

**YOLANDA FORD**  
Mayor

**VASHAUNDRA EDWARDS**  
Councilmember at Large Position No. 1

**CHRIS PRESTON**  
Mayor Pro Tem  
Councilmember at Large Position No. 2



**REGINALD PEARSON**  
Councilmember District A  
**JEFFREY L. BONEY**  
Councilmember District B  
**ANTHONY G. MAROULIS**  
Councilmember District C  
**FLOYD EMERY**  
Councilmember District D

## CITY COUNCIL SPECIAL MEETING AGENDA

Notice is hereby given of a Special City Council Meeting to be held on **Monday, July 15, 2019, at 5:45 p.m.** at: **City Hall, Council Chamber, 2nd Floor**, 1522 Texas Parkway, Missouri City, Texas, 77489, for the purpose of considering the following agenda items. All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

**1. CALL TO ORDER**

**2. DISCUSSION/POSSIBLE ACTION**

- (a) Presentation on Municipal Utility District study.
- (b) Joint Presentation from the Cities of Stafford and Missouri City regarding the Missouri City Animal Shelter.
- (c) Capital Improvement Program (CIP) and infrastructure project updates.
- (d) Consider concurring with the appointment of the Director of Human Resources.

**3. CLOSED EXECUTIVE SESSION**

*The City Council may go into Executive Session regarding any item posted on the Agenda as authorized by Title 5, Chapter 551 of the Texas Government Code.*

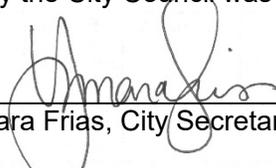
**4. RECONVENE** into Special Session and consider action, if any, on items discussed in Executive Session.

**5. ADJOURN**

**In compliance with the Americans with Disabilities Act, the City of Missouri City will provide for reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact Maria Jackson, City Secretary, at 281.403.8686.**

### CERTIFICATION

I certify that a copy of the July 15, 2019, agenda of items to be considered by the City Council was posted on the City Hall bulletin board on July 11, 2019, at 4:00 p.m.

  
\_\_\_\_\_  
Yomara Frias, City Secretary Department

I certify that the attached notice and agenda of items to be considered by the City Council was removed by me from the City Hall bulletin board on the \_\_\_\_ day of \_\_\_\_\_, 2019.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_



July 15, 2019

## Update on MUD Feasibility Analysis City of Missouri City, Texas

David S. Yanke  
President – Environmental Practice



ECONOMICS STRATEGY STAKEHOLDERS SUSTAINABILITY [www.newgenstrategies.net](http://www.newgenstrategies.net)

## Purpose of Tonight's Presentation

- To provide a general update to City Council on the status of the feasibility analysis
- In the coming weeks we will be engaging the stakeholders (MUDs), which is consistent with our commitment.
- Draft report will then be released.

## City Team

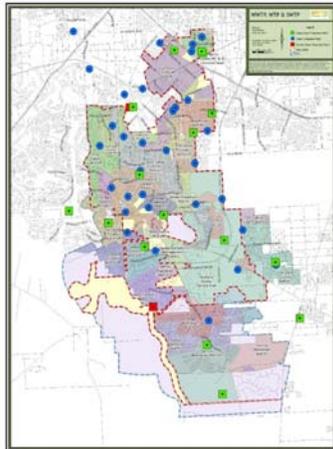
- City of Missouri City – Bill Atkinson, Shashi Kumar, Dan McGraw, Millie Holifield
- Greenberg Traurig, LLP – Phillip Gildan, Karen Kennard, Ron Green
- NewGen Strategies & Solutions – David Yanke, Grant Rabon
- Enprotec, Hibbs and Todd – Jordan Hibbs, Joshua Berryhill

## Premise

- Determine whether or not the current city-wide MUD utility service delivery structure can be improved upon in the citizen's interest (financially, operationally, cost of service, level of service)
- Determine alternative City/MUD utility service structures and consider all options for potential improvement in utility service delivery city-wide
- Determine optimal timing for potential improvements

## Background

MUD Map



### Potential duplication of service

Currently there are about 11 wastewater and 26 water treatment plants!

