

City Council
December 4, 2017

A work session of the Mayor and City Council of the City of Waxahachie, Texas was held in the Council Conference Room, City Hall, 401 South Rogers, Waxahachie, Texas, on Monday, December 4, 2017 at 5:30 p.m.

Council Members Present: Mark Singleton, Mayor Pro Tem
Chuck Beatty, Councilmember
David Hill, Councilmember
Mary Lou Shipley, Councilmember

Council Members Absent: Kevin Strength, Mayor

Others Present: Michael Scott, City Manager
Lori Cartwright, City Secretary

1. Call to Order

Mayor Pro Tem Mark Singleton called the meeting to order.

2. Hear report on Compensation Study

City Manager Michael Scott stated in October Ms. Jennifer Ramos, Principal HR Consultant, CPS HR Consulting, presented the Classification Study Report and is back to present the Compensation Study Report. Mr. Scott stated the next step will be follow-up meetings with Directors as to where the dollars will be applied in each department.

Ms. Ramos reviewed the results from the Compensation Study noting cities that responded to the labor market study were Burleson, Cedar Hill, Cleburne, Desoto, Duncanville, and Midlothian. Compensation Study Parameters included the City's labor market position – median, job matching strategy, base salary (minimum & maximum), Texas market 50% salary ranges, use of mid-points, and policy for employee salary movement. Total Compensation Elements included: deferred compensation practices, longevity pay practice, education incentive pay practice, certification incentive practices (safety), medical plan contributions, retirement contribution practices, social security (Medicare & FICA) contributions, and leave practices.

Ms. Ramos reviewed the following recommendations:

Set Salary Grades

- City will go from four to three groups:
 - Keep Hourly, Exempt, and Senior Management
 - Remove PT classes per class study
- Appropriate Intervals/Differentials between midpoints
 - Hourly = 5%
 - Exempt = 7.5%
 - Sr. Mgmt. = 10%

- Employee Movement through Salary Ranges
 - Not to be confused with COLA
 - Movement within the Salary Range depending on City's budget - % intervals
 - Movement within the Salary Range depending on City's policy - Annual Performance Evaluation Program

Mayor Pro Tem Singleton expressed concern with the study and stated it is a very dangerous time to have this happen while Council is re-establishing priorities from the City Manager down. He cautioned Mr. Scott and charged him to direct department heads and staff on other missions. He recommended a permanent hold on the study as he did when the Classification Study was presented.

Mr. Scott stated the next step will be the forms evaluation process and it is such that we can determine who those worthy of a higher merit increase are.

He explained the COLA piece is keeping everyone kind of within range and if you insert it with the base lines Ms. Ramos presented, it reflects the market. The COLA tracks with what keeps the market moving up with the cost of living.

Mr. Scott stated the merit piece allows you to review performers and how they move through the range and reward the good workers and encourage others to bring them along by sending out a message financially by not rewarding them.

Mayor Pro Tem Singleton asked Councilmembers if they had any concerns moving forward with the study. No comments were made.

3. Adjourn

There being no further business, the meeting adjourned at 6:04 p.m.

Respectfully submitted,

Lori Cartwright
City Secretary