

**CITY OF LAREDO CITY COUNCIL MEETING  
M2016-S-02  
CITY COUNCIL CHAMBERS 1110  
HOUSTON STREET  
LAREDO, TEXAS 78040  
FEBRUARY 16, 2016  
5:30 P.M.**

**SUPPLEMENTAL AGENDA**

**I. RESOLUTION**

1. Approving and adopting the City of Laredo Tax Increment Financing Policy and Procedures for Laredo Zones. This Large Zone Policy applies to projects which meet and exceed certain criteria including: Zones in excess than 750 acres, investments exceeding \$500 million, projects with substantial public benefit and other taxing jurisdiction participants.

Motion to table indefinitely.

Moved: Cm. San Miguel

Second: Cm. Balli

For: 6

Against: 0

Abstain: 0

Cm. Rangel was not present.

2. Resolution in support of the Consortium for Apprenticeship Partners in Economic Development (CAPED) effort for talent development and retention of an educated, skilled and trained world-class workforce.

Sylvia Pursel, consultant and CAPED Development Director, gave a brief synopsis of the overall scope of the organization, noting the mission to create industry-specific degree programs. She requested a resolution and support from Council to secure grant funding for this mission.

Motion to approve.

Moved: Cm. Balli

Second: Cm. San Miguel

For: 6

Against: 0

Abstain: 0

Cm. Rangel was not present.

**II. MOTIONS**

3. Discussion with possible action to issue a Parkland Site Reliance Approval for the proposed park shown in the Green Subdivision Master Plan amendment.

Osbaldo Guzman, Assistant Parks Director, confirmed that the Parks Board approved the Parkland Site recommendation.

Nathan Bratton, Planning Director, said that the park site meets the requirements contingent on the land. It is suitable for the purposes of a park, but some pathways

need to be built. Staff recommends paying for the pathways with park improvement fees.

Motion to approve the Parkland site.

Moved: Cm. San Miguel

Second: Cm. Vela

For: 6

Against: 0

Abstain: 0

### **III. GENERAL COUNCIL DISCUSSIONS AND PRESENTATIONS**

#### **Request by Council Member George Altgelt**

- a. Presentation by Urban Safety Assessment on post HB40 options for regulation of oil and gas industries by municipalities. (Co-Sponsored by Council Member Alex Perez)

Steve Garske, Urban Safety Assessment Managing Partner, reported that the City's current oil and gas ordinance needs some revision.

Elizabeth Martinez, Tax Assessor Collector, confirmed that the appraisal district administers all evaluations, including minerals.

No action taken.

### **IV. ADJOURNMENT**

Motion to adjourn.

Moved: Cm. Balli

Second: Cm. San Miguel

For: 5

Against: 0

Abstain: 0

Cm. Rangel, Cm. Perez, and Cm. Narvaez were not present.

I, Doanh "Zone" T. Nguyen, City Secretary, do hereby certify that the above and foregoing is a true and correct copy of the minutes contained in pages 01 to 02 and they are true, complete, and correct proceedings of the City Council meeting held on February 16, 2016.

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Doanh "Zone" T. Nguyen  
City Secretary