## Background (Current Demand & Capacities)

- Current Water Demand = 13.2 MGD
- Current Water Treatment Capacity = 59 MGD
- Current Capacity Used – 22.2%
  
- Current Wastewater Demand = 7.5 MGD
- Current Wastewater Treatment Capacity = 13.70 MGD
- Current Capacity Used – 54.7%

## Background

- Goals of Utility Feasibility Analysis
  - Benefit the joint citizens of Missouri City and the MUDs
  - More utility service efficiency at lower cost
  - Win-win partnership opportunities
  - Develop a path forward
- Operating Guidelines
  - Stakeholder Involvement
  - Open Mind - No prejudice of the results
  - Consider ALL options
  - Honest evaluation of the status of the city-wide utility system
  - Consider all aspects: financial, engineering, operating, community development

## Utility Service Scenarios Evaluated

- Identified various scenarios to be analyzed
  - Natural groupings of MUDs by region
  - Grouping of MUDs by In-City vs ETJ
- Identified sub-scenarios to be analyzed
  - By ETJ MUDs with annexation agreements
  - By development build-out dates
  - By outstanding debt maturation

## Outstanding Obligations by Scenario

Scenario	MUDs	Principal Outstanding <sup>1,2</sup>	Total Remaining Debt Service Payments <sup>1,3</sup>	Current Developer Reimbursement Obligations <sup>1,4</sup>
1	MUDs with Annexation Agreements	\$ 296,185,000	\$ 413,153,148	\$ 68,425,467
2	Harris County MUDs	4,925,000	5,884,087	-
3	Inside City MUDs	67,775,000	80,095,223	15,409,637
		\$ 368,885,000	\$ 499,132,458	\$ 83,835,104

Notes:

- 1) As of the most recent financial statement available for NewGen's review
- 2) Sum of all future principal payments from 2020 until maturity
- 3) Sum of all future principal and interest payments from 2020 until maturity
- 4) Does not include committed developer reimbursement obligations that are not yet reflected on the MUDs' balance sheets (because the projects are not yet complete)

## Feasibility Options Evaluated

- Potential Annexation/Dissolution
- Maintain Status Quo
- Potential Asset Acquisition
- Potential Privatization

## Methodology

- Water/Sewer utility capital plan through 2040 developed by eHT
- Modeled cash flow for 30 years
- Some MUDs have commitments from developers to make advances to offset MUDs operating losses

## Privatization Option

- Legal issue – multiple entities own the assets (i.e., MUDs and City)
- Financial issues:
  - a) Cost of capital (debt and equity)
  - b) Taxes
  - c) O&M cost savings and operational efficiencies need to be greater than a + b
- Evaluating privatization options

## Next Steps

- Meetings with key stakeholders as promised at the beginning of the process
- In the coming weeks, the draft report will be shared with the stakeholders
- Stakeholder feedback to the draft report
- Transparent process leading up to completion

## Next Steps

- NewGen to release draft report to staff this week (July 15)
- City staff to comment on the draft report (July 22)
- Presentation of draft to stakeholders/MUDs (First week of August)
- Presentation of draft to City Council (August 19)
- Final report and presentation to all stakeholders (First week of Sept. 2019)



QUESTIONS?

3420 Executive Center Drive  
Suite 165  
Austin, TX 78731  
Phone: (512) 479-7900

NewGen  
Strategies & Solutions



# The Objective

- Update council on shelter happenings and demonstrate that the partnership between the two cities is working well for both cities.
- There is a unified effort to insure that all animals are cared for properly and that all possible life-saving measures are implemented by both cities.
- Both cities are moving forward together with a spirit of cooperation and an eye to the future.



## Key Enhancements Missouri City Implemented over the last year

- ❖ Implementation of the SOP for the Shelter
- ❖ Updated Animal Services Mission
- ❖ Updated schedule of fees
- ❖ Increase in budget from 220k to 443k for FY19
- ❖ Hired an Animal Services Manager – [TaBorah Goffney](#)
- ❖ Contracted with local Veterinarian
- ❖ Added security enhancements within the Shelter
- ❖ Providing basic vaccines, heartworm testing and spay/neuter for all adoptable pets
- ❖ Implemented software for tracking shelter operations
- ❖ Advertising pets on City's social media outlets



## Key Enhancements City of Stafford Implemented over the last year

- Hiring of Stacey Suazo, Consultant
- Consistent presence and availability of Stafford ACO
- Consistent posting of impounded pets on social media
- Vaccinations post 72-hour hold
- Increased quality, consistency of veterinary care
- More involvement in pet outcome/placement
- Consistent, informative cage cards
- Integration into MC security systems



### Prior to the 2018 Interlocal Agreement with City of Stafford

- 5 day hold executed prior to vaccinations
- Veterinary exams performed off campus
- Vaccines performed off campus @ Veterinary clinic.
- Stafford only posting of found pets
- No Stafford pets taken to adoption events

