

ALLEN OWEN  
Mayor

JERRY WYATT  
Councilmember at Large Position 1

CHRIS PRESTON  
Councilmember at Large Position 2



YOLANDA FORD  
Councilmember District A

DON SMITH  
Mayor Pro Tem  
Councilmember District B

ANTHONY G. MAROULIS  
Councilmember District C

FLOYD EMERY  
Councilmember District D

## CITY COUNCIL MEETING AGENDA

Notice is hereby given of a meeting of the City Council of Missouri City to be held on **Monday, January 4, 2016, at 7:00 p.m.** at: **City Hall, Council Chamber, 2<sup>nd</sup> 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. ROLL CALL

### 2. PLEDGE OF ALLEGIANCE

### 3. PRESENTATIONS AND RECOGNITIONS

- (a) Administer the oath of office to certain members of the boards of directors of the City of Missouri City's tax increment reinvestment zones.

### 4. PUBLIC COMMENTS

*An opportunity for the public to address City Council on agenda items or concerns not on the agenda—those wishing to speak must complete the orange comment card, present the comment card to the City Secretary prior to the beginning of the meeting, and observe a three-minute time limit.*

### 5. STAFF REPORTS

- (a) City Manager announcements.
- (b) Update on 2016 Initiatives:
  1. Body Camera Implementation
  2. Open Carry Implementation
  3. Solid Waste and Recycling Contract
  4. The 2016 YOU
  5. The Comprehensive Plan
  6. Introduction of Interim contractors

### 6. CONSENT AGENDA

*All consent agenda items listed are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a councilmember so requests; in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public review.*

- (a) Consider approving the minutes of the special and regular City Council meetings of December 21, 2015.

### 7. PUBLIC HEARINGS AND RELATED ACTIONS

- (a) **Zoning Public Hearings and Ordinances** – *There are no Zoning Public Hearings and Ordinances on this agenda.*
- (b) **Public Hearings and related actions** – *There are no Public Hearings and related actions on this agenda.*

8. **APPOINTMENTS** – *There are no Appointments on this agenda.*

9. **AUTHORIZATIONS**

- (a) Consider authorizing the execution of a contract for a classification and compensation market study.

10. **ORDINANCES**

- (a) Consider an ordinance amending Chapter 18, Businesses, of the Missouri City Code; amending rules regarding the inspection of hotel guest registers and security cameras and monitors; providing a penalty; and consider the ordinance on the first of two readings.

11. **RESOLUTIONS**

- (a) Consider a resolution allocating hotel occupancy tax revenue to the Elkins Band Booster Club for the encouragement and promotion of the arts and transportation of certain tourists; and making certain findings relating thereto.
- (b) Consider a resolution approving the submission of a grant application to the Texas Department of Transportation for overtime activities by law enforcement to reduce the incidence of traffic collisions, injuries, and fatalities; agreeing to provide matching funds; and containing other provisions related thereto.

12. **CITY COUNCIL ANNOUNCEMENTS**

*Discussion, review, and possible action regarding a meeting or activity of one or more of the following entities (each entity refers to a City of Missouri City entity unless otherwise indicated):*

Charter Review Commission, Community Development Advisory Committee, Construction Board of Adjustments, Electrical Board, Parks Board, Planning and Zoning Commission, Tax Increment Reinvestment Zone Boards, Fort Bend Chamber of Commerce, Houston-Galveston Area Council, Fort Bend Regional Council, Texas Municipal League, Fort Bend County, Harris County, Gulf Coast Building and Construction Trades Council, Mayor's Youth Commission, Finances and Services Committee, Fort Bend Leadership Forum, Fort Bend County Drainage District, Economic Development Committee, Missouri City Police and Fire Auxiliary, Livable Community Committee, Texas Parkway Alliance, High Performance Organization Committee, Missouri City Juneteenth Celebration Foundation, Fort Bend County Mayor and Council Association, METRO, Planning, Development and Infrastructure Committee, Fort Bend Independent School District, Greater Fort Bend Economic Development Coalition, Transportation Policy Council, Community Development Advisory Committee, Technical Advisory Committee, Veterans Memorial Committee, Missouri City Recreation and Leisure Local Government Corporation, Missouri City Development Authority, Greater Houston Partnership and Emergency Management Updates.

13. **CLOSED EXECUTIVE SESSION**

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

14. **RECONVENE**

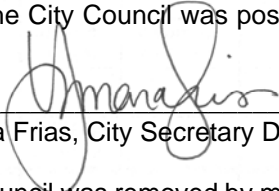
*Reconvene into Regular Session and Consider Action, if any, on items discussed in Executive Session.*

15. **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 Gonzalez, City Secretary, at 281.403.8686.**

**CERTIFICATION**

I certify that a copy of the January 4, 2016, agenda of items to be considered by the City Council was posted on the City Hall bulletin board on December 31, 2015, 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 \_\_\_\_\_, 2016.

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



**Council Agenda Item  
January 4, 2016**

**1. ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

**3. PRESENTATIONS AND RECOGNITIONS**

- (a) Administer the oath of office to certain members of the boards of directors of the City of Missouri City's tax increment reinvestment zones.

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Councilmember District C

FLOYD EMERY  
Councilmember District D

## CITY COUNCIL SPECIAL MEETING MINUTES

The City Council of the City of Missouri City, Texas, met in special session on **Monday, December 21, 2015**, at the City Hall, Council Conference Room, 2nd Floor, behind Council Chamber, 1522 Texas Parkway, Missouri City, Texas, 77489, at **6:00 p.m.** to consider the following:

### 1. ROLL CALL

Mayor Owen called the meeting to order at 6:03 p.m.

Those also present: Councilmembers Wyatt, Preston, Ford, Maroulis and Emery; City Manager Snipes, City Attorney Iyamu, Assistant City Manager Atkinson, Assistant City Manager Elmer, City Secretary Gonzalez, Director of Economic Development Esch, Director of Communications Walker, Fire Chief Sander, Police Chief Berezin, Assistant Director of Public Works Valiante, Assistant Director of Public Works Upton, and Media Relations Specialist Cory Stottlemeyer. Absent: Mayor Pro Tem Smith. Also present: Frank Hester, Bethany Jablonski, and Marex Jablonski.

### 2. DISCUSSION/POSSIBLE ACTION

- (a) Consider a request for the use of hotel occupancy tax funds and consider terms for a potential hotel occupancy tax policy.

Director of Economic Development Esch began the discussion on the request from the Hampton Inn on behalf of the Elkins High School Band & Guard Booster Club to support an event they anticipate holding in Missouri City on February 5 - 7, 2016. In following up with the general manager of the Hampton Inn, the request has been further quantified to be a requested reimbursement for room nights and associated transportation expenses with a maximum total of \$3,000. Esch noted there is no policy at the time to spend hotel occupancy tax funds and would like to ensure the City is in line with state laws and regulations by creating a policy. He also suggested the development of a policy consistent with state laws and approved as a resolution. Esch noted a High School Band Booster Club is a 501(c)(3) organization, this is not a school function but part of the booster club activity. City Manager Snipes stated staff will be working on a policy and will inform Council on how they can utilize the hotel occupancy tax funds and be able to market the city.

Councilmember Wyatt moved to approve the Elkins' request to expend Hotel Occupancy Tax (HOT) funds and for City Staff to bring forth a policy for consideration by City Council. Councilmember Maroulis seconded. **MOTION PASSED UNANIMOUSLY.**

- (b) Discuss cost participation for improvements to the United States Postal Service Facility on Glenn Lakes.

Mayor Owen provided an overview of improvements requested from the United States Postal Service office so that it may become full service. Owen noted the Postal Service requested the City to pay half of cost participation in order to make suggested improvements, which would be approximately \$26,000. Assistant City Manager Elmer made the following suggestions: 1. City can request to cap it at \$26,000, 2. Only paying for capital improvements and/or 3. Approve expenditure and work with legal for post office agreement for

City Council approval. Councilmember Ford inquired where would the funds come from. Elmer stated expenses would come from street repair or sidewalk repair funds for use, if approved by City Council. He also noted the post office did not anticipate increased traffic, but they are now requesting the City to assist with that issue as well. Mayor Owen stated they would need to look at other sources. City Manager Snipes noted due to a tight budget these are the only flexible fund areas. Councilmember Emery suggested the item be brought to City Council and see if other accounts are available to fund the project. Councilmember Wyatt recommended tabling the request and having staff continue to look into other resources.

No action taken.

- (c) Discuss the process for establishing new citizen committees.

City Manager Snipes stated this item began as a request from Mayor Pro Tem Smith for an Arts Committee. Snipes suggested having a formal process for similar requests by City Council. Mayor Owen inquired about the purpose of the committee and how the members would be chosen. Councilmember Wyatt stated anyone on City Council can bring an item before City Council for consideration and should bring these requests to the body for a decision. Councilmember Maroulis inquired about the creation of the Tennis Committee. Councilmember Wyatt clarified it as an Ad Hoc committee that was not to take any formal action, and was not appointed by Council. City Manager Snipes stated he is interested in seeing which committees require city and staff resources. Councilmember Wyatt stated committee requests be brought before City Council for discussion and consideration during a special City Council meeting and approved by majority vote. Mayor Owen stated everyone would need to work with the City Manager to determine at which meeting his or her request will be placed on for discussion by City Council.

### 3. **ADJOURN**

With no action taken, the special City Council meeting adjourned at 6:54 p.m.

*ATTEST:*

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Allen Owen, Mayor

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Maria Gonzalez, City Secretary

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Mayor

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Councilmember at Large Position 2



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ANTHONY G. MAROULIS  
Councilmember District C

FLOYD EMERY  
Councilmember District D

## CITY COUNCIL MEETING MINUTES

The City Council of the City of Missouri City, Texas, met in regular session on **Monday, December 21, 2015**, at the City Hall, Council Chamber, 2<sup>nd</sup> Floor, 1522 Texas Parkway, Missouri City, Texas, 77489, at **7:00 p.m.** to consider the following:

### 1. ROLL CALL

Mayor Owen called the meeting to order at 7:07 p.m.

Those also present: Councilmembers Wyatt, Preston, Ford, Maroulis and Emery; City Manager Snipes, City Attorney Iyamu and City Secretary Gonzalez. Absent: Mayor Pro Tem Smith.

2. The **PLEDGE OF ALLEGIANCE** was led by Assistant Director of Public Works Valiante.

### 3. PRESENTATIONS AND RECOGNITIONS

Mayor Owen recognized Charles Eubanks on his retirement as a homeowners association board member for Thunderbird North residential subdivision. Assistant City Manager Elmer along with Development Services staff recognized Gary Smith for his years of service to the City of Missouri City, Texas.

There were no **PUBLIC COMMENTS**.

### 5. STAFF REPORTS

City Manager Snipes announced City offices would be closed December 24 and 25 as well as January 1. He also stated that Open Carry law goes into effect on January 1, 2016, and staff is currently working on a smooth transition. Snipes also informed everyone the City Secretary has updated the election page to include information on the May 7, 2016 election. Lastly, Snipes noted WCA's contract will go into effect on January 1 and its first day of service is January 4.