# THE CITY OF LAREDO, TEXAS

## Personnel Classification and Compensation Review



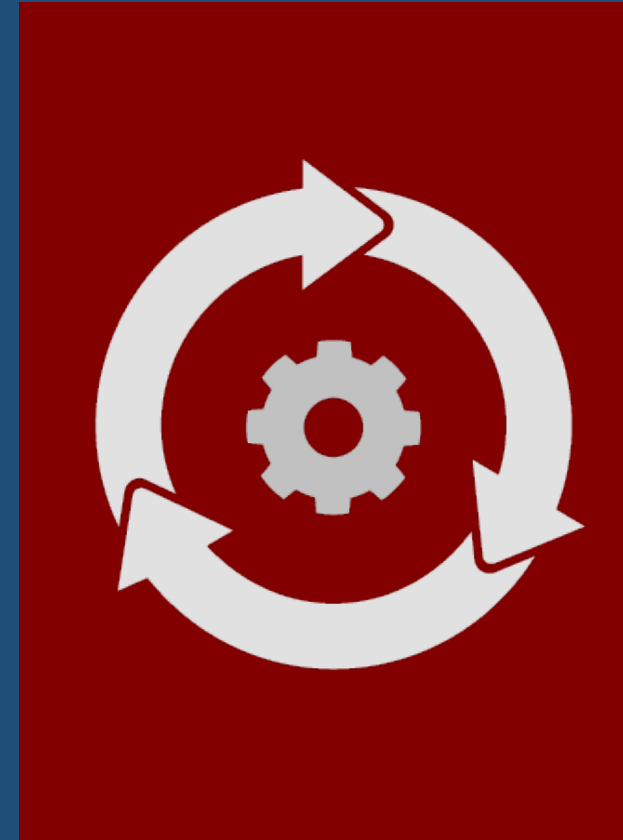
# PRESENTATION AGENDA



- Project Outcomes
- Work Plan and Project Status
- Next Steps
- Questions

# PROJECT OUTCOMES

- A market-based, equitable compensation program.
- Pay grade assignments for all included positions.
- Updated job description data.
- Costs to implement study recommendations.
- Implementation strategies and phase-in options.
- Detailed documentation of methodology and results.
- Guidelines for ongoing compensation administration.





# WORK PLAN & PROJECT STATUS

		Status
1.0	Conduct Initial Meeting and Finalize Project Work Plan	✓ <b>Completed</b> – April 2015
2.0	Develop and Implement a Communications Strategy (Onsite Visit – May 2015)	✓ <b>Completed</b> – April/May 2015
3.0	Review Existing Classification and Compensation Policies and Structures	✓ <b>Completed</b> – April/May 2015
4.0	Gather and Evaluate Current Employee Job Data (JCQ & MIP surveys)	✓ <b>Completed</b> – June – September 2015
5.0	Verify Recruitment Markets and Benchmark Organizations	✓ <b>Completed</b> – June – November 2015
6.0	Conduct Market Salary Survey	✓ <b>Completed</b> – July – August 2015
7.0	Revise Job Description Data (NEOGOV), As Needed (392 classes total)	✓ <b>Completed</b> – September 2015 – January 2016
8.0	Develop/Revise Compensation and Classification System and Present as Report	▣▣▣▶ Draft Report(Feb); Final Report (March)
9.0	Develop Implementation Strategies	▣▣▣▶ Finalized strategies in Final Report
10.0	Provide Staff Training (Optional)	↻ Ongoing until end of study
11.0	Provide Ongoing Assistance	↻ Ongoing for 12-months from end of study

# NEXT STEPS

## Pending Tasks In Progress:

8.0	Develop/Revise Compensation and Classification System and Present as Report		February/March
9.0	Develop Implementation Strategies		February/March

- 1) Latest feedback reviewed; revisions in progress
- 2) Recalculation of costs to implement study recommendations
- 3) Revised phase-in options for recommendations
- 4) Development of guidelines for ongoing compensation administration
- 5) Development of supplemental report charts and Draft Report (February)
- 6) Review of Draft Report; feedback review and revisions, as needed (February/March)
- 7) Development and submission of Final Report and implementation strategies (March)

# QUESTIONS



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URBAN SAFETY ASSESSMENT

# WHO WE ARE...

- Urban Safety Assessment is a consulting and third party documentation company providing services to municipalities and school districts across the State of Texas. While specializing in oil and gas related activities, we also cover a broad range of safety and security related services as well.

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URBAN SAFETY ASSESSMENT

# Our Experience

- **Steve Garske (Managing Partner)**

- Worked in the oil and gas industry for many years

- *Certifications:*

Hazwoper, OSHA40, OSHA 30, OSHA10, H2S Poison Gas Cert, Hazmat Cert, Safeland, HS&E Basic, Unescorted R/A materials transport, others

- *Security Clearance:*

EOG, Shell, Blackbrush

- **Brent Wilson (Tax Roll Review Expert)**

- Brent has been in public service for many years and is well respected by his peers

- *Certifications:*

- Served 7 years on Wise County Appraisal District Board of Directors
- Served 5 terms as mayor
- Served on City Council

# Our Experience

- **Kevin Murphree (Petroleum Engineer)**

- Kevin has been a petroleum engineer since 1988 with experience in reservoir engineering, economic analysis and acquisitions, drilling completions and engineering, and rework operations in TX, KA, LA, OK.

- *Certifications:*

BS degree in Petroleum Engineering & Petroleum Engineering Technology from University of Oklahoma

- **Dr. Kenneth Tramm (Emissions and Air Quality Expert)**

- Dr. Tramm is highly-regarded by environmental industry peers and clients alike. He has been a key-note speaker at numerous TML conferences, and is very knowledgeable when it comes to environmental issues and concerns. Dr. Tramm has worked with the City of Denton, City of Flower Mound, and the City of Kennedale among others.

