The City of Lee's Summit

Final Agenda

City Council - Work Session

Tuesday, October 9, 2018 6:30 PM City Council Chambers City Hall 220 SE Green Street Lee's Summit, MO 64063 (816) 969-1000

Preliminaries:

- A. Invocation
- B. Pledge of Allegiance
- C. Call to Order
- D. Roll Call

1. Approval of Agenda

2. Council Roundtable

Council Roundtable is reserved for items of general interest, community announcements and other such information. Council may ask for clarification or give direction about agenda items or discuss items of an emerging nature.

4. Public Comments:

Anyone wishing to address the Mayor and Council during Public Comments will be limited to 3 minutes. Each speaker must fill out a Public Comment Card. The Public Comment Cards are located at the entrance of Council Chambers. After completion, the card is to be given to the City Clerk. Please be concise with comments and respect the 3 minute time limit.

5. Presentations:

A. 2018-2340 Introduction to LS Connect

<u>Presenter:</u> Steve Marsh, Chief Technology Officer Sarah Shore, Public Works Administration Manager

2018-2364 Compensation Plan Update

Presenter: Stephen L. Marsh, Chief Technology Officer

7. Committee Reports

Committee chairs report on matters held in Committee.

6. Council Comments:

(NOTE: Total time for Council Comments will be limited to 5 minutes.)

8. Staff Roundtable

Staff Roundtable is reserved for items of general interest, community announcements and other such information; however, staff may ask for clarification or direction from the council related to items on the agenda or for items of an emergency nature for which insufficient time exists for adding to the agenda.

9. Adjournment

Unless determined otherwise by the Mayor and City Council, no new agenda items shall be considered after 11:00 p.m.

For your convenience, City Council agendas, as well as videos of City Council and Council Committee meetings, may be viewed on the City's Legislative Information Center website at "Ismo.legistar.com"

Packet Information

File #: 2018-2340, Version: 1

Introduction to LS Connect

<u>Issue/Request:</u> Presentation by staff on LS Connect, a citizen engagement app.

Key Issues:

LS Connect will have the following features:

-a City of Lee's Summit branded mobile app available as a free download for both Apple and Android devices -a LS Connect portal available on the City's new website

-easy reporting of some common non-emergency issues: code violations, curb, pothole, sidewalk/paths maintenance, signal, sign maintenance, storm box/inlet, streetlights, street deterioration, and trees/brush -links to important City news and information

Background:

LS Connect will be a free download for mobile devices which will help keep you connected to important City of Lee's Summit news and information, and also will allow you to easily report some common non-emergency concerns such as potholes, codes violations, streetlight outages, and more. LS Connect is currently being tested internally and is expected to be available to the public sometime in November.

LS Connect is powered by SeeClickFix, which was chosen as the software vendor through a RFP process.

Steve Marsh, Chief Technology Officer Sarah Shore, Public Works Administration Manager

Yours Truly

LS Connect Citizen Engagement App

City Council Work Session Tuesday, Oct. 9



LS Connect: Coming Soon!

- Free download for Apple and Android devices
- Easy reporting of <u>non-emergency</u> issues such as potholes, damaged street signs, codes violations, etc.
- Easily connects residents to important City news and information
- Includes portal for reporting issues on the new website





LS Connect Reporting Features

- Includes 10 common non-emergency request types
 - Code violations
 - Curb
 - Pothole
 - Sidewalk/paths maintenance
 - Signal

- Sign maintenance
- Storm box/inlet
- Streetlights
- Street deterioration
 - Trees/brush
- Reduces duplicate request submission
- Captures better data through questions and photos/videos
- Allows tracking of submitted service requests
- Reports are tied to geographies
- Directs residents to other agencies (MoDOT, KCP&L, etc.)
 LEE'S SUMMIT
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Here's How it Works!



LS Connect Next Steps

- Testing within sandbox environment currently
- Soft launch of app in the next few weeks, with additional testing
- Developing marketing plan
- Full public launch in November
- Analyze results after several months of use
 - Adjust service delivery standards if needed
 - Add or adjust request types



Questions?



