

**YOLANDA FORD**  
Mayor

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

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



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

## CITY COUNCIL SPECIAL MEETING AGENDA

Notice is hereby given of a Special City Council Meeting to be held on **Monday, April 6, 2020, at 5:30 p.m.** at: **City Hall, Council Chamber, 2nd Floor**, 1522 Texas Parkway, Missouri City, Texas, 77489, for the purpose of considering the following agenda items. All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

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### NOTICE REGARDING PUBLIC PARTICIPATION

Due to the COVID 19 Disaster and the Center for Disease Control's recommendation regarding social distancing measures, the public will not be allowed to be physically present at this meeting.

The meeting will be available to members of the public and allow for two-way communications for those desiring to participate. Any person interested in speaking on any item on the agenda must notify the City by one of the following methods **before 4:00 p.m. on the day of the City Council meeting**:

1. Email or call the City Secretary at [CSO@missouricitytx.gov](mailto:CSO@missouricitytx.gov) or 281-403-8686; or,
2. Submit a "Public Comment Form" to the City Secretary from the following webpage: <https://bit.ly/39pw73Q>.

**The request must include the speaker's name, address, email address, phone number and the agenda item number.**

To livestream the meeting, the public may access the following link:  
<https://www.missouricitytx.gov/780/MCTV>.

To access the meeting agenda packet in PDF format, the public may access the following link:  
<https://www.missouricitytx.gov/407/City-Council>.

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#### 1. CALL TO ORDER

#### 2. DISCUSSION/POSSIBLE ACTION

- (a) Discuss the proposed ordinance amending the city personnel policy by establishing a notification process for employment claims against City Council's appointed officials and establishing a time limit for reporting potential paycheck errors for city employees.
- (b) Presentation on the Watershed masterplan update.
- (c) Presentation on the Enterprise fleet management program.

- (d) Discuss and consider deferring the hiring of a permanent city manager.
- (e) Consider directing staff to post the city manager position for internal and external candidates on multiple platforms, including job boards, search engines, and social media.

**3. CLOSED EXECUTIVE SESSION**

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

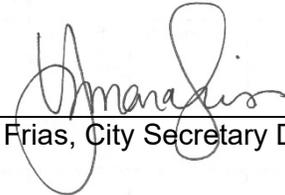
**4. RECONVENE** into Special Session and consider action, if any, on items discussed in Executive Session.

**5. ADJOURN**

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

**CERTIFICATION**

I certify that a copy of the April 6, 2020, agenda of items to be considered by City Council was posted in a place convenient to the public in compliance with Chapter 551 of the Texas Government Code on April 2, 2020, at 4:30 p.m.



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Yomara Frias, City Secretary Department



**CITY COUNCIL  
AGENDA ITEM COVER MEMO**

**April 6, 2020**

**To:** Mayor and City Council  
**Agenda Item:** (2)(a) Discuss the proposed ordinance establishing a notification process for employment claims against City Council's appointed officials.  
**Submitted by:** James Santangelo, Assistant City Attorney

**SYNOPSIS**

Pursuant to a request from the City Council, this draft ordinance provides a notification process to councilmembers regarding both discrimination and harassment reports made against officials appointed by the City Council, as well as grievance reports made in response to personnel actions taken by such officials, and also imposes a limit of one year from the issuance of a City employee's paycheck to report an alleged error on such paycheck.

**STRATEGIC PLAN 2019 GOALS ADDRESSED**

- Develop a high performing City team

**BACKGROUND**

Under the current Missouri City Personnel Policy, which was adopted in 2017 and amended thereafter, employees have a duty to report discrimination or harassment to (1) their immediate supervisor; (2) their department director; (3) the HR director; (4) the City Manager; or (5) the Mayor. In the event such a report is given regarding the actions of the City Manager, City Attorney, or City Secretary, this draft ordinance requires such person who receives such a discrimination or harassment report to notify the City Council not later than the next Council meeting for which legal notice under the Open Meetings Act can be provided. Similarly, if a grievance report is taken through the process set forth in the Personnel Policy regarding the actions of the City Manager, City Attorney, or City Secretary, this draft ordinance imposes a duty on that appointed official to report the grievance to council not later than the next Council meeting for which notice can be posted.

The draft ordinance also requires employees to report any perceived errors in their paychecks within one year of the issuance of the paycheck in dispute, or else the ability to report such error is waived.

**BUDGET ANALYSIS**

Funding Source	Account Number	Project Code/Name	FY__ Funds Budgeted	FY__ Funds Available	Amount Requested
N/A					

**Purchasing Review:** N/A  
**Financial/Budget Review:** N/A

*Note:* Compliance with the conflict of interest questionnaire requirements, if applicable, and the interested party disclosure requirements (HB 1295) has been confirmed/is pending within 30-days of this Council action and prior to execution.

**SUPPORTING MATERIALS**

1. Draft Ordinance
2. Changes marked

**STAFF'S RECOMMENDATION**

Approve the ordinance.

**Director Approval:**

**E. Joyce Iyamu, City Attorney**

**Assistant City Manager/  
City Manager Approval:**

**Bill Atkinson, Interim City Manager**

**ORDINANCE NO. O-20-\_\_**

**AN ORDINANCE OF THE CITY OF MISSOURI CITY, TEXAS; AMENDING THE PERSONNEL POLICY OF THE CITY OF MISSOURI CITY; PROVIDING A PROCESS FOR CITY COUNCIL NOTIFICATION OF DISCRIMINATION, HARASSMENT, AND GRIEVANCE REPORTS REGARDING CERTAIN CITY OFFICIALS AND PROVIDING A TIME LIMIT TO REPORT ERRORS IN EMPLOYEE PAYCHECKS; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATED THERETO.**

\* \* \* \* \*

WHEREAS, Section 3.17 of the City of Missouri City Charter (“Charter”) grants the City Council of the City of Missouri City (“City Council”) the power to make investigations into the affairs of the City of Missouri City (“City”) and the conduct of any City department, division, or office; and

WHEREAS, Section 4.06.E of the Charter provides that the City Manager shall prepare personnel rules and the City Council will, by ordinance, adopt such rules with or without amendment; and

WHEREAS, the Interim City Manager has, at the request of the City Council, proposed a revision to the rules regarding the discrimination and harassment investigation process; and

WHEREAS, the Interim City Manager has also proposed a revision to the rules regarding the reporting of potential errors on the paychecks of City employees; and

WHEREAS, the City Council of the City of Missouri City now deems it appropriate to consider the City Manager’s proposed revisions and amend the personnel policy; and

WHEREAS, such action furthers Strategic Plan 2019 Goal No. 4 by developing a high performance city team; now therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS:

Section 1. The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. *Policy amendment, Chapter 4.* Ordinance No. O-17-24, adopted on July 17, 2017, as amended, is hereby amended by adding a new subsection 4.3.3 of Section 4.3 of Chapter 4 of Exhibit “A” to provide as follows:

**“Missouri City Personnel Policy**

. . . .

**CHAPTER 4: DISCRIMINATION AND HARASSMENT**

. . . .

**4.3 Procedure**

. . . .

*4.3.3 Notice to City Council of Report Regarding Appointed Officials*

Any person designated to receive a report of a potential violation of the protections in this policy under subsection 4.3.1 herein shall notify each member of the City Council of such report if the person alleged to have committed the violation is the City Manager, City Attorney, or City Secretary no later than at the next meeting of the City Council for which notice can be provided after such person receives a report.”

Section 3. *Policy amendment, Chapter 5.* Ordinance No. O-17-24, adopted on July 17, 2017, as amended, is hereby amended by deleting Section 5.2 of Chapter 5 of Exhibit “A” thereof, and substituting therefor a new Section 5.2 of Chapter 5 of Exhibit “A” to provide as follows:

**“Missouri City Personnel Policy**

. . . .

**CHAPTER 5: COMPENSATION AND BENEFITS**

. . . .

**5.2 Errors on Paychecks**

Employees should examine each paycheck and direct deposit notice. If an employee believes there is an error in his pay, including, but not limited to, a deduction that has been incorrectly assessed, the employee should promptly report the matter to his supervisor, who shall coordinate with HR and the Finance Department. Any such error shall be reported in the manner provided in this Section within one year of the date that the paycheck containing the alleged error was issued. Employees waive any and all claims for damages for an error in pay reported after one year after the date on which the paycheck containing the alleged error was issued. The City will not retaliate against an employee for making such a report in good faith, and encourages employees to do so.”

Section 4. *Policy amendment, Chapter 13.* Ordinance No. O-17-24, adopted on July 17, 2017, as amended, is hereby amended by deleting Section 13.1 of Chapter 13 of Exhibit “A” thereof, and substituting therefor a new Section 13.1 of Chapter 13 of Exhibit “A” to provide as follows:

**“Missouri City Personnel Policy**

. . . .

**CHAPTER 13: GRIEVANCES**

**13.1 Grievance Report**

An employee, other than a Department Director, an Assistant City Manager, or an appointed official, who is formally disciplined or to whom other personnel action has been taken may file a written grievance report as set forth herein. The report must be filed within 30 days of the action at issue.

An employee must first report any grievance(s) to the employee’s supervisor. If the employee needs assistance in putting the grievance(s) in writing at any point in the grievance process, the employee may request assistance from his immediate supervisor or any supervisor in his chain of command (other than the City Manager), and that assistance will be provided.

If a grievance report is filed regarding a disciplinary or other personnel action taken by the City Manager, City Attorney, or City Secretary, such appointed official, as applicable, shall notify the City Council of such grievance report no later than at the next meeting of the City Council for which notice can be provided after such appointed official learns of the grievance.

The grievance report should include the following information:

- a. The employee’s name and position title;
- b. The employee’s supervisor’s name and position title;
- c. The specific basis for the employee’s grievance;
- d. The employee’s desired outcome of the grievance report; and
- e. Whether the employee has previously reported the grievance to anyone and if so, when and to whom.”

Section 5. *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 6. *Administrative procedures authorized.* The City Manager is hereby authorized to prepare and administer procedures and take such actions as are consistent with the provisions of this Ordinance and the Personnel Policy of the City of Missouri City, Texas.

Section 7. 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 \_\_\_\_\_, 2020.

PASSED, APPROVED and ADOPTED on second and final reading this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Yolanda Ford, Mayor

ATTEST:

APPROVED AS TO FORM:

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

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

## Missouri City Personnel Policy

. . . .

### CHAPTER 4: DISCRIMINATION AND HARASSMENT

. . . .

