

**STATE OF TEXAS
COUNTY OF DENTON
CITY OF CORINTH**

On this the 21st day of January 2016 the City Council of the City of Corinth, Texas met in a Workshop Session at 5:30 pm at the Corinth City Hall, located at 3300 Corinth Parkway, Corinth, Texas. The meeting date, time place and purpose as required by Title 5, Subtitle A, Chapter 551, Subchapter C, Section 551.041, Government Code, with the following members to wit:

Members Present:

Bill Heidemann, Mayor
Joe Harrison, Mayor Pro-Tem
Scott Garber
Lowell Johnson
Don Glockel
Sam Burke (arrived late)

Members Absent:

None

Staff Members Present:

Lee Ann Bunselmeyer, Acting City Manager
Fred Gibbs, Director of Planning and Development Services
Jason Alexander, Economic Development Director
Kim Pence, City Secretary
Debra Drayovitch, City Attorney
Cody Collier, Acting Director of Public Works, Parks and Utility Operations
Curtis Birt, Fire Chief
Chad Theissen, Deputy Fire Chief
Guadalupe Ruiz, Director of Human Resources
Brenton Copeland, Technology Services

CALL TO ORDER FOR WORKSHOP:

Mayor Heidemann called the meeting to order at 5:30 pm.

1. Discuss Regular Meeting Items on Regular Session Agenda, including the consideration of executive session items as set forth in the Executive Session agenda items below.

Business Item #8

Councilmember Garber – It was my understanding that it was more like a consistency naming throughout the city, is that still the intent of why we're talking about it?

Mayor Heidemann – It's the intent, trying to get through some of the confusion.

Councilmember Glockel- There's not a lot of residents or businesses on that street or any of those streets that are being renamed. There are only 4 homes on that street outside of the apartments.

2. Receive presentation, hold discussion, and give staff direction on the scope of the Compensation Study approved in the FY 2015-2016 Annual Program of Services.

Lee Ann Bunselmeyer, Acting City Manager – At this time, Guadalupe Ruiz, Director of Human Resources is going to give Council a brief presentation to go over the history of the compensation for the city for the last few years. She will also give a history of the compensation studies we have conducted 2008 and 2013. We are seeking some guidance as to how you wish us to proceed with the study for this current budget year.

Guadalupe Ruiz, Director of Human Resources – Last week we presented to you the strategic plan 2014-2015 under the government management, we have the action that examines salary and benefits to ensure competitiveness. See Compensation Study presentation.

Mayor Heidemann – What was the cost of that?

Guadalupe Ruiz, Director of Human Resources – Around \$45,800 and that cost was the lower, if they were to do more, it would be higher.

Lee Ann Bunselmeyer, Acting City Manager – That study also included creating job descriptions and also establishing the paygrades because we never had that kind of paygrade. They also went in and reviewed our performance reviews to make sure they were in compliance and that we could move forward with that, to perform merit increases. There was another scope, other than just a salary comparison.

Councilmember Garber – So what do we think the cost would be specifically for the study?

Guadalupe Ruiz, Director of Human Resources – We extract it from that study in 2013 and that's how we came up with the \$25,000. They will do all the legwork. It may be more or it may be less, we don't know unless we go out for bids.

Councilmember Glockel – Assuming you use the same cities, you're saying you would call the cities and get the information for the outside firm to use?

Guadalupe Ruiz, Director of Human Resources - we would contact the cities to answer to the outsource portion. If we do it internally, we would be the one creating the form, sending it to them and getting it back directly.

Mayor Heidemann – Do you feel comfortable doing it?

Guadalupe Ruiz, Director of Human Resources – We're capable of doing it.

Mayor Heidemann – I'm not a big fan of these outside consultants. What you have shown to us is that your ability to go out just in the insurance area, you did a better job than a consultant could have done for us.

Guadalupe Ruiz, Director of Human Resources – I need to clarify, that is with the consultant, that is someone that has the leverage to negotiate, my role is to come up with options to leverage internally. The negotiation, we help with information that we provide, it's a team effort, and not just Human Resources.

Mayor Heidemann - How many employees are we losing annually because of compensation?

Guadalupe Ruiz, Director of Human Resources – We have lost, in FY14-15 and FY 15-16, about 44 employees. We lost about four employees because of similar positions, they are leaving because they are going to the same field they are here. I have four that left for a different field. Four that left for another

city, three that left a different position, the others range from personal reasons (want to stay home) to terminations, one death and seven employees retired. We have around 150 employees.

Mayor Heidemann – Is this normal turnover?