Packet Information

File #: 2018-2364, Version: 2

Compensation Plan Update

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Background:

In order to move the compensation plan forward, two committees were formed to address concerns with the previously completed study. The structural committee was tasked with reviewing and updating the pay plan. The implementation committee has been tasked with taking the propsed pay plan structure and developing propsals for the implementation of the new plan and addressing the distribution of available core general funds.

The presentation will cover the progress to date of the structural committee.

Impact/Analysis: [Enter text here]

Other Information/Unique Characteristics: [Enter text here]

Stephen L. Marsh, Chief Technology Officer

<u>Recommendation:</u> [Enter Recommendation Here]

<u>Committee Recommendation:</u> [Enter Committee Recommendation text Here]

Structural Committee Update



Outline

- Purpose of the Committee
- Committee Timeframes
- Where we are Now
- What are the Next Steps

Purpose of the Structural Committee

- Develop a process to refine and validate the existing data and to create a new Pay Plan.
- Develop a new Pay Plan that works with a general calendar developed by the Mayor, City Manager, and Council.
- •Complete the processes within the presented timeframes.



The primary goal:

Create a new pay classification system for core general positions that is based upon validated information, by position description, that reflects job description data, comparator employers and private sector market data.



Primary Identified Issues:

- •The previous 'SAFE' scores had perceived errors, and potentially inaccurate data.
- Market Data used during the previous study contained potential gaps and potential bad matches.



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| 1 | * | Presentation of Proposed Schedule | 4 days | Tue 7/3/18 | Fri 7/6/18 | | 2/2312/. |
| 2 | - | Department review | 16 days | Tue 7/10/18 | Wed 8/1/18 | | |
| 3 | * | Mgmt Team Communication of Plan and First Task | 0 days | Tue 7/10/18 | Tue 7/10/18 | We are here | |
| 4 | * | Departments Locate all Job descriptions, return list of position titles to committee | 4 days | Tue 7/10/18 | Fri 7/13/18 | | |
| 5 | * | Presentation of Instructions for Departments | 0 days | Tue 7/17/18 | Tue 7/17/18 | • 7/17 | |
| 6 | * | Departments to complete review of all descriptions | 11 days | Tue 7/17/18 | Tue 7/31/18 | | |
| 7 | * | Completed Department review | 0 days | Wed 8/1/18 | Wed 8/1/18 | ⋧ 8/1 | |
| 8 | ÷ | Revision of Existing Pay Plan | 58 days | Wed 8/1/18 | Fri 10/19/18 | | |
| 9 | * | Committee to Review Submitted Data | 38 days | Wed 8/1/18 | Fri 9/21/18 | | |
| 10 | * | Mgmt Team Progress Update | 0 days | Tue 8/21/18 | Tue 8/21/18 | ♦ 8/21 | |
| 11 | * | Presentation of Initial Results to Mgmt Team | 0 days | Tue 9/25/18 | Tue 9/25/18 | 9/25 | |
| 12 | * | Department Review and Meetings | 8 days | Wed 9/26/18 | Fri 10/5/18 | | |
| 13 | * | Finalize Pay Plan, Work with Implementation Team, and prepares for Council | 10 days | Mon 10/8/18 | Fri 10/19/18 | | |
| 14 | | Presentation and Approval of Plans | 18 days | Mon 10/22/1 | 8Thu 11/15/18 | | |
| 15 | * | Mgmt Team Dry run of Council Presentation | 0 days | Tue 10/23/18 | Tue 10/23/18 | ♦ 10/23 | |
| 16 | * | Packet Development | 5 days | Mon 10/22/1 | 8 Fri 10/26/18 | | |
| 17 | * | Target Date for Council | 0 days | Thu 11/1/18 | Thu 11/1/18 | ♦ 11/1 | |
| 18 | * | Fall Back Council Date | 0 days | Thu 11/15/18 | Thu 11/15/18 | ♦ 11/15 | |
| 19 | * | Implementation Time for new Pay Plan | 27 days | Thu 11/15/18 | Fri 12/21/18 | | |
| 20 | * | Successful Implementation of new PayPlan | 0 days | Fri 12/21/18 | Fri 12/21/18 | | 12/21 |
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Work completed

- Developed a list of the weaknesses in the previous study's results.
- Developed a mechanism and process to capture Consistent job descriptions that are the solid foundation needed for the work ahead.
- Developed a tool to capture the evaluation of Positions, with no evaluation data available to the reviewer.



