

ROBIN J. ELACKATT
Mayor

VASHAUNDRA EDWARDS
Councilmember at Large Position No. 1

LYNN CLOUSER
Councilmember at Large Position No. 2



CHERYL STERLING
Councilmember District A
JEFFREY L. BONEY
Councilmember District B
ANTHONY G. MAROULIS
Mayor Pro Tem
Councilmember District C
FLOYD EMERY
Councilmember District D

CITY COUNCIL SPECIAL MEETING MINUTES

The City Council of the City of Missouri City, Texas, met in special session on **Wednesday, May 12, 2021**, at the Quail Valley Golf Course, Magnolia Room, 2880 La Quinta Drive, Missouri City, Texas 77459, at **5:30 p.m.** to consider the following:

1. ROLL CALL

Mayor Pro Tem Maroulis called the meeting to order at 5:34 p.m.

Those also present: Councilmembers Edwards, Clouser, Sterling, Boney and Emery; Interim City Manager Atkinson, City Attorney Iyamu, City Secretary Jackson, Assistant City Manager Martel, Director of Financial Services Portis, Director of Communications Walker, Communications Manager Dickerson, and Desktop Services Specialist III Zachariah. Also present: Jason Gray. Mayor Elackatt arrived at 5:41 p.m.

2. DISCUSSION/POSSIBLE ACTION

- (a) Consider an order canvassing the returns of the special election of May 1, 2021, for the purpose of submitting to the qualified voters of the city certain measures relating to the amendment of the existing charter of the city; declaring the adoption of certain proposed charter amendments; and, consider the order on the first and final reading.

City Secretary Jackson presented the official votes for or against each proposition as follows:

<u>Charter Proposition</u>	<u>Number of Votes Received</u>	<u>Percentage of Votes Cast</u>	<u>Number of Votes Received AGAINST</u>	<u>Percentage of Votes Cast</u>
	<i>FOR</i>			
A	<u>2,547</u>	<u>80.88%</u>	<u>602</u>	<u>19.22%</u>
B	<u>2,322</u>	<u>74.11%</u>	<u>811</u>	<u>25.89%</u>
C	<u>2,654</u>	<u>84.23%</u>	<u>497</u>	<u>15.77%</u>
D	<u>2,875</u>	<u>91.47%</u>	<u>268</u>	<u>08.53%</u>
E	<u>1,916</u>	<u>61.02%</u>	<u>1,224</u>	<u>38.98%</u>
F	<u>2,605</u>	<u>82.78%</u>	<u>542</u>	<u>17.22%</u>
G	<u>2,149</u>	<u>70.02%</u>	<u>920</u>	<u>29.98%</u>
H	<u>2,321</u>	<u>76.07%</u>	<u>730</u>	<u>23.93%</u>
I	<u>2,461</u>	<u>80.79%</u>	<u>585</u>	<u>19.21%</u>

Councilmember Emery moved to approve the order. Councilmember Sterling seconded. **MOTION PASSED UNANIMOUSLY.**

- (b) Consider suspending the requirement to pass an ordinance at a regular meeting provided in Section 2-80 of the Missouri City Code to consider adopting an ordinance adopted on first reading on May 3, 2021, adopting a revised pay plan for non-exempt personnel and exempt personnel (two-thirds vote required).

Councilmember Boney moved to consider suspending the requirement to pass an ordinance at a regular meeting provided in Section 2-80 of the Missouri City Code to consider adopting an ordinance adopted on first reading on May 3, 2021, adopting a revised pay plan for non-exempt personnel and exempt personnel at a special meeting. Councilmember Emery seconded. **MOTION PASSED UNANIMOUSLY.**

- (c) If Item 2(b) is approved, consider an ordinance adopting a revised pay plan for non-exempt personnel and exempt personnel, including fire personnel and police personnel; providing an effective date; providing for repeal; and consider the ordinance on the second and final reading.

Director of Human Resources and Organizational Development Russell stated that in 2020, the city hired Gallagher Consulting to perform an analysis of the city's pay system to market to ensure the city remains competitive in salary and benefits. Gallagher conducted a survey utilizing a questionnaire sent to twenty-six comparator organizations that are similar in population, annual operating budget, fiscal year, number of full-time employees and services and complexity as an organization. Eighteen organizations responded, for a 69-percent response rate. Information was data mined from three additional organizations for a comparison to 21 similar cities. These comparators are very similar to the comparators in the 2018 study conducted by Gallagher.

The 2020 study found the compensation plan to be generally competitive. The City's base salary for most General and Premium positions were competitive with the market 50th percentile rate (median). The City's Base Salary for Police and Fire positions were highly competitive with the market 50th percentile rate (median). Similarly, the City's salary range for General and Premium positions were highly competitive with the mid and max ranges and competitive with the market min range. The City's salary range for Police and Fire positions were highly competitive with the market ranges.

The salary range analysis by Gallagher also showed that the ranges for both General and Premium as well as Police and Fire salary structures should be increased roughly 1-percent for 2020 and 2-percent for 2021 for a total of 3-percent overall. Thus, they recommended an increase in all pay structures of 3-percent.

