Municipal Building/City Hall Council Chamber
2821 Washington Street
Greenville, TX 75401

City Council

Jerry Ransom - Mayor	Place 7
Ramon Rodriguez	Place 1
T.J. Goss - Mayor Pro Term	Place 2
Philip R. Spencer	Place 3
Tim Kruse	Place 4
Ben Collins	Place 5
Kenneth Freeman	Place 6

Work Session Agenda
07/08/2025
4:00 PM

1. **Call to Order**
2. **Items to be Discussed**
   A. Human Resources/Health Insurance /TMRS *(Euriah Brown, Human Resource Director)*
   B. Administrative Services/Finance *(Summer Spurlock, City Manager)*
3. **Items on the Regular Agenda**
4. **EXECUTIVE SESSION AS NEEDED FOR AGENDA ITEMS OR EXECUTIVE SESSION ITEMS AS LISTED ON THE REGULAR AGENDA - SECTIONS 551.071, 551.087, 551.072, 551.074,551.089, OR 551.073**
5. **Adjourn**

Greenville
HUMAN RESOURCES

Human Resources Budget – FY 25-26

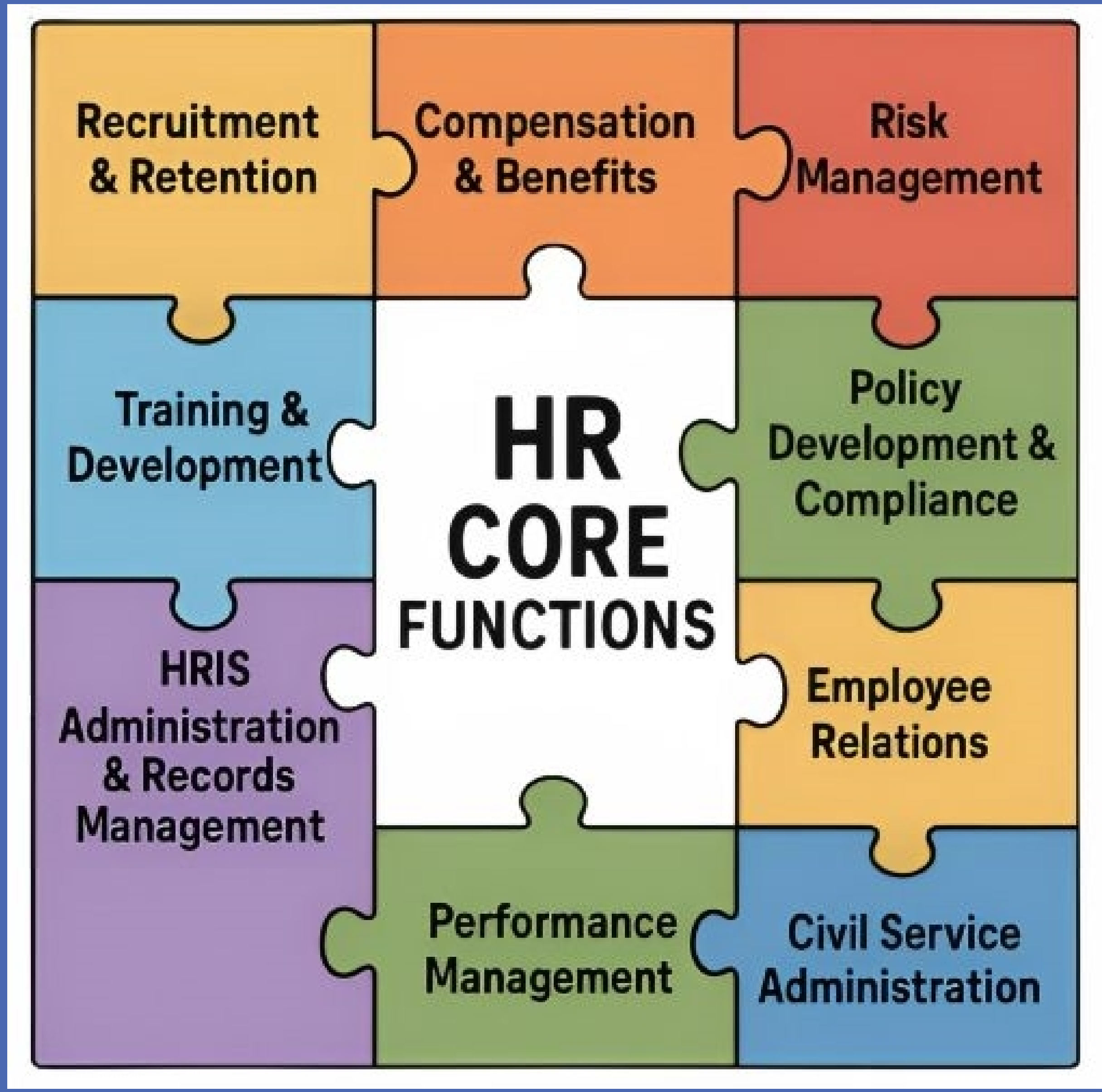
July 8, 2025

Human Resources

Human Resources supports the City's mission by managing the full employee lifecycle–from recruitment to retirement.

- FY 24-25 Council Strategic Goals supported
    - Strive for Municipal Excellence and Enhance Opportunities for Communication
    - Support Public Service, Health, and Safety

We serve as a strategic partner to all departments to ensure compliance, fairness, and operational excellence in workforce management.

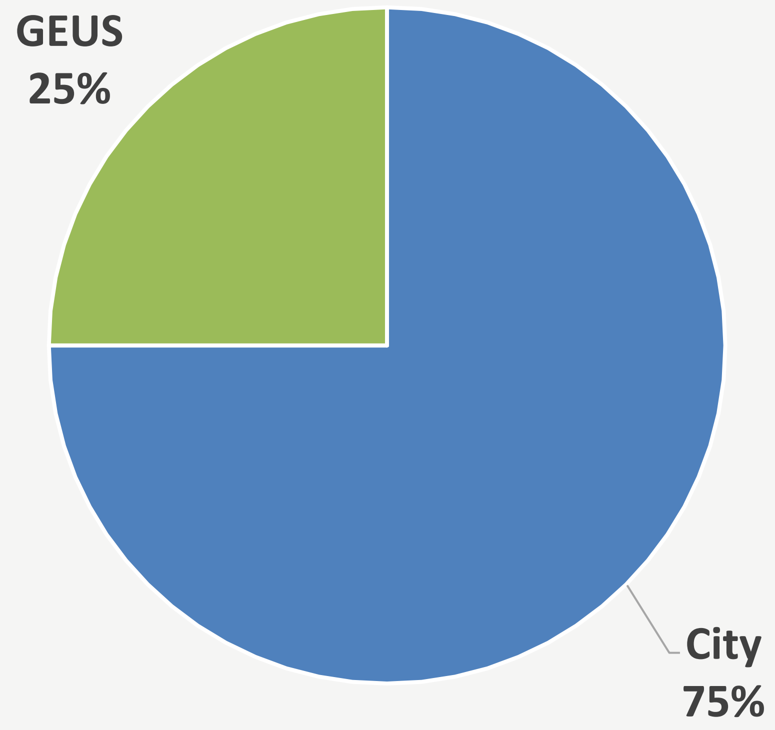


Core Functions

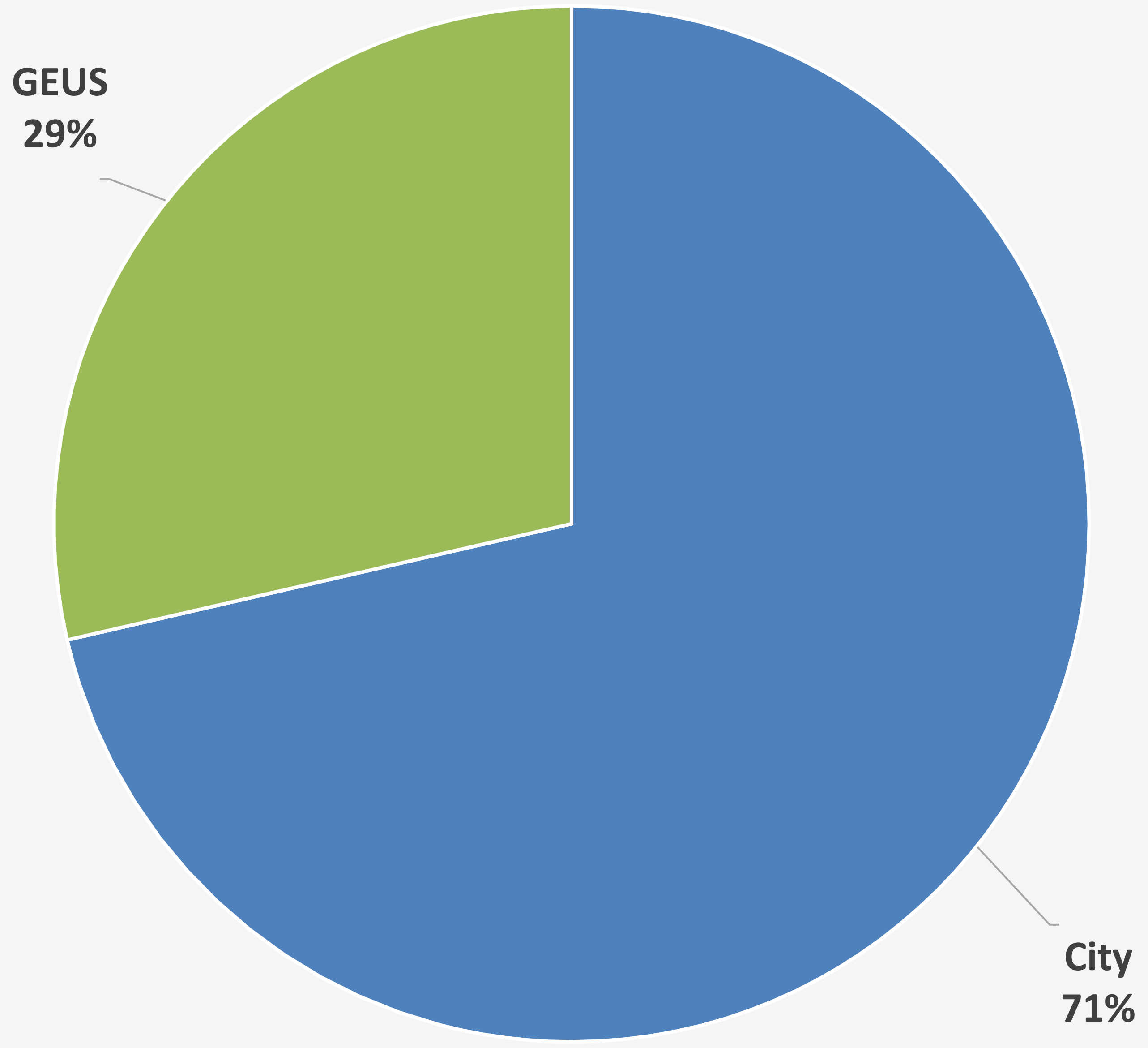
- Recruitment & Selection
- Compensation & Benefits
- Risk Management
- Training & Development
- Policy Development & Compliance
- HRIS Administration
- Records Management
- Performance Management
- Employee Relations
- Civil Service Administration

