

**CARROLLTON CITY COUNCIL
REGULAR MEETING and WORKSESSION MINUTES**

AUGUST 14, 2007

The City Council of the City of Carrollton, Texas convened in a Regular Meeting and Worksession on Tuesday, August 14, 2007, at 5:45 p.m. with the following members present: Mayor Becky Miller, Mayor Pro Tem Matthew Marchant, Deputy Mayor Pro Terry Simons, Councilmembers Tim Hayden, John Mahalik, Pat Malone, Larry Williams and Herb Weidinger. Also present were City Manager Leonard Martin, Assistant City Managers Marc Guy and Bob Scott, Director of Managed Competition Tom Guilfooy, Workforce Services Director Erin Rinehart, City Attorney Clayton Hutchins and Administrative Services Manager/City Secretary Ashley Mitchell.

******* PRE-MEETING / EXECUTIVE SESSION *******

5:45 P.M. – COUNCIL BRIEFING ROOM

1. Dinner
2. Mayor and Council **reports and information sharing.**
3. Receive **supplemental staff information** and responses to questions.

******* WORKSESSION *******

6:00 P.M. – COUNCIL CHAMBERS

7. Discuss **Waste Management Rate Adjustment Request.**

Waste Management provides solid waste collection services for the City of Carrollton for the various city facilities and for apartment complexes within the city. The agreement with the City provides for an annual rate increase as per the DFW Consumer Price Index (CPI) up to 4%. This year the CPI is 0.8% which is approximately an annual amount of \$5800. No additional council approval action is required for this increase.

Attached to the agenda is a request for an additional 1.2 % increase (approximately \$8800) above the CPI that does require council approval. Based on the information provided, Waste Managements annual operating expenses for items such as labor, insurance and vehicle maintenance have increased about 4%, or \$29,000 for the north Texas market as it applies to service for the City of Carrollton.

In 2005, the council approved a 1% above CPI for Waste Management based on peak costs in fuel not reflected in the CPI.

The \$5800 is being programmed into next year's budget. Approval of the additional request of a 1.2% above the CPI to 2.0% would be an additional cost of approximately \$8800 annually and would be funded through a combination of the Solid Waste fund and Operational Budgets.

Council concurred to not authorize the rate increase.

8. Discuss Fiscal Year 2008 Budget.

The Fiscal Year 2007-2008 Proposed budget will include the following Council directed modifications from the preliminary budget:

- Add all General Fund Revenue Change Options presented on pages 37-39 of the Preliminary
- Budget, with modification to the Tennis Center Fees to include changes to only the non-resident rates. This will increase General Fund revenues by \$61,270.
- Add an additional Code Enforcement Officer effective March 31, 2008. The total recurring and non-recurring costs in fiscal year 2007-08 would be \$54,047 with full-year costs for fiscal year 2008-09 of \$66,833.
- Add additional non-recurring funds for Transit Oriented Development (TOD) land acquisition with any remaining funds from the General Fund. This will provide approximately \$784,000 as a transfer to capital funds for TOD as these expenditures will not be included in the required 60 day reserve calculation for the General Fund.
- Add a \$20,000 project to the Utility Capital Projects Fund for a study of emergency power options. The project will be funded from Capital Fund contingencies.

There was also discussion held regarding Council memberships. No action was taken at this time.

INVOCATION by Councilmember Williams.

PLEDGE OF ALLEGIANCE by Preston Addison of Boy Scout Troop 42.

PUBLIC FORUM**9. Hearing of any citizen/visitor on items not listed on the regular meeting agenda.**

Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and address prior to beginning your remarks; Speakers will be allowed a maximum of 5 minutes for testimony; Speakers making personal, impertinent, profane or slanderous remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations will not be permitted; No placards, banners or signs will be permitted in the Chambers or in any other room in which the council is meeting. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

There were none.

CONSENT AGENDA (**All items marked with a single asterisk are part of a Consent Agenda and require no deliberation by the Council. Each Council member has the prerogative of removing an item from this agenda so that it may be considered separately. Contracts and agreements are available in the City Secretary's Office.*)

Mayor Pro Tem Marchant moved approval of Consent Agenda Item No. 10 – 18. Second by Councilmember Hayden. The vote was cast 6-1 in favor of the motion, Councilmember Williams voted no.

MINUTES

***10. Consider approval of the July 10, July 13, 14 and July 17, 2007 Minutes.**

BIDS AND PURCHASES

- *11. Consider approval of Bid # 07-039 for **Supervisory Control And Data Acquisition (SCADA) Software Update to Prime Controls** in an amount not to exceed \$49,655.00.

CONTRACTS AND AGREEMENTS

- *12. Consider ratifying an **Interlocal Agreement With The North Texas Tollway Authority, NTTA, Establishing The Terms Of The Cost Participation For A Market Demand Study And Strategy For The NTTA Property West Of IH-35E** in an amount not to exceed \$48,000.00.
- *13. Consider authorizing the City Manager to approve a **Contract With Reynolds Asphalt and Construction Company For The Sandy Lake Road Mill & Overlay Project** in an amount not to exceed \$106,615.50.
- *14. Consider authorizing the City Manager to approve a **Contract with Mela Contracting For The Columbian Club Pump Station Building Improvements And Piping Connections** in an amount not to exceed \$1,528,475.00.

