
CITY OF PORT LAVACA

COUNCIL MEETING: OCTOBER 14, 2024

DATE: 10/04/2024

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: BRITTNEY HOGAN, FINANCE DIRECTOR

SUBJECT: CONSIDER AGREEMENT WITH PUBLIC SECTOR PERSONNEL CONSULTANTS, INC. (“PSPC”) TO CONDUCT CLASSIFICATION AND COMPENSATION STUDY

BACKGROUND:

It has been the policy of the City of Port Lavaca to perform every sixth (6th) year a salary survey with a third party to review and recommend changes to the City’s job descriptions and salaries. The last survey performed by a third party was performed in 2020 with the final report dated January 2021. Please keep in mind that the last third-party survey performed in 2020 did not include any review to the City’s job descriptions.

Since 2020 there have been internal changes and reclassifications to job descriptions that were included in our list of FTEs. We are also expecting a decrease in our Police Dispatcher positions in January 2025 which will bring our total FTE count for full-time positions from 100 to 97. In addition, the City has added 4 positions to our list of full-time employees (FTE) since 2020, which include:

- Camp Host (Beach)
- Mental Health Officer (Police)
- Capital Projects/Grant Coordinator (Finance)
- Administrative Assistant to Ports & Harbors (Ports & Harbor)

The goal of this compensation study is to ensure that the City maintains its competitiveness within the area, help recruit and retain qualified professionals for the City, and to help make informed decisions concerning job titles and descriptions.

Recommendation:

Staff recommends council approve the professional services agreement with Public Sector Personnel Consultants, Inc. which will not exceed \$37,500 to conduct the City’s classification and compensation study for FY2024-2025.