Metrics

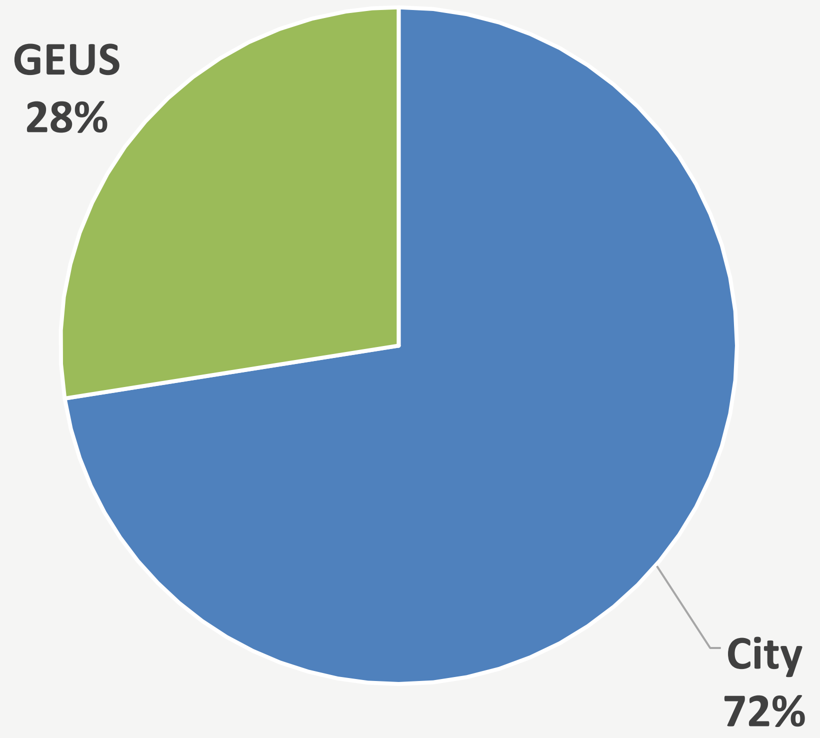
New Hires
10/01/2024 - Present



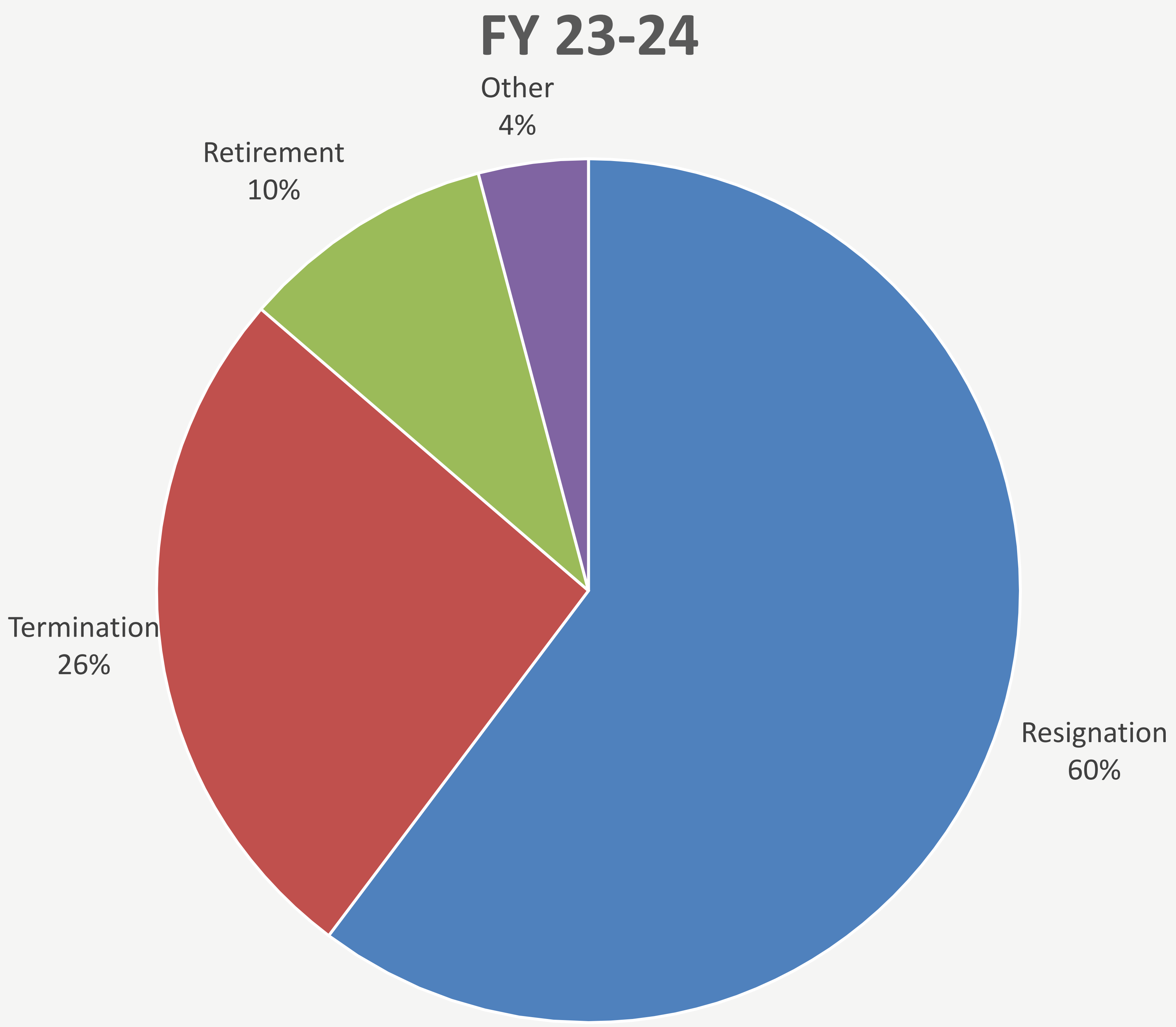
Active Employees
as of 06/18/2025

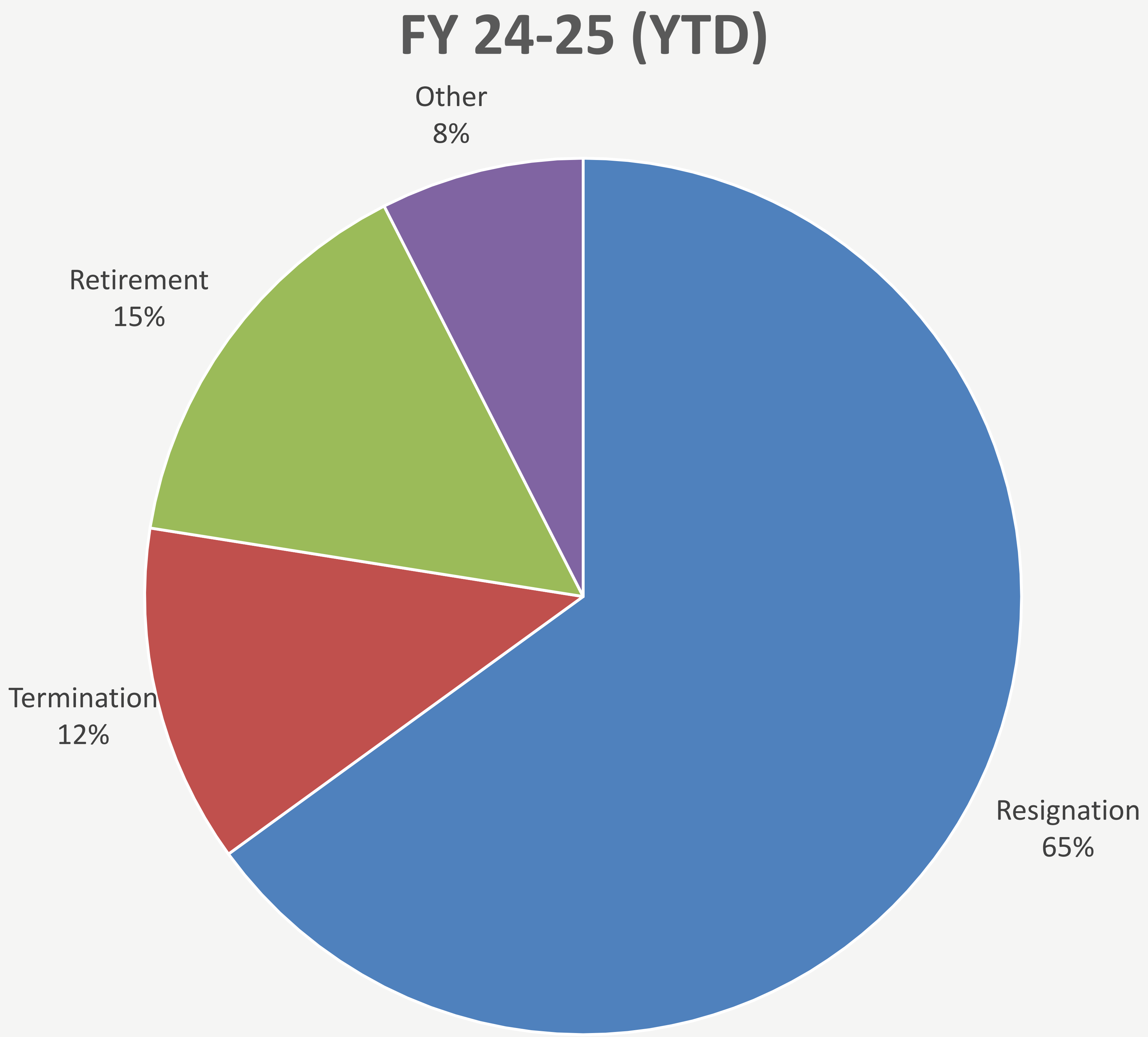


Separations
10/01/2024 - Present



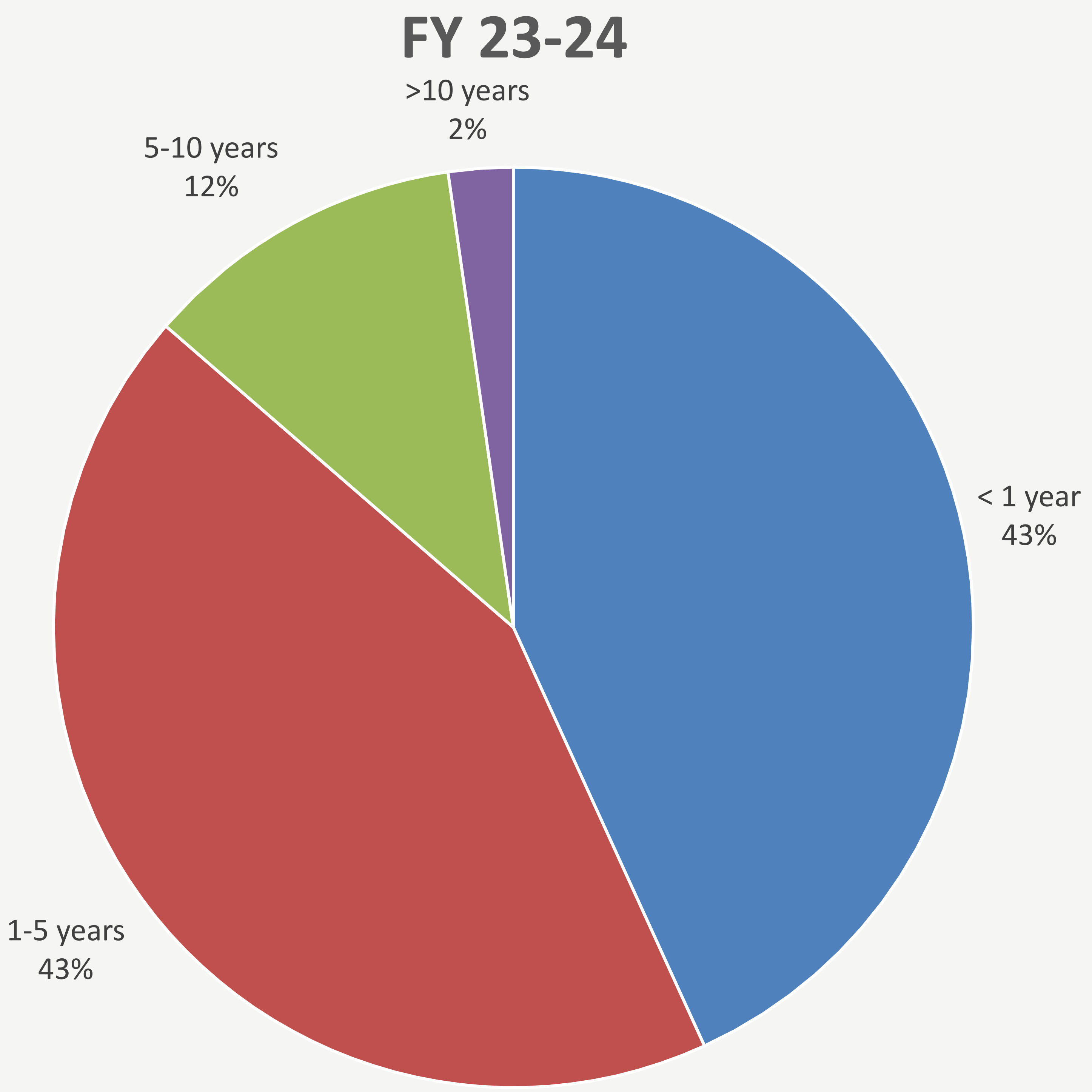
Turnover by Reason

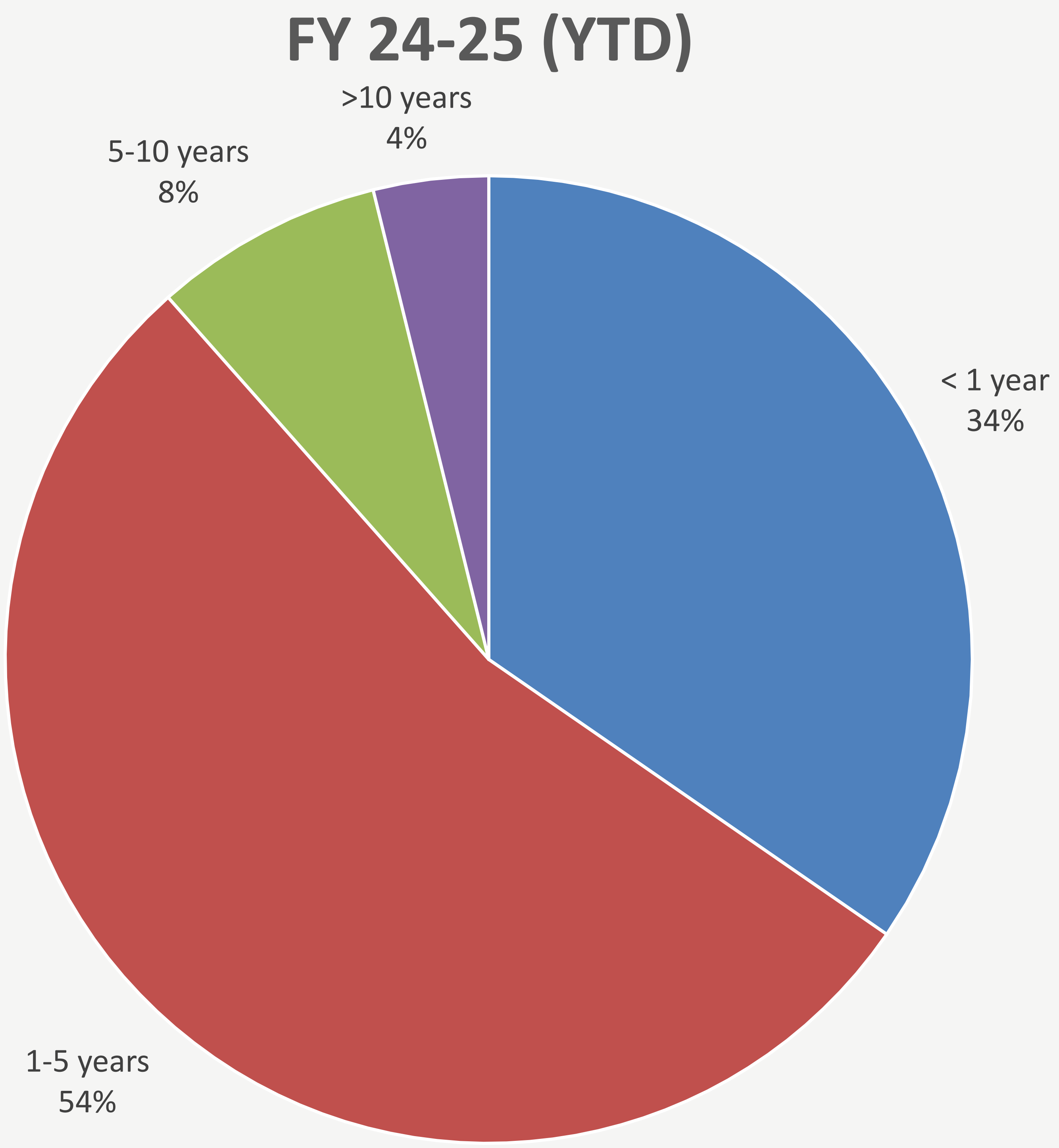




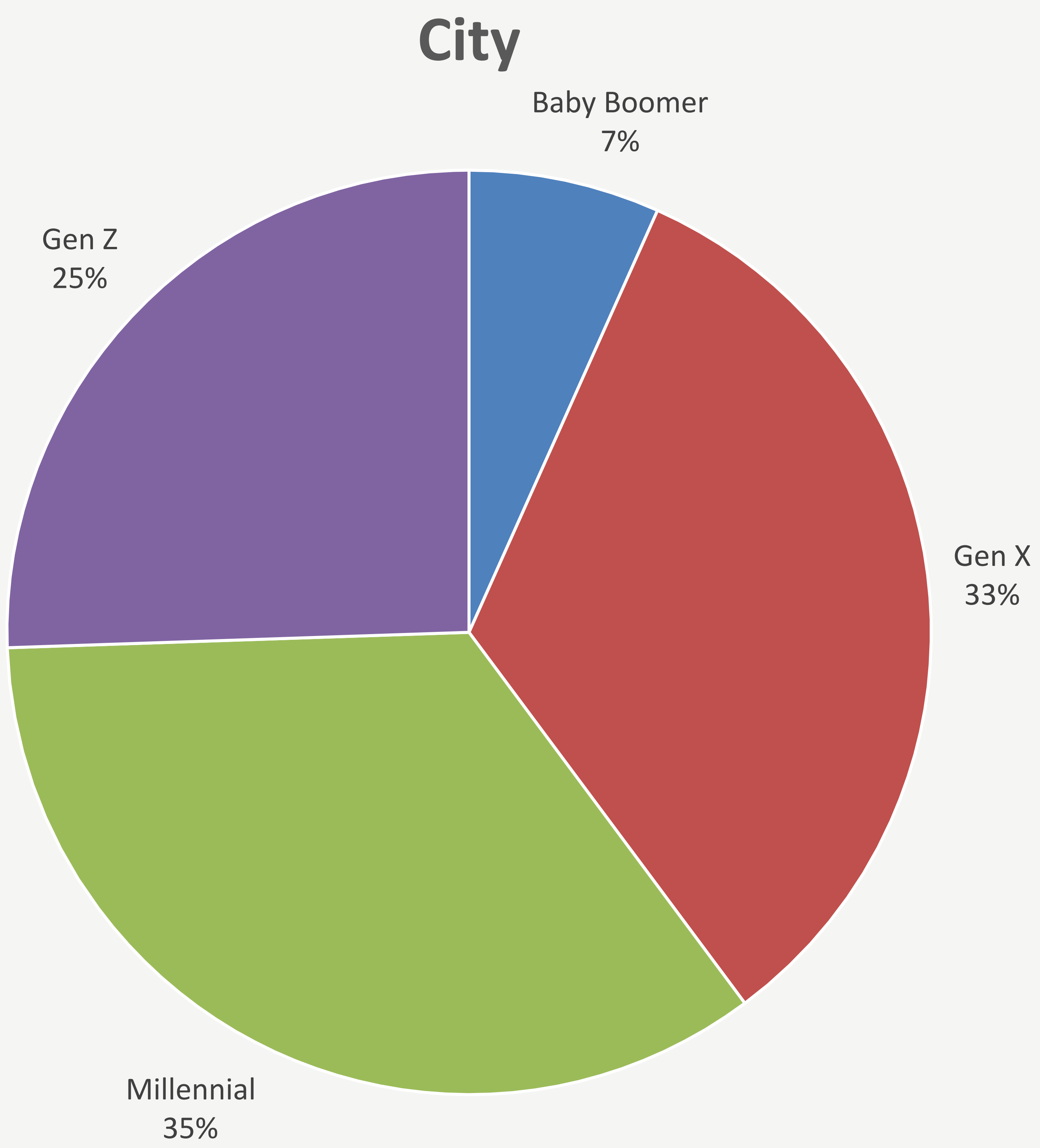
***NOTE:** All involuntary terminations had tenure less than 5 years.
58% of those were in the probationary period (i.e., first 6 months of employment.)

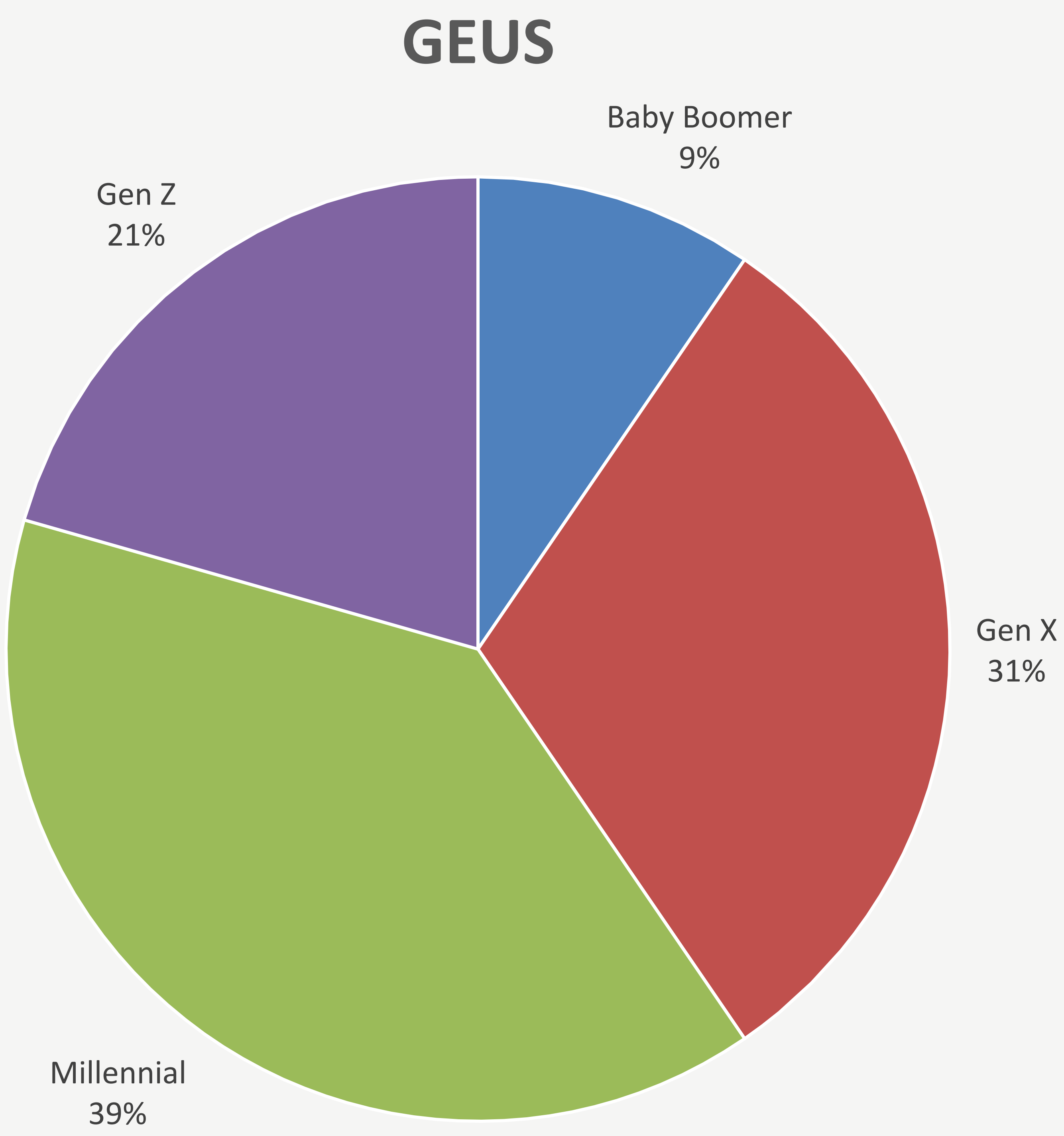
Tenure of Resignations





Generational Demographics