#### 4.3 Procedure

##### *4.3.1 Responsibility of Employees*

Any employee who is subject to, a witness to, or becomes aware of any conduct that might be considered a violation of the protections in this policy (including discrimination, harassment, or retaliation) must report the incident in a timely manner. The employee should make the report to (1) the employee's immediate supervisor, (2) the employee's Department Director, (3) the HR Director, (4) the City Manager, or (5) the Mayor. Employees have the right to bypass the chain of command in selecting which person to whom to make a complaint. Informing the person alleged to be violating the policy that the conduct is unwelcome does not constitute a report under this Section. If the person alleged to be violating the policy is one of the persons listed above, the employee must notify a different person in the list so that the matter is appropriately addressed. An employee should not assume that others who witnessed the conduct will know that the conduct is unwelcome and report it in accordance with this Section. Employees must therefore report the conduct regardless of whether or not any other employees were witnesses. Employees should be prepared to provide the following information in connection with the complaint:

- a. The employee's name and position title;
- b. The name(s) of the person or persons committing the violation, including their titles (if known);
- c. The specific nature of the violation, how long it has gone on, and any employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) taken against the employee as a result of the behavior, or any other threats made against the employee as a result of the behavior;
- d. Names of witnesses to the violation; and
- e. Whether the employee has previously reported such violation and, if so, when and to whom.

Employees are not only encouraged to report instances of violations of this policy, they are obligated to do so. Employees are obligated to cooperate in every aspect of an investigation under this policy, including, but not limited to, coming forward with any relevant evidence, answering questions of an investigator, and fully and truthfully making a written report when required to do so by an investigator.

##### *4.3.2 Investigation*

After an incident described by this policy has been reported, HR will coordinate with the City Manager. The City Manager may delegate the investigation to another City employee or to an independent contractor at his discretion. In the event the complaint is against the City Manager, the Mayor shall delegate the investigation to a City employee or to an independent contractor. An investigation shall be conducted, and when appropriate, local law enforcement officials will be involved to ensure the safety of employees. An employee who is found to have engaged in conduct in violation of this policy is subject to appropriate disciplinary action, including termination of employment. A written record of all disciplinary action taken, including, but not limited to a verbal reprimand, shall be kept in the employee's personnel file.

#### 4.3.3 Notice to City Council of Report Regarding Appointed Officials

Any person designated to receive a report of a potential violation of the protections in this policy under subsection 4.3.1 herein shall notify each member of the City Council of such report if the person alleged to have committed the violation is the City Manager, City Attorney, or City Secretary no later than at the next meeting of the City Council for which notice can be provided after such person receives a report.

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An employee must first report any grievance(s) to the employee's supervisor. If the employee needs assistance in putting the grievance(s) in writing at any point in the grievance process, the employee may request assistance from his immediate supervisor or any supervisor in his chain of command (other than the City Manager), and that assistance will be provided.

[If a grievance report is filed regarding a disciplinary or other personnel action taken by the City Manager, City Attorney, or City Secretary, such appointed official, as applicable, shall notify the City Council of such grievance report no later than at the next meeting of the City Council for which notice can be provided after such appointed official learns of the grievance.](#)

The grievance report should include the following information:

- a. The employee's name and position title;
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- c. The specific basis for the employee's grievance;
- d. The employee's desired outcome of the grievance report; and
- e. Whether the employee has previously reported the grievance to anyone and if so, when and to whom.

Document comparison by Workshare on Wednesday, April 1, 2020 10:32:30 PM

Input:	
Document 1 ID	Personnel Policy Ordinance Discrimination, Harassment Report and Paycheck Error Amendment O.doc
Description	
Document 2 ID	Personnel Policy Ordinance Discrimination, Harassment Report and Paycheck Error Amendment Revised.doc
Description	
Rendering set	standard

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

Redline Summary:		
No.	Change	Text
1	Insertion	<a href="#">4.3.3 Notice to City...Appointed Officials</a>
2	Insertion	<a href="#">Any person designated to...receives a report.</a>
3	Insertion	HR and the Finance Department. <a href="#">Any such error shall be...error was issued.</a> The City will not retaliate against
4	Insertion	<a href="#">If a grievance report is...of the grievance.</a>

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



04/06/2020

# Missouri City Drainage Master Plan (DMP) Update



# Justification



*Flooding near Sienna Ranch Rd near the Brazos River in Missouri City on June 1, 2016.*

## Issue:

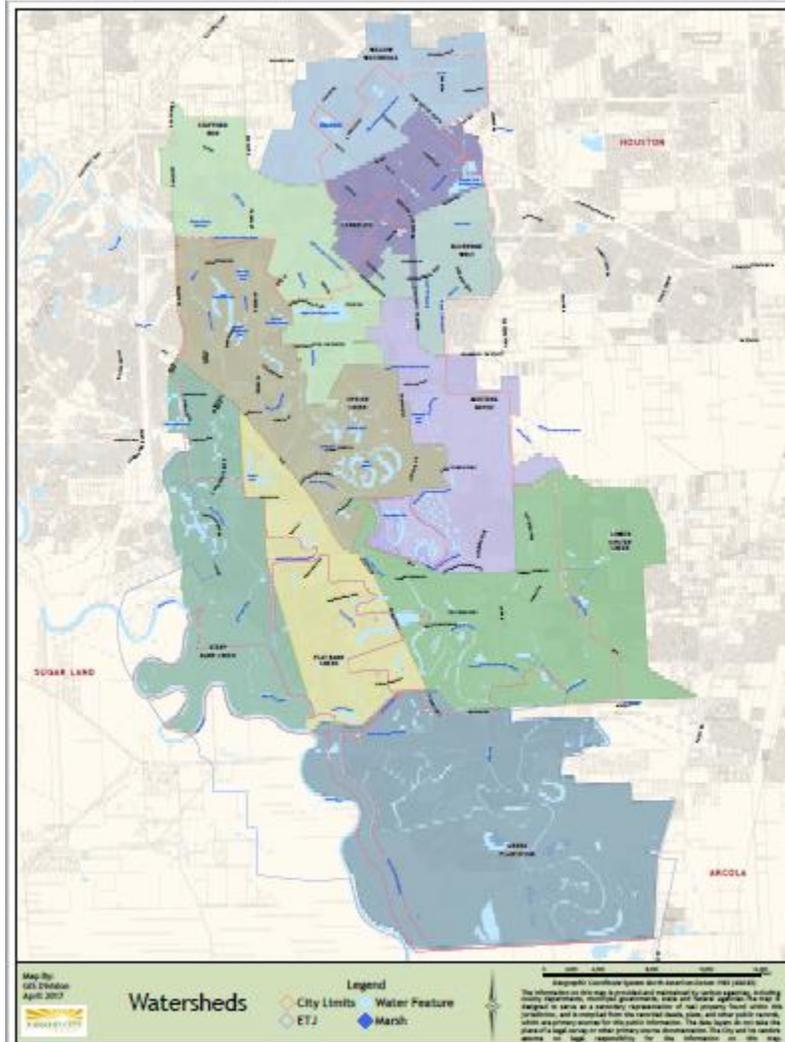
**Recent rainfall events have resulted in flood damages within the City and the region. During Hurricane Harvey:**

- **172 homes sustained flood damage**
- **1,300 high water rescues**

## DMP Update:

**A Drainage Master Plan can provide invaluable information for emergency preparedness and response**

# Justification



## Issue:

**Within the City and ETJ are ten (10) major watersheds.**

- **Last major watershed update was in the 1980's**

## DMP Update:

**This update will incorporate changes that have occurred in the watershed at a macro level.**

# Major Goals for this Update

- Understand City's Roles and Responsibilities
- Complement other on-going studies: Fort Bend County
  - No Duplication, fill-in the gaps
- High level update of watershed master plans
- Evaluate Atlas 14 Criteria
- Brazos backwater impacts and inundation mapping
  - Aid in emergency preparedness and response

# Understanding City's Roles and Responsibilities



*Oyster Creek near Dulles Ave, looking at Missouri City*

**Issues:** Multiple agencies have drainage roles and responsibilities.

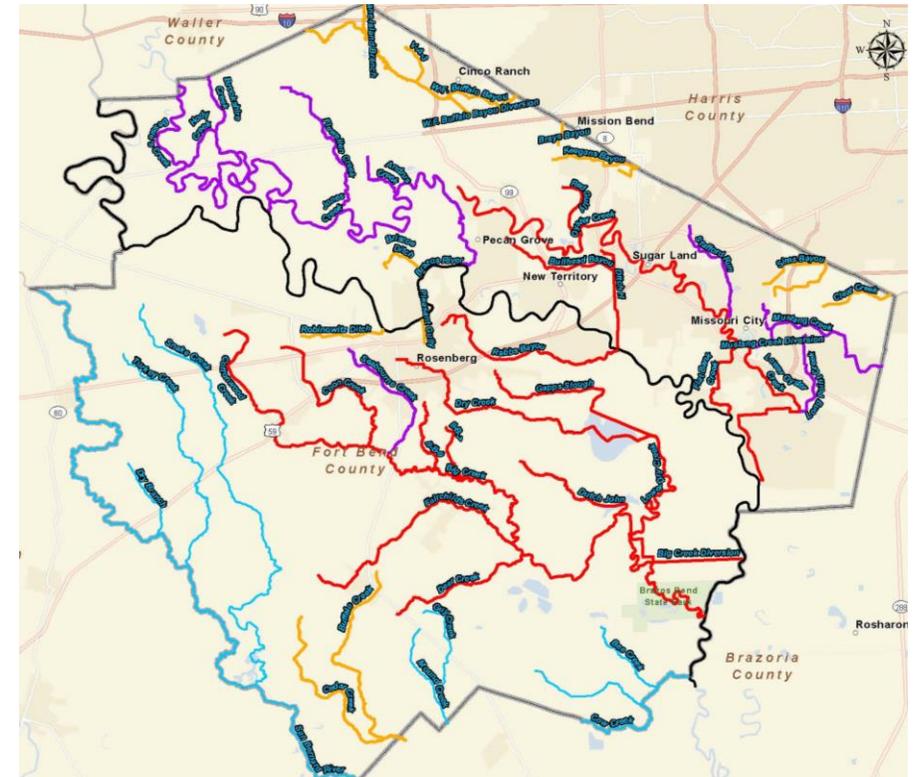
Room for improvement in planning and coordination.

**DMP Update:** Better define City's roles and responsibilities in drainage and flood control.

Improve collaboration with other agencies in planning for emergency preparedness and response.