### 6. CONSENT AGENDA

- (a) Consider approving the minutes of the special and regular City Council meetings of December 7, 2015.
- (b) Consider an ordinance relating to the proposed levy of assessments on certain residential lots within Section 6, Lake Shore Harbour subdivision, for public improvements in Public Improvement District No. 2, on the second and final reading.
- (c) Consider accepting a report concerning impact fees and the impact fees capital improvements plan from the Capital Improvements Advisory Committee.
- (d) Consider authorizing the acceptance of a general warranty deed for 0.07 acres of land from Perry Homes, LLC, for a lift station adjacent to the Creekmont residential subdivision.

Councilmember Emery moved to approve all Consent Agenda items pursuant to recommendations by City Staff. Councilmember Wyatt seconded. **MOTION PASSED UNANIMOUSLY.**

There were no **Zoning Public Hearings and Ordinances** or **Public Hearings and related actions**.

**8. APPOINTMENTS**

- (a) Consider appointing members to the Transportation Policy Council and the Technical Advisory Committee for the Houston-Galveston Area Council.

Councilmember Emery moved to appoint Scott Elmer a primary member and Robert Upton as the alternate member to the Transportation Policy Council; and, Robert Upton as the primary member and Scott Elmer as the alternate to the Technical Advisory Committee for the Houston-Galveston Area Council. Councilmember Maroulis seconded. **MOTION PASSED UNANIMOUSLY.**

There were no **AUTHORIZATIONS, ORDINANCES, or RESOLUTIONS.**

**12. CITY COUNCIL ANNOUNCEMENTS**

Mayor Owen and Council wished everyone a Merry Christmas and happy holidays.

**13. ADJOURN**

The regular City Council meeting adjourned at 7:26 p.m.

*ATTEST:*

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Allen Owen, Mayor

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Maria Gonzalez, City Secretary





**Council Agenda Item  
January 4, 2016**

7. **PUBLIC HEARINGS AND RELATED ACTIONS**
    - (a) **Zoning Public Hearings and Ordinances** – *There are no Zoning Public Hearings and Ordinances on this agenda.*
    - (b) **Public Hearings and related actions** – *There are no Public Hearings and related actions on this agenda.*
  8. **APPOINTMENTS** – *There are no Appointments on this agenda.*
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**Council Agenda Item Cover Memo  
January 4, 2016**

**To:** Mayor and City Council  
**Agenda Item:** 9(a) Consider authorizing contract for a classification and compensation market study.  
**Submitted by:** Edward Williams, Director of Human Resources

**SYNOPSIS**

Contract authorization for a classification and compensation market study to be conducted over the next four to five months by Segal Waters Consulting.

**STRATEGIC PLAN 2019 GOALS ADDRESSED**

- Develop a high performing City team

**BACKGROUND**

The purpose of this memo is to provide City Council with information regarding a proposed classification and compensation market study to be conducted over the next four to five months by the Segal Waters Consulting Group. This same group provided our last study and the City was pleased with the study and the results. This contract will be to update City management on the current market of our 149 job titles. The study will include a market assessment, recommendation development, and presentation of the final results. It is anticipated that the project will begin upon award of contract. The proposed timeline is approximately four months. The total cost for the requested study, findings and report will not exceed \$52,500.

This project was discussed with the Compensation and Benefit subcommittee.

The services provided by this vendor are detailed and offered through the Federal GSA Acquisition Schedule GS-02F-0214R (Human Resources and Equal Opportunity Services). As such, the procurement satisfies state competitive bidding laws.

**FISCAL ANALYSIS**

Not to exceed \$ 52,500.

**SUPPORTING MATERIALS**

1. Segal Waters Consulting "Proposal for Market Update", dated December 16, 2015

**STAFF'S RECOMMENDATION**

Staff recommends authorization to proceed with a contract.



**City of Missouri City, Texas**

## **Proposal for a Market Update**

Due Date: December 16, 2015

Contact:  
Ruth Ann Eledge, SPHR  
214.930.7291  
[reledge@segalco.com](mailto:reledge@segalco.com)



THE SEGAL COMPANY (WESTERN STATES) INC.  
SEGAL WATERS CONSULTING  
5050 Quorum Drive, Suite 625, Dallas, TX 75254  
T 214.466.2450 [www.segalco.com](http://www.segalco.com)

December 16, 2015

Edward G. Williams, Ph.D. Director  
Department of Human Resources & Organizational Development  
1522 Texas Parkway  
Missouri City, TX 77489  
Submitted via email to: [EWilliam@missouricitytx.gov](mailto:EWilliam@missouricitytx.gov)

**Re: Consulting Services for a Market Update**

Dear Mr. Williams:

Thank you for the opportunity to submit this proposal for a classification study for the City of Missouri City (City). Through our extensive experience providing human resources advice to public sector clients nationwide, we think Segal Waters is best qualified to assist you with this project. We have conducted similar projects for the following Texas organizations:

City of Cibola	City of Victoria
City of Hondo	City of Wylie
City of Leon Valley	Floresville Electric
City of Missouri City	Gillespie County
City of Portland	Harris County Appraisal District
City of Round Rock	Jackson County
City of San Marcos	New Braunfels Utilities
City of Sugar Land	San Miguel Electric Cooperative, Inc.
City of Tyler	Texas Municipal Power Agency

Currently, we have recently conducted similar projects for the City of Houston, the City of Fort Worth, Collin County Community College District, and Johnson County, Texas.

We appreciate your consideration for this assignment and welcome the opportunity to meet with you to answer any questions you have. Please feel free to contact me at 214-930-7291 or by email at [reledge@segalco.com](mailto:reledge@segalco.com).

Sincerely,

Ruth Ann Eledge, SPHR  
Vice President and Senior Consultant

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*Consulting Services for a Market Update*  
December 16, 2015

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# Executive Summary

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We understand the City seeks the assistance of a consultant to conduct a market update, which affects approximately 300 employees in approximately 149 job titles.

Specifically, we understand the scope of this study will include:

1. Conduct a custom salary survey with up to 85 benchmark positions and 15 peer organizations
2. Conduct analysis of collected data
3. Develop recommendations for structure adjustments (exempt, non-exempt, Police and Fire)
4. Determine cost implications for implementing adjusted structures, taking into account Time in Position adjustments, if necessary
5. Develop a final report

Our proposed work plan for this assignment includes the following steps.

Step 1: Market Assessment

Step 2: Recommendations Development

Step 3: Present Final Results

We have described each project step in more detail on the following pages.

# Scope of Services

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## Step 1: Market Assessment

We understand the City is requesting a salary market study. To conduct a valid, reliable, and useful market study, we propose to take the following steps:

1. Confirm benchmark job titles
2. Confirm comparable employers and other data sources
3. Collect and analyze the market data
4. Prepare and deliver a report to you detailing our findings

These steps are described in more detail below and on the following pages.

### 1. Confirm Benchmark Job Titles

We understand that this project covers approximately 85 job classification titles. We typically identify benchmark jobs that capture a broad array of occupational groups, departments, and pay levels throughout the City. All department director positions will be included in the survey.

### 2. Confirm Comparable Employers to Survey

The next step will be to determine the comparable employers to include in the study. Typically, these employers include public sector entities that are geographically proximate to the City and are likely to have matching jobs. In addition, it might also include public sector employers outside of the immediate commuting area, but that are similar to the City in terms of size, scope, population, or other characteristics.

Naturally, we will discuss this list with the Project Team and make modifications as necessary. For pricing purposes, we have assumed the custom market study will be distributed to up to 15 public sector entities. Private sector data from up to three published sources may also be used.

### 3. Collect the Market Data

We will update the previous survey instrument for collecting the market information, which we will distribute in electronic format. Data collected will include the following:

- Benchmark job base pay ranges (base pay, minimum and maximum annual pay rates)
- Certification and education pay for Police & Fire personnel

We will use updated brief job summaries for each benchmark title based on current job descriptions to assist the survey participants with matching jobs consistently and appropriately.

It is our understanding that the City will assist in the identification of contacts within benchmark employers.

Respondents will return completed surveys and supplementary materials (e.g., salary structures and policy descriptions) directly to Segal Waters. We will review and validate each survey response for completeness and reasonability, and then follow up with survey participants as necessary to clarify any incomplete or inconsistent responses.

#### 4. Analyze the Market Data

Segal Waters will update the spreadsheet used in our last study to support our analysis. This database will become the property of the City upon completion of this project for your future analyses. We will populate the database with the information collected from the surveys.

We will then analyze the survey data to determine the City’s market position relative to the market average minimum, midpoint, and maximum pay rate for each benchmark job title. We then compare these averages to the City’s pay ranges to determine the market position for each job title and occupational group. To the extent that different employer groups or industry sectors are included in the study, we will segment our findings accordingly. In addition, if applicable, we will geographically adjust market data for respondents outside of the metro area, using current cost of labor differentials from ERI Geographic Assessor.

Our report will include summary tables, such as the tables shown below.

**EXAMPLE TABLE 1  
CLIENT MARKET POSITION BY SECTOR—PAY ONLY**

Market Sector	Client Pay Ranges as a Percent of the Market Average		
	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
Public Sector	106%	101%	97%

Figures shown in **red** are below market (less than 95% of the market average)  
 Figures shown in **black** within the market range (95% to 105% of the market average)  
 Figures shown in **blue** are above market (more than 105% of the market average)



**EXAMPLE TABLE 2**  
**CLIENT MARKET POSITION BY DATA SOURCE—PAY ONLY**

Public Sector Peer Employer	# of Job Matches	Client as a Percent of the Average		
		Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
Organization of Peer Name	46	97%	98%	99%
Organization of Peer Name	55	100%	99%	99%
Organization of Peer Name	57	102%	99%	97%
Organization of Peer Name	58	116%	108%	102%
Organization of Peer Name	59	97%	98%	98%
Organization of Peer Name	48	124%	104%	93%
Organization of Peer Name	56	101%	95%	90%
Organization of Peer Name	30	113%	107%	103%
Organization of Peer Name	54	90%	89%	88%
Organization of Peer Name	46	121%	116%	112%
<b>Overall</b>		<b>109%</b>	<b>107%</b>	<b>106%</b>

Figures shown in **red** are below market (less than 95% of the market average). Figures shown in **black** within the market range (95% to 105% of the market average). Figures shown in **blue** are above market (more than 105% of the market average)

**EXAMPLE TABLE 3**  
**CLIENT OVERALL MARKET POSITION—PAY ONLY**

Job Family and Benchmark Title	# of Matches	Client as a % of the Overall Market Average		
		Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
<b>Accounting/Finance/Business</b>				
Account Clerk II	12	92%	88%	85%
Payroll Coordinator	12	113%	103%	96%
Senior Buyer	13	113%	110%	107%
Senior Financial Analyst	12	102%	97%	93%
Accounting Services Manager	16	104%	99%	95%
<b>Buildings and Facilities</b>				
Maintenance Mechanic II	13	94%	91%	88%
Building Operations Supervisor	13	114%	110%	106%
Building Operations Manager	13	116%	109%	102%
<b>Emergency Communications</b>				
Communications Center Supervisor	8	107%	98%	91%
Radio Communications Technician	8	106%	104%	102%