Retirement Eligible

Qualifications to Retire

60 years of age + 5 years of service

OR

Any age + 20 years of service

Currently Eligible

97 Employees

20.5% of the workforce

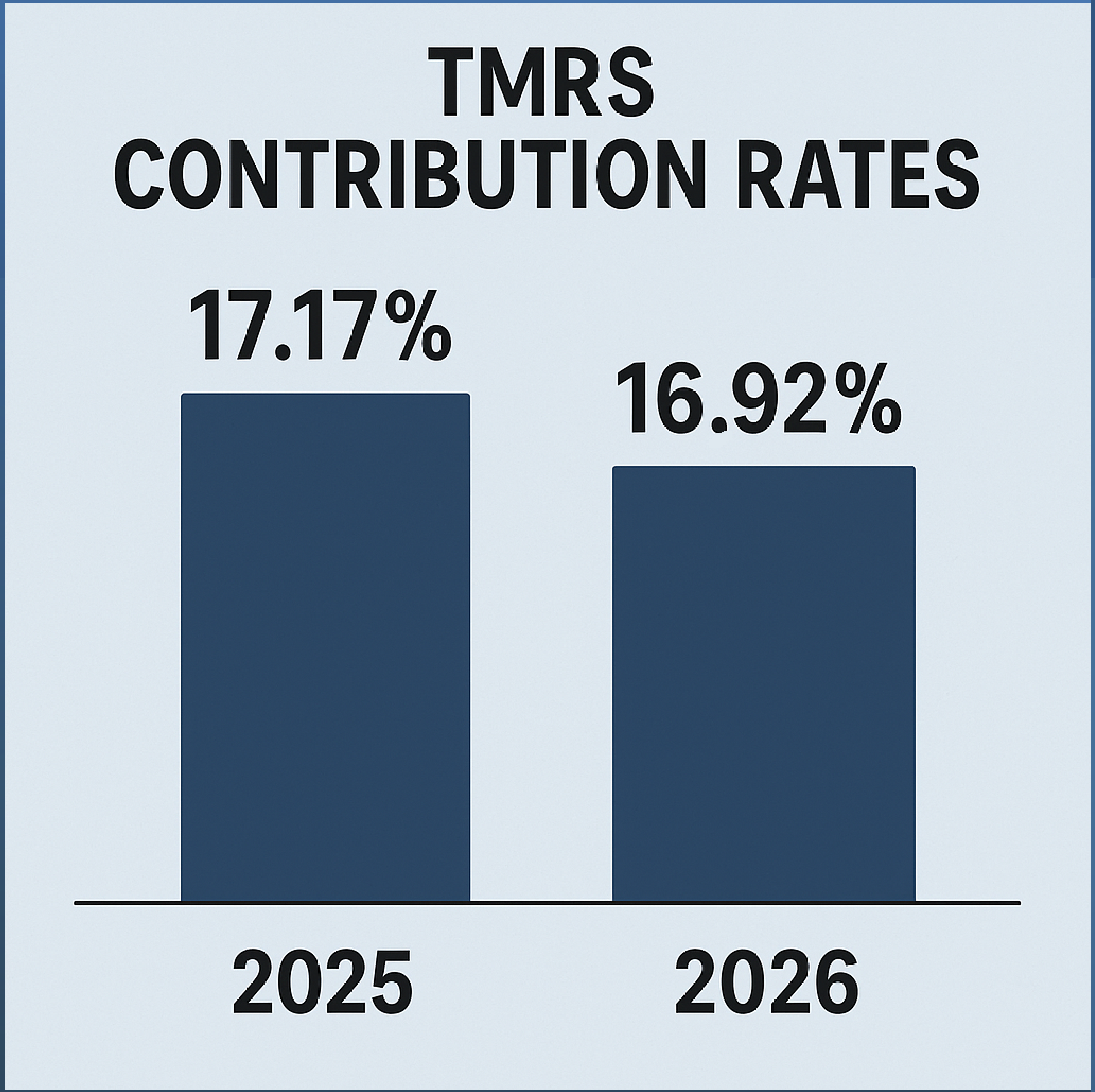
Eligible Within the Next 5 Years

52 Employees

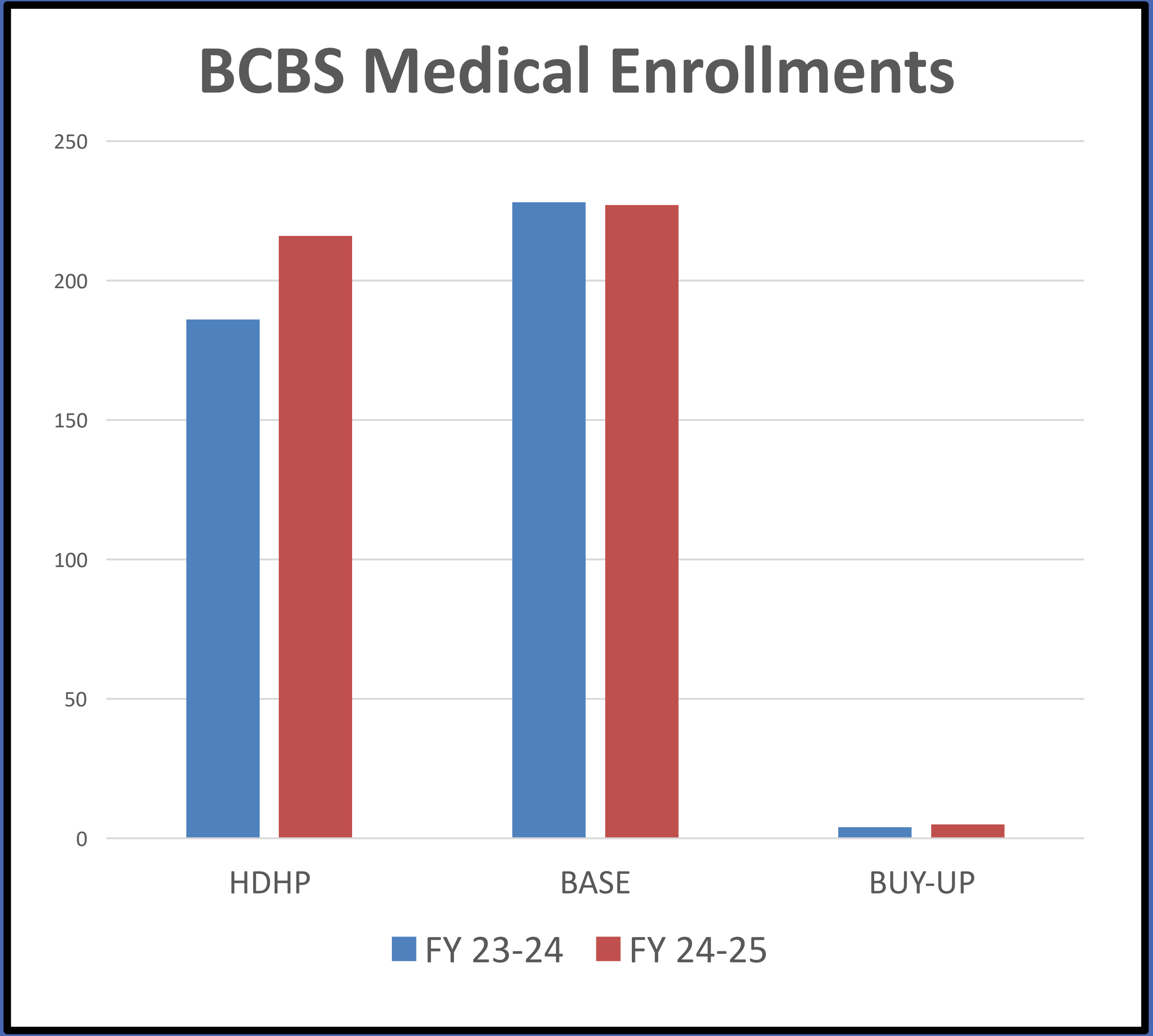
11% of the workforce

Recruiting & Retention Initiatives

1. Digital Recruiting
2. Pre-employment Skills Assessments
3. Formal New Hire Orientation
4. Robust Onboarding Program
5. City-Wide Learning Management System
6. Comprehensive Succession Planning Program
7. Focused Knowledge Retention Campaign
8. Exit & Stay Interviews