- *Certifications:*

Bachelor's degree in Bioenvironmental Sciences from Texas A&M

Master's and Doctorate degrees in Environmental Science and Engineering from UTA

TCEQ Corrective Action Project Manager

Texas DSHS Radiation Safety Officer

Texas Professional Geoscientist

Certified Hazardous Materials Manager

# Our Mission

Our goal at **Urban Safety Assessment** is to provide community leaders with the information necessary to make intelligent, informed decisions related to the safety and security of their communities.

(Analytical Decisions vs Emotional)

(Proactive vs Reactive)

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URBAN SAFETY ASSESSMENT

# Our Services

- Oil & Gas Ordinance Development
- 3<sup>rd</sup> Party Well Inspections
- Compliance Documentation
- Permit Review and Planning
  - Drilling Permits
  - Multi-well Pad Site Permits
- Environmental Testing
- Tax Roll Review, Un-appraised Asset Discovery

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URBAN SAFETY ASSESSMENT

# Oil & Gas Ordinance Development

- **USA** will assist community leaders in developing and refining city ordinances to stay abreast of the latest rules, regulations, and technologies in the industry
- Laredo's current ordinance is a good foundation and very comprehensive but needs updating. Developed in 2000
- We identify criteria that promotes the Health, Safety, and Welfare of residents yet promotes safe, cost effective oil and gas production within the community

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URBAN SAFETY ASSESSMENT

# Which Site Would You Rather Have In Your Neighborhood



Un-regulated



Regulated and Inspected



# 3<sup>rd</sup> Party Well Inspections

- Physical on-site inspections looking for safety and code compliance issues
- Perform environmental assessments to ensure the environmental health of sites
- Semi-annual basis suggested for physical inspection
- Annual basis for environmental assessment

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# Compliance Documentation

- **USA** will perform on site inspections looking for safety, environmental, and compliance issues. This information is then documented and recorded in our software program
- The Site Inspection Report includes:
  - Certified date/time/location stamped records
  - Pass/Fail type criteria
  - Still image and video files
- Report is sent to city staff, first responders, and well operators
- All reports are archived in our system as well as a cloud based back-up service provider

# Drilling Permit Review

- **USA** will review drilling permits to ensure protocol is followed which includes:
  - Assessment of drill site prior to permit issuance to review well location and site compliance
  - Review plats and drawings
  - Make sure all required documents are filed with city
  - Monitor drill site during drilling phase to ensure compliance
  - Assess well site post construction to ensure code compliance
  - Document road conditions prior to and after well drilling for remediation purposes
  - Quantify impact on Health, Safety, & Welfare of citizens

# Multi-Well Pad Site Permit Review

- **USA** will review Multi-Well Pad Site Permits to ensure protocol is followed which includes:
  - Assessment of proposed pad site prior to permit issuance to review location and site compliance
  - Review plats and drawings
  - Make sure all required documents are filed with city
  - Quantify impact on Health, Safety, & Welfare of citizens

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# Environmental Testing

- Air quality testing:
  - Up and down wind air sampling for VOC's including benzene, toluene, ethylbenzene, and others
  - Optical Gas Imaging equipment and discrete monitors
  - Perimeter monitoring for Hydrogen Sulfide (H<sub>2</sub>S) poison gas, elevated radiation levels, and other potentially hazardous materials
  - If needed, set up long term monitors to collect receptor-based data (VOC's, Ozone, PM, etc.)
- Water analysis
  - Groundwater analysis and testing
  - Soil & groundwater remediation

# Tax Roll Review

- It is easy for wells, pipelines, and other assets to be omitted or incorrectly coded on the county tax rolls. It happens more often than you might expect.
- A city can miss out on thousands of dollars in tax revenue
- **USA** compiles information from numerous sources including lease maps, boundary maps, operator records, land surveys, etc. and compare to latest certified tax roll
- Work with Tax Assessor to make sure newly discovered assets are added and/or correctly coded for City

# Summary

- In recent years, drilling activity and environmental health concerns have been magnified in the media as well as in the Texas State Government where new legislation has recently been passed.
- HB40 has changed the landscape regarding regulation at the local level. While it has somewhat restricted local oversight and regulation, it's not necessarily all bad.
- Urban Safety Assessment would like to help you navigate through these changes and be your partner moving forward in this very important matter.

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# ANY QUESTIONS?

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