		Client as a % of the Overall Market Average		
Job Family and Benchmark Title	# of Matches	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
<b>Engineering</b>				
Senior Engineering Technician	11	102%	100%	98%
Senior Civil Engineer	12	96%	91%	87%
Engineering Services Manager	13	95%	88%	82%
<b>Fleet Maintenance</b>				
Mechanic	12	100%	93%	87%
Fleet Manager	9	112%	104%	98%
<b>Health Care</b>				
Psychiatric Technician	4	101%	103%	103%
Registered Dietetic Technician	9	101%	101%	101%
Registered Nurse	11	102%	102%	101%
Epidemiologist	9	112%	103%	97%
Registered Nurse Supervisor	10	113%	108%	102%
Senior Clinical Psychologist	5	103%	93%	79%
Director Health/Human Services	9	90%	80%	74%
<b>Human Resources</b>				
Human Resources Assistant	13	95%	94%	92%
Human Resources Analyst	13	91%	87%	82%

		Client as a % of the Overall Market Average		
Job Family and Benchmark Title	# of Matches	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
<b>Human Services</b>				
Economic Support Specialist	7	96%	86%	79%
Social Worker	14	99%	100%	100%
Economic Support Supervisor	6	116%	109%	105%
<b>Information Technology</b>				
Applications Analyst Programmer	14	90%	95%	98%
Senior Business Analyst	12	90%	97%	100%
Senior Network Analyst	13	89%	93%	96%
Principal Database Administrator	12	101%	100%	98%
Information Technology Manager	15	97%	89%	83%
<b>Law Enforcement</b>				
Lieutenant	11	101%	99%	97%

		Client as a % of the Overall Market Average		
Job Family and Benchmark Title	# of Matches	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
Captain	11	105%	99%	95%
<b>Legal</b>				
Senior Attorney	15	99%	86%	79%
<b>Office Support</b>				
Administrative Assistant	13	99%	92%	87%
Legal Clerk	14	86%	81%	77%
Office Services Coordinator	13	100%	96%	91%
<b>Parks</b>				
Park Maintenance Worker	9	99%	97%	95%
Golf Course Superintendent	5	81%	73%	67%
Senior Landscape Architect	7	123%	116%	111%
Parks Supervisor	9	141%	132%	126%
<b>Streets and Highways</b>				
Street Maintenance Worker	13	85%	88%	91%
Street Maintenance Supervisor	11	94%	89%	85%

In addition, our report will include detailed data showing each comparator's job match, salary range, and other information for each benchmark title, as shown below.

APPENDIX B  
Client Name  
Detailed Market Data (Adjusted)

Administrative Services Coordinator Various Departments					
Respondent	Matching Job Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum	Actual Average Salary
<b>Public Data Sources</b>					
Peer 1	No Match	NA	NA	NA	NA
Peer 10	Office Administrator	\$53,187	\$66,484	\$79,780	\$57,600
Peer 11	Management Support Specialist III	\$60,657	\$81,409	\$102,160	\$92,660
Peer 2	No Match	NA	NA	NA	NA
Peer 3	Management Analyst II	\$52,086	\$69,449	\$86,811	\$71,867
Peer 4	No Match	NA	NA	NA	NA
Peer 5	No Match	NA	NA	NA	NA
Peer 6	Administrative Specialist III	\$51,598	\$68,531	\$85,463	\$82,461
Peer 7	Administrative Assistant IV	\$57,816	\$85,150	\$112,484	\$86,834
Peer 9	No Match	NA	NA	NA	NA
<b>Client Name</b>		<b>\$56,729</b>	<b>\$75,638</b>	<b>\$94,548</b>	<b>\$84,889</b>
<b>Public Market Average</b>		<b>\$55,069</b>	<b>\$74,204</b>	<b>\$93,340</b>	<b>\$78,284</b>
<b>Client Name As a % of Public Market Average</b>		<b>103%</b>	<b>102%</b>	<b>101%</b>	<b>108%</b>
<b>Published Data Sources</b>					
Peer 12	No Match	NA	NA	NA	NA
Peer 13	Budget Analyst - Senior	\$70,900	\$78,650	\$86,400	\$78,800
Peer 14	No Match	NA	NA	NA	NA
Peer 15	Financial or Business Analyst L2	\$50,100	\$61,000	\$71,900	\$61,500
Peer 16	No Match	NA	NA	NA	NA
<b>Client Name</b>		<b>\$56,729</b>	<b>\$75,638</b>	<b>\$94,548</b>	<b>\$84,889</b>
<b>Published Market Average</b>		<b>\$60,500</b>	<b>\$69,825</b>	<b>\$79,150</b>	<b>\$70,150</b>
<b>Client Name As a % of Published Market Average</b>		<b>94%</b>	<b>108%</b>	<b>119%</b>	<b>121%</b>
<b>Client Name</b>		<b>\$56,729</b>	<b>\$75,638</b>	<b>\$94,548</b>	<b>\$84,889</b>
<b>Overall Comparator Market Average</b>		<b>\$56,621</b>	<b>\$72,953</b>	<b>\$89,285</b>	<b>\$75,960</b>
<b>Client Name As a % of Overall Market Average</b>		<b>100%</b>	<b>104%</b>	<b>106%</b>	<b>112%</b>

NA = Data Not Available

All national published data is adjusted based on geographic differences in the cost of labor and effective date of published data, as applicable.

## 5. Prepare a Report of Our Findings

Once all data have been collected, reviewed, and analyzed, we will prepare a report detailing our methodology and findings. The report will include at least the following items:

- An Executive Summary, briefly describing our key findings
- A description of the study objectives and methodology
- The City’s competitive market position for pay, applicable to each benchmark job title
- The prevailing policies regarding certification and education pay for Police and Fire
- Appendices showing detailed information collected for the market study

### *Expectations of the City for this Step*

Task/Step	Project Team Role
1. Confirm benchmark jobs	<ul style="list-style-type: none"><li>• Review and approve list of benchmarks</li></ul>
2. Confirm comparable employers	<ul style="list-style-type: none"><li>• Review and approve list of comparators</li></ul>
3. Update the survey document	<ul style="list-style-type: none"><li>• Review and approve survey document</li><li>• Assist with contacting survey recipients, if necessary</li><li>• Complete survey on behalf of the City</li></ul>
4. Update the database	<ul style="list-style-type: none"><li>• City does not have role in this step</li></ul>
5. Determine market position	<ul style="list-style-type: none"><li>• Be available for questions or clarification of policies</li></ul>
6. Prepare and deliver report	<ul style="list-style-type: none"><li>• Review draft report, provide feedback, and approve final report</li></ul>

## Step 2: Recommendations Development

Based on the findings of the market study and with the guidance of the Project Team, we will then develop revised salary schedules for the City. For this step in the project, we propose the following steps:

1. Update the City's four current Salary Schedules
2. Determine Cost Impact

### 1. Update the City's Current Salary Schedules

Once the market study report has been finalized, we will update the City's four salary structures to be consistent with the market findings and the City's pay philosophy. This approach includes any revisions of range minimums and maximums to reflect market as well as potential realignment of jobs to pay grades based on market values.

### 2. Determine Cost Impact

Once the Project Team has reviewed and approved the updated structures, we will calculate the initial cost of implementation.

This will require determining rules for placing current employees within the new pay ranges. This step involves determining each employee's salary within the assigned grade of the revised pay structure on the day of implementation.

We will work with you to determine the placement criteria. These criteria could include factors such as:

- Time the employee has been in the position
- Current position in the salary range
- Desired market position for individual salaries
- Internal equity and pay compression considerations

Based on the guidance of the Project Team regarding these criteria, we will identify each employee's recommended salary within the applicable pay range and will then determine the first year annual cost of implementing the new pay schedule.

Since we understand that successful implementation may depend heavily on the cost of implementation, we have assumed that we will model up to two different cost estimates, based on the Project Team's direction. This process typically involves estimating the cost of implementing the recommendations as approved by the Team, then conducting a second cost estimate based on revised criteria for implementation.

### Our Expectations of the City for this Step

Task/Step	Project Team Role
1. Update the current Salary Schedule	<ul style="list-style-type: none"> <li>• Discuss objectives/goals with Segal Waters team, provide direction and input</li> <li>• Review and approve pay schedule design</li> </ul>
2. Determine Cost Impact	<ul style="list-style-type: none"> <li>• Provide employee census information</li> <li>• Provide information on fiscal ability and conditions</li> <li>• Discuss and approve implementation criteria</li> <li>• Review and approve cost model</li> </ul>

### Step 3: Present Final Results to the City

As an option, we can present the final results to the City Manager and City Council. While it is difficult to anticipate at this time the exact nature of this presentation, our price proposal assumes we will develop and deliver one on-site presentation that will contain at least the following elements:

- Background and reasons for the project
- Objectives and goals of the project
- Methodology used to conduct our analysis
- Key findings and outcomes
- Our recommendations, including potential implications of those recommendations

We will draft the presentation for the Project Team’s review, and then will finalize the document based on your comments and input. .

### Project Timeline

We understand that the City anticipates beginning this project upon award of contract. Our proposed timeline below is consistent with that goal.

#### ELAPSED TIME IN MONTHS

Step	1	2	3	4
Step 1: Market Assessment				
Step 2: Recommendations Development				
Step 3: Presentation of Results				

# Segal Consulting Profile

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## About Our Company

The Segal Group ([www.segalco.com](http://www.segalco.com)) has been a leading, independent firm of benefit, compensation, and human resources consultants since its founding in 1939. Our clients include corporations, non-profit organizations, higher education institutions, professional service firms, and public sector entities, and jointly trustee benefit funds.

Segal is an independent, employee-owned organization with no ties to any other companies. Our only interest is in providing unbiased solutions to clients' total rewards needs.

Our firm is headquartered in New York and has more than 900 employees working in the following offices throughout the U.S. and Canada.

Atlanta, GA	Edmonton, AB	New York, NY
Boston, MA	Glendale, CA	Philadelphia, PA
Chicago, IL	Hartford, CT	Phoenix, AZ
Cleveland, OH	Houston, TX	Princeton, NJ
Dallas, TX	Los Angeles, CA	Raleigh, NC
Darien, CT	Minneapolis, MN	San Francisco, CA
Denver, CO	Montreal, QC	Toronto, ON
Detroit, MI	New Orleans, LA	Washington, DC

Segal has extensive experience in providing independent, results-driven consulting services to public sector entities throughout the country.

For 70 years, we have developed cutting-edge total rewards approaches that provide quality health care, secure retirement, and competitive compensation programs for our clients' employees. Offering comprehensive total compensation and benefits packages requires governments to continually search for cost efficiencies and innovations. Many widely accepted benefit practice and cost containment solutions were originally designed by Segal.



## Company History and Staff

The Segal Group was founded as the Martin E. Segal Company in October 1939, early in the development of employee benefit plans in American industry. From the beginning, Segal has been involved in developing health and retirement programs that meet the needs of employees and employers.

In 1967, the Martin E. Segal Company became part of Wertheim & Co. and in 1978 it again became independent when it was repurchased by company management.

In 2001, The Segal Group acquired Marjorie Gross and Company, an award-winning firm specializing in communicating benefits and compensation information, as well as building strategies for effective employer communications.

Early in 2002, The Segal Group acquired Sibson Consulting, a human resources consulting firm dedicated to helping companies improve the return on human capital through talent strategies, effective organization practices, change management, rewards and compensation design, work/life programs and other solutions that help enhance employee performance.