TMRS
CONTRIBUTION RATES
17.17%
16.92%
2025
2026

Health Insurance Medical



Overview

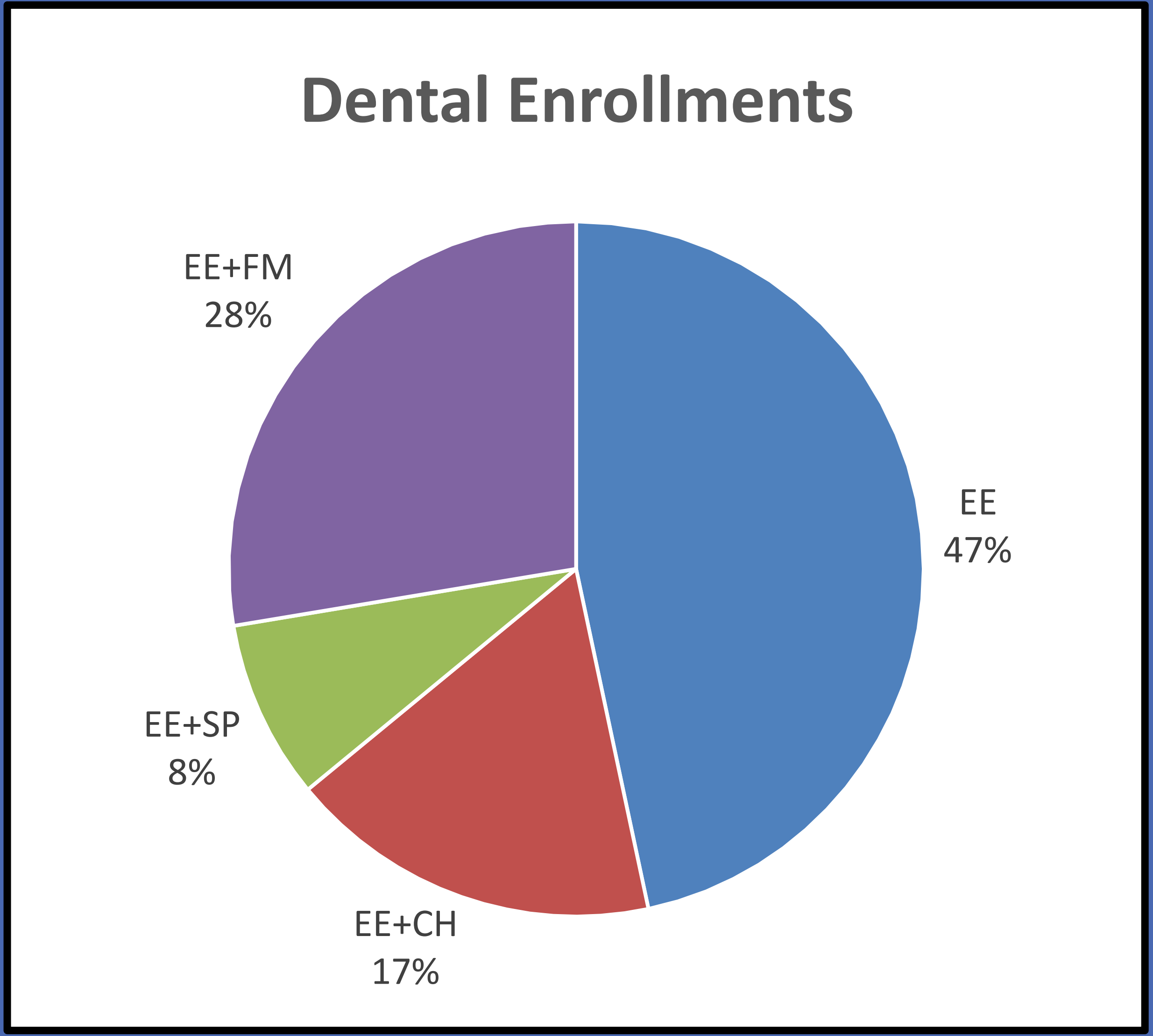
- Three Offerings – HDHP, Base, Buy-up
- No plan changes
- Current loss ratio = 76.93%

Projections

- Broker anticipates worst case scenario of 11% increase
- Negotiating power due to better loss ratio

Budget approach

- Increase fund balance by 10% with the expectation that new rates will come in lower
- Ability to keep employee portion of premiums flat



Health Insurance Dental

Overview

- One Plan offering for all employees
- No plan changes
- Current loss ratio = 79.90%

Projections

- Bundled with medical
- Anticipate rate remaining flat

W.E.L.L.
WELLNESS, ENERGY
LONGEVITY, LIFESTYLE

Wellness Program

Purpose

To encourage healthier lifestyles, which can lead to improved overall well-being and help reduce preventable health insurance claims

Program Components

Educational workshops, onsite health screenings, fitness and wellness challenges

Impact Metrics

Success will be measured by participation rates, employee feedback, reduction in absenteeism, and correlation to insurance claims data

Funded by Wellness Reimbursement from BCBSTX

Current Initiatives

UKG Rebuild

Six-to-eight-month project to correct current inefficiencies with the payroll and timekeeping modules; Finish the build out of remaining modules

Employee Handbook Updates

Creation of a short, concise booklet that contains pertinent information that every employee needs to know; This document is separate from formal policies.

City-Wide Policy Updates

Separate policies separated by functional area that are easily accessed and searchable for all leaders.

Leadership Training & Development

Compliance and leadership training initiatives: Upcoming sessions include Reasonable Suspicion training for supervisors and FMLA/WC/Limited Duty refresher training.

Leadership Academy

Purpose

To cultivate confident, capable leaders by equipping employees with the skills, knowledge, and mindset needed to lead effectively at every level of the organization.

Program Components

Introduction to Leadership, Strategic Leadership, Communication & Interpersonal Skills, Team Building, Change Management, Ethics, Community Engagement,& Continuous Improvement; There will also be ongoing engagement and a mentorship component.

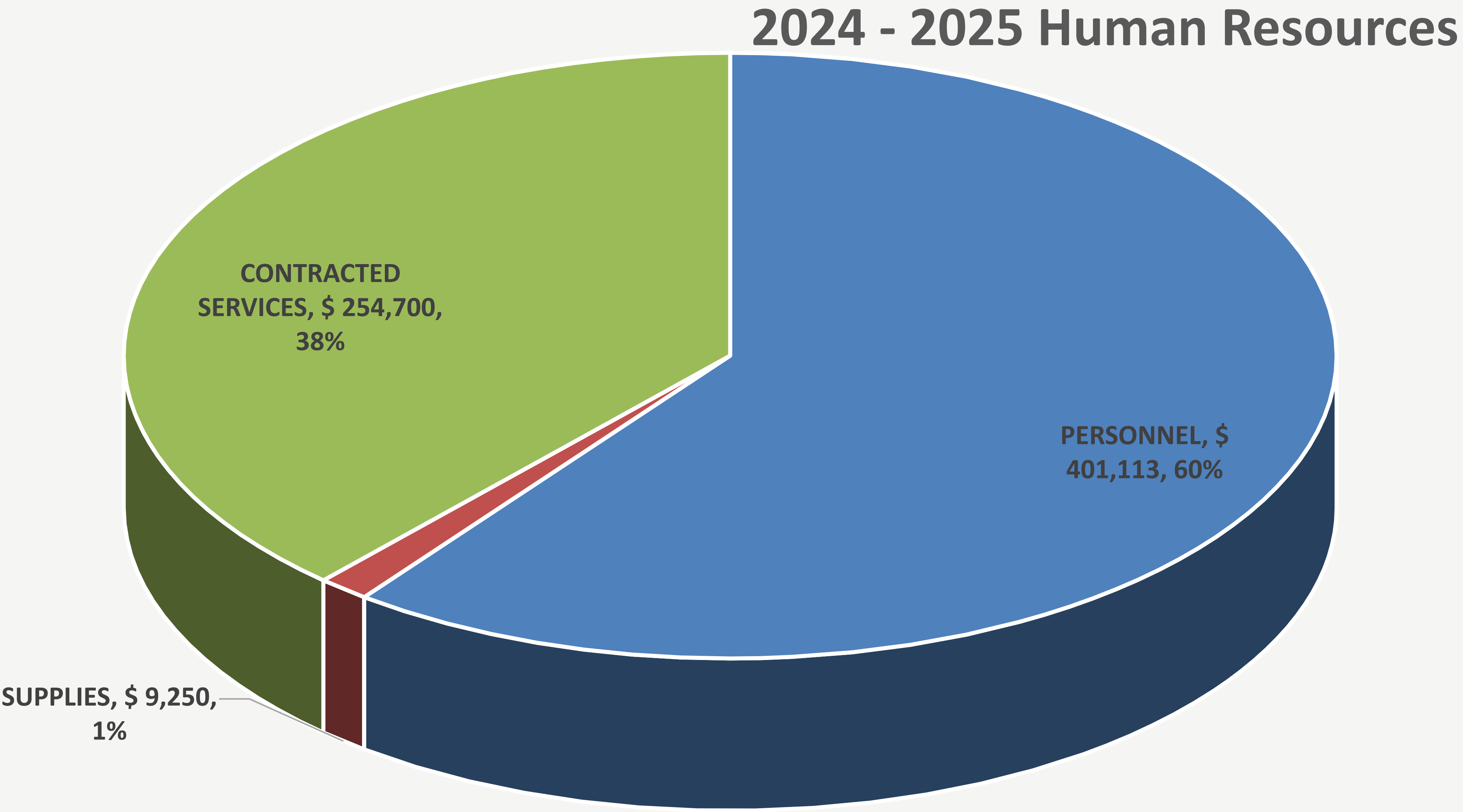
Impact Metrics

Success will be measured by participant feedback, behavioral change, retention rates, employee satisfaction scores

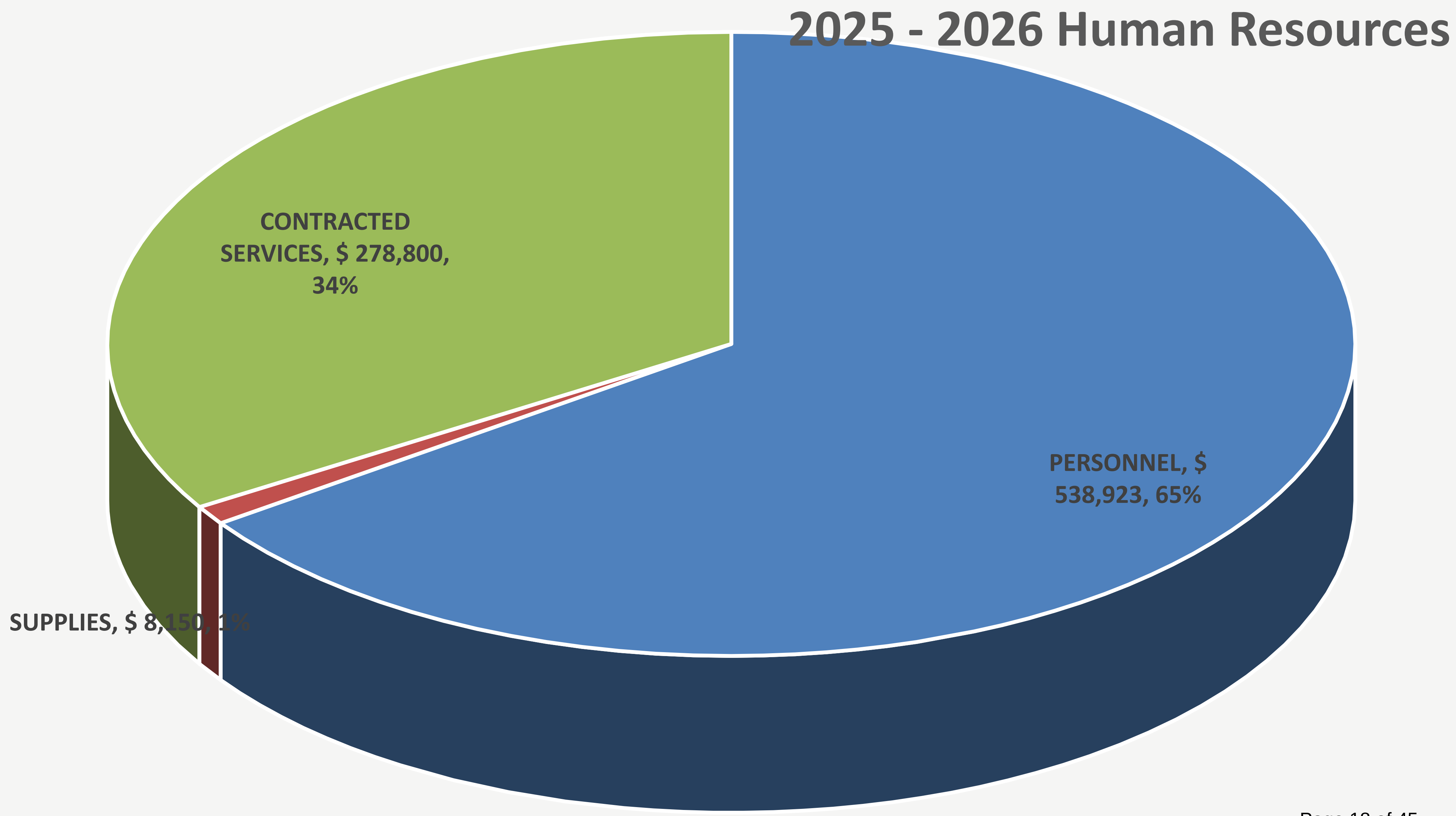
Other Future Initiatives

1. Extensive Risk Management Program
2. Paper-to-Digital Records Conversion
3. Performance Management Revamp
4. Continued streamlining of HR processes
5. Onsite Job Fairs for Recreation Center*
6. Launch City Intranet

Budget Comparison



2024 - 2025 Budgeted Amount	$ 665,063
2025 - 2026 Budgeted Amount	$ 825,873



% Increase 24 - 25 to 25 - 26: 24%

Any Questions?