### Post 2018 Interlocal Agreement with City of Stafford

- 72 hour hold executed prior to vaccinations
- Veterinary exams performed @ shelter
- Vaccinations, HWT, etc. done @ shelter
- Stafford found pets Cross-posted on MC Social media.
- Stafford pets taken to adoption events
- Volunteer opportunities for Stafford residents



# THE BIG CONCEPT

- A united effort by both cities. Realized, and put into action with effective cooperation, and teamwork.
- Lower euthanasia rate.
- Humane care and treatment provided to all pets.
- Minimize the spread of transmissible disease.



## Plans moving forward

### Steps for Success

- Quarterly Meetings with City of Stafford Counterparts
- Increase in City of Stafford Animal Services Budget FY20
  - Spay/Neuter for all outgoing pets for adoption
  - A second ACO for staff duty assistance/calls
- Consistent & Clear Communication
- ALL pets are shelter pets – Missouri City & City of Stafford pets treated the SAME (SOP guidelines/management) .
  - Same levels of care
  - Same vaccination protocols
  - All pets attend adoption events
- All pets being microchipped prior to adoption – Missouri City & City of Stafford





# Capital Improvement Program (CIP)



# CAPITAL IMPROVEMENT PROGRAM DEFINED

*Limited to projects costing \$50,000 or greater with a useful lifespan of 20 years or longer.*

**The CIP:** A 5-year plan identifying capital projects to be funded during the planning period.

It identifies each proposed capital project to be undertaken, the year in which it will be started or acquired, the amount expected to be expended on the project each year, the proposed method of financing, and the estimated annual cost of operating and maintaining facilities to be constructed or acquired.

**City Charter:** Annual Budget requires a capital program be revised and extended each year to indicate capital improvements pending or in the process of construction or acquisition.

The capital improvement budget represents the first year of the capital improvement program.



# THE CIP PROGRAMMING PROCESS

- **Capital Needs Assessment**
  - Recent Assessments: Parks, and Facility Needs Assessments
- **Identify Projects for Capital Program**
  - Department Directors submit projects in a form and timeframe annually established by the City Engineer.
- **Evaluate Funding Options**
- **Evaluate and Program Capital Projects**
  - Project scoring criteria established by the City Engineer with higher priority given to projects that are necessary for the public health and safety, desirable economic development and funding availability.
- **Submit preliminary CIP to City Council**
- **Revise CIP as necessary and send to City Council for Adoption**
- **Submit Capital Improvement Budget (first year of program) with annual budget to City Council for Adoption**



# CAPITAL IMPROVEMENT PROGRAM FUNDING OPTIONS

- Pay As You Go Financing
- Debt Financing
  - General Obligation Bonds – Governmental
  - Certificate of Obligation – Self-supported (Utilities, PID)
- Lease-Purchase Agreements
- Grants
- Intergovernmental Revenues
- Impact Fees
- Developer Contributions



# DETERMINING DEBT CAPACITY

## Financial Policy

- Sales of bonds to be scheduled so that the debt service fund would not be impacted by more than a \$0.04 property tax increase overall in the 2003, 2008 and 2014 bond elections.
  - Maximum rate \$0.19567
  - Debt service tax rate in 2003 was \$ 0.15567, the highest it has been is 0.19337 (2013)
  - Recently, Council , during budget work session, limited the debt service rate to \$0.17
- Financing is provided by the cash flow approach, whereby bonds are sold as needed to generate enough cash flow for project commitments within the phased schedule.