Guadalupe Ruiz, Director of Human Resources – It's higher than we have had in the past, it has been higher. I think it part could be the economy has picked up a little bit and there're are more options. Some people have left and asked to come back. Sometimes it's not as better as they think it is. We do have to take into consideration that there are other cities and other opportunities.

Councilmember Glockel – I am perfectly comfortable with Human Resources doing this study. They use the same ten towns, that information is public, you can get that information put it together and present it to a committee and let them look it over, I don't think that's a \$25,000 benefit to us to have someone collect the information.

Councilmember Garber – Are they collecting it and processing it?

Mayor Heidemann – Just processing it. We send in the data sheet for processing.

Guadalupe Ruiz, Director of Human Resources – They have the templates and the option was for them to do the analysis, they would tell us what they recommend. It is what some would consider unbiased from outside experts. It's the time on staff to get those, it's not just looking at the structure. We actually will be sending the summary of the positions, sometimes the position might have the same title, but the duties are different. You have to adjust that.

Councilmember Johnson – Instead of using the outside consultant could you utilize temps to help you with that?

Guadalupe Ruiz, Director of Human Resources – That could be an option, I think the option that I would like more, with authorization, is using staff within the city. Employees from the Finance Department to run numbers instead of us running all the numbers. We have already considered that, Lee Ann said I would have the staff within the city to help with that.

Councilmember Garber – How much do you think it cost us internally with man hours to conduct this? \$25,000 seems like a lot but after you spread that out over a couple of months over how many folks, there's an associated cost to the city.

Lee Ann Bunselmeyer, Acting City Manager – Right now that would be hard to calculate, it depends on how many positions we choose to go and test. We're not going to test every position at every level, so what we would do is the review committee would sit down and pick a couple of positions and go and test those. Then you would structure the other positions based on how that came in. It depends on each department. With you public safety, you're going to do an Officer, a Sergeant, a Corporal, every single level. For your general government employees, it will be a chosen few. It just depends on how many positions are selected.

Councilmember Garber – Do you think it would be less than \$25,000, the cost?

Guadalupe Ruiz, Director of Human Resources - It would be, because I'm exempt. We'd get it done, I don't have a number, it would be an opportunity to tally the hours.

Councilmember Harrison – We did it last time, we sent them to Austin and they ended up doing 80% of the work. That was the intent, that we would bring them up to speed so in the future you could do it. I'm fine with the staff doing it. The question about whether someone feels we're not being fare within the staff, I don't foresee that.

Mayor Heidemann – But they do run it in front of that committee.

Councilmember Johnson – Are you comfortable with your timeline?

Guadalupe Ruiz, Director of Human Resources – I will ask that we leave it as it is and I'll take that time as the consultant for me to create the template for my team to get everything ready. We will be committed to get it done by the end of June. To recap, we will do it internally, we can use the cities we used in 2013, we can use the same market cities, the question is do we still want to be in the middle of the market when we do the study? Where 50% of the cities pay more than us and 50% pay less than us.

Mayor Heidemann- Has it worked effectively for us to this point?

Guadalupe Ruiz, Director of Human Resources – Yes, I think so. The other option you have is we can bring the middle of the market in at that point and based on those results, you can always up it. We need that as a base, that is how we're going to organize the data to update the schedules. The reason we are here is we don't want to go through the compression issue again.

Councilmember Harrison- You look at it and whatever's reasonable and responsible and you don't want to get in a bidding war with all these other cities.

Councilmember Johnson – We worked very hard picking the 10 cities we picked because one of the consultants had University Park and Southlake.

Guadalupe Ruiz, Director of Human Resources – Do we have the committee with staff with an executive group or do you want some of the Council members to be a part of it?

Mayor Heidemann – Is there any member of the Council that would like to serve on it?

Councilmember Garber – When are the normal meeting times and dates that are proposed?

Guadalupe Ruiz, Director of Human Resources – I don't have it yet because of the change of the scope, I would expect to have it by the end of next week and have a plan. This review committee would have to dictate a lot of the methodology that I'll be using internally.

Lee Ann Bunselmeyer, Acting City Manager – If Council wanted to be a part of it, we would accommodate it around the Council schedule.

3. Hold a discussion and give staff direction regarding the policies and rules for recruiting and appointment of members to serve on City boards, commissions, and committees.

Lee Ann Bunselmeyer, Acting City Manager – In November of this past year we had quite a few appointments to our Boards and Commissions and at that point Council was working through the process for the appointment of those positions. We did discover that there was a resolution that had those things outlined that had been adopted in 2009 and amended in 2011. I provided it for you in your backup for your review so we could look at it and go through it to see if there were any changes to that so we could try and streamline the process the next time we do amendments next October. Councilmen Johnson had requested that this item be brought back to the Council at this point to discuss some practices that have been done.