FINANCE & ADMINISTRATIVE SERVICES

FINANCE | CENTRAL SERVICES (FACILITIES) | FLEET
INFORMATION TECHNOLOGY | MUNICIPAL COURT

MEET OUR LEADERSHIP TEAM

Vacant

Finance & Administrative Services Director

Chris McAllister

Facilities Maintenance and Fleet Services Superintendent

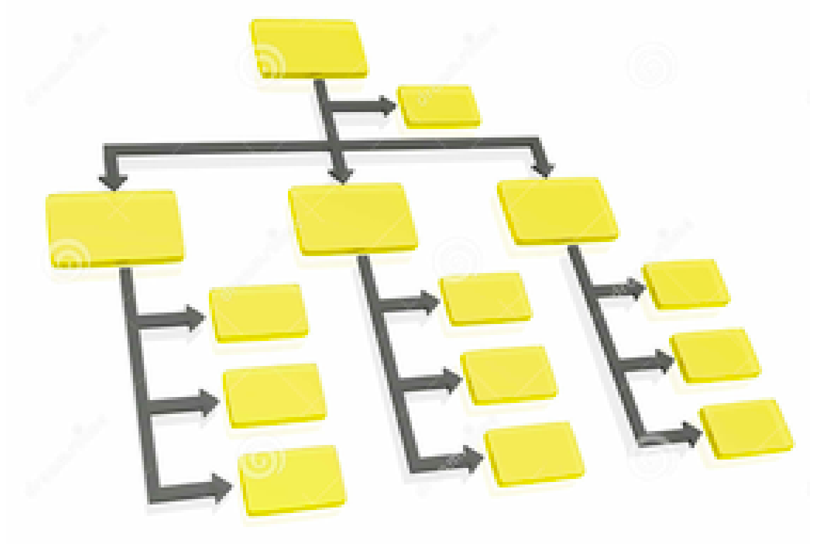
Desirae DeYoung

Municipal Court Administrator

Steve Saenz

Information Technology Manager

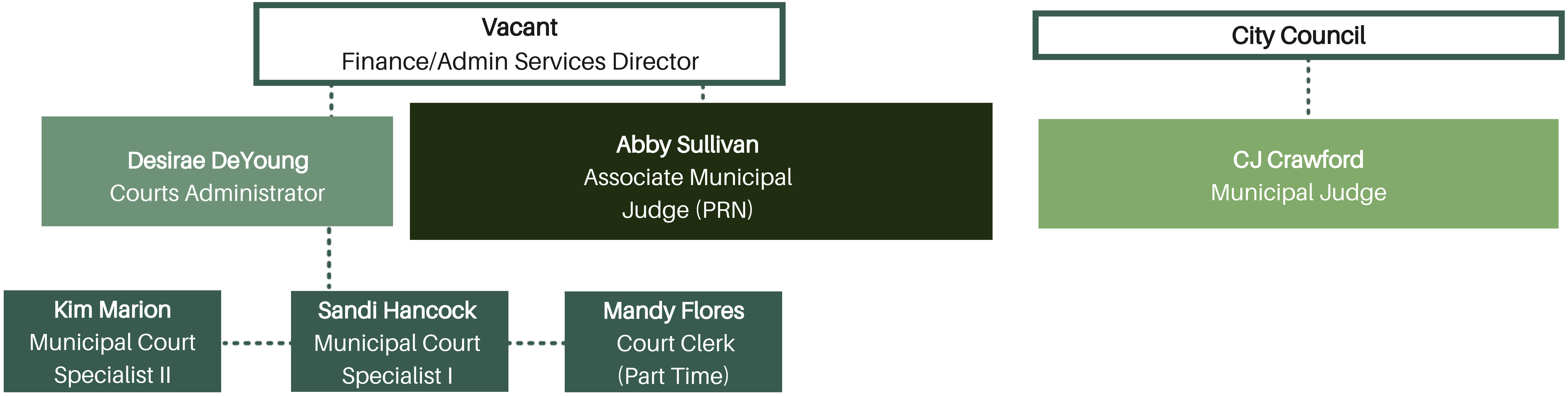
2024 - 2025 IN PROGRESS REVIEW



- <u>Finance</u>
  - Streamlined Process for Wiring Payments Instead of Checks
  - Successfully Completed the First Full Year of Transitioning from Manual to Online Bid Submissions
- <u>IT</u>
  - The integration of upcoming facilities (Recreation Center and Fire EOC) into the city's network infrastructure
  - Continuing server/IT room and network infrastructure refresh
  - Implementing a new backup appliance to enhance data protection and recovery
  - Replacing desktop computers across multiple city departments
- <u>Courts</u>
  - Staffing Transitions
  - Payment Kiosk is Complete
- <u>Fleet</u>
  - Capital: Dump Trucks, Wheel Loader, Backhoe, (2) Mini Excavators,
    - 2024 Auction: ~$405K
  - 2024 In-house Generator Maintenance Launched
- <u>Facilities</u>
  - Citywide Projects
  - Civic Center Ballroom Paint and Flooring
  - Civic Center Lighting Replacement
  - Municipal Building Breakroom Remodel
  - 2024 Downtown Maintenance Program Start

- Overall: Development/Succession Planning

MUNICIPAL COURT ORGANIZATIONAL CHART



MUNICIPAL COURT

- Manages Payment Plans
- Processes Citations
- Maintains and Updates Warrant Info
- Sets up and Schedules Court Docket, Jury Summons, Pretrials
- Arraignments for Judge
- Enters and Assesses Code Violations
- New Municipal Court Specialist and Court Clerk

COURT BY THE NUMBERS

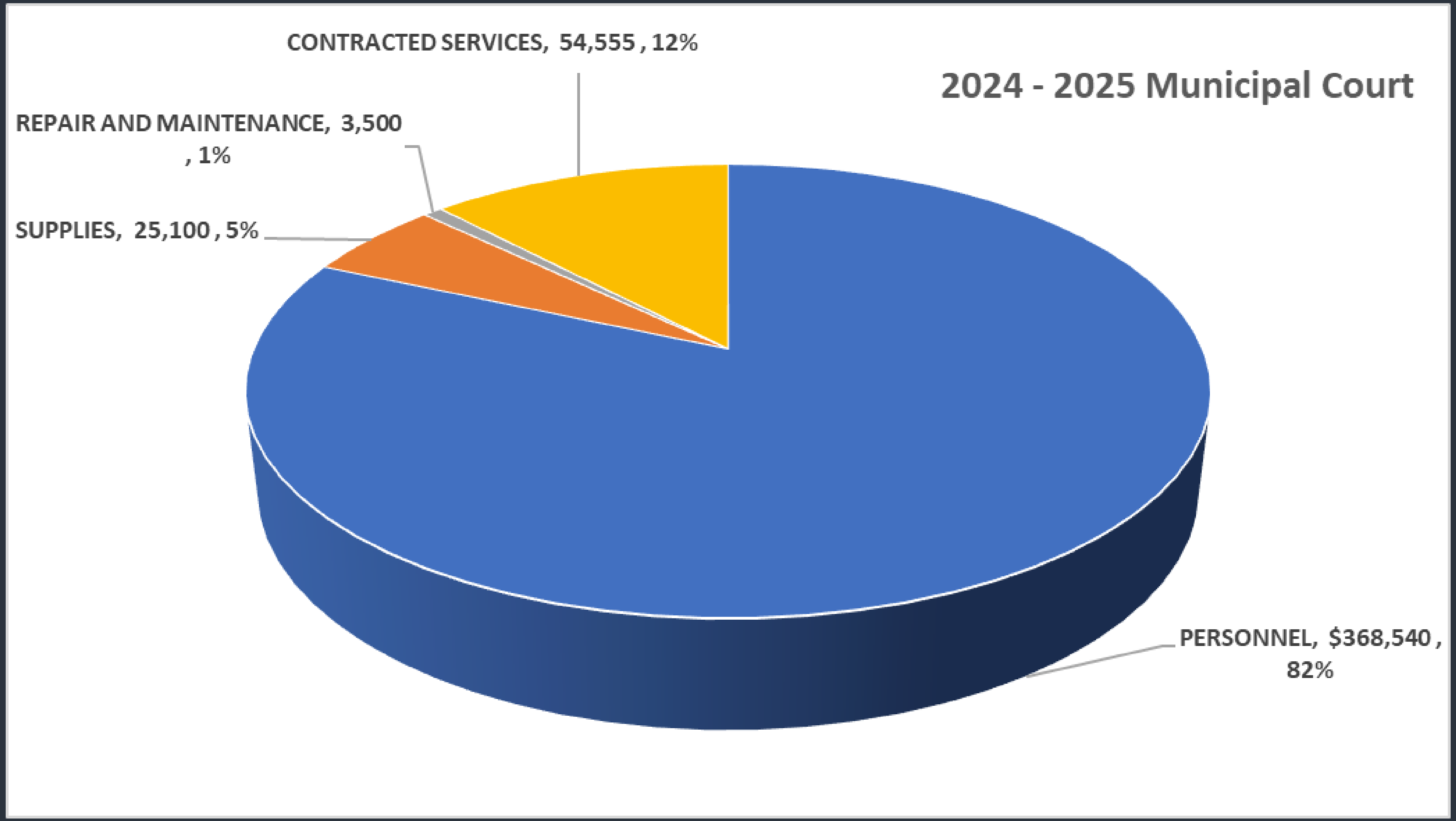
ACTIVE TRAFFIC CASES

2023-2024: 574
2024-2025 (YTD): 1,185

ACTIVE NON-TRAFFIC CASES

2023-2024: 173
2024-2025 (YTD): 538

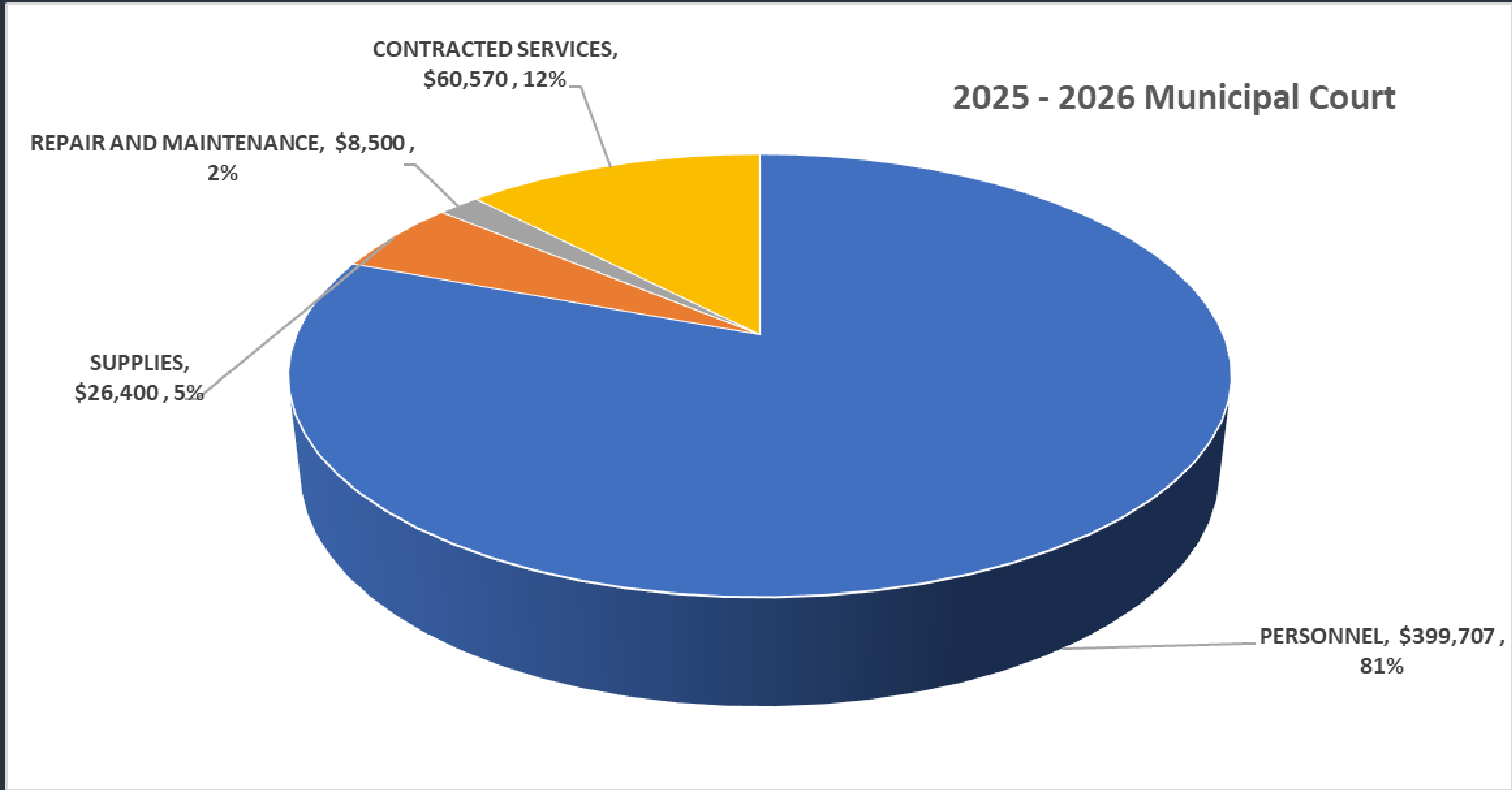
MUNICIPAL COURTS BUDGET YEAR COMPARISON



2024 - 2025 Budgeted Amount	$ 451,695
2025 - 2026 Budgeted Amount	$ 495,177

% Increase 24 - 25 to 25 - 26: 10%

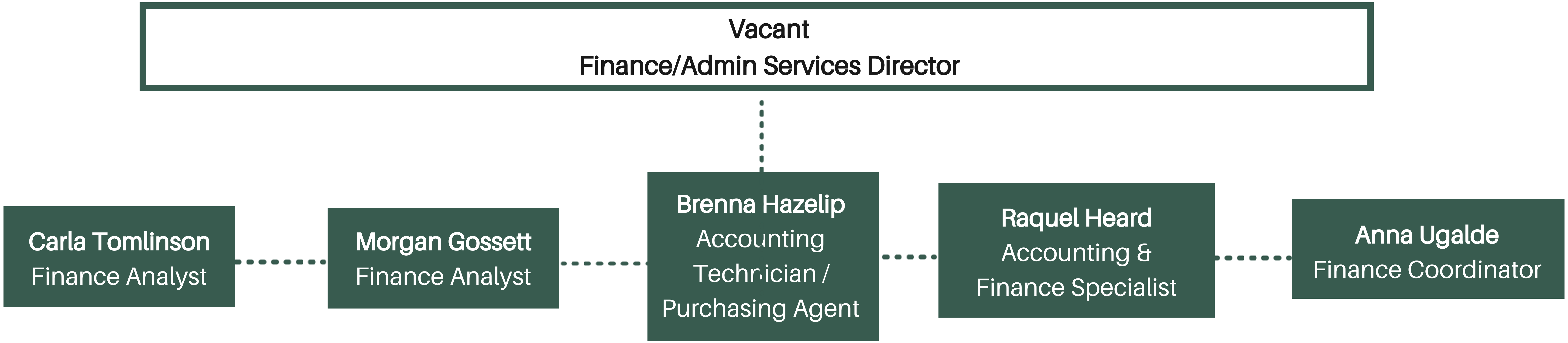
MUNICIPAL COURTS BUDGET YEAR COMPARISON



2024 - 2025 Budgeted Amount	$ 451,695
2025 - 2026 Budgeted Amount	$ 495,177

% Increase 24 - 25 to 25 - 26: 10%

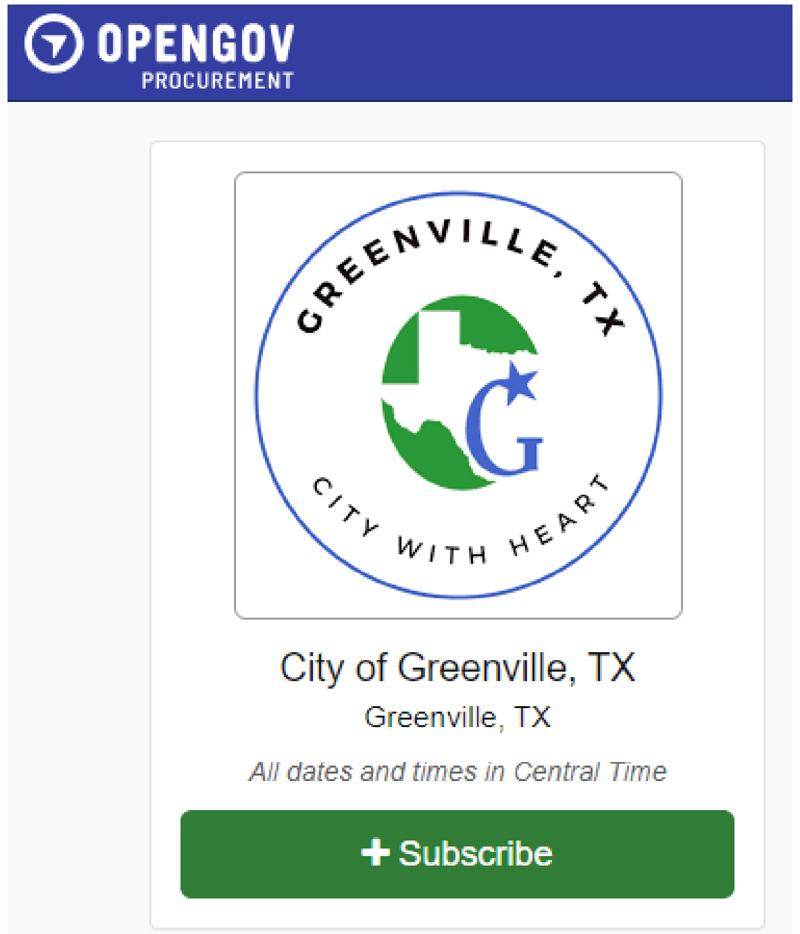
FINANCE ORGANIZATIONAL CHART



FINANCE OPENGOV REVIEW

- Continued use of the OpenGov Budgeting Module
  - Build on the Progress Made in Modernizing our Financial Operations
  - Continued Leveraging of the OpenGov Budgeting Module to Further Enhance the Accuracy, Efficiency and Transparency of Our Budgeting Process