**Taxable Assessed Valuation / 100 \* \$0.17 or maximum \$0.19567 = allowable annual debt service**



## Authorized but Unissued Bonds

Purpose	Date Authorized	Bond Amount Authorized	FY2004-FY2014 Issued	FY2015 Issued	FY2016 Issued	FY2017 Issued	FY2018 Issued	FY2019 Issued	Total Amount Previously Issued	Unissued Balance
Parks & Recreation	9/13/2003	15,550,000	15,550,000						15,550,000	-
Streets, Bridges & Sidewalks	9/13/2003	28,110,000	17,315,000	8,810,000	1,985,000				28,110,000	-
Public Facilities	9/13/2003	2,110,000	2,110,000						2,110,000	-
Courts	9/13/2003	1,030,000	1,030,000						1,030,000	-
Drainage Improvements	9/13/2003	20,000,000	5,945,000	100,000	242,000	450,000		2,550,000	9,287,000	10,713,000
Public Safety	9/13/2003	8,200,000	6,470,000	-	-	440,000		262,000	7,172,000	1,028,000
Parks & Recreation	11/4/2008	17,500,000	15,615,000	290,000	305,000	950,000		340,000	17,500,000	-
Drainage Improvements	5/10/2014	6,500,000							-	6,500,000
Mobility & Transportation	5/10/2014	22,800,000			190,000	13,305,000		8,428,000	21,923,000	877,000
Fire Station 6 Facility Improvements	5/10/2014	5,000,000						1,000,000	1,000,000	4,000,000
	5/10/2014	5,700,000			400,000	292,000		405,000	1,097,000	4,603,000
<b>Totals</b>		<b>132,500,000</b>	<b>64,035,000</b>	<b>9,200,000</b>	<b>3,122,000</b>	<b>15,437,000</b>	<b>-</b>	<b>12,985,000</b>	<b>104,779,000</b>	<b>27,721,000</b>



# PROPOSED PROJECTS



## FY2020 Projects

<u>Project No.</u>	<u>Fund</u>	<u>Project Name</u>	<u>Planning FY 2020</u>
<b>DRAINAGE</b>			
10018	403	LOWER OYSTER CREEK	
10038	403	CANGELOSI DETENTION	1,600,000
10039	403	WILLOW WATERHOLE	
1DRNEW1	403	PRE-1987 IMPROVEMENTS	
1DRNEW2	403	AMERICAN LEGION	20,000
1DRNEW3	403	BUFFALO RUN	20,000
<b>DRAINAGE Total</b>			<b>1,640,000</b>
<b>FACILITIES</b>			
20018	404	EXPANSION OF PUBLIC SAFETY	284,000
1FANEW1	404	PARK MAINTENANCE FACILITY	500,000
<b>FACILITIES Total</b>			<b>784,000</b>



# FY2020 Projects

## Drainage

- Cangelosi Detention – \$1,600,000
  - Construction for widening the channel from Texas Parkway to Buffalo Run
- American Legion – \$20,000
  - Design for restoring the lake banks from further erosion
- Buffalo Run – \$20,000
  - Design for repairing the bulkhead and slope protection



## Facilities

- Expansion of Public Safety – \$284,000
  - Moving Fire Admin to new FS #6
- Parks Maintenance Facility – \$500,000
  - Design of a new Parks Maintenance facility



## FY2020 Projects

<u>Project No.</u>	<u>Fund</u>	<u>Project Name</u>	<u>Planning FY 2020</u>
<b>PUBLIC SAFETY</b>			
40028	404	FIRE STATION #6	4,000,000
1PSNEW1	404	FIRE ENGINE (FS#6)	1,500,000
1PSNEW2	404	RENOVATION AT FIRE STATION #1	100,000
<b>PUBLIC SAFETY Total</b>			<b>5,600,000</b>
<b>TRANSPORTATION</b>			
50027	401	TRAFFIC STUDIES	267,387
50031	401	GIS-MAPPING, PLOTTER, FLYOVER	30,000
50034	401	SIGNAL UPGRADE/SEQUENCING	900,000
50054	401	SIDEWALK	408,957
50063	401	PAVEMENT MAINTENANCE & MGMT PROGRAM	697,000
1TRNEW1	401	GPS EMERGENCY PRE-EMPTION & PRIORITY SERVICE HARDWARE	300,000
1TRNEW1	401	CENTRAL SOFTWARE FOR TRAFFIC MANAGEMENT CENTER	300,000
50094	403	WATERFALL RECONSTRUCTION	877,000
<b>TRANSPORTATION Total</b>			<b>3,780,344</b>



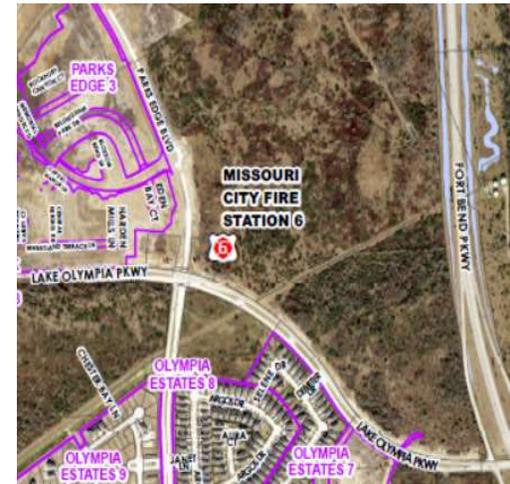
# FY2020 Projects

## Public Safety

- Fire Station #6 – \$4,000,000
  - Construction of the new Fire Station #6
- Fire Engine (FS#6) – \$1,500,000
  - Purchase of a new Fire Engine for Fire Station #6
- Renovations at Fire Station #1– \$100,000
  - Renovations needed throughout the interior of Fire Station #1