In 2006, The Segal Group acquired Irwin Tepper Associates, Inc., a consulting firm that specializes in asset/liability analysis for employee benefit programs and other organizations.

In 2010, The Segal Group acquired Aon Consulting's multiemployer defined benefit plan and related consulting business in the United States.

In 2012, The Segal Group's investment consulting affiliate, Segal Rogerscasey, acquired Rogerscasey, a global investment consulting firm. The combined entity (Segal Rogerscasey) is a leading global investment solutions firm that provides innovative, client-driven consulting advice and outsourcing solutions. The firm has been in operation for more than 40 years and is one of the largest U.S.-based investment consultants.

In 2013, The Segal Group's Fiduciary Liability Insurance Practice was incorporated as the insurance brokerage subsidiary of The Segal Group, Inc., and named Segal Select Insurance Services, Inc. Segal Select works with plan sponsors to obtain a full range of fiduciary insurance and fidelity bond coverage as well as employment practices liability insurance and cyber liability coverage.

**In 2014, The Segal Group acquired the Human Resources Consulting Division of Waters Consulting and combined it with Segal's Public Sector Compensation and Bargaining Practice. The combined entity, Segal Waters Consulting, provides compensation and human resources consulting solutions to public sector entities.**

Also in 2014, The Segal Group acquired a portion of the business of Moroni Fantin, an employee benefits consulting firm (which has now ceased operations) specializing in working with Michigan and national, mid-market, self-insured health plans.

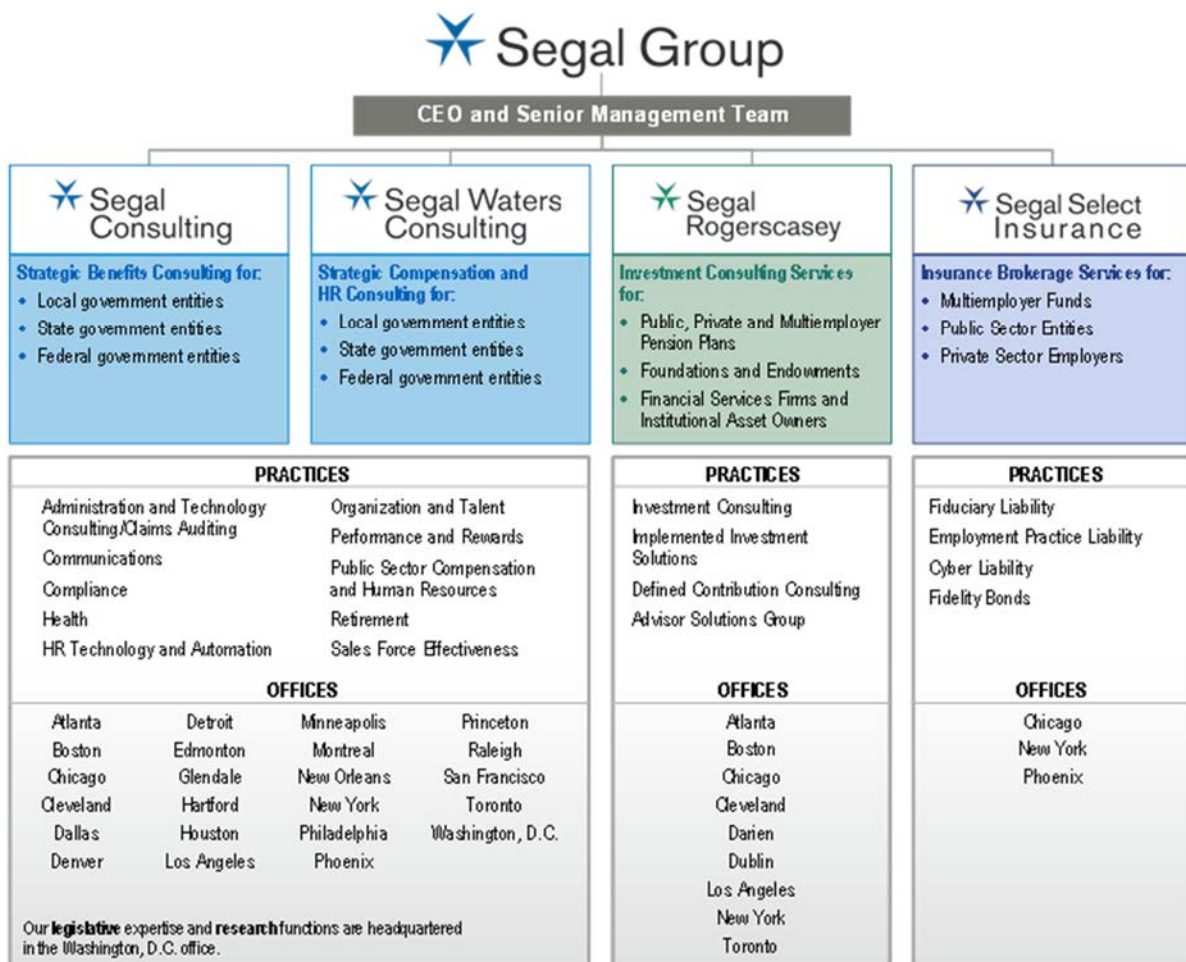
The Segal Group is a founding member of the Multinational Group of Actuaries and Consultants (MGAC), whose member companies across the world meet clients' needs for assistance in international benefits planning.

Segal Consulting, Sibson Consulting, Segal Rogerscasey and Segal Select are all members of The Segal Group. While company names and logos have evolved over the firm's 75 year history, members of The Segal Group remain independent, employee-owned firms that provide unbiased consulting.

The Segal Group is a private corporation owned by its active officers, with no shareholder owning more than 5% of the common stock. Our firm's chief officers are:

- Howard Fluhr – Chairman
- J. Tim Biddle – Vice Chair
- Joseph A. LoCicero – President and Chief Executive Officer
- Ricardo DiBartolo – Senior Vice President, Chief Financial Officer and Treasurer
- Margery Sinder Friedman, Esq – Secretary and General Counsel

### Company Organization Chart



## Summary of Segal Services

Segal is a completely independent organization with no ties to any other companies. Our only interest is in providing unbiased solutions to clients' total rewards needs. Visit us at [www.segalco.com](http://www.segalco.com).

Our comprehensive array of results-driven consulting and actuarial services includes strategic planning and program designs that align human resources strategies with staffing needs. Segal serves three distinct markets—Public Sector, Corporate and Multiemployer—with services, staff and expertise available to consult on the full range of health, retirement, and compensation issues in each of these markets.

### ➤ **Compensation and Collective Bargaining Consulting**

- Total compensation philosophy development
- Total rewards system design and implementation
- Customized compensation market assessments and cost modeling
- Classification studies and job description development
- Job evaluation and internal equity analyses
- Employee opinion surveys to support reward system design
- Collective bargaining support

### ➤ **Health and Welfare Plan Consulting**

- Medical, dental, disability, prescription drug and vision benefits plan design
- Valuation of retiree health plan liabilities and obligations according to GASB (Governmental Accounting Standards Board)
- Cost management strategies
- Financial forecasting and trend analysis
- Plan trend and industry benchmarking
- Plan administration and compliance strategies
- Vendor selection, contracting, and management services
- Quality performance standards

### ➤ **Retirement Plan Consulting**

- Defined benefit and defined contribution consulting
- Actuarial valuations and audits
- Supplemental savings plans 457, 403(b), 401(k)
- Deferred Retirement Option Plans and Partial Lump Sum Plans

### ➤ **Compliance Consulting**

- Preparation and review of plan documents, enrollment information, and participant correspondence
- Internal Revenue Code, state and local law, and GASB compliance
- HIPAA assessment, compliance and training programs
- SPD (Summary Plan Descriptions) review, drafting, and redesign

- **Claims Audit Consulting**
  - Analysis of medical, dental, disability, vision, and/or prescription drug claims administration and transaction processes
  - Assurance of financial and procedural accuracy in compliance with plan provisions and timeliness of claims adjudication
  - Review of insurance carriers, third party administrators, and self-administered plans
  
- **Communications Consulting**
  - Communications assessments, employee research, strategic planning
  - Organizational change communications
  - Compensation and performance management communications
  - Personalized communications and benefit statements
  - Web site content development and design
  
- **Administrative and Technology Consulting**
  - Review of strategic initiatives and business objectives
  - Assessment of administrative processes, organizational structure, and operational technology
  - Feasibility studies of administrative alternatives
  - Process re-engineering
  - Technology assessment, acquisition, and
  - Implementation
  
- **Investment Consulting** (through our SEC-registered affiliate, Segal Rogerscasey)
  - Asset Allocation and Investment Strategies
  - Asset/Liability Modeling (ALM)
  - Manager Searches
  - Performance Measurement
  - Alternative Investment Research
  - Fiduciary Services
  - Model Portfolios
  - MasterManagerSM
  - Strategy-Specific Hedge Fund Portfolios
  - Retire Funds
  - Defined Contribution Services and Vendor Searches

## Segal Waters Consulting

Segal Waters Consulting has offered consulting services dedicated to our public sector and collectively bargained clients, since 1997, including:

- Total compensation market studies
- Total compensation system design and implementation
- Job classification analyses
- Performance management system design and implementation
- Employee opinion surveys
- Cost modeling

Our consulting philosophy is to work closely with our clients to develop customized approaches to their specific needs. We do not use “off-the-shelf” systems. The primary theme of our consulting approach is to maximize the value of total rewards by encouraging employee participation in the projects. This is crucial to a successful outcome.

### Total Compensation Market Studies

We conduct total compensation surveys targeted to specific comparable employers. These surveys identify benchmark positions that are representative of an employer’s workforce. They capture information on pay ranges, maximum hiring pay rates, pay progression policies, performance-based reward systems, paid time off, health and welfare related benefits, and retirement benefits. As a routine part of any project, Segal Waters provides clients with all detailed source data received through our surveys.

### Total Compensation System Design and Implementation

We design total reward systems by working with clients to develop compensation philosophies that support organizational strategic goals and compensation best practices. We frequently work with clients to transform longevity-based pay programs to performance-based systems. Additionally, we often work with our clients in a joint labor-management environment to facilitate and communicate reward system changes.

### Job Classification Analyses

Classification studies include development and analysis of position questionnaires and employee interviews as the basis for evaluating and streamlining the classification structure. Additionally, we can assist in developing customized job descriptions that are consistent with legislation such as FLSA and ADA.

### Performance Management

Based on an organization’s compensation strategy, we will develop a performance management approach that includes tools to measure individual and group performance as well as tie the performance management system to a pay delivery approach.

## Employee Opinion Surveys

As part of evaluating total compensation programs, we frequently design and implement opinion surveys to measure employees' preferences and priorities regarding all aspects of their rewards of work (direct compensation, paid leave, benefits programs, work environment, career opportunities, affiliation with the organization, and other aspects). Our analysis can include comparisons of demographic groups, highlighting differences by occupational categories, career stage, or other groupings. In addition, we often conduct employee engagement surveys to understand employees' level of motivation and morale, turnover potential, and other measurable aspects of commitment and engagement with the organization.