- Vendor Enablement Plan for Online Procurement System
  - Increase vendor adoption and confidence in using the platform
  - Reduce Bid Errors or Incomplete Submissions
  - Improve Overall Vendor Participation and Responsiveness



FINANCE TASKS

- Accounting Services for the City and GEUS
- Annual Budget & Financial Planning
- Annual Comprehensive Finance Reporting (ACFR)
- Purchasing Services & Pcard Management
- Cash Management & Public Funds Investing
- Monthly Financial Reporting to Council
- Interim and Final Year End Audit
- Monthly Bank Reconciliation for City and GEUS
- Payroll Journals and UKG Transition
- Year-End Reporting and Audit Preparation
- Operations: Ex. BlackJack Transition
- Bonds / S&P Ratings
- Crisis Management

FINANCE BY THE NUMBERS

CHECKS & BANK DRAFTS GENERATED

2023-2024: 7,518
~$194M

2024-2025 (YTD): 5,338
~$180M

CREDIT CARD TRANSACTIONS

2023-2024: 10,323
~$2.6M

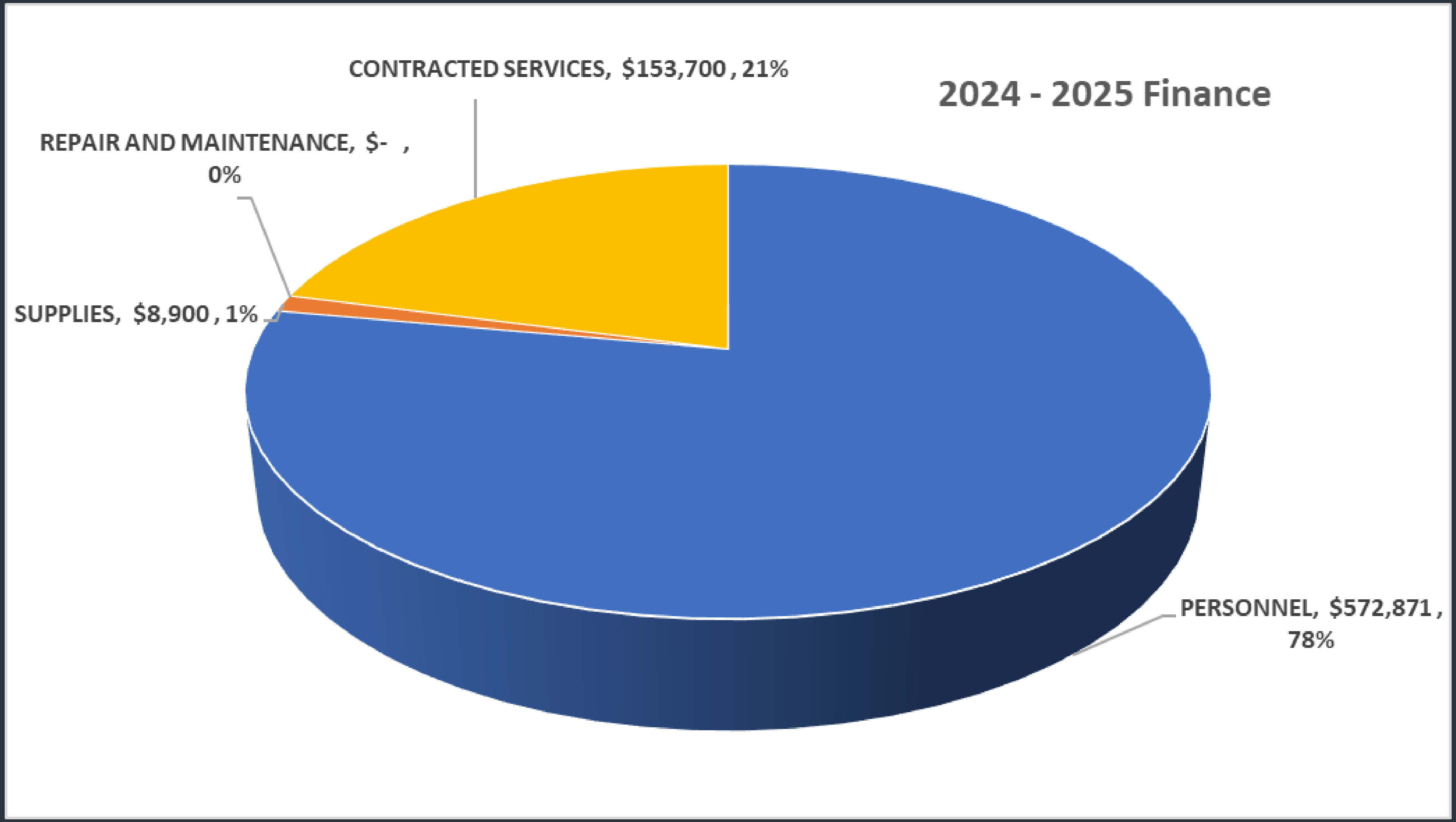
2024-2025 (YTD): 18,482
~$4.2M

JOURNAL ENTRY LINES CREATED

2023-2024:
46,314

2024-2025 (YTD):
29,727

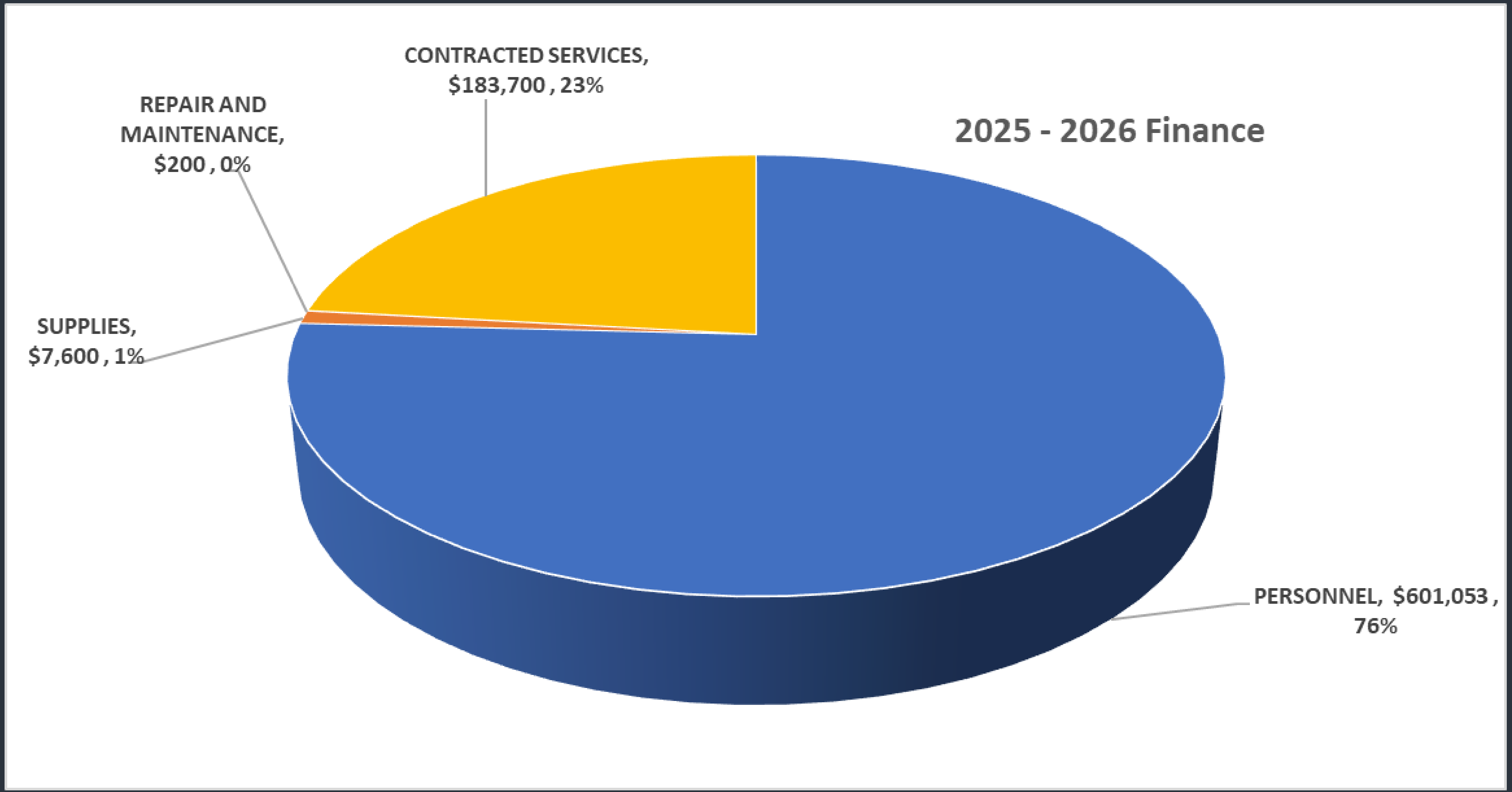
FINANCE BUDGET YEAR COMPARISON



2024 - 2025 Budgeted Amount	$ 735,471
2025 - 2026 Budgeted Amount	$ 792,553

% Increase 24 - 25 to 25 - 26: 8%

FINANCE BUDGET YEAR COMPARISON



2024 - 2025 Budgeted Amount	$ 735,471
2025 - 2026 Budgeted Amount	$ 792,553

% Increase 24 - 25 to 25 - 26: 8%

FACILITIES AND FLEET ORGANIZATIONAL CHART

Chris McAllister
Facilities Maintenance & Fleet Services Superintendent

FLEET TEAM

Ethan Money
Fleet Foreman

Chad Brand
Fleet Tech

Ricky Jenkins
Fleet Tech

Patrick Zerangue
Fleet Tech
Generators

Carter Simone
Oil/Lube
Technician

FINANCE/CENTRAL SERVICES

Anna Ugalde
Central Services/Finance
Coordinator

FACILITIES TEAM & BUILDING MAINTENANCE TEAM

Q Ross
Custodian

Pat Couch
Civic Center Attendant

Carmen Cornejo
Building Attendant

Jairo Valencia
Custodian

Dakota Vann
Facilities Foreman

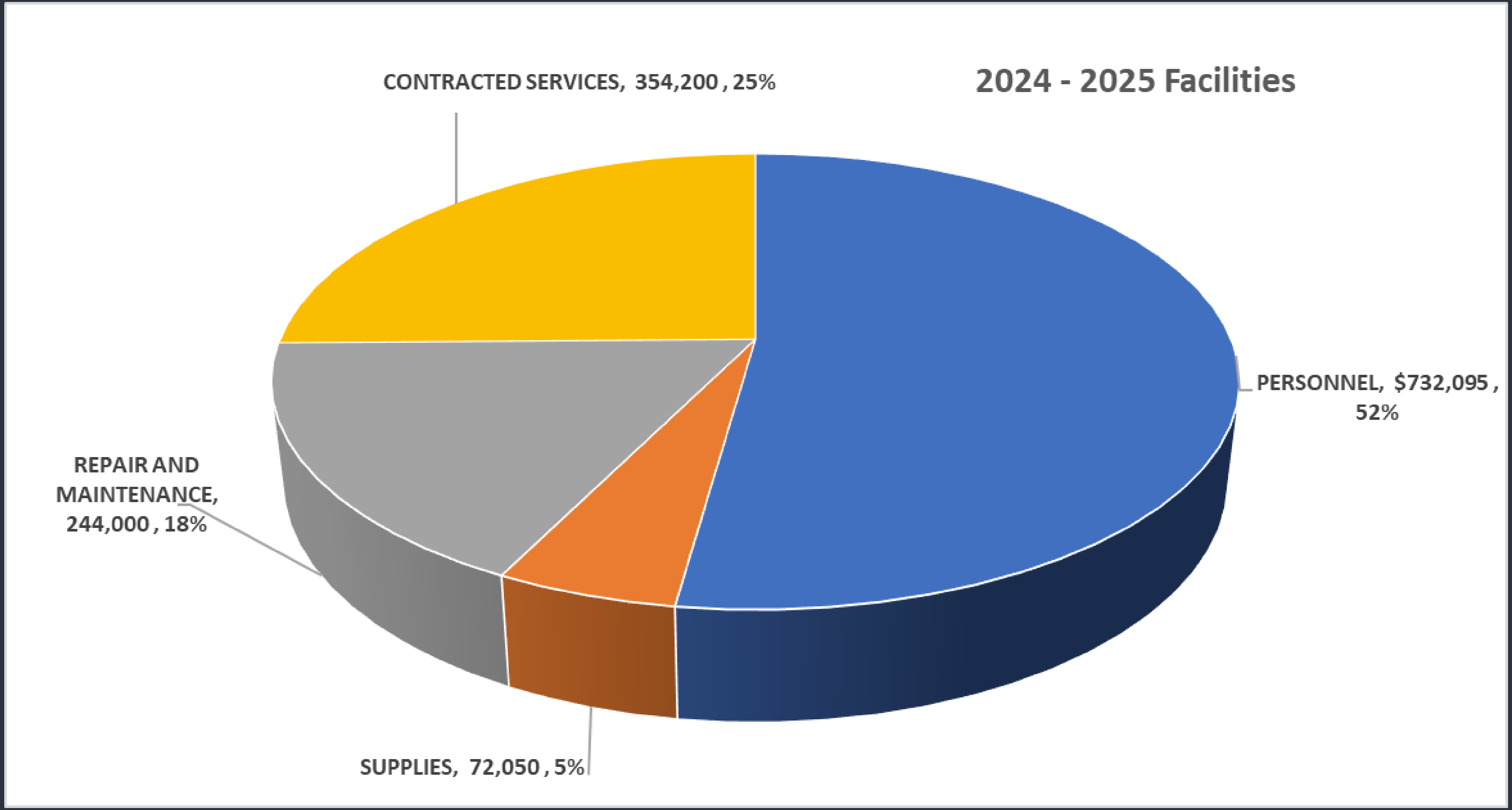
Terry Carter
Maintenance Tech

Angel Gomez
Maintenance Tech

Ben Rich
Maintenance Tech

Vacant
Q3 Maintenance Tech