# Complement other on-going studies

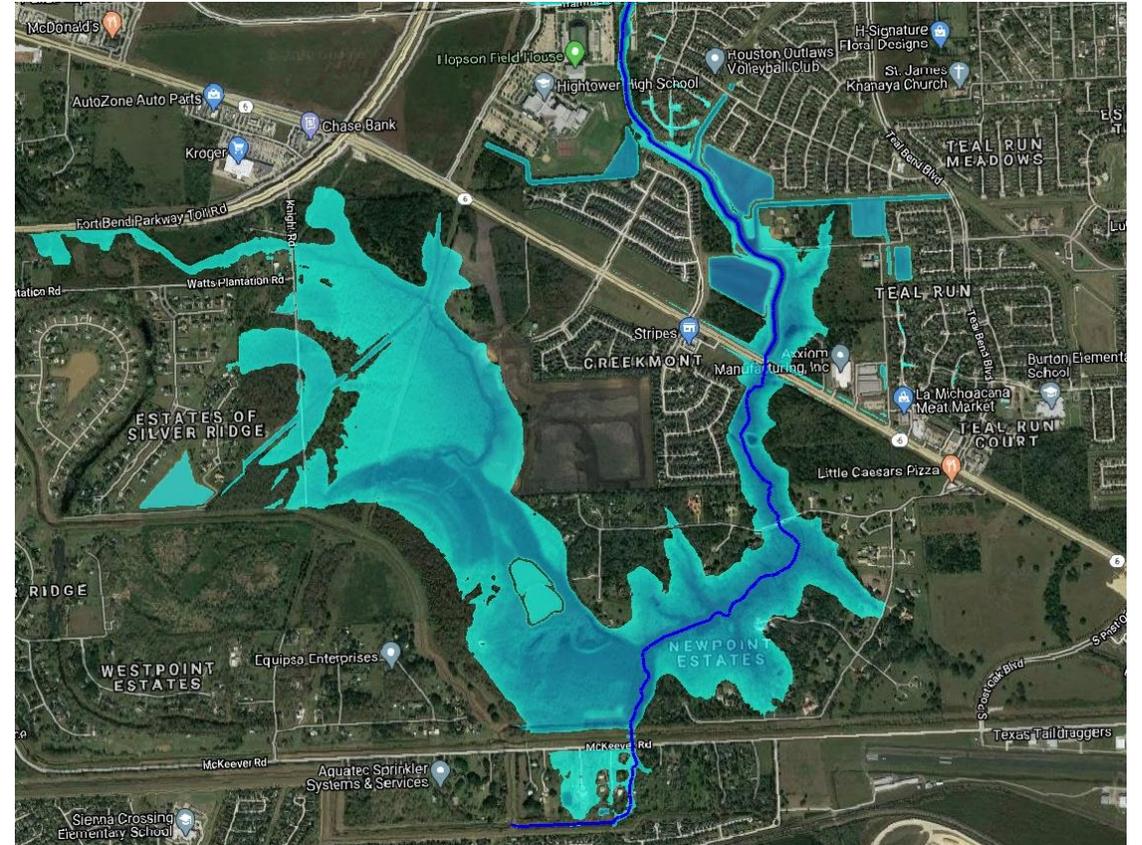
- Ongoing Fort Bend County Studies:
  - Update Drainage Criteria Manual
  - Develop Master Plans for several watersheds
  - Brazos River Master Plan
  - Brazos River Erosion Study
- City's Master Plan update will fill gaps and supplement (not duplicate) these studies.



*County wide stream network does not cover all streams in the City*

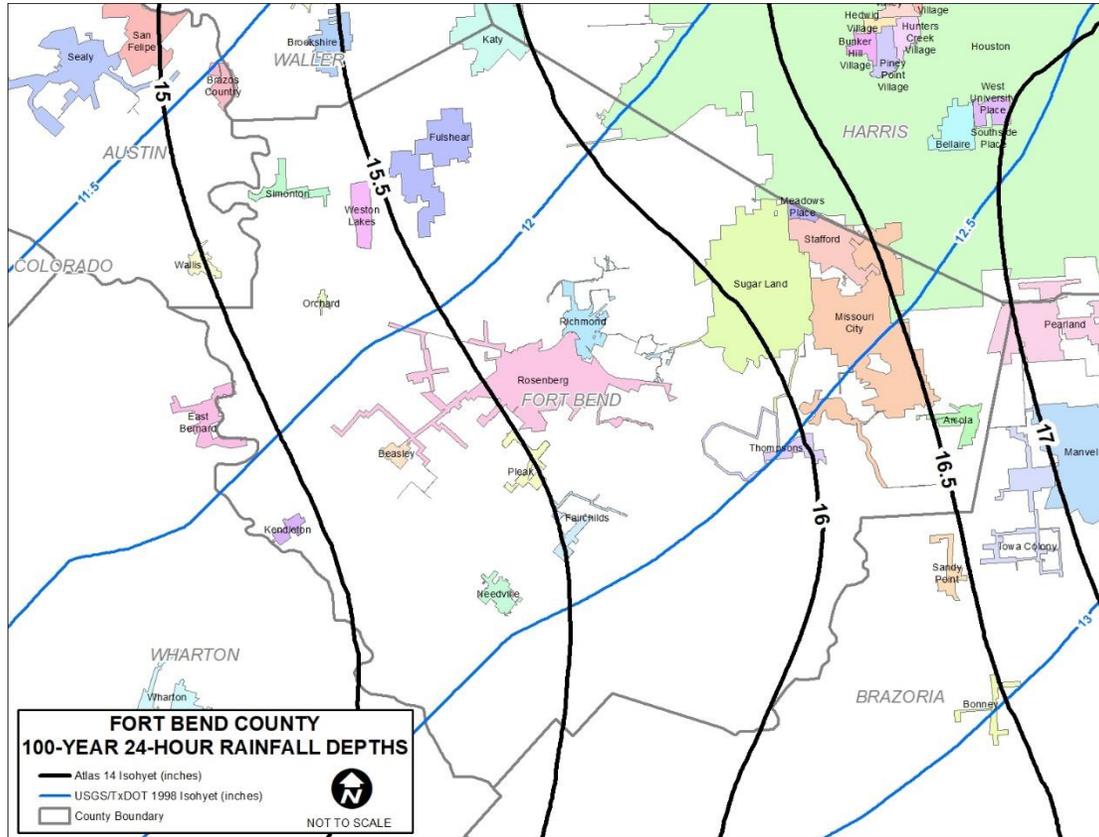
# High level update of watershed master plans

- Evaluate existing watershed models and make updates as necessary to better define flood risks.
- Strategic updates to existing master plans to meet City's immediate needs with focus on emergency preparedness and response.



*Long Point Creek Inundation Map with 16-inches of rain*

# Evaluate Atlas 14 Criteria



*Adopted number for the 100-year, 24 hour storm in Fort Bend Co is 16.5 inches. (27% to 37% increase)*

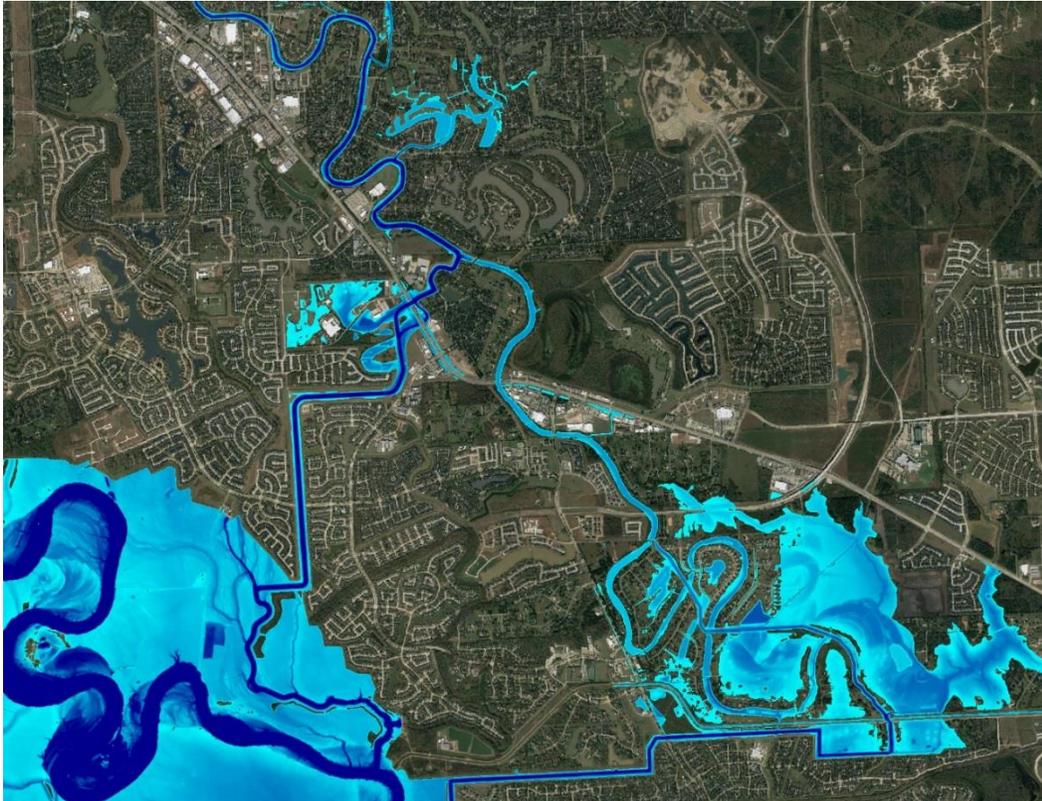
## Issue:

- New rainfall data released by NOAA (Atlas 14) for the 100-year design event rainfall is now significantly higher.

## DMP Update:

- Updates to City's design criteria
- Impact of Atlas 14 rainfall on the watersheds

# Brazos Backwater Impacts and Inundation Mapping



## Issue:

- Streams and channels in the City are influenced by water levels in the Brazos River. Local high rainfall events when combined with high Brazos River levels (coincidental event) can present increased flood risk.