## Cost Modeling

Most reward system redesigns result in a fiscal impact to the employer. Our modeling approach not only identifies the immediate impact of implementation, but also provides a multi-year perspective to identify steady employer costs.

## Segal Waters' Project Team

We bring to this project an excellent combination of skills and experience in public sector compensation, classification and performance management analysis and design.

The project team consists of experienced consultants who are dedicated to meeting the needs of the City in a manner that is cost efficient, timely, and of high quality.

Staff Member	Role
Ruth Ann Eledge, SPHR	Project Manager
Elliot R. Susseles, CCP	National Practice Leader
Joyce Powell, CCP	Senior Analyst

We invite you to review the resume of each team member on the following page.

## Expertise

Ruth Ann Eledge is a Vice President of Segal Waters Consulting. In this role, she leads and oversees many of our Human Resources studies and compensation projects and works closely with the entire consulting team to ensure on-time delivery while meeting the quality requirements of our clients.

## Clients

Anderson Public Library (IN)  
Austin Employee Retirement System (TX)  
Bandera County Appraisal District (TX)  
Capital District Transit Authority (CDTA) (NY)  
City of Addison (TX)  
City of Auburn (AL)  
City of Beeville (TX)  
City of Cedar Hill (TX)  
City of Chandler (AZ)  
City of Chapel Hill (NC)  
City of Charlotte (NC)  
City of Charlotte (NC) - Airport Authority  
City of Cibolo (TX)  
City of Colorado Springs (CO)  
City of Crowley (TX)  
City of Danville (VA)  
City of Edinburg (TX)  
City of Farmers Branch (TX)  
City of Fountain (CO)  
City of Goleta (CA)  
City of Granbury (TX)  
City of Greenville (NC)  
City of Greenville (SC)  
City of Groves (TX)  
City of Gun Barrel City (TX)  
City of Hondo (TX)  
City of Leon Valley (TX)  
City of Liberty (TX)  
City of Lufkin (TX)  
City of Lynnwood (WA)  
City of Mandeville (LA)  
City of Marana (AZ)  
City of Mesquite (TX)  
City of Missouri City (TX)  
City of Mont Belvieu (TX)  
City of Morgantown (WV)  
City of Oklahoma City (OK)  
City of Oro Valley (AZ)  
City of Overland Park (KS)  
City of Pecos City (TX)  
City of Peoria (IL)  
City of Portland (TX)  
City of Round Rock (TX)  
City of San Marcos (CA)  
City of Sierra Vista (AZ)  
City of Simpsonville (SC)  
City of Sugar Land (TX)  
City of Thibodaux (LA)  
City of Thornton (CO)  
City of Tyler (TX)  
City of Upper Arlington (OH)  
City of Victoria (TX)  
City of West University Place (TX)  
City of Wylie (TX)  
City of York (PA)  
College of the Mainland (TX)  
Colorado Springs Utilities  
Columbus Water Works (GA)  
Comal County (TX)  
Fire and Police Pension Association of Colorado  
Floresville Electric (TX)  
Gillespie County (TX)  
Greenville Utilities Commission (NC)  
Guadalupe Brazos River Authority (TX)  
Harford Community College (MD)  
Howard County (MD)  
Indianapolis-Marion County Library System (IN)  
Jackson County (TX)



Jacksonville Port Authority (JAXPORT) (FL)  
Jefferson County (CO)  
Kansas City, Kansas Housing Authority  
Karnes Electric Cooperative, Inc. (TX)  
Lake County (IL)  
Lamar University (TX)  
Lincoln County (SD)  
McKinley County (NM)  
Metropolitan Nashville Airport Authority (TN)  
Montgomery County 911 (TX)  
Montrose County (CO)  
New Braunfels Utilities (TX)  
Niagara Frontier Transit Authority (NFTA) (NY)  
North Carolina Education Lottery  
North Little Rock, Arkansas Housing Authority  
Northeast Community College (NE)  
Orange Water and Sewer District (NC)

Pointe Coupee Parish (LA)  
Recreation & Park Commission for the Parish of East Baton Rouge (LA)  
Sacramento Regional Transit District (CA)  
San Miguel Electric Cooperative, Inc. (TX)  
State Universities Retirement System of Illinois (SURS)  
Tarrant County 9-1-1 (TX)  
Teacher's Retirement System of Illinois (TRS)  
Terrebonne Parish (LA)  
Texas A & M University – Libraries (TAMU)  
Texas Association of Public Employee Retirement Systems (TEXPERS)  
Texas Municipal Power Agency (TX)  
Toho Water Authority (FL)  
Town of Highland Park (TX)  
Village of Winnetka (IL)  
Workforce Alliance (FL)

## Professional Background

Prior to joining Segal, Ms. Eledge worked at The Waters Consulting Group, one of the most experienced firms in public sector human resources and compensation consulting, which was acquired by Segal in 2014. Before joining Waters Consulting Group in 2000, Ms. Eledge served as the City of Austin's Director of Human Resources and Civil Service. Under her leadership, the City received an A+ rating from Governing Magazine for having a top Human Resource Department in 2000, an honor given only to two cities nationwide. Ms. Eledge has worked closely with various boards and commissions for the City of Austin, Texas, including the Civil Service Commission, Human Rights Commission, Mayor's Committee for Persons with Disabilities, and the City Council Affirmative Action Subcommittee.

## Education/Professional Designations

Ruth Ann received her Master's degree (MPA) from Southwest Texas State University and her Bachelor's degree from the University of Texas at Austin.

## Expertise

Mr. Susseles joined the firm in 1992. He serves as Segal's National Practice Leader for Segal Waters Consulting. As a member of Segal's Public Sector Leadership Group, Mr. Susseles serves as Client Relationship Manager for major projects, including interacting with clients, managing staff, and providing direction to the project team in the form of project objectives and goals.

## Clients

Administrative Office of the U.S. Courts  
U.S. Office of Personnel Management  
State of Alabama  
State of Arizona  
State of Colorado  
State of Georgia, Dept. of Audits & Accounts  
State of Iowa  
State of Maryland, Dept. of Budget & Management  
State of Massachusetts Department of Transportation  
State of New Jersey Judiciary  
State of North Carolina  
State of Rhode Island  
State of Tennessee  
State of Washington  
Government of the District of Columbia  
Arlington County (VA)  
Fairfax County (VA)  
Forsyth County (GA)  
Minnehaha County (SD)  
Mohave County (AZ)  
Pinal County (AZ)  
Spotsylvania County (VA)  
City of Baltimore (MD)  
City of Bristol (CT)  
City of Carrollton (TX)  
City of Houston (TX)  
City of Knoxville (TN)  
City of Phoenix (AZ)  
City of North Kansas City (MO)  
City of Raleigh (NC)  
City of San Marcos (TX)  
City of Sedona (AZ)  
City of Sioux Falls (SD)

City of Solon (OH)  
City of Wilmington (DE)  
Ohio Public Employees Retirement System  
Adams 12 School District (CO)  
Arlington Public Schools (VA)  
Boulder Valley Public Schools (CO)  
Denver Public Schools (CO)  
East Baton Rouge Parish School System (LA)  
Jefferson County Public Schools (CO)  
Lafayette Parish School System (LA)  
Prince George's County Public Schools (MD)  
Cuyahoga Library District (OH)  
Parkland College (IL)  
Central Ohio Transit Authority  
Jacksonville Transportation Authority (FL)  
Lehigh Northampton Airport Authority (PA)  
Massachusetts Bay Transportation Authority  
Massachusetts Department of Transportation  
Metro St. Louis (MO)  
New Jersey Turnpike Authority  
Orange County Transportation Authority (CA)  
Port Authority of Allegheny County (PA)  
Regional Transit District (CO)  
San Francisco Bay Area Rapid Transit (CA)  
Southeast Louisiana Transit Authority  
Virginia Railway Express (VA)  
Washington Metro Area Transit Authority  
Birmingham Water Works Board (AL)  
DC Water & Sewer Authority  
Easton Utilities Commission (MD)  
Metropolitan District Commission (CT)  
Prince William County Service Authority (VA)  
Las Vegas – Clark County Library District

## Professional Background

Prior to joining Segal, Mr. Susseles served as Associate Director of Labor Relations for the District of Columbia where he was responsible for the District's labor economics program. He has extensive experience in government finance and human resources, including roles with the Washington Metropolitan Area Transit Authority as a labor economist and with the New York City Transit Authority as Chief of the Office of Labor and Cost Analysis. Mr. Susseles served as Assistant Director of Research and Negotiations with a major public employee union.

Mr. Susseles has served on the adjunct faculty of the City University of New York, The New School University, USDA Graduate School, Kingsborough Community College, and Prince Georges Community College.

## Education/Professional Designations

Mr. Susseles graduated from Hofstra University with a B.A. in Economics and from New York University with an M.A. in Economics. He is a member of WorldatWork and the International Personnel Management Association – Human Resources (IPMA-HR). He is a Certified Compensation Professional (CCP) and is currently pursuing Certified Benefit Professional (CBP) designation from WorldatWork.

## Published Works/Speeches

- “How to Plan a Successful RIF to Meet Restructured Services,” Total Rewards in Government, 2010.
- “Maintaining competitiveness in Tough Economic Times,” NASPE 2010 National Conference
- “Managing through Fiscal Stress,” IPMA-HR 2009 Training Conference.
- “Eight Steps to Instituting a Successful Reduction in Force, and One Interesting Alternative,” IPMA-HR News, February 2009.
- “How Employees Value the Rewards of Their Work: Results from Segal’s 2007 Public Sector Rewards of WorkSM,” IPMA-HR Conference, October 2007.
- “It’s Not Just About Pay,” IPMA-HR News, June 2006.
- “The Key Role of Labor-Management Committees in Achieving Successful Negotiations,” *IPMA-HR News*, August 2003.

## Expertise

Joyce C. Powell is a Senior Compensation Analyst in with more than 20 years of hands-on compensation experience, ten of which have been in the public sector. Her expertise includes conducting market analyses; designing pay structure; conducting FLSA classification reviews and internal equity reviews; developing and costing pay plan implementation scenarios; writing job descriptions; developing custom survey documents, and developing affirmative action plans. She is also experienced in job analysis and job evaluation.