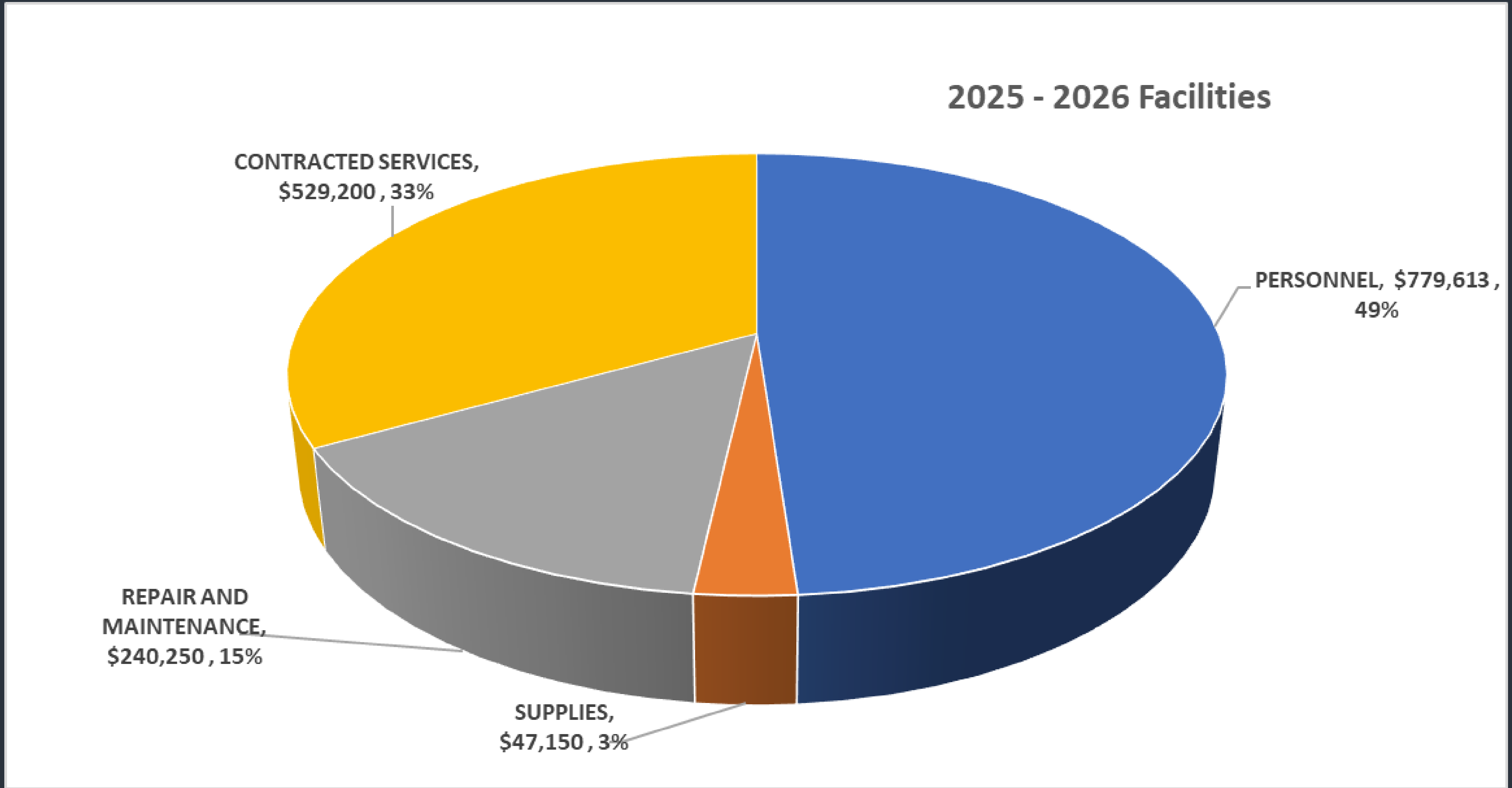
FACILITIES BUDGET YEAR COMPARISON



2024 - 2025 Budgeted Amount	$ 1,402,345
2025 - 2026 Budgeted Amount	$ 1,596,213

% Increase 24 - 25 to 25 - 26: 14%

FACILITIES BUDGET YEAR COMPARISON



2024 - 2025 Budgeted Amount	$ 1,402,345
2025 - 2026 Budgeted Amount	$ 1,596,213

% Increase 24 - 25 to 25 - 26: 14%

FACILITIES MAINTENANCE

- Custodial Services
- Event Setup & Breakdown
- Special Event Staffing
- Scheduling and Contracts for Civic Center
- Maintain and Service City Buildings
- Coordination or Execution of all City Facilities/Building Related Projects

BUILDINGS SERVICED & MAINTAINED	EVENTS STAFFED AT CIVIC CENTER	SQUARE FOOTAGE COVERED BY CUSTODIAL SERVICES	HELP DESK TICKETS & REQUESTS RESOLVED
23	2023-2024: 407 2024-2025 (YTD): 335	188,353	2023-2024: 913 2024-2025 (YTD): 819

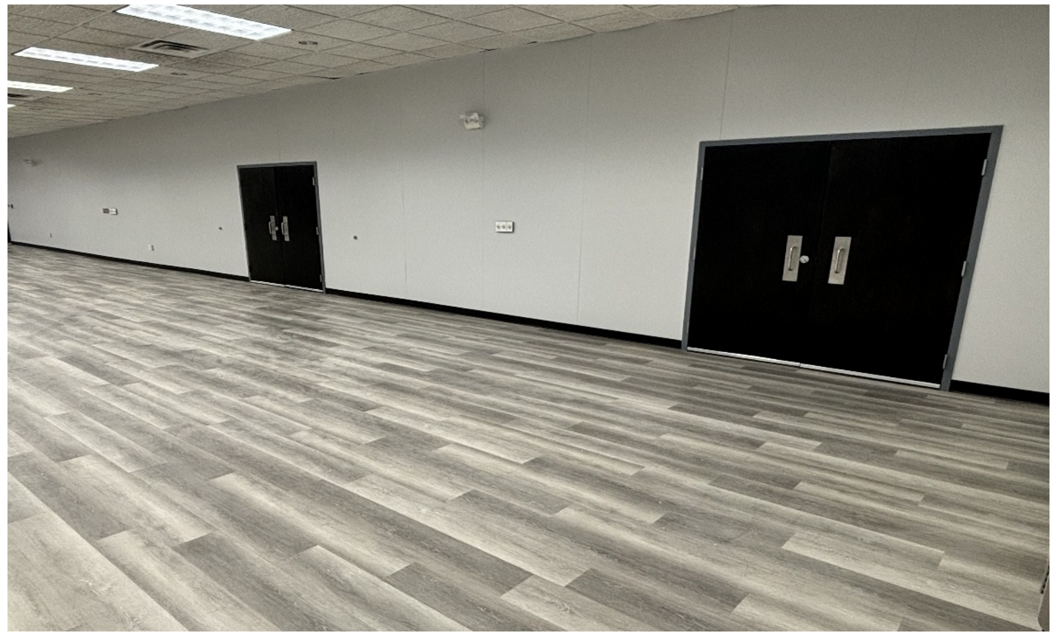
IMPROVEMENTS AND PROJECTS

Ja-Lu Splash Pad Doors

The splash pad chemical room doors were built and replaced.

Facilities Projects

Civic Center ballroom repainting and lighting replacement, Library conference room remodel, Municipal building interior painting and breakroom remodel



Projects Planned for 25-26

- A/C replacement municipal building 1st floor ($351,652)
- Annex roof replacement ($300,000)
- Library painting-Library Touchups ($15,000)
- Annex painting and flooring ($20,000)
- Animal Shelter-roof insulation ($40,000) and security upgrades ($20,000)

FLEET MAINTENANCE

- **Track vehicles for optimal economic replacement point & coordinate annual equipment disposal auction**
- **Inspection program for City vehicles and equipment**
- **Maintain and repair vehicles, trailers and equipment for City & GEUS**

- **Additions: Trailers, Water/Wastewater Dump Truck, Streets Dump Trucks, Water Distribution Mini excavator, and Enterprise Fleet buildout**

FLEET WORK ORDERS COMPLETED

2023-2024:
2,509
2024-2025 (YTD):
1,635

VEHICLES MAINTAINED & SERVICED

Emergency: 78
City: 117
GEUS: 58
Total: 253

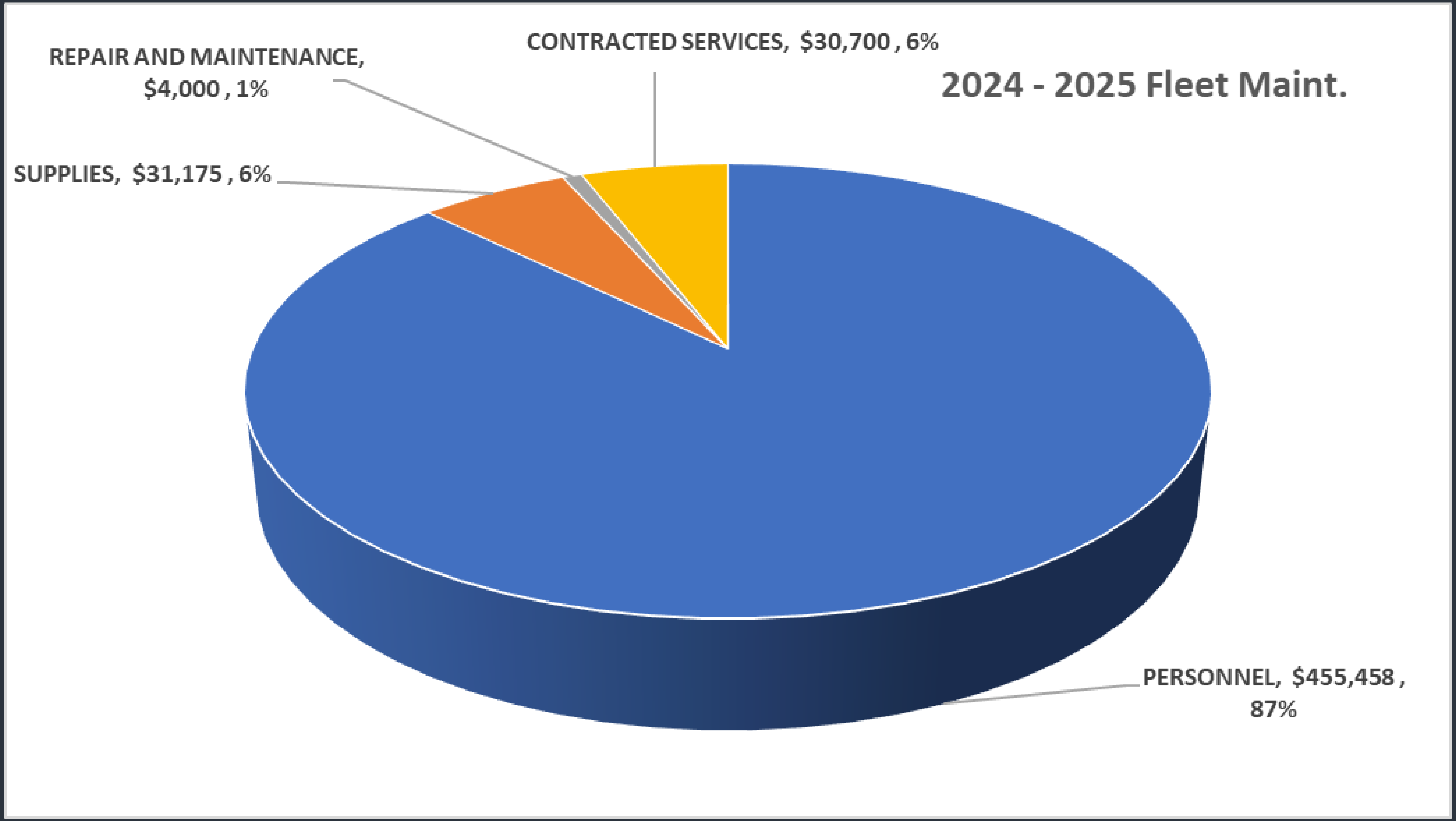
EQUIPMENT & TRAILERS MAINTAINED & SERVICED

