

ALLEN OWEN  
Mayor

JERRY WYATT  
Councilmember at Large Position 1

CHRIS PRESTON  
Councilmember at Large Position 2



YOLANDA FORD  
Councilmember District A

DON SMITH  
Councilmember District B

ANTHONY G. MAROULIS  
Councilmember District C

FLOYD EMERY  
Mayor Pro Tem  
Councilmember District D

## CITY COUNCIL SPECIAL MEETING AGENDA

Notice is hereby given of a Special City Council Meeting to be held on **Monday, March 20, 2017, at 6:00 p.m.** at: **City Hall, Council Conference Room, 2nd Floor, behind the Council Chamber**, 1522 Texas Parkway, Missouri City, Texas, 77489, for the purpose of considering the following agenda items. All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

### 1. CALL TO ORDER

### 2. DISCUSSION/POSSIBLE ACTION

- (a) Presentation on legislative update.
- (b) Discuss the city's website redesign overview and survey.
- (c) Discuss the city's municipal court bailiff position.
- (d) Discuss the city's joint meeting with the Board of Trustees of Fort Bend Independent School District on March 21, 2017.
- (e) Discuss the start time for City Council special meetings.

### 3. 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 provision of the Texas Government Code:*

**Texas Government Code, Section 551.074** – Deliberations concerning the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee: the presiding judge and associate judges of municipal court.

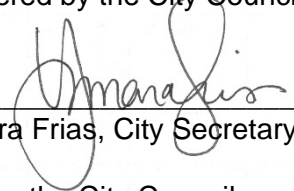
4. **RECONVENE** into Special Session and Consider Action, if any, on items discussed in Executive Session.

### 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 March 20, 2017, agenda of items to be considered by the City Council was posted on the City Hall bulletin board on March 17, 2017, 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 \_\_\_\_\_, 2017.

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

# #2: Discussion/Possible Action

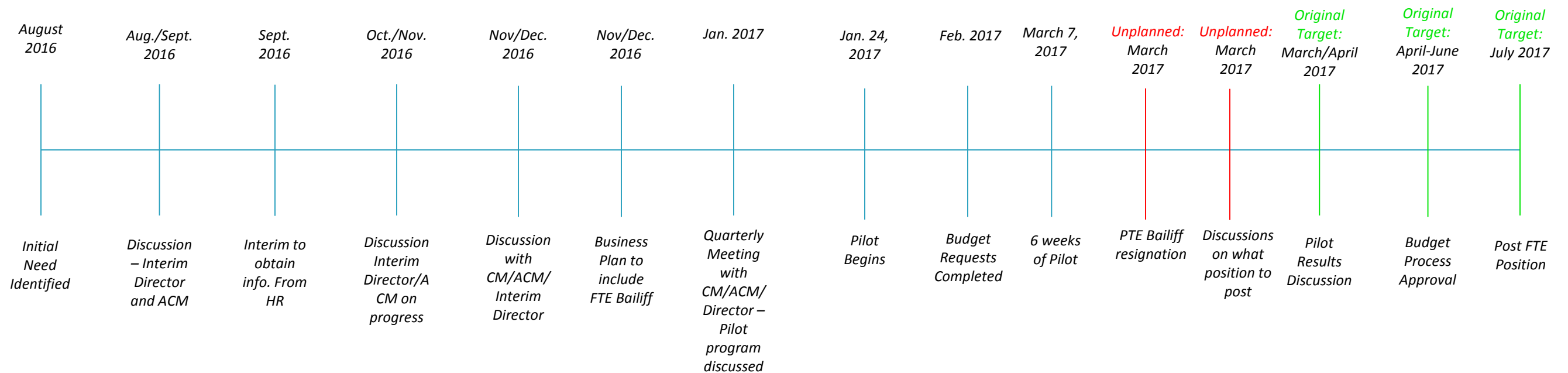
**c. Discuss the City's Municipal Court bailiff position.**

# #2c: Discussion/Possible Action

- ❖ **The FY 2016-2017 Business Plan for the Municipal Court, Major Initiative #2, was to convert 2 part-time positions to 1 full-time Bailiff/Warrant Officer to meet the following needs:**
  - ❖ Fulfilling this initiative will provide a higher level of building security for court patrons and staff throughout the day.
  - ❖ Having one primary person performing this role will provide consistency in courtroom security; it will reduce the court's reliance on patrol officers coming in to perform this role and it will provide consistency in personnel providing these security services for the court.
  - ❖ Personnel will be available for ongoing timely pursuit of court order compliance and processing outstanding warrants for violators.
  - ❖ The need to accelerate this initiative resulted from the current part-time bailiff positions becoming vacant.

# #2c: Discussion/Possible Action

## ❖ Timeline for Municipal Court Bailiff Major Initiative



# #2c: Discussion/Possible Action

## ❖ 6 Week Pilot for Municipal Court Bailiff

❖ Increased the PT Bailiff's hours to 30 hrs. per week to allow hours outside of court room sessions to contact customers that defaulted on payment arrangements or customers with active warrants.

### ❖ Results:

- Total number of cases worked: 1795
- Total number of cases w/positive progress: 193
- Total number of cases w/payments made: 143; valued at \$38,366.49

	6 Weeks Prior to Pilot	6 Weeks Pilot	Impact
<b>Number of Cases Disposed in 30 Days of Less</b>	83; 10%	143; 13%	3% increase
<b>MCBS Fee</b>	\$1,476.21	\$2,630.93	\$1,154.72 increase
<b>Payments Obtained</b>	\$103,119.98	\$224,482.09	\$121,362.11 increase

# #2c: Discussion/Possible Action

## Position Option #1:

- ❖ **Combine the 1 part-time vacancy & 1 upcoming part-time vacancy due to retirement to create 1 full-time employee and begin hiring process now and have 1 part-time employee to fill in when needed**
  - a. **FY 17-** Estimated cost \$12,800.00 (remainder of FY) – funded through salary savings
  - b. **FY 18-** Estimated cost \$76,664.00; (funding: \$56,664.00 from General Fund and \$20,000 from Municipal Court Building Security Fund)

# #2c: Discussion/Possible Action

## Position Option #2:

- ❖ **Post and hire 1 part-time employee position now and go through regular budget process to combine 2 part-time employee positions into 1 full time employee and then post/hire for the full-time employee position. Full-time bailiff would be hired end of the first quarter FY 18.**
  - a. FY 17** -Estimated cost: 1 part-time employee or covered by police department \$8,500
  - b. FY 18** -Part-time employee and request the full-time position through the budget process at \$76,664.00 (funding: \$56,664.00 from General Fund and \$20,000 from Municipal Court Building Security Fund).



# #2c: Discussion/Possible Action

## Position Option #3:

- ❖ Continue current practice of 3 part-time positions and post and hire to fill 2 vacancies now (third vacancy coming in October).
  - a. \$32,500 Annual costs for (3) Part-time employees less than 20 hours a week, and this does not include Police Department overtime costs for officers on loan from patrol to court when we have no bailiff coverage (i.e. 8 court dockets \$2,900.00; there are approx. 13 dockets per month)