on April 19.

We are getting a free portable marquee, which will be in the Water Billing Dept.

4. Adjournment

At approximately 7:52 PM, Mayor Suarez adjourned the meeting.

PASSED AND APPROVED THIS 3rd DAY OF MAY, 2011.

Al Suarez, Mayor

ATTEST:

Adriana I. Hieronymus, City Secretary