## Transportation

- Waterfall Reconstruction – \$877,000
  - Construction funds for the reconstruction of Waterfall Drive (this funding will add to prior year approved funds)



# FY2020 Projects

<u>Project No.</u>	<u>Fund</u>	<u>Project Name</u>	<u>Planning FY 2020</u>
<b>UTILITIES CONSTRUCTION</b>			
80027	535	MUSTANG BAYOU SERVICE AREA WWTP EXPANSION	4,000,000
MBNEW1	535	MUSTANG BAYOU WATER PLANT IMPROVEMENTS PHASE II	200,000
MBNEW2	535	MUSTANG BAYOU WATER PLANT#2 212K GAL GST REHAB	750,000
MBNEW3	535	MUSTANG BAYOU - 1.0 MG ELEVATED STORAGE TANK	1,000,000
SBNEW1	506	STEEP BANK FLAT BANK REUSE FACILITY	750,000
<b>UTILITIES CONSTRUCTION Total</b>			<b>6,700,000</b>



# FY2020 Projects

## Utilities

- Mustang Bayou Service Area WWTP Expansion – \$4,000,000
  - The plant is requiring expansion to accommodate rapid growth
- Mustang Bayou Water Plant Improvements Ph. II – \$200,000
  - Design
- Mustang Bayou Water Plant #2 GST Rehab– \$750,000
  - The two groundwater storage tanks have met their useful life and are in need of rehabilitation
- Mustang Bayou 1.0 MG Elevated Storage Tank – \$1,000,000
  - The City’s public water system is required to provide elevated storage when 2,500 connections are exceeded per TCEQ rules
- Steep Bank Flat Bank WWTP Reuse Facility – \$750,000
  - Re-use water for water conservation and to help meet mandate from the Fort Bend Subsidence District



# 5-Year Plan

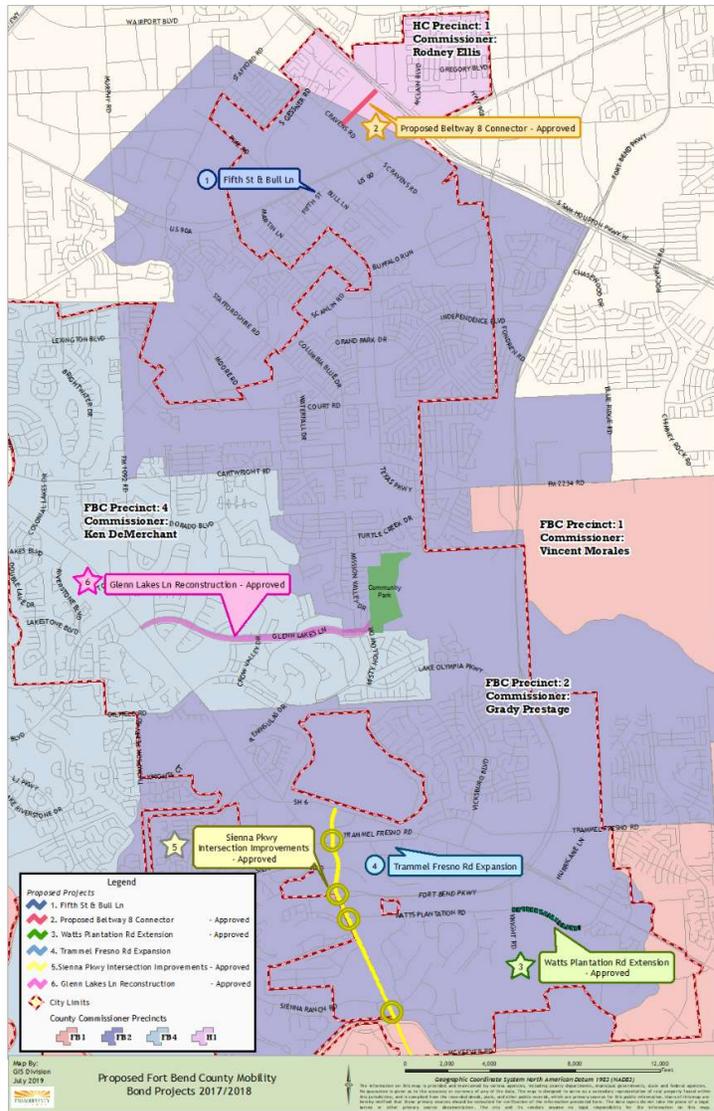
Project No.	Fund	Project Name	Planning FY 2020	Planning FY 2021	Planning FY 2022	Planning FY 2023	Planning FY 2024	Five-Year Plan Total
<b>DRAINAGE</b>								
10018	403	LOWER OYSTER CREEK				1,750,000		1,750,000
10038	403	CANGELOSI DETENTION	1,600,000					1,600,000
10039	403	WILLOW WATERHOLE		1,750,000	2,300,000			4,050,000
1DRNEW1	403	PRE-1987 IMPROVEMENTS					3,250,000	3,250,000
1DRNEW2	403	AMERICAN LEGION	20,000	280,000				300,000
1DRNEW3	403	BUFFALO RUN	20,000	133,000				153,000
DRAINAGE Total			1,640,000	2,163,000	2,300,000	1,750,000	3,250,000	11,103,000
<b>FACILITIES</b>								
20018	404	EXPANSION OF PUBLIC SAFETY	284,000	500,000				784,000
1FANEW1	404	PARK MAINTENANCE FACILITY	500,000	400,000				900,000
FACILITIES Total			784,000	900,000				1,684,000
<b>PUBLIC SAFETY</b>								
40028	404	FIRE STATION #6	4,000,000					4,000,000
1PSNEW1	404	FIRE ENGINE (FS#6)	1,500,000					1,500,000
1PSNEW2	404	RENOVATION AT FIRE STATION #1	100,000					100,000
PUBLIC SAFETY Total			5,600,000					5,600,000