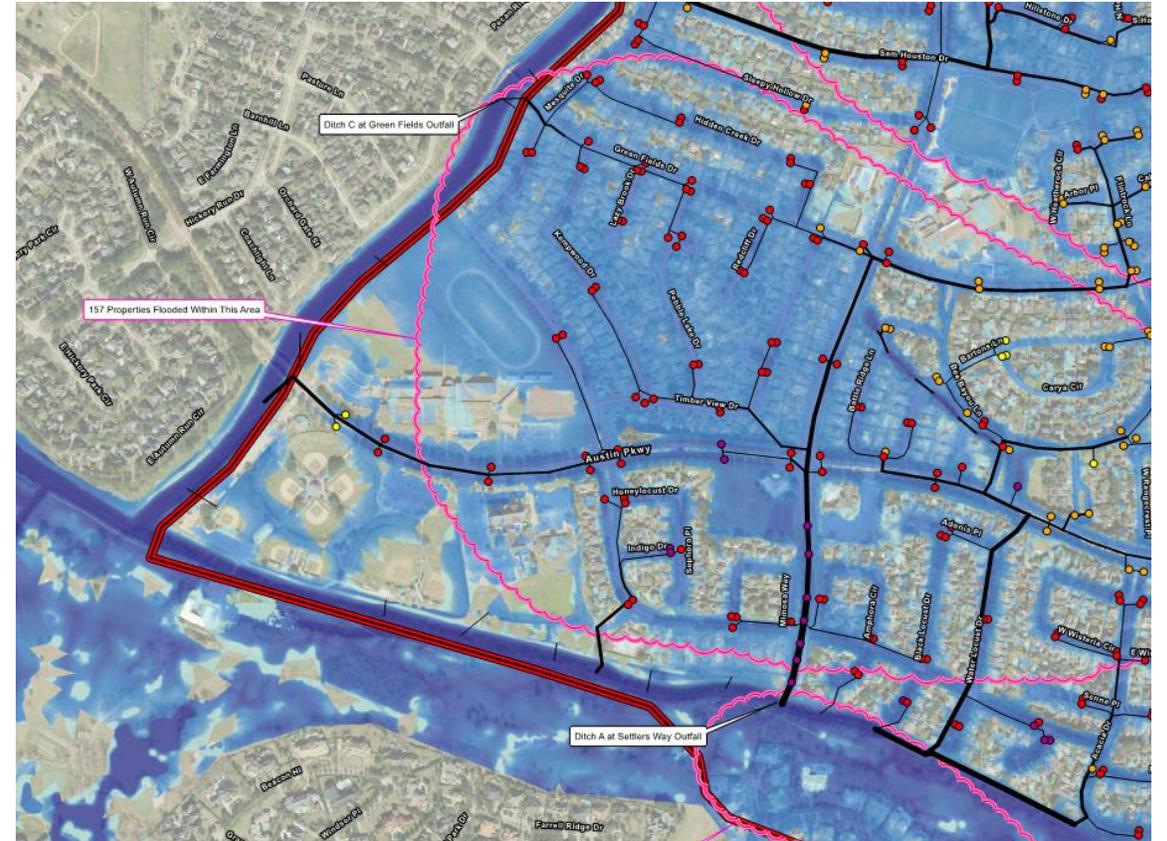
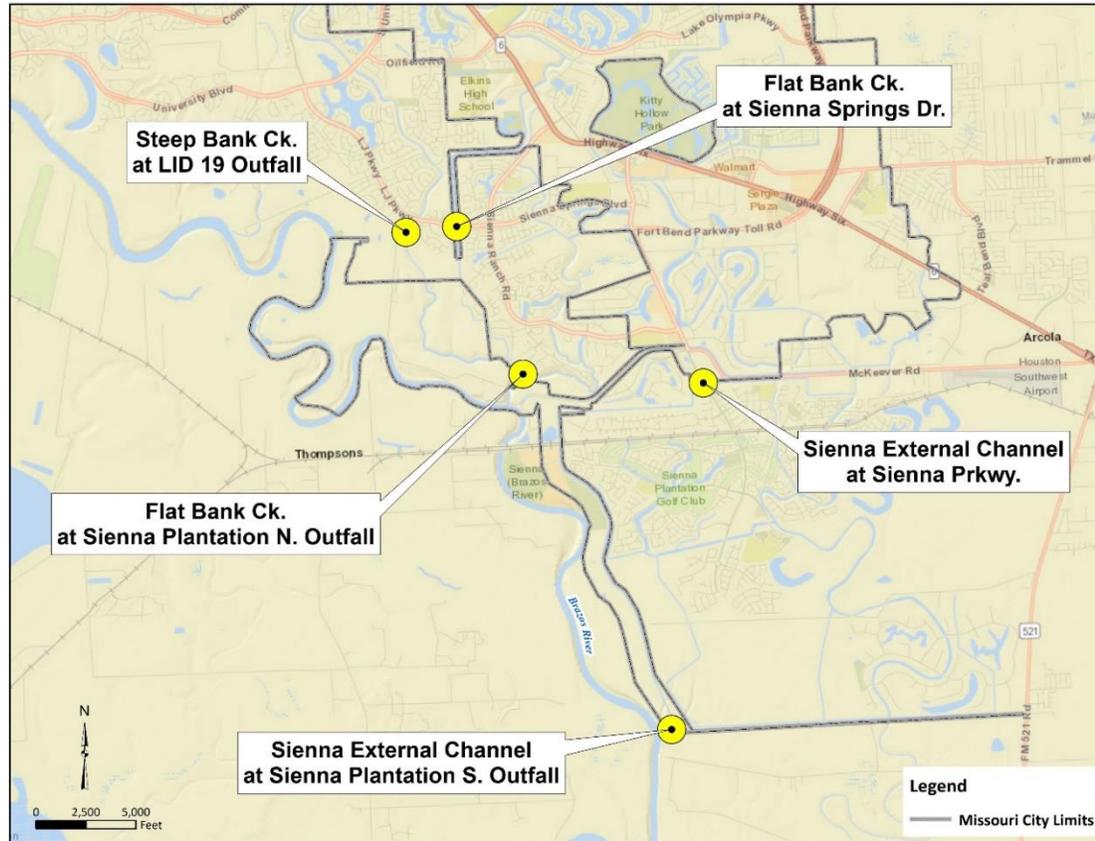
## DMP Update:

- Various scenarios of local rainfall and Brazos River levels can be analyzed to evaluate potential impacts and aid in emergency preparedness.

# Brazos Backwater Impacts and Inundation Mapping

1) Analysis of Brazos River Peaking Only

2) Analysis of Coincidental Rainfall Event



# Request for Qualification (RFQ) and selection

- RFQ No. 20-306 in September, 2019
- Six (6) RFQ were received
- Staff selected Walter P. Moore and Freese & Nichols team
- PDI committee unanimously recommended to City Council



# Funding, Schedule, Next Steps and Questions

- Funded in CIP - \$500,000
- Authorization of scope and contract by May, 2020
- 12 months upon authorization
- Will include opportunities for stakeholder input



 **enterprise**  
**FLEET MANAGEMENT**



April 6th, 2020

CONFIDENTIAL AND PROPRIETARY

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# Current Texas Partners

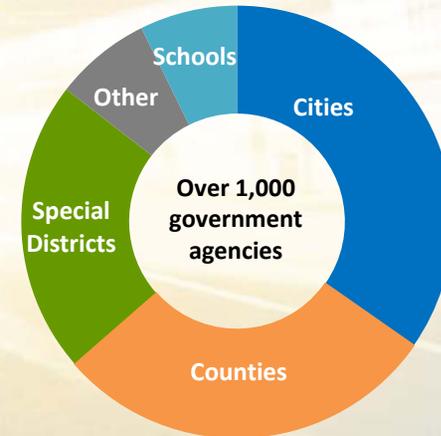


THE WOODLANDS  
TOWNSHIP

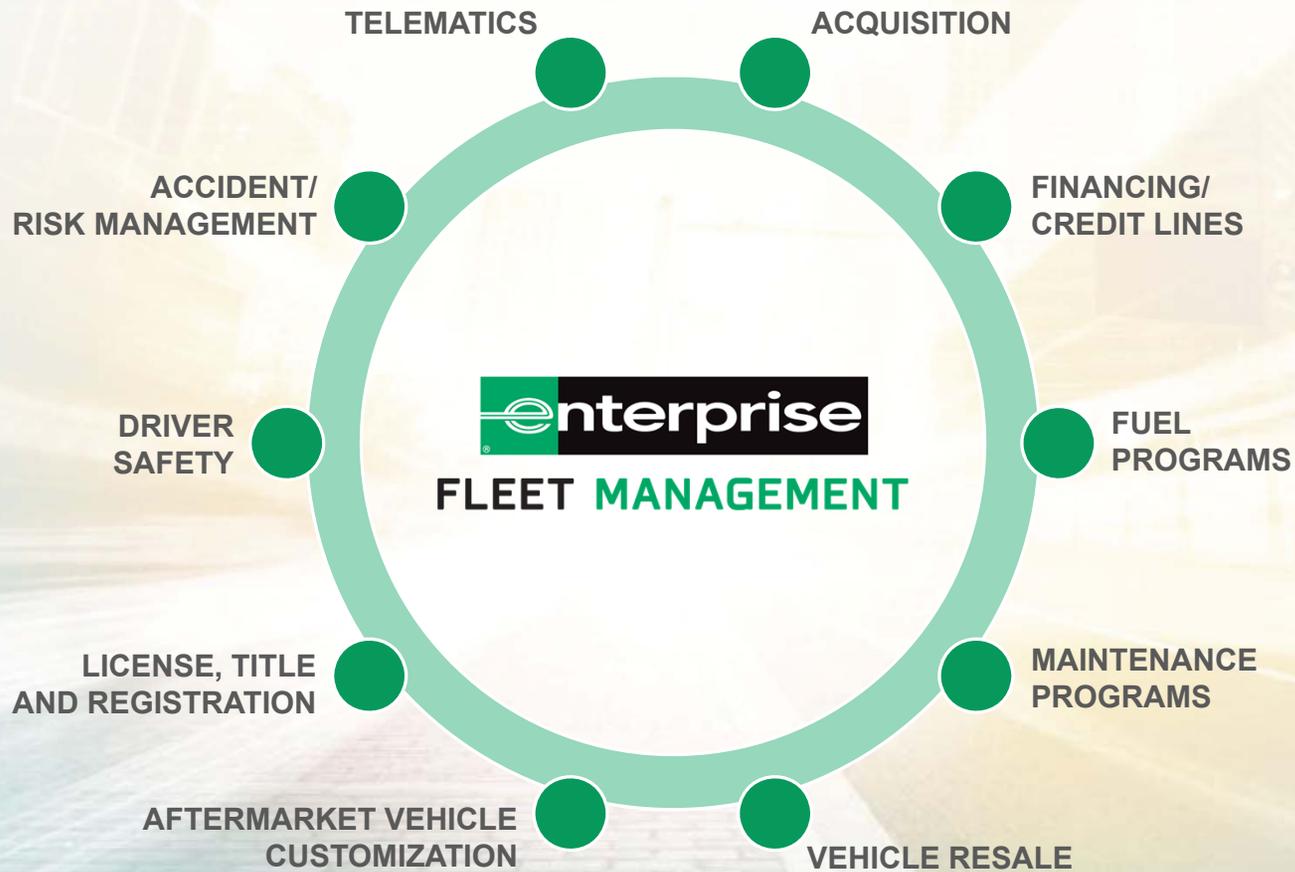
BEAUMONT  
TEXAS

*"Partnering with Enterprise Fleet Management will let us realize significant cost savings and provide us more dependable vehicles to do work for our residents."*

*– John Galo, Commissioner of Webb County*



**DELIVERING SOLUTIONS. DRIVING RESULTS.**



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# Impact of Partnership



## BACKGROUND

Location: Missouri City, TX  
Total Vehicles: 158

## THE SITUATION

Missouri City is looking for a solution to better manage its aging fleet.