ORDINANCES

- *15. Consider an ordinance **Ordering A Bond Election For November 6, 2007.**
- *16. Consider an ordinance **Authorizing The Issuance of \$20,685,000 City of Carrollton, Texas General Obligation Improvement Bonds, Series 2007 and Waterworks and Sewer System Revenue Bonds, Series 2007 With An Ad Valorem Tax Levy Pledge For The Payment And Delivery Of The Bonds, Including Approval And Execution Of The Paying Agent/Registrar Agreement And The Approval And Distribution Of An Official Statement.**

RESOLUTIONS

- *17. Consider a resolution **Accepting The Investment Officer's Quarterly Report For Quarter Ended June 30, 2007.**
- *18. Consider a resolution **Appointing a Member To The Traffic Advisory Committee.**

OTHER BUSINESS

19. Consider Approving a **Proportionality Agreement with First Baptist Church** for the Carrollton Parkway Right-of-Way Dedication. Carrollton Parkway is approximately 6.041 acres and is located on the west side of SH 121, north of Hebron Parkway.

Councilmember Hayden moved approval a Proportionality Agreement with First Baptist Church. Second by Councilmember Simons. The vote was cast 6-1 in favor of the motion, Councilmember Williams voted no.

PUBLIC HEARINGS—INDIVIDUAL CONSIDERATION

20. Hold a public hearing and consider an **ordinance Approving a Special Use Permit for a Wedding Facility**. The 5.9-acre site is located on the east side of Marsh Lane, south of Simpson Road and is zoned (O-2) Office and (LI) Light Industrial District. Case No. 07-07SUP3 Marsh Lane Wedding Facility/Sandra Harrison-Moore.

Lori Levy, Planning Manager presented the case.

Sandra Harrison-Moore, 626 Trailwood Court, Garland stated that she was the applicant and was available to answer any questions.

Mayor Miller opened the public hearing. There were no speakers.

Councilmember Mahalik moved to close the public hearing and approve Case No. 07-07SUP3 Marsh Lane Wedding Facility. Seconded by Councilmember Simons. The vote was cast 7-0.

21. Hold a public hearing and consider an **ordinance Amending PD-178 for Cedar Creek** for alternate screening. The 22-acre site is located on the south side of Country Club Drive, east of Kelly Boulevard and is zoned PD-178 for the (LI) Light Industrial District. Case No. 07-07Z1 Cedar Creek/Jeff Roberts.

Lori Levy, Planning Manager presented the case.

Jeff Roberts, Operations Manager of Cedar Creek Lumber stated that he was representing the applicant and was available to answer questions.

Mayor Miller opened the public hearing. There were no speakers.

Councilmember Weidinger moved to close the public hearing and approve Case No. 07-07Z1 Cedar Creek. Seconded by Councilmember Simons. The vote was cast 7-0.

22. Hold a public hearing and consider an **ordinance Amending PD-63 for the (LR-1) Local Retail District** for the Frankford Standridge Shopping Center. The 1.3-acre site is located at the northeast corner of Frankford Road and Standridge Drive and is zoned PD-63 for the (NS) Neighborhood Services District. Case No. 07-07Z2 Frankford at Standridge/June Baty.

Lori Levy, Planning Manager presented the case.

June Baty, 5930 LBJ Freeway, Suite 400, Dallas stated that she is the applicant and was available to answer questions

Mayor Miller opened the public hearing. There were no speakers.

Councilmember Malone moved to close the public hearing and approve Case No. 07-07Z2 Frankford at Standridge. Seconded by Councilmember Mahalik. The vote was cast 7-0.

23. Hold a public hearing and consider an **ordinance Amending PD-52 for a retirement complex** for Josey Ranch. The 5.8-acre site is located on the west side of Josey Lane, south of Keller Springs Road and is zoned PD-52 for the (MF-18) Multi-Family district. Case No. 05-07Z4 Josey Ranch/Jerry Green.

Lori Levy, Planning Manager presented the case.

Jerry Green stated that he is representing the applicant and gave a brief presentation.

Councilmember Williams asked how they intended to make sure that this is a senior development. Mr. Green stated that they are willing to do deed restrictions, but mostly it is not designed for anything but senior living. We hire a third party marketing firm to make sure that the demographics and income are viable in the area and Carrollton passed with flying colors. We also make sure there isn't anything else like it around.

Mayor Miller opened the public hearing. There were no speakers.

Councilmember Simons moved to close the public hearing and approve Case No. 05-07Z4 Josey Ranch. Seconded by Mayor Pro Tem Marchant. The vote was cast 7-0.