# 5-Year Plan

Project No.	Fund	Project Name	Planning FY 2020	Planning FY 2021	Planning FY 2022	Planning FY 2023	Planning FY 2024	Five-Year Plan Total
<b>TRANSPORTATION</b>								
50027	401	TRAFFIC STUDIES	267,387	60,000	60,000	60,000	60,000	507,387
50031	401	GIS-MAPPING, PLOTTER, FLYOVER	30,000	30,000	30,000	30,000	30,000	150,000
50034	401	SIGNAL UPGRADE/SEQUENCING	900,000	400,000	400,000	500,000	500,000	2,700,000
50054	401	SIDEWALK	408,957	533,957	533,957	1,100,000	1,100,000	3,676,871
50063	401	PAVEMENT MAINTENANCE & MGMT PROGRAM	697,000	697,000	697,000	1,155,957	1,155,957	4,402,914
1TRNEW1	401	GPS EMERGENCY PRE-EMPTION & PRIORITY SERVICE HARDWARE	300,000					300,000
1TRNEW1	401	CENTRAL SOFTWARE FOR TRAFFIC MANAGEMENT CENTER	300,000					300,000
50094	403	WATERFALL RECONSTRUCTION	877,000					877,000
		<b>TRANSPORTATION Total</b>	<b>3,780,344</b>	<b>1,720,957</b>	<b>1,720,957</b>	<b>2,845,957</b>	<b>2,845,957</b>	<b>12,914,172</b>
		<b>GENERAL CIP Total</b>	<b>11,804,344</b>	<b>4,913,957</b>	<b>4,020,957</b>	<b>4,595,957</b>	<b>6,095,957</b>	<b>31,301,172</b>
<b>UTILITIES CONSTRUCTION</b>								
80027	535	MUSTANG BAYOU SERVICE AREA WWTP EXPANSION	4,000,000	6,900,000				10,900,000
MBNEW1	535	MUSTANG BAYOU WATER PLANT IMPROVEMENTS PHASE II	200,000	550,000				750,000
MBNEW2	535	MUSTANG BAYOU WATER PLANT#2 212K GAL GST REHAB	750,000					750,000
MBNEW3	535	MUSTANG BAYOU - 1.0 MG ELEVATED STORAGE TANK	1,000,000	3,000,000				4,000,000
SBNEW1	506	STEEPBANK FLATBANK REUSE FACILITY	750,000	750,000				1,500,000
		<b>UTILITIES CONSTRUCTION Total</b>	<b>6,700,000</b>	<b>11,200,000</b>				<b>17,900,000</b>
		<b>TOTAL EXPENDITURES</b>	<b>18,504,344</b>	<b>16,113,957</b>	<b>4,020,957</b>	<b>4,595,957</b>	<b>6,095,957</b>	<b>49,201,172</b>
<b>ESTIMATED RESOURCES</b>								
		PROPOSED GENERAL OBLIGATION BONDS	8,901,000	3,063,000	2,300,000	1,750,000	3,250,000	19,264,000
		PROPOSED REVENUE BONDS, C.O. or USER FEES (UTILITIES CONSTRUCTION)	6,700,000	11,200,000				17,900,000
		ESTIMATED METRO REVENUE FOR PROJECTS	3,795,957	3,795,957	3,795,957	3,795,957	3,795,957	18,979,785
		<b>TOTAL RESOURCES</b>	<b>19,396,957</b>	<b>18,058,957</b>	<b>6,095,957</b>	<b>5,545,957</b>	<b>7,045,957</b>	<b>56,143,785</b>

