



**City of Rowlett**  
**Work Session Meeting Minutes**  
**City Council**

4000 Main Street  
Rowlett, TX 75088  
www.rowlett.com

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Tuesday, November 12, 2013

6:00 P.M.

Annex Building – 4004 Main Street

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As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Rowlett reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

**Present:** Mayor Gottel, Mayor Pro Tem Kilgore, Councilmember Pankratz, Councilmember Dana-Bashian, and Councilmember Bobbitt

**Absent:** Deputy Mayor Pro Tem Gallops and Councilmember Phillips

**1. CALL TO ORDER**

Mayor Gottel called the meeting to order at 6:00 p.m.

**2. WORK SESSION**

**2A. Discuss performance measure reporting.**

Brian Funderburk, Interim City Manager, presented information on the process of the City's performance measures. He clarified that the target numbers were set in the approved budget and potential changes could be a conversation regarding policy in some instances.

Council discussion regarding the use of performance evaluations and having a discussion regarding merit based pay raises – the difference between cost of living and merit and researching what other Metroplex cities have done – specifically Dallas.

Mr. Funderburk explained that every employee has performance expectations and this report would be published online, via the Operational Update, and included in the monthly report from the City Manager to the City Council.

**2B. Discuss Compensation Study Request for Proposals (RFP).**

Mr. Funderburk provided background information on why the City is conducting a compensation study – it had been discussed at the Council's summer retreat and it was the consensus of Council to proceed. John Murray, Director of Human Resources and Risk Management, provided the information on what the study will encompass.

Council discussion regarding the use of an outside firm rather than conducting the study in-house; inclusion of vacation/sick policies for the benefits comparison; and the comparison cities to be included.

Mr. Murray explained that the use of an outside firm ensures the integrity of the study and the ability to perform the study at the level it needs to be conducted, which current staff does not have the capacity or resources to do.

Further discussion regarding the Council's commitment from their retreat to act on the outcome of the study and the inclusion of the Council's direct reports (City Manager, City Secretary, City Attorney, Municipal Judge, and Prosecutor) in the study.

**3. EXECUTIVE SESSION**

- 3A.** The City Council shall convene into Executive Session pursuant to the Texas Government Code, §551.087 (Economic Development) and §551.071 (Consultation with Attorney) to receive legal advice from the City Attorney and to discuss and deliberate the offer of financial or other incentives to business prospects that the City may seek to have locate in or near Elgin B. Robertson Park.

Council convened in Executive Session at 7:17 p.m. and concluded at 7:56 p.m.

**4. ADJOURNMENT**

There being no further action or business, Mayor Gottel adjourned the meeting at 7:56 p.m.

  
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Todd W. Gottel, Mayor

  
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Laura Hallmark, City Secretary

Date Approved: December 3, 2013