## Clients

Capital District Transit Authority (CDTA) (NY)  
City of Addison (TX)  
City of Auburn (AL)  
City of Beeville (TX)  
City of Cedar Hill (TX)  
City of Chapel Hill (NC)  
City of Charlotte (NC) - Airport Authority  
City of Cibolo (TX)  
City of Colorado Springs (CO)  
City of Crowley (TX)  
City of Danville (VA)  
City of Farmers Branch (TX)  
City of Fountain (CO)  
City of Greenville (NC)  
City of Greenville (SC)  
City of Hondo (TX)  
City of Leon Valley (TX)  
City of Liberty (TX)  
City of Lufkin (TX)  
City of Lynnwood (WA)  
City of Marana (AZ)  
City of Mesquite (TX)  
City of Missouri City (TX)  
City of Morgantown (WV)  
City of Oklahoma City (OK)  
City of Oro Valley (AZ)  
City of Overland Park (KS)  
City of Peoria (IL)  
City of Portland (TX)  
City of Round Rock (TX)  
City of San Marcos (CA)  
City of Sierra Vista (AZ)  
City of Simpsonville (SC)  
City of Sugar Land (TX)  
City of Thibodaux (LA)  
City of Thornton (CO)  
City of Upper Arlington (OH)  
City of Victoria (TX)  
City of West University Place (TX)  
City of York (PA)  
College of the Mainland (TX)  
Colorado Springs Utilities  
Comal County (TX)  
Fire and Police Pension Association of Colorado  
Gillespie County (TX)  
Guadalupe Brazos River Authority (TX)  
Harford Community College (MD)  
Indianapolis-Marion County Library System (IN)  
Jacksonville Port Authority (JAXPORT) (FL)  
Jefferson County (CO)  
Kansas City, Kansas Housing Authority  
Lake County (IL)  
Lamar University (TX)  
McKinley County (NM)  
Metropolitan Nashville Airport Authority (TN)  
Montgomery County 911 (TX)  
Montrose County (CO)  
New Braunfels Utilities (TX)  
Niagara Frontier Transit Authority (NFTA) (NY)  
North Carolina Education Lottery

North Little Rock, Arkansas Housing Authority  
Northeast Community College (NE)  
Orange Water and Sewer District (NC)  
Pointe Coupee Parish (LA)  
Sacramento Regional Transit District (CA)  
San Miguel Electric Cooperative, Inc. (TX)  
State Universities Retirement System of Illinois (SURS)

Tarrant County 9-1-1 (TX)  
Teacher's Retirement System of Illinois (TRS)  
Texas Municipal Power Agency (TX)  
Town of Highland Park (TX)  
Village of Winnetka (IL)  
Workforce Alliance (FL)

### Professional Background

Prior to joining Segal, Ms. Powell served as an independent consultant working for private and public sector organizations in a variety of industries including energy and oil, health care, information services, defense, insurance, transportation, and higher education. Prior to consulting, she served as the Supervisor of Compensation and EEO for a subsidiary of a Fortune 500 company.

### Education/Professional Designations

Ms. Powell attended West Texas A&M University in Canyon, Texas. She has been a Certified Compensation Professional since 1990 and is an active member of WorldatWork and the North Texas Compensation Association. She is also an active member of the Society for Human Resource Management and the Dallas Human Resources Management Association.

### Speeches and Published Works

Ms. Powell has co-authored articles in ICMA's The Municipal Year Book: "Salaries of Municipal Officials, 2008"; "Salaries of Municipal Officials, 2009;" and "Salaries of Municipal Officials, 2010."

# References

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## **Harris County Appraisal District, Texas**

13013 Northwest Freeway

Houston, TX 77040

(713) 957-5679

Ms. Elisa Hand

Project: Classification and Compensation Study

## **City of Houston, Texas**

611 Walker, 4th Floor

Houston, TX 77002

(832) 393-6058

Ms. Gerri Walker, Deputy Director of Human Resources Director

Project: Reviewed and redesigned job classification system and structure for 14,000 employees

## **City of Portland, Texas**

1900 Billy G. Webb

Portland, TX 78374

(361) 777-4590

Ms. Michel Weaver, Assistant to the City Manager

Project: Classification and Compensation Study and Development of a Performance Management System.

## **City of Fort Worth, Texas**

1000 Throckmorton Street

Fort Worth, TX 76102

(817) 392-7783

Mr. Brian Dickerson, Director of Human Resources

Project: Classification and Compensation Study.

## We Know Texas

The following is a partial list of our classification and compensation clients in Texas:

### **Counties/Districts**

- Comal County
- Gillespie County
- Jackson County
- Johnson County
- Bandera County Appraisal District
- Harris County Appraisal District

### **Municipalities**

- Town of Addison
- City of Beeville
- City of Carrollton
- City of Cedar Hill
- City of Cibolo
- City of Crowley
- City of Edinburg
- City of Farmers Branch
- City of Fort Worth
- City of Granbury
- City of Groves
- Town of Highland Park
- City of Houston
- City of Hondo
- City of Leon Valley
- City of Liberty
- City of Lufkin
- City of Mesquite
- City of Missouri City
- City of Mont Belvieu
- City of Pecos City
- City of Portland
- City of Round Rock
- City of San Marcos
- City of Sugar Land
- City of Tyler
- City of Victoria
- City of West University Place
- City of Wylie

### **Utilities**

- Floresville Electric
- Karnes Electric Cooperative, Inc.
- New Braunfels Utilities
- San Miguel Electric Cooperative, Inc.
- Texas Municipal Power Agency

### **Public Safety**

- Montgomery County 911
- Tarrant County 9-1-1

### **Retirement Systems**

- Austin Employee Retirement System
- Texas Association of Public Employee Retirement Systems

### **Higher Education**

- College of the Mainland
- Collin County Community College District
- Lamar University
- Texas A&M University Libraries



## Segal Waters Clients

### Federal Government

Administrative Office of the U.S.  
Courts  
U.S. Office of Personnel Management

### State Governments

Government of the District of Columbia  
State of Alabama  
State of Alaska  
State of Arizona  
State of Colorado  
State of Georgia, Dept of Audits &  
Accounts  
State of Georgia, Merit System  
State of Iowa  
State of Maryland Dept of Budget &  
Management  
State of Maryland Dept of Mental  
Health  
State of Maryland Judiciary  
State of Massachusetts Dept of  
Transportation  
State of Minnesota Judiciary  
State of New Jersey Judiciary  
State of Rhode Island  
State of Washington

### Counties

Albemarle County (VA)  
Arlington County (VA)  
Boulder County (CO)  
Coconino County (AZ)  
Fairfax County (VA)  
Forsyth County (GA)  
Jackson County (TX)  
Johnson County (TX)  
Kenosha County (WI)  
Laramie County (WY)  
Laramie County Library System (WY)  
Las Vegas – Clark County Library  
District  
Lexington County (SC)  
Los Alamos County (NM)  
Loudoun County (VA)  
Minnehaha County (SD)  
Mohave County (AZ)  
Oakland County (MI)

City of Goleta (CA)  
City of Greenville (NC)  
City of Henderson (NV)  
City of Houston (TX)  
City of Knoxville (TN)  
City of Las Vegas (NV)  
City of Livermore (CA)  
City of Manassas (VA)  
City of Middletown (CT)  
City of New Bedford (MA)  
City of North Kansas City (MO)  
City of Palo Alto (CA)  
City of Phoenix (AZ)  
City of Prescott (AZ)  
City of Raleigh (NC)  
City of Salem (VA)  
City of San Diego (CA)  
City of San Marcos (TX)  
City of Sana Cruz (CA)  
City of Seattle (WA)  
City of Sedona (AZ)  
City of Sierra Vista (AZ)  
City of Sioux Falls (SD)  
City of Solon (OH)  
City of Surprise (AZ)  
City of Wilmington (DE)  
City of Wylie (TX)  
Terrebonne Parish (LA)  
Town of Acton (MA)  
Town of Buckeye (AZ)  
Town of Ocean City (MD)

### Public School Systems

ABC Unified School District (CA)  
Adams 12 Five Star School District (CO)  
Arlington Public Schools (VA)  
Boulder Valley School District (CO)  
Denver Public Schools (CO)  
East Baton Rouge Parish School System  
Lafayette Parish School System (LA)  
Prince George's County Public Schools  
(MD)

Spokane Public Schools (WA)  
Springfield Public Schools (MA)

### Public Sector Higher Education

Central Piedmont Community College

### Transportation Systems

Alaska Railroad Corporation  
Ben Franklin Transit (WA)  
Central Ohio Transit Authority  
C-TRAN (WA)  
Denver Regional Transit District (CO)  
Golden Gate Bridge and Highway  
Transportation District (CA)  
Jacksonville Transportation Authority  
(FL)  
Lehigh Northampton Airport Authority  
(PA)  
Maryland Transit Administration  
Massachusetts Bay Transportation  
Authority  
Massachusetts Department of  
Transportation  
Metro St. Louis (MO)  
Metropolitan Atlanta Rapid Transit  
Authority  
Metropolitan Nashville Airport Authority  
New Jersey Turnpike Authority  
Orange County Transportation Authority  
Port Authority of Allegheny County (PA)  
San Francisco Bay Area Rapid Transit  
(CA)  
Transit Management of Southeast  
Louisiana, Inc.  
Transit Management of Washoe County  
(NV)  
Valley Metro/RPTA (AZ)  
Virginia Railway Express (VA)  
Washington Metropolitan Area Transit  
Authority (DC)

### Other Public Authorities

Birmingham Water Works Board (AL)  
Castaic Lake Water Authority (CA)  
Central Arizona Project (AZ)  
Columbus Water Works (GA)  
Cuyahoga Library District (OH)  
Denver Water (CO)  
Des Moines Water Works (IA)  
District of Columbia Water & Sewer  
Authority  
Easton Utilities Commission (MD)  
Fairfax Water (VA)



Pinal County (AZ)  
Prince George's County (MD)  
Spotsylvania County (VA)  
Waukesha County (WI)

**Municipalities**

City of Albuquerque (NM)  
City of Alexandria (VA) – Dept of  
Mental Health  
City of Asheville (NC)  
City of Baltimore (MD)  
City of Boston (MA)  
City of Bowie (MD)  
City of Bristol (CT)  
City of Cape Coral (FL)  
City of Carlsbad (CA)  
City of Carrollton (TX)  
City of Chandler (AZ)  
City of Fort Worth (TX)

(NC)  
Central New Mexico Community College  
Collin County Community College District  
(TX)  
Colorado Community College System  
Community College of Philadelphia (PA)  
George Mason University (VA)  
Grand Rapids Community College (MI)  
James Madison University (VA)  
Morehead State University (KY)  
Mott Community College (MI)  
Northern Virginia Community College  
Northern Wyoming Community College  
Palomar College (CA)  
Parkland College (IL)  
Portland Community College (OR)  
Radford University (VA)  
Thomas Edison State College (NJ)  
University of the District of Columbia (DC)  
Virginia Community College System  
Virginia Tech (VA)  
Yavapai Community College (AZ)

Greenville Utilities Commission (NC)  
Loudoun Water (VA)  
Metropolitan District Commission (CT)  
Navajo Tribal Utility Authority (AZ)  
North Carolina Education Lottery (NC)  
Northern Virginia Regional Park  
Authority  
Prince William County Service Authority  
Raleigh Public Utilities District (NC)  
Upper Occoquan Service Authority (VA)

# Cost Proposal

Segal Waters is fully aware of the sensitivity of budget allocations for public sector employers. We believe that you will find our approach focused toward achieving the City’s objectives in the most cost-effective manner consistent with quality, accuracy, and timeliness.