Councilmember Johnson – My concern came up specifically when we appointed our P & Z member. We had three that were due to be reappointed and we had one or two new ones, it ended up that one of our current P & Z members that was up for reappointment, lost a seat and was put in an alternate position from a regular position and a new member had been put on the P & Z as a regular member instead of an alternate. What we had done in the past, traditionally, when he had positions for alternates, we placed the new

members in as alternates instead of putting them in as a full-fledged voting member. I want to make sure of whether or not we're going to hold on to that tradition or not. Are we going to maintain the tradition we had or are we going to do this so when someone expires are we just going to appoint someone into that position? Looking at these resolutions, one of them says if you have one that has expired, you can appoint someone into that position, you don't have to reappoint who was there. It says as the vacancies occur, each Councilmember, beginning with one, gets to appoint the rotation, to me that's a bit cumbersome, I think the way we have been doing it seems to work a lot better. It was done in 2002.

Councilmember Garber – If we have three positions open and one of positions is already sitting in that position, are we voting on that particular person for that position? Or are we voting to say these are the folks that are going to be on this board and then we have another vote to say where we want them to sit?

Councilmember Johnson – It would seem to me if somebody was sitting in a position and that position expired and they've applied for reappointment, they should be voted on for that position.

Mayor Heidemann – What you're basically talking about are the committees that have alternates on them?

Councilmember Johnson – There are basically three committees that have alternates, Board of Adjustments, P & Z, and Board of Construction Appeals.

Councilmember Garber – Would an easy fix be that we're voting on this particular seat, who wants to appoint for this one seat?

Mayor Heidemann – If you're an alternate, and you want to reapply, you have the right to apply for a regular seat, if there's a vacancy.

Councilmember Johnson - In the past we have just moved them from alternate up, and in that situation, Bill Morgan would have been the logical one to move up because he's sitting at alternate #1.

Debra Drayovitch, City Attorney – If I may suggest something, your current rules say “An individual eligible for reappointment to a board, commission, or committee may be nominated for another term by the Mayor or any Councilmember”, one way to achieve what Councilmember Johnson is referring to is to have reappointments first. Another way, most cities have places just for their boards just like you have places for the City Council and when you go down and the Mayor makes the appointments, it would be place one on P & Z, place two, alternate one on P & Z, etc.

Mayor Heidemann – Would we have to restructure to accommodate or can we just use that as a format?

Lee Ann Bunselmeyer, Acting City Manager – We've already gone in and assigned every member a number. So when we come back for reappointments, that would streamline it and facilitate it and make it not as confusing.

Councilmember Johnson – Do we make right the wrong that was committed whenever we appointed this bunch the last time around?

Councilmember Garber – I wouldn't be opposed to that.

Councilmember Glockel – If it's a new appointment, I think the alternate should have first choice.

Councilmember Garber – Is that easy to write in? How often does it happen that we have so many open seats and so many applications that this accident would happen in the future?

Councilmember Johnson -That's the first time that's happened.

Lee Ann Bunselmeyer, Acting City Manager – It may happen again, the term limits were changed where they all expire as of September, so you're now going to be appointing all those boards at one time every single year. It will be a cumbersome process.

Councilmember Johnson – I prefer this over what some of these resolutions were.

Mayor Heidemann – This year they're going to be taking attendance at every meeting? There are some things we can look at to make sure they're qualified and that they're fulfilling their requirement.

Councilmember Johnson – Attendance is always in the minutes, who was there. So you've always been taking attendance, you can go back and pull the minutes and look at that. Does that mean we have Kim make a chart?

Lee Ann Bunselmeyer, Acting City Manager – She already has, she's made a unified chart, one format to distributed to all the committees, so when we put the agenda item on next time, there will be a summary for each committee showing attendance, meeting schedule, etc.

Mayor Heidemann – You're saying we could go back and do it the way he suggested? That we replace the people first and then go to the alternatives?

Debra Drayovitch, City Attorney – Is that what you're saying Scott, appoint the board and then decide where the people go? Have two votes in essence?

Councilmember Garber - That would be helpful but I think you had also mentioned that if we handle reappointments first, folks that are already on the board and already eligible, and we say do we want to reappointment this person to the position they were already at and vote on that first? That should take a lot the moving parts out of it. To handle the rest of it, I don't know how you would do it without voting for who you want on the board and then voting how you want them to be placed. Unless we move alternates first.