- 14% of the Non- Emergency fleet is over 10 years old.
- Older vehicles have higher fuel costs, maintenance costs, and tend to be unreliable.
- It would take almost 11 years to cycle out the entire fleet at current acquisition rates.

## THE OBJECTIVES

Enterprise Fleet Management's proposal is to save the city resources and budget dollars through a managed vehicle program.

- Utilize an open-end lease\* as a funding mechanism, allowing the city to acquire additional vehicles while avoiding a large capital budget outlay.
- Replace aged vehicles with newer models to increase fuel efficiency and reduce maintenance expense. Maintenance and repairs will be outsourced to local businesses to further stimulate economic growth and the integration of more fuel efficient vehicles will reduce carbon footprint.
- Establish a proactive replacement plan that maximizes potential equity at time of resale, reduces operational expenses, and increases safety.

\*An open-end lease means there are no early termination, mileage, or abnormal wear and tear penalties. Leases are written to a residual balance to preserve cash flow. The county receives flexibility of ownership, as well as net equity from sale at time of disposal.

## THE RESULTS

By partnering with Enterprise Fleet Management, it is estimated that Missouri City will reduce fuel costs. Missouri City will significantly reduce their maintenance costs from \$114.58 on average to \$37.28 per unit.

Leveraging an open-end lease maximizes cash flow and recognizes equity from vehicles sold creating an internal replacement fund. Furthermore, Missouri City will leverage Enterprise Fleet Management's ability to sell vehicles at an average of 109% above Black Book value. Light duty trucks will be able to operate on a 12 month rotation at an estimated average annual positive gain of \$228.70.

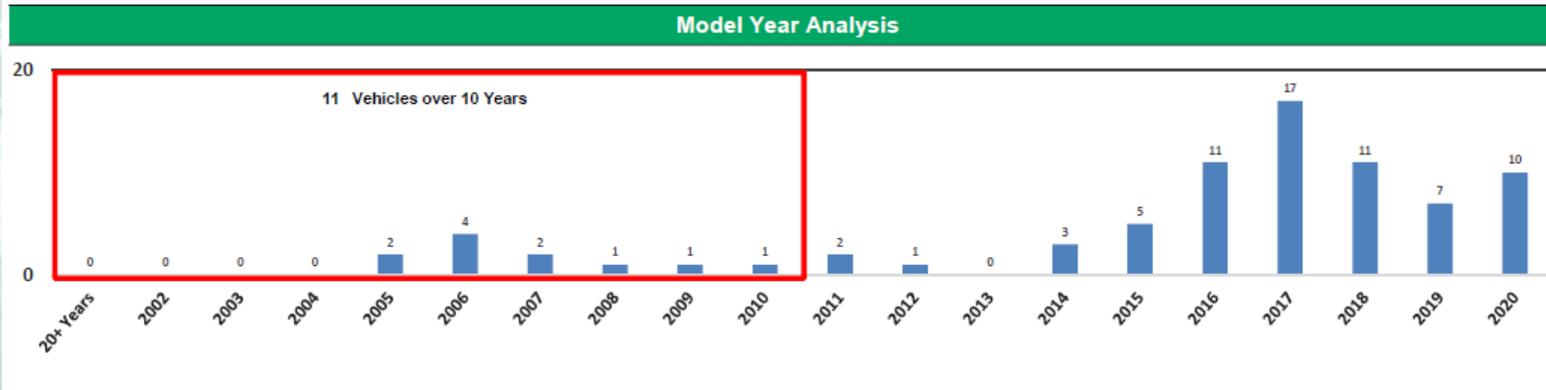
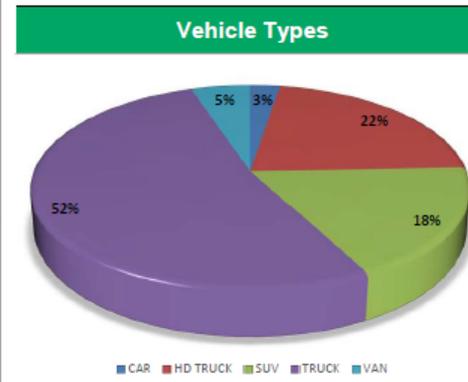
By shifting from reactively replacing inoperable vehicles to planning vehicle purchases, Missouri City will be able to replace all of its vehicles over the course of 4 years.

### Open-End Lease Benefits

- Optimize cash flow with flexible funding options
- Allows for replacement of greater quantity of vehicles for same capital outlay
- Equity in vehicles is cycled back into City fleet at end of term
- Unlimited mileage
- No abnormal wear & tear clauses
- Greater flexibility if requirements change
- Flexibility of term

# City of Missouri City - Fleet Profile

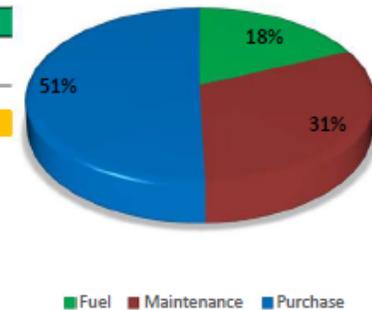
Fleet Profile				Fleet Replacement Schedule					Replacement Criteria
Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2020	2021	2022	2023	Under-Utilized	
Full-size Sedan	2	8.7	4,200	1	0	1	0	0	* Fiscal Year 2020 = 6 years old and older, or odometer over 100,000
Minivan-Passenger	1	13.3	3,800	1	0	0	0	0	* Fiscal Year 2021 = 4 years old and older, or odometer over 80,000
Full-size Van-Passenger	1	8.2	7,800	1	0	0	0	0	* Fiscal Year 2022 = 2 years old and older, or odometer over 60,000
1/2 Ton Van Cargo	1	4.2	7,500	0	1	0	0	0	* Fiscal Year 2023 = Remaining Vehicles
3/4 Ton Van Cargo	1	3.1	700	0	0	0	0	1	* Underutilized = Annual Mileage less than 2,500
Compact SUV 4x2	4	5.1	5,200	1	1	1	0	1	
Compact SUV 4x4	1	11.3	5,300	1	0	0	0	0	
Mid Size SUV 4x2	8	5.5	5,700	2	0	4	1	1	
Full Size SUV 4x4	1	4.2	8,700	0	1	0	0	0	
1/2 Ton Pickup Ext 4x2	34	4.3	5,500	5	7	15	6	1	
1/2 Ton Pickup Ext 4x4	3	4.1	9,700	1	1	1	0	0	
1/2 Ton Pickup Quad 4x2	2	2.1	6,000	0	0	1	1	0	
1/2 Ton Pickup Quad 4x4	2	1.0	2,600	0	0	0	2	0	
3/4 Ton Pickup Ext 4x2	4	4.4	3,800	1	0	1	2	0	
3/4 Ton Pickup Quad 4x4	1	1.0	2,600	0	0	0	1	0	
1 Ton Pickup Reg 4x4	1	9.3	900	0	0	0	0	1	
1 Ton Pickup Ext 4x2	2	1.0	5,100	0	0	0	2	0	
1 Ton Pickup Quad 4x2	5	4.6	7,900	0	5	0	0	0	
1 1/2 Ton Cab Chassis	4	3.6	2,800	0	0	0	2	2	
<b>Totals/Averages</b>	<b>78</b>	<b>4.6</b>	<b>5,400</b>	<b>14</b>	<b>16</b>	<b>24</b>	<b>17</b>	<b>7</b>	



## City of Missouri City - Fleet Planning Analysis

Current Fleet	78	Fleet Growth	-2.06%	Proposed Fleet	71
Current Cycle	11.14	Annual Miles	5,900	Proposed Cycle	2.10
Current Maint.	\$114.58			Proposed Maint.	\$37.28
Maint. Cents Per Mile	\$0.23	Current MPG	14	Price/Gallon	\$2.10

### Fleet Costs Analysis



Fleet Mix			Fleet Cost								Annual	
Fiscal Year	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	78	7.0	78	0	173,548	0	-17,500		107,247	63,180	326,475	0
'20	71	14	57	14	0	78,652	-70,000	-36,820	84,636	60,688	117,156	209,319
'21	71	24	41	30	0	219,834	-64,000	-76,706	69,795	57,841	206,763	119,712
'22	71	40	17	54	0	357,707	-132,000	-168,680	47,533	53,570	158,129	168,346
'23	71	51	0	71	0	417,462	-119,000	-278,752	31,764	50,544	102,018	224,457
'24	71	51	0	71	0	417,462	0	-344,388	31,764	50,544	155,382	171,093
'25	71	53	0	71	0	417,462		-285,265	31,764	50,544	214,505	111,970
'26	71	51	0	71	0	417,462		-321,637	31,764	50,544	178,133	148,342
'27	71	51	0	71	0	417,462		-278,752	31,764	50,544	221,018	105,457

**8 Year Savings**

**\$1,258,695**

**Avg. Sustainable Savings**

**\$134,215**

### Current Fleet Equity Analysis

YEAR	2020	2021	2022	2023	2024	Under-Utilized
QTY	14	16	24	17	0	7
Est \$	\$2,500	\$4,000	\$5,500	\$7,000	\$0	\$5,000
<b>TOTAL</b>	<b>\$35,000</b>	<b>\$64,000</b>	<b>\$132,000</b>	<b>\$119,000</b>	<b>\$0</b>	<b>\$35,000</b>
<b>Estimated Current Fleet Equity**</b>					<b>\$385,000</b>	

\* Lease Rates are conservative estimates

\*\*Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

### KEY OBJECTIVES

#### Lower average age of the fleet

14% of the current light and medium duty fleet is over 10 years old  
Resale of the aging fleet is significantly reduced

#### Reduce operating costs

Newer vehicles have a significantly lower maintenance expense  
Newer vehicles have increased fuel efficiency with new technology implementations