## Fort Bend County Mobility Bond Projects

Project Name	Description	City's Cost	County's Cost	Total Project Cost
<b>FUNDED</b>				
Sienna Parkway Intersections	Intersection improvements at Trammel Fresno Rd., Sienna Springs Blvd., Watts Plantation Rd. & Sienna Ranch Rd.	\$ 3,222,400	\$ 2,020,000	\$ 5,242,400
Beltway 8 Connector	3-lane road, concrete curb and gutter with storm sewer from Beltway 8 to Cravens Rd.	\$ 2,341,900	\$ 970,000	\$ 3,311,900
<b>UNFUNDED</b>				
Watts Plantation Road	2-lane half boulevard, concrete curb and gutter with open ditches from Knight Rd. to 1,300 ft south of SH6	\$ 3,426,400	\$ 1,100,000	\$ 4,526,400
Glenn Lakes Ln.	Reconstruct existing concrete roadway with storm sewer from SH6 to Community Park	\$ 4,974,200	\$ 3,510,000	\$ 8,484,200
<b>TOTAL:</b>		<b>\$ 13,964,900</b>	<b>\$ 7,600,000</b>	<b>\$ 21,564,900</b>



## Fort Bend County Mobility Bond Projects

- No more bonding authorization for Transportation projects until 2023
- Staff has leveraged other sources of funding to move two projects
- Need to enter into an AFA (advanced funding agreement) in 2019, otherwise potentially lose funding
- In conversations with Fort Bend County to re-define projects



QUESTIONS?





- with legal with regard to litigation and other legal matters
- Provides assistance to departments and the City Manager in assessing managerial, supervisory and employee performance, recruitment and selection, succession planning, training needs and skill development
- Advises department directors and supervisors in employee relations matters including progressive discipline
- Selects, trains, supervises and evaluates Human Resources Department staff; conducts performance evaluations and implements disciplinary procedures as warranted; maintains high standards necessary for the efficient and professional operation of the department.
- Administration of the Position & Pay Classification and Pay Grade tables
- Develops and administers the Human Resources Department budget including the forecast of funds needed for staffing, equipment, materials and supplies, property and casualty lines, health insurance, benefits etc.
- Administration of the City Wellness & Employee Benefit programs
- Administrator of Health Insurance Benefits
- Labor Collective bargaining agreements
- Prepares agenda action items and presents to city commission
- Conducts investigations in matters of legal compliance with HR or Safety related issues.
- Conducts OSHA safety training and programs for City employees and prepares reports to monitor efficiency of safety and health programs.
- Creates and delivers training programs to all levels of management and employees within the City.
- Conducts safety inspections and audits City owned properties and work practices.
- Investigates accidents, studies possible causes, prepare accident reports and monitor any implementation of recommended/mandatory actions.
- Safety Committee Administrator
- Initiates work stoppage of any activity that endangers life or significant potential of damage to equipment.
- Analyzes risks in the organization and recommend an insurance program for the City.
- Manages the purchase of insurance for the City.
- Processes, maintains, and follows up on all Workers' Compensation claims; maintains records on "lost-time" accidents; and prepares appropriate reports.
- Collaborates with attorneys and insurance carrier representatives in the City's defense against lawsuits.
- Prepares meaningful, concise and accurate reports and handle sensitive public inquiries.
- Administers, researches and advises the City in matters involving drug free workplace, workplace violence, retaliation, discrimination, and ADA compliance

#### **City of Paducah - HR Generalist & Risk Manager 9/2011 to 9/2016**

- Coordinates and maintain documentation for hiring procedures, employee testing, training, post-employment and fit for duty tests.