Project Step	Fee
<b>Step 1: Market Assessment</b> Assumes the following: <ul style="list-style-type: none"> <li>• Update the previous market survey document with up to 85 benchmark job titles, to be distributed to no more than 15 public sector peer employers, as well as the use of published data sources to represent the private sector market.</li> <li>• One draft and one final report of the market study findings</li> </ul>	\$40,000
<b>Step 2: Recommendations Development</b> Assumes the following: <ul style="list-style-type: none"> <li>• Adjust the current pay schedule(s) to reflect market movement</li> <li>• Identify grade assignment changes based on market differences</li> <li>• Estimate the cost of implementing the recommended pay schedule, including recommendations regarding placement of each employee within the pay ranges, as well as one revised estimate based on Project Team’s review and revisions</li> </ul>	\$7,500
<b>Step 3: Present Final Results to the City</b> Assumes we develop and deliver one on-site presentation to senior management or elected officials	\$5,000
<b>TOTAL</b>	<b>\$52,500</b>

Our proposed fee includes charges for all professional, analytic, and administrative services, as well as all expenses associated with materials, supplies, overhead, and travel for all tasks outlined in this proposal except as otherwise noted. **Travel expenses for meetings scheduled less than one week in advance will be charged additionally. If a scheduled meeting is cancelled by the client, any non-refundable travel expenses will be billed to the client at cost.**

We will bill the fixed fee associated with each project step upon completion of that step.

To the extent our proposed scope and fees differ from your needs or the level of effort described in other proposals you may receive, Segal Waters is prepared to discuss alternatives to the fees stipulated in our proposal.

Our proposed fee assumes only the services and on-site meetings described in the proposal. Should the City request additional services or additional on-site meetings, we would charge the hourly rates shown below, as well as for the time and expenses associated with travel.

<b>Staff Member</b>	<b>Title/Role</b>	<b>2015 Standard Hourly Rate</b>
Ruth Ann Eledge	Project Manager	\$310
Elliot R. Susseles	Senior Vice President, Practice Leader	\$450
Joyce Powell	Senior Compensation Analyst	\$235



**Council Agenda Item Cover Memo  
January 4, 2016**

**To:** Mayor and City Council  
**Agenda Item:** 10(a) Ordinance amending Chapter 18 rules regarding hotels.  
**Submitted by:** James Santangelo, Assistant City Attorney  
Mike Berezin, Chief of Police

**SYNOPSIS**

Pursuant to the United States Supreme Court case *City of Los Angeles v. Patel*, the provisions of Chapter 18 regarding the authority to inspect hotel guest registers and security camera footage are amended to emphasize compliance with existing law.

**BACKGROUND**

In June 2015, the Supreme Court of the United States published the decision of *City of Los Angeles v. Patel*, which declared a local ordinance that required hotel employees to retain records of guest information for ninety days and provide such records to peace officers upon request unconstitutional. The Court held that in order for an inspection of hotel guest registers to be legal, the City must provide the hotel an opportunity to challenge the inspection before any enforcement action is taken. The decision is limited to the regulation of hotels.

In amending the City's hotel register and security camera regulations in Chapter 18 of the Code, emphasis is placed on compliance with the law according to the *Patel* case and any applicable local, state, or federal statutes, as well as established procedure by the Missouri City Police Department. The Police Department would request a warrant or administrative subpoena in the event a hotel employee challenges the Police Department's inspection of a guest register or camera footage. The *Patel* Court stated that such methods are likely to withstand challenges provided that some degree of cause is present.

In this ordinance, Section 18-203 is amended to include security camera recordings as items that are subject to inspection by law enforcement. This is a clarification, as cameras and monitors were previously mentioned in the ordinance, but the recordings were not explicitly listed.

**SUPPORTING MATERIALS**

1. Ordinance
2. Changes marked

**STAFF'S RECOMMENDATION**

Staff recommends approval.

ORDINANCE NO. O-16-\_\_\_

AN ORDINANCE OF THE CITY OF MISSOURI CITY, TEXAS, AMENDING CHAPTER 18, BUSINESSES, OF THE MISSOURI CITY CODE; AMENDING RULES REGARDING THE INSPECTION OF HOTEL GUEST REGISTERS, SECURITY CAMERAS, MONITORS, AND RECORDINGS; PROVIDING FOR REPEAL; AND PROVIDING FOR SEVERABILITY.

\* \* \* \* \*

Section 1. The Missouri City Code is hereby amended by deleting Section 18-201 of Division 2 of Article IV of Chapter 18 thereof and substituting therefor a new Section 18-201 of Division 2 of Article IV of Chapter 18 to provide as follows:

**“Chapter 18 – BUSINESSES**

. . . . .

**ARTICLE IV. – HOTELS**

. . . . .

**DIVISION 2. - REGULATIONS**

**Sec. 18-201. Register required.**

A guest register shall be kept and maintained wherein the name of each person registering for lodging and each registrant's permanent address, date of registration, room number or room numbers, and vehicle license or registration number shall be legibly entered. The hotel employee registering the guest shall confirm the identity of the person registering with a validly issued government identification card. Such guest register shall be kept in the hotel for a period of two years and shall be subject to periodic inspection, in accordance with the law, by an authorized law enforcement official during regular business hours to determine compliance with this article.”

Section 2. The Missouri City Code is hereby amended by deleting subsection 18-203(c) of Division 2 of Article IV of Chapter 18 thereof and substituting therefor a new subsection 18-203(c) of Division 2 of Article IV of Chapter 18 to provide as follows:

**“Chapter 18 – BUSINESSES**

. . . . .

**ARTICLE IV. – HOTELS**

. . . . .

**DIVISION 2. - REGULATIONS**

. . . .

**Sec. 18-203. – Required security features.**

. . . .

(c) *Security cameras.* Security cameras shall be installed and maintained in proper operating order in the lobby, parking areas, and at each exterior door. The cameras shall be placed so as to provide visibility to the front and rear exteriors of the building and to the swimming pool area, if any. Monitors shall be provided on site for security and other hotel personnel so that on-site activities may be viewed at all times. The security cameras shall be equipped with recording devices capable, under normal lighting and operating conditions, of producing reasonably clear photographic images of the persons in the specified areas. Security cameras shall record video 24 hours each day. Video recordings from such cameras shall be kept for a minimum of 30 days and shall be retrievable. Security cameras, monitors, and recordings shall be subject to periodic inspection, in accordance with the law, by an authorized law enforcement official during regular business hours to determine compliance with this article.”

Section 3. Repeal. All ordinances or parts of ordinances in conflict herewith, if any, shall be and are hereby repealed only to the extent of such conflict.

Section 4. Penalty. Any person who violates, or any person who causes or allows another person to violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than Five Hundred Dollars (\$500.00). Each occurrence of any violation of this Ordinance shall constitute a separate offense. Each day in which any violation of this Ordinance occurs shall constitute a separate offense.

Section 5. Severability. In the event any clause, phrase, provision, sentence or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof, other than the part declared to be invalid or unconstitutional; and the City Council of the City of Missouri City, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

PASSED and APPROVED on first reading this \_\_\_\_ day of \_\_\_\_\_, 2016.

PASSED, APPROVED and ADOPTED on second and final reading this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Allen Owen, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Maria Jackson, City Secretary

\_\_\_\_\_  
E. Joyce Iyamu, City Attorney

**“Chapter 18 – BUSINESSES**

. . . .

**ARTICLE IV. – HOTELS**

. . . .

**DIVISION 2. - REGULATIONS**

**Sec. 18-201. Register required.**

A guest register shall be kept and maintained wherein the name of each person registering for lodging and each registrant's permanent address, date of registration, room number or room numbers, and vehicle license or registration number shall be legibly entered. The hotel employee registering the guest shall confirm the identity of the person registering with a validly issued government identification card. Such guest register shall be kept in the hotel for a period of two years and shall be subject to periodic inspection, in accordance with the law, by an authorized law enforcement official during regular business hours to determine compliance with this article.”

Section 2. The Missouri City Code is hereby amended by deleting subsection 18-203(c) of Division 2 of Article IV of Chapter 18 thereof and substituting therefor a new subsection 18-203(c) of Division 2 of Article IV of Chapter 18 to provide as follows:

. . . .

**Sec. 18-203. – Required security features.**

. . . .

(c) *Security cameras.* Security cameras shall be installed and maintained in proper operating order in the lobby, parking areas, and at each exterior door. The cameras shall be placed so as to provide visibility to the front and rear exteriors of the building and to the swimming pool area, if any. Monitors shall be provided on site for security and other hotel personnel so that on-site activities may be viewed at all times. The security cameras shall be equipped with recording devices capable, under normal lighting and operating conditions, of producing reasonably clear photographic images of the persons in the specified areas. Security cameras shall record video 24 hours each day. Video recordings from such cameras shall be kept for a minimum of 30 days and shall be retrievable. Security cameras ~~and~~ monitors, and recordings shall be subject to periodic inspection, in accordance with the law, by an authorized law enforcement official during regular business hours to determine compliance with this article.”



Document comparison by Workshare Compare on Thursday, December 31, 2015  
9:54:31 AM

<b>Input:</b>	
Document 1 ID	file://C:\Users\jsantangelo\Desktop\Chapter 18 Revised.docx
Description	Chapter 18 Revised
Document 2 ID	file://C:\Users\jsantangelo\Desktop\Chapter 18 O.docx
Description	Chapter 18 O
Rendering set	Standard

<b>Legend:</b>	
<a href="#">Insertion</a>	
<del>Deletion</del>	
Moved from	
<a href="#">Moved to</a>	
Style change	
Format change	
<del>Moved deletion</del>	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

<b>Statistics:</b>	
	Count
Insertions	4
Deletions	1
Moved from	0
Moved to	0
Style change	0
Format changed	0
<b>Total changes</b>	<b>5</b>



**Council Meeting Agenda Item Cover Memo  
January 4, 2016**

**To:** Mayor and City Council  
**Agenda Item:** 11(a) Presentation, Discussion and Action on Resolution relating to expenditure of Hotel Occupancy Tax Funds for EHS Band and Booster Club  
**Submitted by:** Joseph Esch, Director of Economic Development

**SYNOPSIS**

At the December 21, 2015 Special Session City Council meeting, staff presented a request from the Missouri City Hampton Inn on behalf of the Elkins High School Band Booster Club for up to \$3,000 of Hotel Occupancy Tax Funds. The proposed funds would be used in support of a regional multi-day event to be held in February of 2016. The specific use of the funds were for hotel room nights for event judges and staff as well as transportation to and from the event. Staff verified that the request may be allowable under state law. Based on staff's presentation and research, City Council approved the creation of a resolution for their formal consideration. The resolution would authorize the reimbursement of funds.

Provided for Council's consideration and action is a resolution authorizing staff to reimburse the Elkins High School Band Booster Club for expenses related to their request.

**FISCAL ANALYSIS**

Maximum of \$3,000

**SUPPORTING MATERIALS**

1. Resolution

**STAFF'S RECOMMENDATION**

Approve Resolution

**RESOLUTION NO. R-16-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS, ALLOCATING HOTEL OCCUPANCY TAX REVENUE TO THE ELKINS BAND BOOSTER CLUB FOR THE ENCOURAGEMENT AND PROMOTION OF THE ARTS AND THE TRANSPORTION OF CERTAIN TOURISTS; AND MAKING CERTAIN FINDINGS RELATING THERETO.**

\* \* \* \* \*

WHEREAS, pursuant to Ordinance No. O-09-53, adopted by the City of Missouri City, Texas (the "City") on December 21, 2009, the City levies a municipal hotel occupancy tax (HOT) of seven percent of the price paid for a hotel room in the City; and

WHEREAS, pursuant to Section 351.101 of the Texas Tax Code, HOT revenue may be used only to promote tourism and the convention and hotel industry and only for certain purposes set forth in state law; and

WHEREAS, the City has received a request from the Elkins Band Booster Club for certain promotion of the arts and transportation funding for the Winter Guard International Houston Regional Competition to be held on the Hightower High School campus on February 6, 2016, in the City (the "Request"); and

WHEREAS, the City Council has considered the Request and finds that approving the Request promotes tourism and the convention and hotel industry within the City and specifically encourages and promotes the arts, including dance and performance art, in the City in accordance with Section 351.101(a)(4) of the Texas Tax Code and promotes the transportation of tourists from a hotel in the City to a tourist attraction in the City in accordance with Section 351.110(a) of the Texas Tax Code; and

WHEREAS, the City Council has determined that it is in the best interest of the residents of the City to attract tourists to the City as allowed by Chapter 351 of the Texas Tax Code; now therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS, THAT:**

Section 1. The facts and recitations contained in the preamble of this Resolution are hereby found and declared to be true and correct.