#### Maintain a manageable vehicle budget

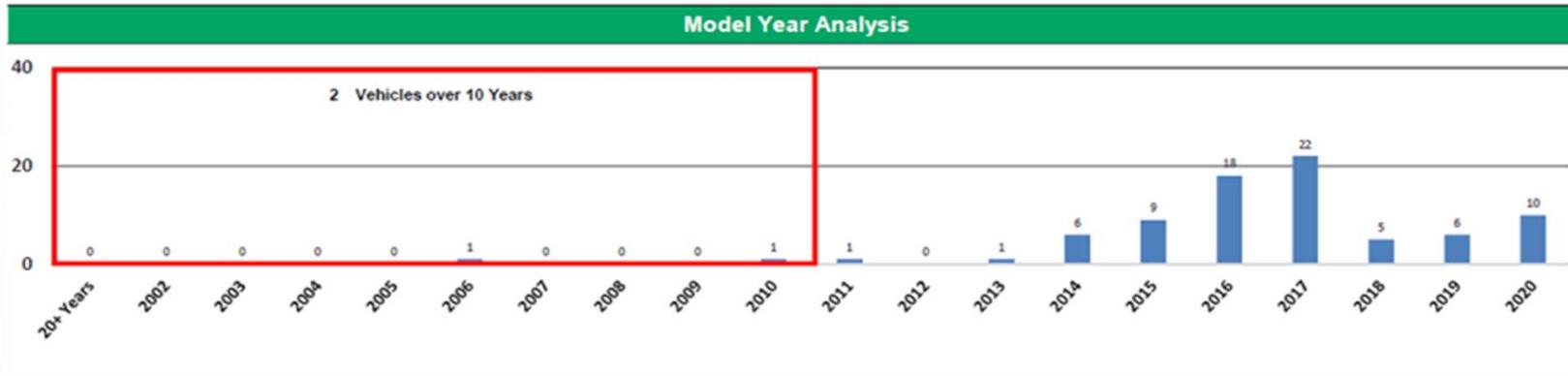
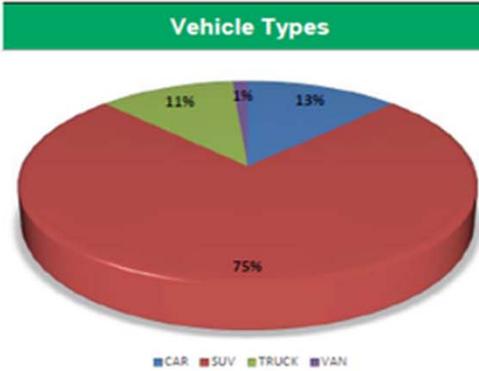
Challenged by inconsistent yearly budgets  
Currently vehicle budget is underfunded

**enterprise**

**FLEET MANAGEMENT**

# City of Missouri City - PD - Fleet Profile

Fleet Profile				Fleet Replacement Schedule					Replacement Criteria
Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2020	2021	2022	2023	Under-Utilized	
Full-size Sedan	10	4.1	9,100	5	1	0	1	0	* Fiscal Year 2020 = 5 years old and older, or odometer over 80,000
1/2 Ton Van Cargo	1	14.3	3,100	1	0	0	0	0	* Fiscal Year 2021 = 4 years old and older, or odometer over 60,000
Mid Size SUV 4x2	58	3.3	7,900	12	11	22	12	1	* Fiscal Year 2022 = 2 years old and older, or odometer over 40,000
Full Size SUV 4x2	2	4.2	11,800	1	1	0	0	0	* Fiscal Year 2023 = Remaining Vehicles
1/2 Ton Pickup Ext 4x2	5	3.3	8,700	1	1	3	0	0	* Underutilized = Annual Mileage less than 2,500
1/2 Ton Pickup Ext 4x4	1	5.2	12,500	1	0	0	0	0	
1/2 Ton Pickup Quad 4x2	3	4.4	6,200	2	0	0	1	0	
<b>Totals/Averages</b>	<b>80</b>	<b>3.6</b>	<b>8,100</b>	<b>23</b>	<b>14</b>	<b>25</b>	<b>14</b>	<b>1</b>	



# Menu Pricing

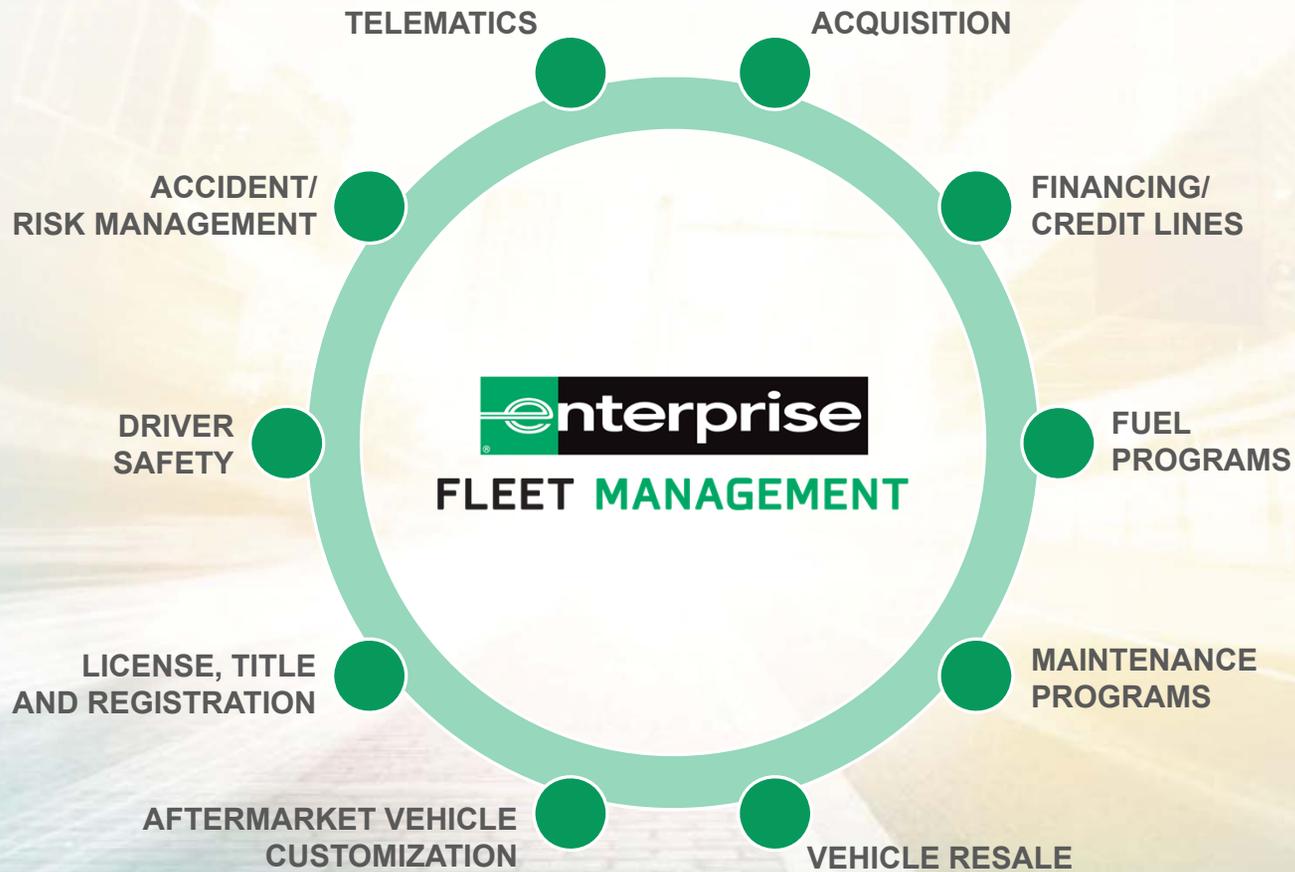


## City of Missouri City 2020 Menu Pricing

<b>Total Annual Cost</b>	<b>\$56,191.56</b>
<b>Total Annual One Time Aftermarket Cost</b>	<b>\$0.00</b>
<b>Total Estimated Equity at Term</b>	<b>\$50,920.00</b>
<b>Total Cash Flow Savings for Missouri City</b>	<b>\$167,968.44</b>

Vehicle Type	Year	Make	Model	Quantity	Term	Estimated Annual Mileage	Monthly Cost (Lease Rate)*	Full Maintenance**	Annual Cost	Annual Cost by Quantity	Purchase Price by Quantity	Residual Book Balance	Fair Market Value at Term	Estimated Equity @ Term
Ford F-250 Super Cab (Fleet Road Service)	2020	Ford	Ford F-250 XL 4x2	1	12	7500	\$511.66	\$0.00	\$6,139.92	\$6,139.92	\$26,200.00	\$21,648.00	\$29,000.00	\$7,352.00
Ford F-150 XL Super Cab (Inspection/Permits)	2020	Ford	Ford F-150 XL 4x2	1	12	8000	\$472.81	\$0.00	\$5,673.72	\$5,673.72	\$24,190.00	\$19,999.80	\$25,000.00	\$5,000.20
Ford F-150 XL Super Cab (CID)	2020	Ford	Ford F-150 XL 4x2	1	12	15000	\$472.81	\$0.00	\$5,673.72	\$5,673.72	\$24,190.00	\$19,999.80	\$24,500.00	\$4,500.20
Ford F-150 XL Super Cab (CID)	2020	Ford	Ford F-150 XL 4x2	1	12	5000	\$472.81	\$0.00	\$5,673.72	\$5,673.72	\$24,190.00	\$19,999.80	\$25,500.00	\$5,500.20
Ford Escape S (Recreation)	2020	Ford	Escape	1	12	5000	\$702.06	\$0.00	\$8,424.72	\$8,424.72	\$20,390.00	\$13,177.60	\$14,500.00	\$1,322.40
Ford F-150 XL Super Crew Cab (I.T, P.W)	2020	Ford	Ford F-150 XL 4x2	2	12	5000	\$512.62	\$0.00	\$6,151.44	\$12,302.88	\$52,500.00	\$21,689.00	\$29,000.00	\$7,311.00
Ford F-150 XL Super Crew Cab (Public Works Admin, Streets/Drain)	2020	Ford	Ford F-150 XL 4x2	2	12	10000	\$512.62	\$0.00	\$6,151.44	\$12,302.88	\$52,500.00	\$21,689.00	\$28,000.00	\$6,311.00

**DELIVERING SOLUTIONS. DRIVING RESULTS.**



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## FLEET MANAGEMENT

### FLEET SYNOPSIS | Missouri City



Missouri City, TX  
1522 Texas Pkwy  
Missouri City, TX 77489

Enterprise Fleet Management, Inc.  
600 Corporate Park Drive  
St. Louis, MO 63105  
314-512-5000 Main  
314-518-5583 Fax

Jeff Koerner  
Senior Account Executive  
10401 Centrepark Drive #200  
Houston, TX 77043  
713-300-9173 Office

# FLEET SYNOPSIS | Missouri City

## Impact of Partnership

### BACKGROUND

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Location: Missouri City, TX

Industry: Government

Total Vehicles: 158

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### THE SITUATION

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Missouri City is looking for a solution to better manage its aging fleet.