- Administers Health Insurance benefits and annual open enrollment for employee selection
- Administers / Assists in Performance Evaluations for all departments
- Administers / Processes FMLA, Unemployment, and Worker Compensation claims
- Conducts new employee orientations
- Serves as a liaison to all department heads and employees on personnel rules and policies, laws and legal issues related to human resource management. Advises, counsels, informs, and recommends solutions to management and employees concerning human resource matters.
- OSHA annual reporting, and Risk Management
- Updates Position & Pay classification tables and compensation tables
- Job Posting, Job Descriptions, Job Announcements, Administering City employment posting through local and national websites, and overall administration of NEO-GOV website
- Responds to employee and public inquires.
- Advises, and provides assistance in interviews, and recruitment of future employees
- Represents Human Resources at meetings and serves on committees
- Creates an inclusive environment by acknowledging the differences, perspectives and ideas of others
- Conducts research and investigations
- Interprets, evaluates, modified, updates and applies administrative and City policies and procedures
- Participates in professional organizations; stays abreast of new trends and innovations in the field of human resources
- Facilitates Wellness Programs

#### **Menards HR - Coordinator 3/2011 to 9/2011**

- Conducted new team member recruiting, interviewing, and orientation.
- Facilitating Team Member training and development
- Payroll and scheduling functions
- Worker Compensation claims
- Contributing to the overall efficiency, accuracy, and production of the store staff duties
- Addressing and resolving all Team Members concerns in a timely manner through counseling, either independently or in conjunction with supervisors.

#### **Western Governors University – 1/2009 to 1/2011**

- **Went back to school to complete my Bachelor's Degree in Human Resources Management**

### **Jackson Ford – Decatur IL - General Sales Manager 3/2005 to 10/2008**

- Managed all operations of the Dealership including Body Shop, Service, and Office Departments
- Hired, trained, and supervised employees on successful sales and closing techniques
- Completed new hires, status change, and termination reports
- Participated in unemployment hearings
- Managed recruitment campaigns for open sales positions
- Investigated and resolved employee relations concerns
- Forecasted budgets, and marketing advertising campaigns
- Gave final approvals on all sales transactions
- Ordered new vehicle inventory
- Conducted appraisals for all trade ins
- Wholesaled pre-owned inventory

### **Toyota Scion of Danville, IL – Sales Manager – 10/2002 to 3/2005**

- Purchased pre-owned auto inventory from auctions and wholesalers
- Conducted appraisals for all trade ins and directed the reconditioning to resale
- Advertised all auto sales in classified publications & Internet Sites
- Closed and finalized all vehicle sales transactions
- Finance Manager backup when off work
- Hired, trained, and supervised employees on successful sales and closing techniques
- Completed new hires, status change, and termination reports
- Participated in unemployment hearings
- Managed recruitment campaigns for open sales positions

### **Direct Rental Car Sales, Springfield IL – Finance Manager – 6/2002 to 10/2002**

- In charge of all new & pre-owned financed auto loans through lending institutions
- Completed paperwork transactions for all cash and financed auto contracts
- Sold aftermarket products
- Closed sales transactions

### **Decatur Buick GMC – General Sales Manager – 10/2000 to 6/2002**

- Ordered all new vehicle inventory
- Backup the Finance Manager on off days

- Managed all operations of the Dealership including Body Shop, Service, and Office Departments
- Hired, trained, and supervised employees on successful sales and closing techniques
- Completed new hires, status change, and termination reports
- Participated in unemployment hearings
- Managed recruitment campaigns for open sales positions
- Investigated and resolved employee relations concerns
- Forecasted budgets, and marketing advertising campaigns
- Gave final approvals on all sales transactions
- Ordered new vehicle inventory
- Conducted appraisals for all trade ins
- Wholesaled pre-owned inventory

**North town Ford – Decatur IL - Finance Manager – 7/1994 to 10/2000**

- In charge of all new & pre-owned financed auto loans through lending institutions
- Completed paperwork transactions for all cash and financed auto contracts
- Sold aftermarket products
- Closed sales transactions

**North town Ford – Decatur IL - Auto Sales – 6/1985 to 7/1994**

- Demonstrated and made sale presentations on New & Pre-Owned inventory
- Closed sales
- Ensured follow up customer satisfaction