Section 2. Subject to Section 3 of this Resolution, the City Council of the City of Missouri City hereby allocates from the City's 2015-2016 municipal hotel occupancy tax funds an amount not to exceed \$3,000 to reimburse the Elkins Band Booster Club for the following purposes: promoting tourism and the convention and hotel industry; encouraging and promoting the arts, including dance and performance art, in accordance with Section 351.101(a)(4) of the Texas Tax Code; and providing a transportation system to transport tourists from hotels in the City of Missouri City to Hopson Field House for the Winter Guard International Houston Regional Competition, a dance, performance, and arts competition to be held in the City of Missouri City on February 6, 2016, in accordance with Section 351.110(a) of the Texas Tax Code.

Section 3. Prior to making any reimbursement to the Elkins Band Booster Club using City of Missouri City hotel occupancy tax funds, the City Manager of the City of Missouri City shall obtain from the Elkins Band Booster Club, and shall maintain on file, reasonable documentation, including, but not limited to, documentation of the number of City of Missouri City hotel rooms utilized for the event and the source and quantity of transportation provided, that demonstrates that the Elkins Band Booster Club's receipt of City of Missouri City hotel occupancy tax funds would be consistent with the provisions of this Resolution. If such documentation is not provided to the City Manager by the thirtieth (30th) day after the date of the event, a reimbursement shall not be made using City of Missouri City hotel occupancy tax funds.

Section 4. Repeal. All resolutions or parts of resolutions, if any, in conflict herewith, shall be and are expressly repealed to the extent of such conflict.

Section 5. Severability. In the event any clause, phrase, provision, sentence or part of this Resolution or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Resolution as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Missouri City, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

PASSED, APPROVED and ADOPTED this \_\_\_nd day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Allen Owen, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Maria Jackson, City Secretary

\_\_\_\_\_  
E. Joyce Iyamu, City Attorney



**Council Agenda Item Cover Memo  
January 4, 2016**

**To:** Mayor and City Council  
**Agenda Item:** 11(b) TXDOT Intersection Traffic Control – STEP Grant  
**Submitted by:** Dwayne Williams, Captain

**SYNOPSIS**

The Police Department is seeking funding via the Texas Department of Transportation to increase effective enforcement of traffic laws and adjudication of traffic safety-related laws to reduce crashes, fatalities and injuries. One of the goals of the grant is to increase and sustain high visibility enforcement of traffic-related laws.

**STRATEGIC PLAN 2019 GOALS ADDRESSED**

- Maintain A Financially Sound City Government

**BACKGROUND**

The Missouri City Police Department has a goal of reducing traffic related collisions and is requesting this grant to fund overtime for officers to work traffic enforcement and the various intersections throughout the city as well as areas identified as those with higher than average traffic collisions.

**FISCAL ANALYSIS**

If the TXDOT grant is awarded, it would reimburse the City \$51,639.00. This grant does require a 20% match. The City would accomplish this, and exceed it, with fringe benefits. The City's total match would be \$12,393.36.

**SUPPORTING MATERIALS**

1. Resolution
2. Grant Pre-approval Request Form

**STAFF'S RECOMMENDATION**

Approve and authorize the Police Administrative Captain to serve as project manager in applying for the grant.

**RESOLUTION NO. R-16-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS, APPROVING THE SUBMISSION OF A GRANT APPLICATION TO THE TEXAS DEPARTMENT OF TRANSPORTATION FOR OVERTIME ACTIVITIES BY LAW ENFORCEMENT TO REDUCE THE INCIDENCE OF TRAFFIC COLLISIONS, INJURIES, AND FATALITIES; AGREEING TO PROVIDE MATCHING FUNDS; AND CONTAINING OTHER PROVISIONS RELATED THERETO.**

\* \* \* \* \*

WHEREAS, the Texas Department of Transportation has determined that high visibility enforcement of laws relating to driving while intoxicated is a strategy to reduce the number of traffic collisions, injuries, and fatalities; and

WHEREAS, the Texas Department of Transportation expects to make available approximately \$10,963,101.36 in federal funds dedicated to police traffic services; and

WHEREAS, in the last year, the City of Missouri City Police Department wrote approximately 296 citations for violations relating to traffic collisions, injuries, and fatalities; and

WHEREAS, the City Council of the City of Missouri City finds it in the best interest of the residents of the City of Missouri City (City) to reduce the incidence of traffic collisions, injuries, and fatalities in the City; and

WHEREAS, the City Council of the City of Missouri City desires to approve an application to be submitted to the Texas Department of Transportation for a Selective Traffic Enforcement Program (STEP) grant to support overtime activities by the City's law enforcement agency to reduce the incidence of traffic collisions, injuries, and fatalities, subject to the Texas Department of Transportation's acceptance of the City's proposed modifications to the Texas Department of Transportation's terms and conditions; and

WHEREAS, the City Council of the City of Missouri City desires to provide applicable matching funds for such activities, as required by the STEP grant application; and

WHEREAS, the City Council of the City of Missouri City desires to designate the Mayor as the City of Missouri City's authorized official for purposes of submitting such application and to designate the Police Administrative Captain as the City of Missouri City's authorized project manager; now therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS:**

Section 1. The facts and recitals set forth in the preamble of this Resolution are hereby found to be true and correct and are in all things incorporated herein and made a part hereof.

Section 2. The City Council of the City of Missouri City approves the submission of the STEP grant application to the Texas Department of Transportation for overtime activities by law enforcement to reduce the incidence of traffic collisions, injuries, and fatalities, subject to the Texas Department of Transportation's acceptance of the City's proposed modifications to the Texas Department of Transportation's terms and conditions.

Section 3. The City Council of the City of Missouri City agrees to provide applicable matching funds for overtime activities by law enforcement to reduce the incidence of traffic collisions, injuries, and fatalities as required by the STEP grant application.

Section 4. The City Council of the City of Missouri City hereby designates the Mayor as the City of Missouri City's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the City of Missouri City.

Section 5. The City Council of the City of Missouri City hereby designates the Police Administrative Captain as the City of Missouri City's authorized project manager in relation to the grant.

PASSED, APPROVED and ADOPTED this \_\_\_\_ day of January, 2016.

\_\_\_\_\_  
Allen Owen  
Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Maria Jackson  
City Secretary

\_\_\_\_\_  
E. Joyce Iyamu  
City Attorney

This form is fillable.  
It is located in  
W:\Public\Grants

# City of Missouri City Grant Pre-Approval Request Form

G-1

Dept Police Dept Contact Tracy Cox Tele#/Ext 281-403-5855

Grantor/Agency TXDOT Grant Name STEP/ Intersection Traffic Control

Agency Contact/Title Olga Navarro / Traffic Safety Specialist Tele#/Ext 713-802-5177

Agency Contact Email olga.navarro@txdot.gov

Type of Grant:

Application Due Date Jan 7, 2016 Expected Award Date Sep 1, 2015

Federal  State  Pass-Through  Local

Application Due Date Jan 7, 2016 Return to Dept By Jan 5, 2016

Other

Grant Period October 1, 2016 / September 30, 2017

Renewable  Yes  No

Purpose of Grant:

To continue to increase effective enforcement and adjudication of traffic safety-related laws to reduce crashes, fatalities, and injuries. Increase and sustain high visibility enforcement of traffic-related laws. The cities portion (or Match) will be met with fringe benefits.  
*To fund overtime for officers*

Total Award Amount Expected (all years) \$ 57,000.00 *51,639<sup>net</sup>*  
Yr 1 2017 \$ 57,000.00 Yr 2 \$ \_\_\_\_\_ Yr 3 \$ \_\_\_\_\_ Yr 4 \$ \_\_\_\_\_

Total Match Amount Expected (all years) \$ \_\_\_\_\_  
Yr 1 2017 \$ 15,000.00 *12,393<sup>net</sup>* Yr 2 \$ \_\_\_\_\_ Yr 3 \$ \_\_\_\_\_ Yr 4 \$ \_\_\_\_\_


Recurring Costs (explain)

Yr 1 \$ \_\_\_\_\_ Yr 2 \$ \_\_\_\_\_ Yr 3 \$ \_\_\_\_\_ Yr 4 \$ \_\_\_\_\_

What is Plan "B" in the event the grant is not renewed at any time? Indicate what source of funds will be used to cover costs.

The enforcement duties as outlined in the grant would be reduced. Traffic accidents as well as traffic violations could increase.

*12/16/15*

Dept Director Signature 

Date 12-16-15

Finance Dir. Signature 

Date 12/18/15

City Manager Signature 

Date 12/18/15

Send original back to department. Department contact is to provide a copy to the Finance department once completed.





**Council Agenda Item  
January 4, 2016**

**12. CITY COUNCIL ANNOUNCEMENTS**

*Discussion, review, and possible action regarding a meeting or activity of one or more of the following entities (each entity refers to a City of Missouri City entity unless otherwise indicated):*

Charter Review Commission, Community Development Advisory Committee, Construction Board of Adjustments, Electrical Board, Parks Board, Planning and Zoning Commission, Tax Increment Reinvestment Zone Boards, Fort Bend Chamber of Commerce, Houston-Galveston Area Council, Fort Bend Regional Council, Texas Municipal League, Fort Bend County, Harris County, Gulf Coast Building and Construction Trades Council, Mayor's Youth Commission, Finances and Services Committee, Fort Bend Leadership Forum, Fort Bend County Drainage District, Economic Development Committee, Missouri City Police and Fire Auxiliary, Livable Community Committee, Texas Parkway Alliance, High Performance Organization Committee, Missouri City Juneteenth Celebration Foundation, Fort Bend County Mayor and Council Association, METRO, Planning, Development and Infrastructure Committee, Fort Bend Independent School District, Greater Fort Bend Economic Development Coalition, Transportation Policy Council, Community Development Advisory Committee, Technical Advisory Committee, Veterans Memorial Committee, Missouri City Recreation and Leisure Local Government Corporation, Missouri City Development Authority, and Greater Houston Partnership.

**13. CLOSED EXECUTIVE SESSION**

*The City Council may go into Executive Session regarding any item posted on the Agenda as authorized by Chapter 551 of the Texas Government Code. Notice is hereby given that the City Council may go into Executive Session in accordance with the following provisions of the Government Code:*

**14. RECONVENE**

*Reconvene into Regular Session and Consider Action, if any, on items discussed in Executive Session.*

**15. ADJOURN**

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