City: 170
GEUS: 43
Total: 213

VEHICLE & EQUIPMENT INSPECTIONS PERFORMED

Police - Weekly
Fire - Monthly
All - Quarterly

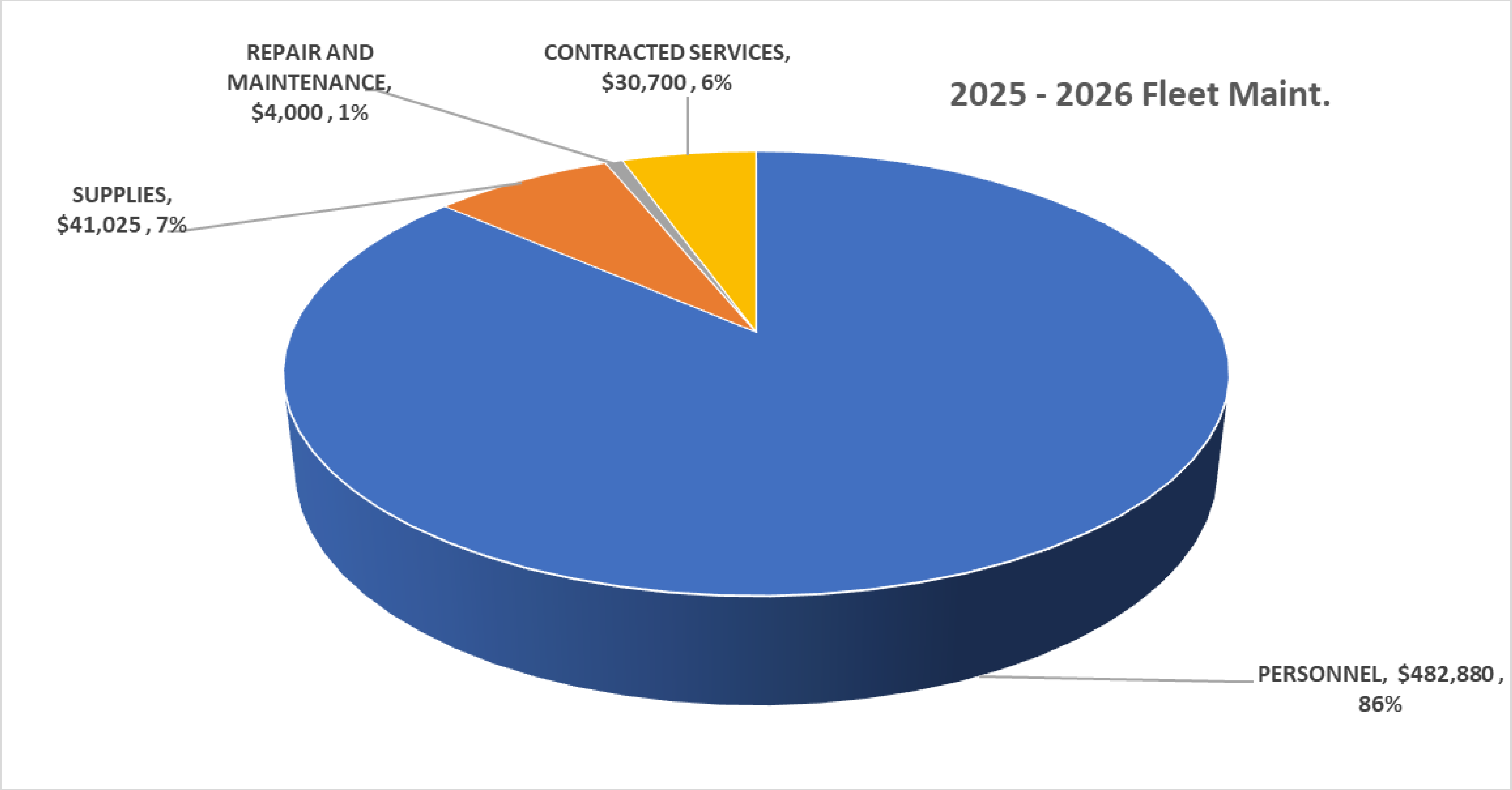
FLEET BUDGET YEAR COMPARISON



2024 - 2025 Budgeted Amount	$ 521,333
2025 - 2026 Budgeted Amount	$ 558,605

% Increase 24 - 25 to 25 - 26: 7%

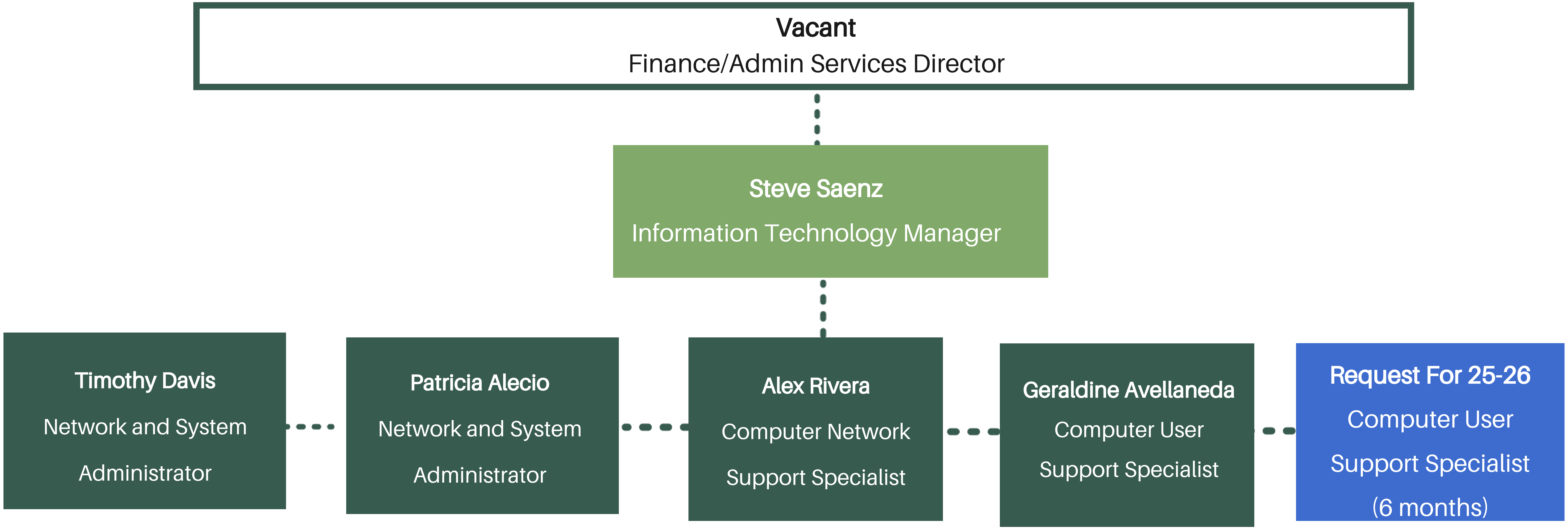
FLEET BUDGET YEAR COMPARISON



2024 - 2025 Budgeted Amount	$ 521,333
2025 - 2026 Budgeted Amount	$ 558,605

% Increase 24 - 25 to 25 - 26: 7%

INFORMATION TECHNOLOGY ORGANIZATIONAL CHART



INFORMATION TECHNOLOGY

SOFTWARE PROGRAMS MAINTAINED

Major 68

Minor/Incidental 988

HARDWARE UNITS MAINTAINED

809

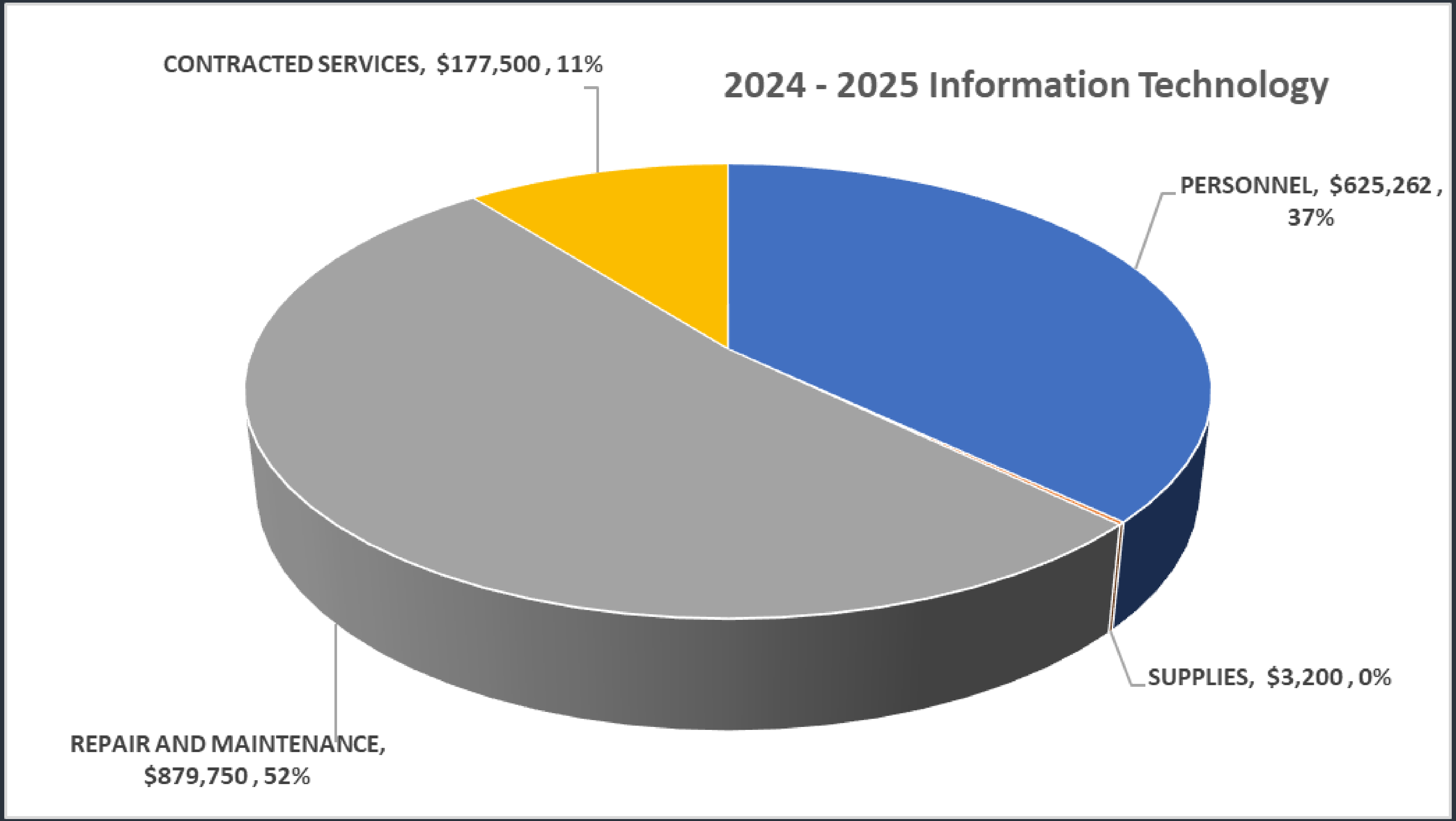
HELP DESK TICKETS, REQUESTS & PHONE CALLS

2023-2024: 9,717

2024-2025 (YTD): 5,403

- Performs regular system backups and ensures data integrity
- Evaluates and implements new technology to improve services
- Keeps software and hardware updated across all devices
- Maintains and supports laptops, desktops, tablets, phones, printers, and servers
- Provides support for all business applications
- Monitors and maintains stable network connectivity
- Manages and services physical and virtual servers

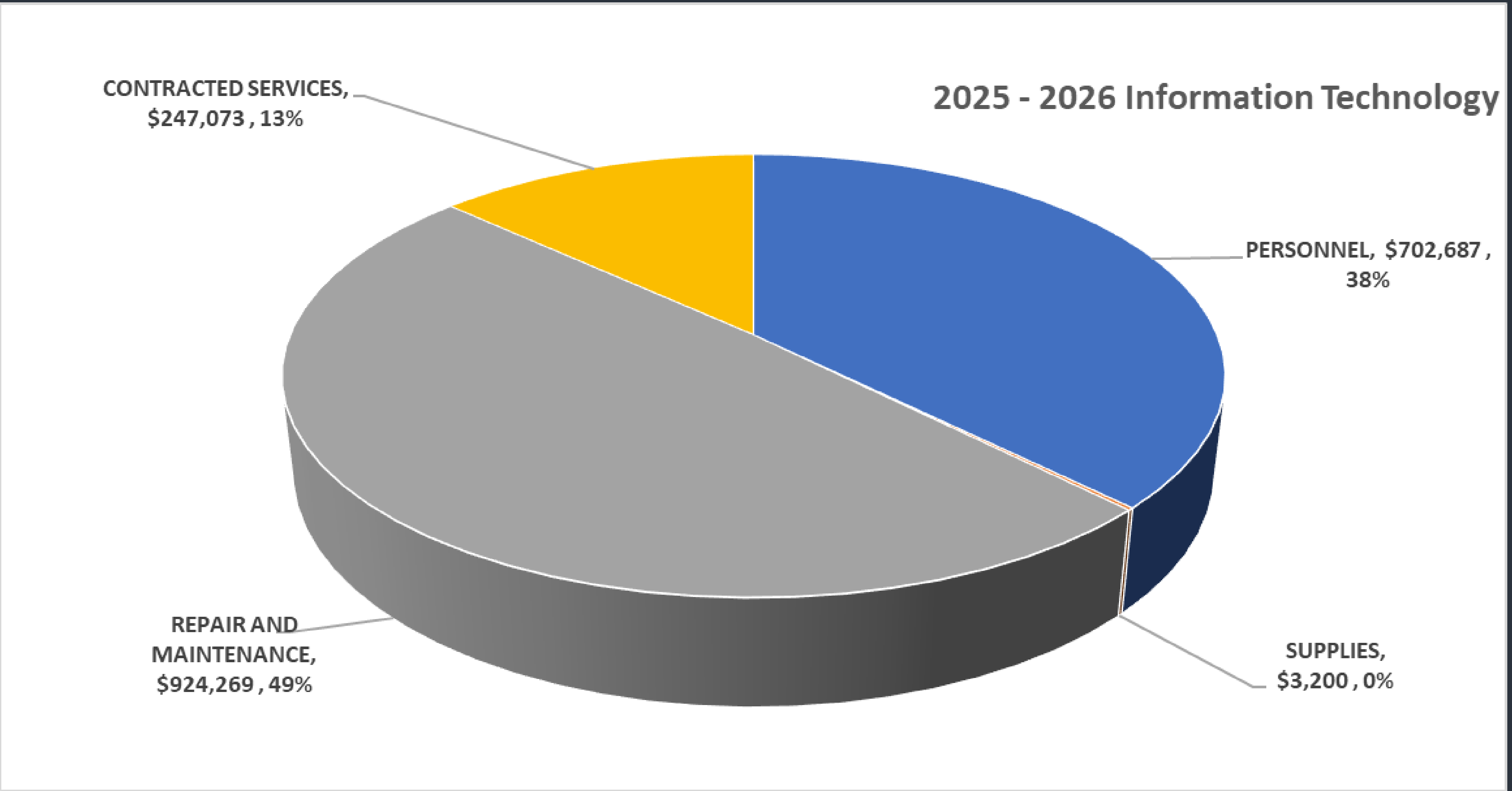
IT BUDGET YEAR COMPARISON



2024 - 2025 Budgeted Amount	$ 1,685,712
2025 - 2026 Budgeted Amount	$ 1,877,229

% Increase 24 - 25 to 25 - 26: 11%

IT BUDGET YEAR COMPARISON



2024 - 2025 Budgeted Amount	$ 1,685,712
2025 - 2026 Budgeted Amount	$ 1,877,229

% Increase 24 - 25 to 25 - 26: 11%

2025-2026 REQUESTS & REVIEW

- Courts – 1 PT employee to FT ($12,051)
- Finance - No 25-26 Personnel or Capital Requests
- Fleet - TYMCO Street Sweeper, Large Excavator, Backhoe, (2) Dump Trucks w/sand spreaders
- Facilities:
  - Annex Roof Replacement ($300,000)
  - Municipal Building A/C Replacement 1st Floor ($351,652)
  - Animal Shelter-roof insulation ($40,000) and security upgrades ($20,000)
- IT - Personnel Request, Computer User Support Specialist ($43,189-6 months)

2025 and Beyond:

Fleet

New Public Works Service Center

- Water/Wastewater Fund $15M
- General Fund 5M
- TOTAL $20M

Courts

Potential Space Expansion with Future Team Growth

IT

Incode Cloud Transition, $50K - $100K

Disaster Recovery Backup Site (Fire Admin Building Completion)

QUESTIONS?

Greenville