24. Hold a public hearing and consider an **ordinance Reassessing SUP-198 to allow an extension for an accessory building** to remain on the site. The 20.464-acres site is located on the south side of Trinity Mills Road, between Plumdale Drive and Willowgate Lane and is zoned PD-44 for the (HC) Heavy Commercial District. Case No. 07-07SUP2 American Heritage Academy/Nicolas Cade.

Lori Levy, Planning Manager presented the case.

Mayor Miller opened the public hearing. There were no speakers.

Councilmember Hayden stated that these are supposed to be temporary building but after seven years time should be up. If this was a public school we probably wouldn't allow this and would make them control their enrollment.

Councilmember Weidinger moved to close the public hearing and approve Case No. 07-07SUP2 American Heritage Academy. Seconded by Councilmember Williams. The vote was cast 6-1, Councilmember Hayden voted no.

Mayor Miller adjourned the meeting and reconvened the Worksession at 7:55 p.m.

6. Presentation of **Compensation And Classification Study.**

The city of Carrollton hired Segal consulting firm to update the job classification system and evaluate the compensation competitiveness for all non-Civil Service positions. They were selected to conduct this study because they reflected the organization's sustainability needs, demonstrated an ability to work with our managed competition philosophy, and had a successful track record of similar projects with other public sector (government) organizations. An outside consultant was hired to conduct this study because of the level of expertise and number of resources needed for a study of this scope

and size. Additionally, an outside consultant ensures objective outcomes. The role of the consultant was to:

- Evaluate the organization's current classification and compensation systems
- No Civil Service positions (police and fire) were included in this study because Civil Service positions operate under a different pay structure.
- Develop new compensation philosophies and practices to be consistent with the city's values, needs and goals.
- Survey and assess compensation plans in other government and private businesses.
- Develop a new classification structure that would streamline the number of job titles.
- Develop a new compensation structure/plan to ensure future internal equity and maintain competitiveness with other organizations in the market.
- Review all job descriptions (non-civil service) and develop new ones.
- Assist in the development of a job re-evaluation process.

The Executive Team appointed a Compensation Committee, which is a team of employees from throughout the organization and from various levels of responsibility, to assist Segal with this study process. This study was necessary for a number of reasons. First, a study of this scope had not been conducted in over seven years, when it is a best practice to re-evaluate classification and pay structures approximately every three years. Second, the previous broadband system that was in place did not prove to be effective for the organization because it was difficult to understand, hard to maintain, and did not include an element of performance/merit pay. Additionally, with this type of structure there is a greater chance of under or overpaying positions, greater chances of internal equity issues, and it is more difficult to compare to and stay in line with market. Lastly, there was a need to re-evaluate and revise the classification structure in order to streamline the number of job titles and to ensure that job titles are reflective of the market.

The classification piece of the study included a thorough analysis of Job Analysis Questionnaires (all employees completed JAQs that were then reviewed by their supervisors) and feedback from multiple employee focus groups. Following this, similar titles throughout the organization were combined to streamline the classification structure and provide more equity among similar job titles. Similar jobs among city departments were combined and a title was selected based on titles commonly used in the appropriate field. This resulted in the City now having approximately 126 job titles representing approximately 500 employees rather than the previous 248 job titles.

For the compensation piece of the study, Segal conducted a survey on both public and private sector positions. Market comparisons were based on either public or private data or a combination of both depending on factors such as, where the position exists (public, private, or both combined) and who our city competes with when recruiting applicants and competing for services. Area cities that are comparable to the city of Carrollton regarding demographics, resources, number of employees, city policies and practices served as the benchmark cities: Arlington, Dallas, Denton, Farmers Branch, Fort Worth, Frisco, Garland, Irving, Lewisville, McKinney, Mesquite, Plano, Richardson, and The Town of Flower Mound. In the survey, 41 positions were surveyed. They represented approximately 13 job families and 60% of the employees. Positions that represent the largest majority of employees as well as those positions which are unique were chosen as

benchmarks. Survey results showed that, in some cases, some positions are below market and some positions are above market. In the case that a position is above market the position will not receive an increase until future market studies reflect the need to change the range. All positions below the newly established minimums will be brought up to minimum and all positions below the newly established midpoints will receive increases to bring them to the next step.

In order to bring employees that are currently below minimum of the new ranges up to the minimum, and to bring employees between newly established steps up to the next step, it will cost approximately \$221, 617.47, which is currently budgeted in FY2007. No additional funds will be required to implement this pay structure.

4. Council convened in **Executive Session at 8:50 p.m.** pursuant to Texas Government Code:
 - **Section 551.071** for private consultation with the City Attorney to seek legal advice with respect to pending and contemplated litigation and including all matters on this agenda to which the City Attorney has a duty under the Texas Rules of Discipline and Professional conduct regarding confidential communication with the City Council.
 - **Section 551.072** to discuss certain matters regarding real property.
 - **Section 551.074** to discuss personnel matters.
 - **Section 551.087** to discuss Economic Development.

5. Council **reconvened in open session at 9:00 p.m.** and no action was taken.

ATTEST:

Ashley D. Mitchell, City Secretary

Becky Miller, Mayor