- 14% of the Non- Emergency fleet is over 10 years old.
- Older vehicles have higher fuel costs, maintenance costs, and tend to be unreliable.
- It would take almost 11 years to cycle out the entire fleet at current acquisition rates.

### THE OBJECTIVES

---

Enterprise Fleet Management's proposal is to save the city resources and budget dollars through a managed vehicle program.

- Utilize an open-end lease\* as a funding mechanism, allowing the city to acquire additional vehicles while avoiding a large capital budget outlay.
- Replace aged vehicles with newer models to increase fuel efficiency and reduce maintenance expense. Maintenance and repairs will be outsourced to local businesses to further stimulate economic growth and the integration of more fuel efficient vehicles will reduce carbon footprint.
- Establish a proactive replacement plan that maximizes potential equity at time of resale, reduces operational expenses, and increases safety.

### CLIENT TESTIMONIAL

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*"Partnering with Enterprise Fleet Management will let us realize significant cost savings and provide us more dependable vehicles to do work for our residents."*

*– John Galo, Commissioner of Webb County*

### THE RESULTS

---

By partnering with Enterprise Fleet Management, it is estimated that Missouri City will reduce fuel costs. Enterprise will significantly reduce their maintenance costs from \$114.58 on average to \$37.28 per unit. Leveraging an open-end lease maximizes cash flow and recognizes equity from vehicles sold creating an internal replacement fund. Furthermore, Missouri City will leverage Enterprise Fleet Management's ability to sell vehicles at an average of 109% above Black Book value. Light duty trucks

# SUPPORTING EVIDENCE Missouri City

## SAFETY

14% of the current light and medium duty fleet is over 10 years old and do not contain the most up to date safety features, such as electronic stability control and airbag standardization and anti-lock brake control.

## ACCOUNT MANAGEMENT

Missouri City will have a dedicated, local account team to proactively manage and develop your fleet while delivering the highest level of customer service to facilitate your day-to-day needs.

- Meeting with you at minimum 3 times a year- 2 of those are financial planning meetings. These are an Annual Client Review and a Fleet Analysis Meeting.
- Your Account Manager will provide ongoing analysis, which can include best makes/models, cents per mile, total cost of ownership, and replacement analysis.
- Monthly management reports consisting of a single invoice with all charges

## ANCILLARIES

Enterprise Fleet Management has the ability to offer a total fleet solution should the county need further evaluation of the fleet. These can include:

- Fuel Card
- Telematics Device
- Physical Damage Coverage

## TECHNOLOGY

Enterprise Fleet Management's website provides vehicle tracking, reporting, and metrics. Our website can be customized to view a wide range of data to have a comprehensive and detailed look at all aspects of your fleet and the services provided. Our *Mobile App* also allows drivers a wide range of functions.

- **Invoices**- to include lease, maintenance, and ancillaries- all in one invoice
- **Maintenance Utilization**- review the life-to-date maintenance per vehicle
- **Recall Information**- see which units that are approaching the lease term still have open recalls
- **License & Registration**- see which plate renewals are being processed by Enterprise; view status
- **Alerts**- set customizable alerts for oil changes, lease renewals, license renewals, and billing data
- **Lifecycle Analysis**- see data regarding all transactions for the lifecycle of the entire fleet, with drill-down capability to any specific lease or transaction

ALERTS



No new alerts

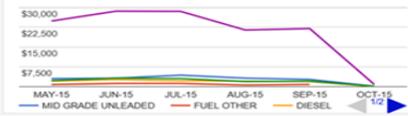
[see all alerts >](#)

FLEET MIX

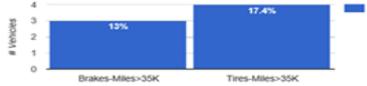


- 1 Ton Van Cargo
- 1/2 Ton Pickup Ext 4x4
- 1/2 Ton Pickup Quad 4x2
- 1/2 Ton Pickup Quad 4x4
- Compact Pickup Quad 4x2

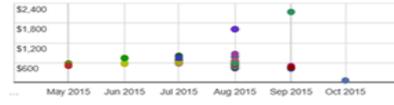
MONTHLY FUEL SPEND BY FUEL GRADE



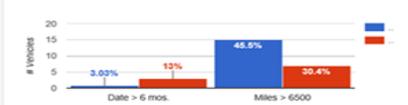
BRAKES & TIRES OUTLIERS



MONTHLY FUEL SPEND OUTLIERS (120%)



OIL CHANGE OUTLIERS



YEAR OVER YEAR FUEL TOTAL SPEND



MONTHLY FUEL SUMMARY

OCTOBER 2015

Spent on Fuel	\$9,260.61
Spent on Other	\$0.00
<b>Total Spent</b>	<b>\$9,260.61</b>
Total Gallons	3906.139
Active Cards	78

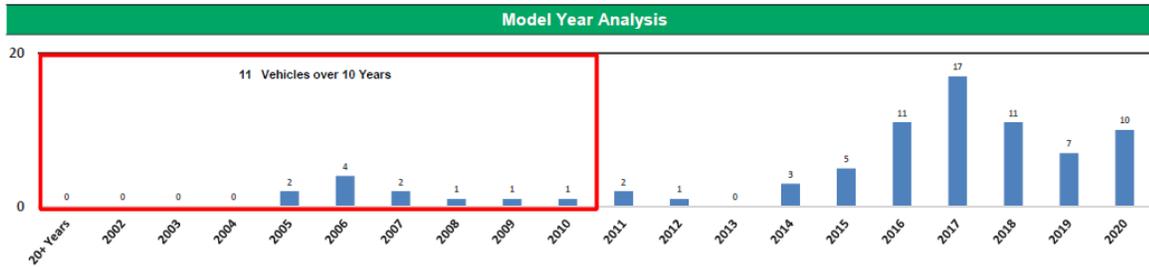
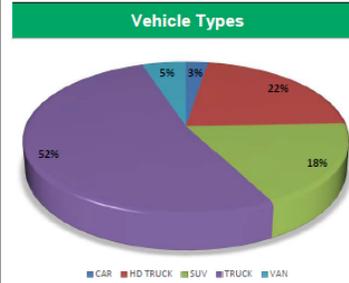


ADD CHART

# SUPPORTING EVIDENCE | Missouri City

## City of Missouri City - Fleet Profile

Fleet Profile				Fleet Replacement Schedule					Replacement Criteria
Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2020	2021	2022	2023	Under-Utilized	
Full-size Sedan	2	8.7	4,200	1	0	1	0	0	* Fiscal Year 2020 = 6 years old and older, or odometer over 100,000
Minivan-Passenger	1	13.3	3,800	1	0	0	0	0	* Fiscal Year 2021 = 4 years old and older, or odometer over 80,000
Full-size Van-Passenger	1	8.2	7,800	1	0	0	0	0	* Fiscal Year 2022 = 2 years old and older, or odometer over 60,000
1/2 Ton Van Cargo	1	4.2	7,500	0	1	0	0	0	* Fiscal Year 2023 = Remaining Vehicles
3/4 Ton Van Cargo	1	3.1	700	0	0	0	0	1	* Underutilized = Annual Mileage less than 2,500
Compact SUV 4x2	4	5.1	5,200	1	1	1	0	1	
Compact SUV 4x4	1	11.3	5,300	1	0	0	0	0	
Mid Size SUV 4x2	8	5.5	5,700	2	0	4	1	1	
Full Size SUV 4x4	1	4.2	8,700	0	1	0	0	0	
1/2 Ton Pickup Ext 4x2	34	4.3	5,500	5	7	15	6	1	
1/2 Ton Pickup Ext 4x4	3	4.1	9,700	1	1	1	0	0	
1/2 Ton Pickup Quad 4x2	2	2.1	6,000	0	0	1	1	0	
1/2 Ton Pickup Quad 4x4	2	1.0	2,600	0	0	0	2	0	
3/4 Ton Pickup Ext 4x2	4	4.4	3,800	1	0	1	2	0	
3/4 Ton Pickup Quad 4x4	1	1.0	2,600	0	0	0	1	0	
1 Ton Pickup Reg 4x4	1	9.3	900	0	0	0	0	1	
1 Ton Pickup Ext 4x2	2	1.0	5,100	0	0	0	2	0	
1 Ton Pickup Quad 4x2	5	4.6	7,900	0	5	0	0	0	
1 1/2 Ton Cab Chassis	4	3.6	2,800	0	0	0	2	2	
<b>Totals/Averages</b>	<b>78</b>	<b>4.6</b>	<b>5,400</b>	<b>14</b>	<b>16</b>	<b>24</b>	<b>17</b>	<b>7</b>	



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3/3/2020



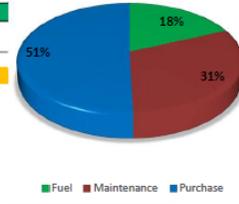
# SUPPORTING EVIDENCE | Missouri City

## City of Missouri City - Fleet Planning Analysis

Current Fleet	78	Fleet Growth	-2.06%	Proposed Fleet	71
Current Cycle	11.14	Annual Miles	5,900	Proposed Cycle	2.10
Current Maint.	\$114.58			Proposed Maint.	\$37.28
Maint. Cents Per Mile	\$0.23	Current MPG	14	Price/Gallon	\$2.10

### Fleet Costs Analysis

Fiscal Year	Fleet Mix				Fleet Cost					Annual		
	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	78	7.0	78	0	173,548	0	-17,500		107,247	63,180	326,475	0
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8 Year Savings	\$1,258,695	Avg. Sustainable Savings	\$134,215
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### Current Fleet Equity Analysis

YEAR	2020	2021	2022	2023	2024	Under-Utilized
QTY	14	16	24	17	0	7
Est \$	\$2,500	\$4,000	\$5,500	\$7,000	\$0	\$5,000
TOTAL	\$35,000	\$64,000	\$132,000	\$119,000	\$0	\$35,000
	Estimated Current Fleet Equity**					\$385,000

\* Lease Rates are conservative estimates  
 \*\*Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection  
 Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