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Who completed the review

- •The job descriptions were be reviewed by Department managers, and/or section supervisors.
- They were looking for components that do not line up with evaluation criteria and making corrections.
- •After the job descriptions were reviewed, the evaluation tool was used to capture the base requirements of the position.

Important Points About the Process.

- It's NOT an evaluation of staff experience, it is an analysis of the position.
- The Pay Plan is a market representation of the value of the <u>requirements</u> of a position, not the qualifications of a staff person.
- The Pay Plan will be designed to represent the minimum requirements of a position, as reflected in the Job Descriptions, and Market Value based on comparator analysis.



Validation and Correction

- •The collected job description based data was evaluated by the Committee for consistency.
- Comparator market and private sector data is being reviewed for positions previously identified as market matches.
- Positions will be evaluated for internal equity based on a number of factors, including positions in the same job families across the city.

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| Municipal Court | Court Security Officer | 11 | 33,261.42 | 43,572.46 | 54,961.17 |
| Administration | Deputy City Clerk | 11 | 33,261.42 | 43,572.46 | 54,961.17 |
| Finance | EMS Billing Specialist | 11 | 33,261.42 | 43,572.46 | 54,961.17 |
| Administration | Executive Assistant | 11 | 33,261.42 | 43,572.46 | 54,961.17 |
| Law | Executive Assistant PTR | 11 | 33,261.42 | 43,572.46 | 54,961.17 |
| All | Facilities Maintenance Worker | 11 | 33,261.42 | 43,572.46 | 54,961.17 |
| Administration | Human Resources Assistant | . 11 | 33,261.42 | 43,572.46 | 54,961.17 |
| IT'S | ITS Help Desk Support Spec. | 11 | 33,261.42 | 43,572.46 | 54,961.17 |
| Police | Lead Detention Officer | 11 | 33,261.42 | 43,572.46 | 54,961.17 |
| Law | Legal Assistant | 11 | 33,261.42 | 43,572.46 | 54,961.17 |
| Development Services | Neighborhood Services Officer | 11 | 33,261.42 | 43,572.46 | 54,961.17 |
| Police | Purchasing and Supply Officer | 11 | 33,261.42 | 43,572.46 | 54,961.17 |
| ITS | System Support Analyst | 11 | 33,261.42 | 43,572.46 | 54,961.17 |
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| Finance | Accountant | 12 | 36,149.53 | 46,240.43 | 57,457.95 |
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| Public Works Operations | Administrative Coordinator | 12 | 36,149.53 | 46,240.43 | 57,457.95 |
| Water | Administrative Supervisor | 12 | 36,149.53 | 46,240.43 | 57,457.95 |
| Administration | Benefits Specialist | 12 | 36,149.53 | 46,240.43 | 57,457.95 |
| Law | Contract Compliance Coor/Para | 12 | 36,149.53 | 46,240.43 | 57,457.95 |
| Water | Customer Service Supervisor | 12 | 36,149.53 | 46,240.43 | 57,457.95 |
| Water | Operations Technician | 12 | 36,149.53 | 46,240.43 | 57,457.95 |
| Development Services | Development Technician | 12 | 36,149.53 | 46,240.43 | 57,457.95 |
| Public Works Engineering | Engineering Technician | 12 | 36,149.53 | 46,240.43 | 57.457.95 |
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Next Steps

- Completion of market data analysis.
- Assignment of position ranges.
- Validating with data from additional market sources