Gallagher's recommendation includes the following:

- Adjust all of the current salary ranges by 3-percent to ensure competitiveness with the market and internal alignment. The 3-percent provides a structure that enables the City to be fully competitive at the 50th percentile of the market.
- Provide Cost of Living/General Increases to employees to ensure that as time goes on, employees base salaries do not fall below market trends.

It was recommended to provide a COLA at 3.5-percent which represents the combined inflation for 2020 and 2021 per the Gallagher study. If the 3.5-percent puts an employee over the maximum of the proposed range, they would be brought to the maximum and the remainder of the increase will be awarded as a one-time lump sum payment, not added to the base salary, not to exceed \$1,500. This was consistent with prior practice.

In addition to implementing the above recommendations, it was recommended that the salaries for employees found to be misaligned to the market be increased to bring them into alignment. A review would be conducted to ensure there was no supporting rationale for the differences (e.g. new to the position or longevity).

Mayor Elackatt arrived at 5:41 p.m.

Councilmember Emery questioned the misalignment of the 28 employees identified in the prior meeting. Director of Financial Services Portis stated the total number of classifications that were included in the 10-percent or below included 16 classifications and effected 28 employees. However, it does not mean that 28

employees were overseen increases and they would have to go into each employee's report and determine time in position and compare those to in the market to see if there was a reason for it to be misaligned.

Mayor Pro Tem Maroulis asked if there were positions within the city that do not match descriptions of another city or were there equal titles. Director of Human Resources and Organizational Development Russell stated the titles may not be equal; however, they worked to assess if there was an 80-percent job description match then the positions were considered a comparable match.

Councilmember Boney moved to approve the ordinance. Councilmember Emery seconded. **MOTION PASSED UNANIMOUSLY.**

- (d) Discuss the City of Missouri City Strategic Plan update.

Jason Gray presented on the City of Missouri City Strategic Plan, mapping and alignment. He noted the strategic focus areas to be as create a great place to live, maintain a financially sound city government, grow business investments in Missouri City, develop a high performance city team, and have high quality development throughout buildout.

He noted the recommended objectives to create a great place to live as follows: create a safe place to live, create a beautiful place to live, create an active place to live, create a diverse and united place to live, and to create a known destination as a place to live. Council was tasked with prioritizing objectives to create a safe place to live. City Council was also tasked with prioritizing objects to create a beautiful place to live and noted new ideas as follows: ensure new arts ordinance reflects the desires of all community residents, more landscaping city monument signs in strategic places, stripe roadways, enhance parks and other public areas that were photo friendly, maintain entry way into Missouri City, maintain amenities at high levels, enhance partnerships with local organizations and entities to eliminate trash and illegal dumping across the city, properly maintain what we have, additional community gardens, stricter code enforcement, and activities for both young and old. Council was tasked with prioritizing objectives to create an active place to live and noted new ideas as follows: entertainment, identify more activities for senior citizens across the city, better promotion of Missouri City Parks and Recreation Center, more bike lanes, entertainment activities that would bring in revenue, Memorial Day event, July 4th event, better Christmas tree lighting, enhanced connectivity of parks and trails, create an annual or biannual health expo with workout demos to get our residents moving, and create a family park destination where it can be a learning center. Council was tasked with prioritizing objectives to create a diverse and united place to live and to create a known destination as a place to live.

Mr. Gray noted the recommended objectives to maintain a financially sound city government as follows: financially sound through effectiveness, financially sound through quality, financially sound through services, financially sound through infrastructure, and financially sound through growing the base. Council was tasked with prioritizing objectives to be financially sound through effectiveness and noted new ideas as follows: maintain proactive policies and procedures, strengthen internal controls to prevent circumvention with vendors, all staff town hall meetings report to finances, assess current processes and eliminate what does not and does not work to make room for more efficient and effective ways, and satellite processing for certain city processes. Council was tasked with prioritizing objectives to be financially sound through quality and noted a new idea as follows: well trained and highly qualified staff. Council was tasked with prioritizing objectives to be financially sound through services and noted new ideas as follows: enhance SeeClickFix and any other code enforcement initiatives. Council was tasked with prioritizing objectives to be financially sound through infrastructure.

Gray discussed and City Council prioritized the recommended objectives to grow business investments in Missouri City as follows: grow more businesses in Missouri City, grow more jobs in Missouri City, and optimize business retention and expansion in Missouri City.

Gray discussed and City Council prioritized the recommended objectives to have high quality development through buildout as follows: create active lifestyle centers, build and maintain high quality neighborhoods, build and maintain high quality housing, and ensure effective mobility.

Mr. Gray concluded by noting plan updates and governance of maintaining the plan as follows: the vision, values, mission, strategic focus areas and objectives (shared) require council approval; the removal of action elements, changes to deadlines, and changes to target metrics were to be documented with staff reporting; and, new action elements, progress/risk updates, reprioritization, and reassignments were noted as reporting not required.

3. ADJOURN

The special City Council meeting adjourned at 7:19 p.m.

Minutes PASSED AND APPROVED this the 7th day of June 2021.

Maria Jackson, City Secretary