Debra Drayovitch, City Attorney – That would be what you would do.

Councilmember Garber - Reappointments, alternates and then we vote for applicants for a specific seat.

Kim Pence, City Secretary – Reappointments, alternates, new applicants in that order.

Councilmember Glockel - I think the alternates should have first consideration for a vacancy. Maybe the alternates is not the caliber person you would want in the seat.

Debra Drayovitch, City Attorney – Councilmember Glockel makes a good point. A current member wants to be replaced, but there is no nomination for that person.

Councilmember Harrison – What do we do if we don't have a term limit? We've had a lot of people that have been on P & Z for ten years and they just kept on being reappointed. You never get any new blood into the P & Z.

Debra Drayovitch, City Attorney – The only boards that have term limits are P & Z chair and EDC.

Councilmember Harrison – Whatever it is I think we need to clarify it. The lost document we prepared two years ago, where we only appoint somebody in October.

Debra Drayovitch, City Attorney - I thought you made the decision for that October and you were going to come back and revisit it.

Mayor Heidemann – We should have Kim do it put together some procedures as far as how we're going to do the reappointment.

Councilmember Harrison – Whatever Mr. Johnson and Mr. Garber's, recommendations I'll go with and the recommendation Mr. Glockel. The desire is to go from alternate straight into the position. You don't consider anything on the front until you've filled in the alternates. Unless there is a position vacant, in the P & Z itself, you can advance to that, you always have the entry point to the P & Z is for an alternate.

Councilmember Johnson – Do we right the wrong? Do we return Haven to that position #2 and move Brian Velde to the alternate position?

Councilmember Harrison – I have a suggestion, when we send all of this stuff to fill a position or discuss a position, that we have backgrounds on the participation, the vacancy, specifically the participation in the commission itself. How many they missed, why did they miss, some background on that. Or if you don't have a quorum.

Councilmember Johnson – I think it would also give us the Council responsibility to remove someone who has the unexcused absences. In the past we haven't done that, we've pushed it under the rug and moved on and that's what happened in the prior administration. We need to enforce the rules.

Lee Ann Bunselmeyer, Acting City Manager – For vacancies would Council like for us to make appointments in October but if a vacancy occurs within the year that we fill the vacancy at the time of the vacancy to finish the term?

Mayor Heidemann – Finish the term and then you'd have to be reappointed.

Lee Ann Bunselmeyer, Acting City Manager – To consider Councilmember Johnson's proposal of correcting the situation, do we need to put in an agenda item to reposition those individuals?

Debra Drayovitch, City Attorney – Yes, you're removing and switching.

Mayor Heidemann – I would suggest that we talk to Brian Rush to have him talk to both parties and tell them what we're going to do. If there's an agreement there whatever the situation is, we put it on an agenda for the next session and we'll correct it.

Lee Ann Bunselmeyer, Acting City Manager – I will tell you it was Brian Velde who actually contacted Kim and said you put me wherever you need me, it doesn't matter to me wherever the Council needs to put me. That was his response the day that incident occurred at Planning & Zoning. He was very respectful of that. We will contact him.

Councilmember Garber - The agenda item is going to be a vote "yes" for the switch back, it's going to be one agenda item, we're not reappointing. Or do we have to reappoint?

Debra Drayovitch, City Attorney – Have nominations.

Councilmember Glockel – If you're going to clean that up, under appointments, Section C, it talks about each Councilmen will name one and the Mayor will nominate two, councilmen may offer recommendations to the Mayor for positions of P & Z and Board of Adjustments in closed session conducted prior to the open session in which the applicants name is placed in nomination. In closed session, we could have gotten that all resolved and then the nomination would have been made in open session based on that. The Mayor may participate in this rotation in positions three and one. Section four refers to the City Hall will maintain a list of applicants. Why is it we appoint all the committees, why is it that we only talk about two of them in closed session?

Debra Drayovitch, City Attorney – Because of the Open Meetings Act, you have the authority to appoint and consider the appointment duties, deliberations and removal of officers or employees of the city. The Board of Adjustment and the Planning & Zoning Commission are officers of the city. The others are advisory boards. I would like some clarification on writing.

Lee Ann Bunselmeyer, Acting City Manager – Reappointments have first consideration, alternates are second and new applicants are third.

Mayor Heidemann adjourned the Workshop Session at 6:38 pm.

AYES: All

Meeting adjourned.

Approved by Council on the 18 day of February, 2016

Kimberly Pence

Kimberly Pence, City Secretary
City of Corinth, Texas