### KEY OBJECTIVES

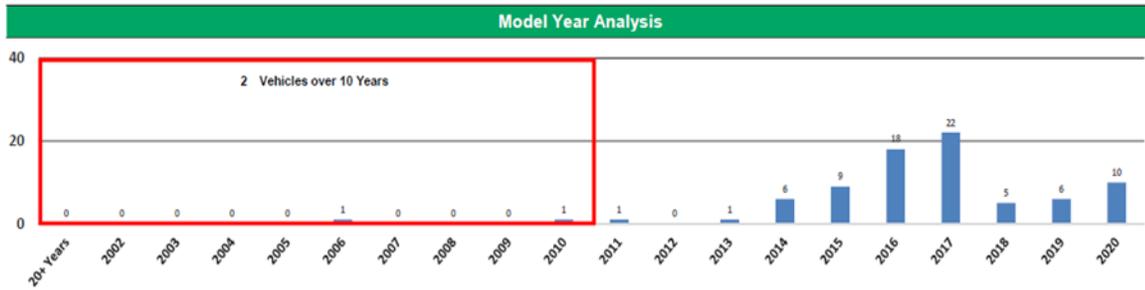
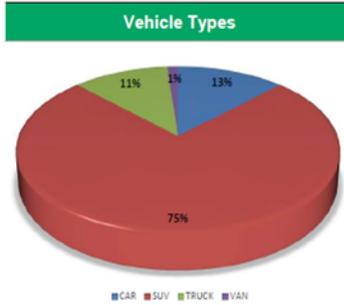
- Lower average age of the fleet**  
 14% of the current light and medium duty fleet is over 10 years old  
 Resale of the aging fleet is significantly reduced
- Reduce operating costs**  
 Newer vehicles have a significantly lower maintenance expense  
 Newer vehicles have increased fuel efficiency with new technology implementations
- Maintain a manageable vehicle budget**  
 Challenged by inconsistent yearly budgets  
 Currently vehicle budget is underfunded

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# City of Missouri City - PD - Fleet Profile

Fleet Profile				Fleet Replacement Schedule					Replacement Criteria
Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2020	2021	2022	2023	Under-Utilized	
Full-size Sedan	10	4.1	9,100	5	1	0	1	0	* Fiscal Year 2020 = 5 years old and older, or odometer over 80,000
1/2 Ton Van Cargo	1	14.3	3,100	1	0	0	0	0	* Fiscal Year 2021 = 4 years old and older, or odometer over 60,000
Mid Size SUV 4x2	58	3.3	7,900	12	11	22	12	1	* Fiscal Year 2022 = 2 years old and older, or odometer over 40,000
Full Size SUV 4x2	2	4.2	11,800	1	1	0	0	0	* Fiscal Year 2023 = Remaining Vehicles
1/2 Ton Pickup Ext 4x2	5	3.3	8,700	1	1	3	0	0	* Underutilized = Annual Mileage less than 2,500
1/2 Ton Pickup Ext 4x4	1	5.2	12,500	1	0	0	0	0	
1/2 Ton Pickup Quad 4x2	3	4.4	6,200	2	0	0	1	0	
<b>Totals/Averages</b>	<b>80</b>	<b>3.6</b>	<b>8,100</b>	<b>23</b>	<b>14</b>	<b>25</b>	<b>14</b>	<b>1</b>	



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3/3/2020



## MEDIA & CASE STUDY| Missouri City

THE TERRELL TRIBUNE  
*Your Hometown Newspaper*

### County approves Enterprise to manage vehicle fleet

The Terrell Tribune (Texas)

By Robyn Wheeler

July 11, 2019

Kaufman County Commissioners approved **Enterprise Fleet Management** to manage the county's vehicles hoping to increase the safety of the vehicles, decrease maintenance expenses per vehicle and get a higher resale value on the vehicles. Enterprise representative Nathan Pickle says fleet maintenance can save the county up to \$700,000.

"New vehicles on the road are safer because they have up-to-date safety features,"

The county owns 162 vehicles, purchases nine vehicles a year and keeps those vehicles for an average of 18 years.

Pickle says Enterprise buys and sells over one million vehicles a year and keeps their vehicles for an average of 18 months.

"The older the vehicle, the more it will cost in maintenance and fuel," Pickle said.

Pickle also advised the county keep their vehicles for a maximum of four years.

The county pays \$75 per month per car and Enterprise spends \$42 per month per vehicle.

Pickle says the county can save \$20,000 in maintenance costs in the first year alone.

Enterprise has earmarked 75 county vehicles to be replaced in year one.

Pickle says Enterprise works with more than 90 counties in the state of Texas and the city of Terrell.

The county does not currently have a vehicle maintenance plan.

Commissioners also approved to spend \$10,360 to make improvements and finish landscaping at the Garden Learning Center. The center was originally built for rainwater harvesting but has now become an education and recreation center as well. Youth programs and 4-H students go to the center to learn about the environment, best water practices and various insects.

In other news, commissioners:

- approved payroll benefits of \$1,224,406.96
- approved claims for payment for \$438,440.25
- tabled the petition for the creation of Kaufman County Fresh Water Supply District No. 7 and appointing temporary supervisors and signing order for the same
- approved the final plat for replat of lots 18, 19, 20 of Meadowbrook Acres. The five acre lots will be divided into two 2.5 acre lots.

[http://www.terrelltribune.com/news/article\\_45160178-a414-11e9-b05e-73319bffa7a3.html](http://www.terrelltribune.com/news/article_45160178-a414-11e9-b05e-73319bffa7a3.html)

## MEDIA & CASE STUDY| Missouri City



FLEET MANAGEMENT

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## School District finds savings and increased productivity with the Enterprise Fleet Management Program.

### BACKGROUND

Location: Deer Park, TX  
 Industry: Government – School District  
 Total vehicles: 90 vehicles

### THE CHALLENGE

Before partnering with Enterprise, Deer Park Independent School District (ISD) had 80+ vehicles ranging from 6 to 15 years of age, causing them to become less reliable and more expensive to maintain. Because vehicles were typically purchased with bond money, it created a pattern of a large number of vehicles needing to be repaired or replaced at the same time. District employees started complaining about the quality of the fleet, and mechanics were spending too much time working on the white fleet instead of buses.

### THE SOLUTION

By partnering with Enterprise Fleet Management, Deer Park ISD will upgrade its fleet over a 4-year period by replacing its oldest vehicles first. Once the fleet has been updated, the vehicles will continue to be replaced every five years. A proactive replacement plan will allow the district to capitalize on maximum vehicle resale values. This process will also help streamline the annual transportation budget since the district will be able to predict most vehicle costs.

**“By partnering with Enterprise, we have strengthened focus on our students, maximized personnel utilization, and provided our employees with vehicles they are proud to drive.”**

– Pete Pape, Assistant Superintendent for Business Services

The Deer Park ISD leverages Enterprise’s maintenance program. All district vehicles are now repaired by a local service vendor. District mechanics can focus on buses to transport students. District employees have reported that they are more productive and are not waiting as long for repairs.

### THE RESULTS

The Deer Park ISD and Enterprise have been partners for three years. Enterprise has yielded over \$300,000 in revenue by selling the district’s older vehicles. It has been able to maintain 58 vehicles for half the cost of a mechanic. Enterprise Fleet Management continues to help the district maximize its operations and reduce costs to meet strict budgetary requirements while keeping their vehicles on the road.

To learn more, visit [efleets.com](http://efleets.com) or call 877-23-FLEET.



### Key Results

**MORE THAN \$300,000**  
 IN VEHICLE RESALE

**9X FASTER**  
 AT REPLACING VEHICLES

**REDUCED STAFF OVERHEAD**

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## **REFERENCES | Missouri City**

### **CURRENT PARTNERS**

City of Katy  
Waller County  
City of Sealy  
City of Hempstead  
City of Beaumont  
Gillespie County  
Webb County  
Hidalgo County  
Ennis County  
Harris County  
City of Nassau Bay  
City of Vidor  
City of Orange

City of Navasota  
City of El Campo  
City of La Marque  
Blinn College  
Prairie View A&M University  
Vidor Independent School District  
Liberty Independent School District  
New Caney Independent School District  
Deer Park Independent School District  
Port Neches-Groves Independent School District

### **REFERENCES**

Below is a list of at least five client/customer references including company name, contact person, and telephone number.

Company Name: **City of Sealy**

Business Phone #: 979-885-2913

Contact Person: Jay Reeves – Chief of Police

Company Name: **Waller County**

Business Phone #: 979-826-3357

Contact Person: Judge Trey Duhon

Company Name: **City of El Campo**

Business Phone # 979-541-5004

Contact Person: Courtney Sladek- City Manager

Company Name: **City of Beaumont**

Business Phone #: 409-880-3789

Contact Person: Todd Simoneaux- CFO

Company Name: **City of Navasota**

Business Phone #: 936-825-6475

Contact Person: Lance Hall – Finance Director



**CITY COUNCIL  
AGENDA ITEM COVER MEMO**

April 6, 2020

**To:** Mayor and City Council  
**Agenda Item:** 2(d) Discuss and consider deferring the hiring of a city manager.  
**Submitted by:** Floyd Emery, Councilmember

**SYNOPSIS**

Delay the search for and hiring of a City Manager for at least one year and offer the current Interim City Manager an agreement to continue as the Interim City Manager during this period.

**BACKGROUND**

On Feb 24, 2020, City Manager Anthony Snipes was terminated through action taken by the City Council on a 4 to 3 vote to terminate.

The City Council appointed Assistant City Manager Bill Atkinson as Interim City Manager (ICM).

The City Council voted to hire a search firm to find a replacement for the vacant City Manager position.

A Request for Proposal (RFP) was sent to a number of search firms and as of March 24, 2020, nine (9) firms have responded and submitted the requested documentation.

The schedule for the City Council to evaluate and start the selection of a search firm was set for April 6, 2020.

**BUDGET AND OPERATIONAL ANALYSIS**

Deferral of the substantial fees, estimated between \$75k and \$100k, to be paid to a search firm, any ancillary costs related to finding, interviewing candidates and the relocation cost for the selected candidate. All of this expense during a time of revenue shortfalls.

The COVID 19 virus environment the country currently finds itself in will dramatically impact the response to our search. Quality candidates will be hesitant to travel, change their current location and employment status in this time of uncertainty. Further, this environment has placed extreme limitations and access to the staff and operations, which will hinder the transition time for a new City Manager.

Deferring this process will eliminate/reduce transition time and disruption to the City staff's budgetary and operational efforts required to: (1) address the potential 3.5% revenue cap; (2) reacting to the loss of revenue as we look to our budgetary requirements; (3) cost and management

implications of the Civil Service initiative by our Public Service employees; (4) potential MUD study budget, funding and personnel implications; and, (5) the ongoing budget process.

The current ICM has the credentials and experience to perform under an extended assignment. His knowledge of the staff's capabilities, current and prospective City programs and most importantly the City Council's priorities should all be considered when evaluating this action.

**STAFF'S RECOMMENDATION**

Discuss and consider deferring the hiring of a city manager.