

**ROBIN J. ELACKATT**  
Mayor

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

**LYNN CLOUSER**  
Councilmember at Large Position No. 2



**CHERYL STERLING**  
Councilmember District A  
**JEFFREY L. BONEY**  
Councilmember District B  
**ANTHONY G. MAROULIS**  
Mayor Pro Tem  
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 **Tuesday, June 22, 2021**, at the Quail Valley Golf Course, Magnolia Room, 2880 La Quinta Drive, Missouri City, Texas 77459, at **6:00 p.m.** to consider the following:

### **1. ROLL CALL**

Mayor Elackatt called the meeting to order at 6:00 p.m.

Those also present: Mayor Pro Tem Maroulis, Councilmembers Clouser, Sterling, Boney and Emery; Interim City Manager Atkinson, City Attorney Iyamu, City Secretary Jackson, Assistant City Manager Martel, Director of Communications Walker, Director of Human Resources and Organizational Development Russell and Director of Financial Services Portis. Councilmember Edwards arrived at 6:23 p.m.

### **2. DISCUSSION/POSSIBLE ACTION**

(a) Presentation of the Fiscal Year 2022 budget overview.

Interim City Manager Atkinson presented an overview on staff's preparation process and the adoption on the of the Fiscal Year 2022 proposed budget. He also presented on the City Management budget.

Councilmember Boney inquired further information on the reduction of memberships and legislative affairs. Atkinson stated he would provide the specifics on memberships to Council and noted that on legislative affairs the allocation would go towards time in session. Boney asked if federal lobbying was taken out of legislative affairs. City Attorney Iyamu stated some were included on the current contract but noted the contract was set to expire at the end of year.

Mayor Elackatt asked for clarification on the CP Standards Officer position. Atkinson explained the position was previously listed in the City Management budget as Chief Performance Officer and the title was changed to CP Standards Officer. Elackatt inquired on the process of the title change and the description of the position. Atkinson stated the position worked with the Lean Six Sigma program to make improvements to the organization as well as working with the Civil Service Commission. Boney inquired if the position was ever eliminated. Director of Human Resources and Organizational Development Russell stated it was not eliminated and filled in August 2020. Elackatt asked if there was a job description for the CP Performance Officer. Russell stated he had a job description for the Chief Performance Officer. Councilmember Sterling stated she was appalled the job title changed and that it did not go through the Human Resources Department. Councilmember Edwards inquired when the change happened. Russell stated he would get a timeline to them. Mayor Pro Tem Maroulis explained the former City Manager made decisions without getting the proper departments involved. Russell confirmed. Atkinson explained the Lean Sigma Six position and noted it was approved by Council through last year's budget. Council discussion ensued.

At 6:21 p.m., Mayor Pro Tem Maroulis stepped away from the meeting.

At 6:23 p.m., Mayor Pro Tem Maroulis returned to the meeting.

City Secretary Jackson presented the City Secretary's Office budget and supplemental requests. Councilmember Sterling inquired about the vacant position, the Records Management Coordinator position and the Administrative Assistant duties. Jackson provided an overview of the positions. Mayor Elackatt

questioned the request for additional funds added to the Elections line item. Jackson stated it was due to the possibility of having a bond election. Councilmember Sterling asked about the Harris County election contract and stated that Harris County should have had a voting location close to constituents. Councilmember Edwards inquired if Jackson was requesting a full time or a part time position to relieve the Records Management Coordinator/Deputy City Secretary. Jackson explained they were evaluating positions and looking into other benchmark cities organizational charts. Councilmember Emery asked if Jackson was still looking to obtain software for open records. Jackson confirmed and noted she would be requesting an alternate solution this year.

City Attorney Iyamu presented on the Legal Department's budget. She noted they recently filled two Junior Associate Assistant City Attorneys of the three that were approved by Council. Iyamu also spoke on the transferring of the office manager position from the City Manager's budget to the Legal budget. Councilmember Sterling inquired on the duties of the two Junior Associate Assistant City Attorneys. Iyamu provided an overview. Councilmember Boney questioned if the Ethics Commission's costs were included in the Legal Department's budget. Iyamu did not see the need of additional funds for such commission. Mayor Pro Tem Maroulis asked if they needed to increase the funds used for executive session items. Iyamu believes they could handle the items with what was allocated.

Director of Human Resources and Organizational Development Russell presented on the department's budget accomplishments. Russell requested a Risk Manager Position who would be dedicated to provide necessary training for prevention of risks on City equipment. Councilmember Edwards asked for the amount of part time positions. Russell stated he would provide them with that information. Edwards inquired what training was being provided to improve employee morale. Russell stated they had new vendor which provided a training center free of charge to the City and staff was looking to create a training calendar for employees. Mayor Pro Tem Maroulis inquired about the Visitor Center/Tourism position. Atkinson stated the position was unfilled and it may be moved under the General Golf Course Manager. Maroulis requested they add funds for programs pertaining to employee morale. Councilmember Edwards inquired what department's budget paid for executive search firms. Director of Financial Services Portis stated the amount for recruitment expenses came out various places. She noted the City Manager's Office had a recruitment line item and at times they have also used savings in vacancies to pay for these services. Mayor Elackatt questioned hiring a firm to look for a director level position when there was a vacancy, when they went ahead and hired internally. Russell noted the City did not have a policy but it had been their practice to do so. Edwards asked if a recruiter position would be of assistance to the Human Resources Department. Portis stated they would have to think on how often they have vacancies in such positions. She noted the amount spent this fiscal year was of \$45,578 while in 2019 it was \$5,342, meaning the need for a recruiter was not there. Councilmember Sterling asked if the department had a policy and procedures in place. Russell confirmed. Mayor Elackatt requested that Russell add a recruiter position to the next presentation. Councilmember Emery clarified positions at director level were executive positions and to ask Human Resources to provide candidates would require additional manpower. Edwards questioned what was being done to improve employee morale. Russell stated they had both an Employee Engagement Committee and an Employee Recognition Committee, which were designed to address employee concerns and to improve employee work life balance.

### **3. ADJOURN**

The special City Council meeting adjourned at 8:02 p.m.

Minutes PASSED AND APPROVED this the 6<sup>th</sup> day of July 2021.

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Maria Jackson, City Secretary