

**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 **Monday, September 20, 2021**, at the Missouri City Community Center, 1522 Texas Parkway, Missouri City, Texas, 77489, at **5:45 p.m.** to consider the following:

### **1. ROLL CALL**

Mayor Elackatt called the meeting to order at 6:14 p.m.

Those also present: Mayor Pro Tem Maroulis, Councilmembers Edwards, Clouser, Sterling, Boney, and Emery; Interim City Manager Atkinson, City Secretary Jackson, City Attorney Iyamu, City Attorney Iyamu, Fire Chief Partida, Police Chief Berezin, Director of Financial Services Portis, Director of Public Works and City Engineer Kumar, Director of Information Technology Cole, Director of Human Resources and Organizational Development Russell, Assistant Director of Public Works Hoover, IT Manager Mathew, Budget and Financial Reporting Manager Alexander, Chief Performance Officer Harris, Director of Communications Walker, Assistant City Attorney Santangelo, Junior Associate Assistant City Attorney Nunez-Garza and Police Sergeant McClellan.

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

(a) Receive information on proposed amendments to the civil service classification ordinance.

Interim City Manager Atkinson stated that on September 7, 2021, the City Council of the City of Missouri City received public comments on the proposed classification ordinance for the City's civil service system. Mr. Jay McClellan inquired about increasing the minimum amount employees would receive when promoted.

Junior Associate Assistant City Attorney Nunez-Garza presented on the revised ordinance language that includes the recommendation of five (5%) percent as follows: "An employee who tests and promotes to a next higher rank in accordance with civil service testing requirements shall be placed at the Step pertaining to the promotional rank that results in at least a five (5) percent increase in base compensation of the employee's current salary. For example, if an employee is in the pay structure adopted in Exhibit A at the F3 Lieutenant Rank, Step 9, making \$91,032 and is promoted to the F4 Battalion Chief Rank, the employee would be placed in the F4 Battalion Chief Rank at Step 5, making \$97,417. Thereafter, the promoted employee shall move to the next higher Step upon completion of the time in Step requirement specified above."

Mayor Pro Tem Maroulis inquired on who would make the decision on the percentage increase. Nunez-Garza explained it would provide for a five-percent increase and also move the employee up to the next step.

Councilmember Clouser asked how many of Sergeant McClellan's suggestions were taken into account. Nunez-Garza stated the primary suggestion taken into account was the five-percent promotional increase and that the suggested increases in assignment pay were not taken into account in the update. City Attorney Iyamu noted language could be added that states "but not greater than the next greater higher rank."

Councilmember Boney stated he thought the recommendation was an increase of five-percent and not up to five-percent. Nunez-Garza explained the problem with having a five-percent increase was that most personnel would end up in between steps.

Councilmember Emery asked if the budget was prepared with the next step up system. Director of Financial Services Portis confirmed.

- (b) Consider and discuss protocol and possible amendments to interviewing candidates for the City's Parks Board and Planning & Zoning Commission.

Agenda item 2b was removed from the agenda at the request of Mayor Pro Tem Maroulis.

- (c) Discuss a proposed ordinance establishing a process for the placement of items on the agenda for city council consideration and requiring an agenda item for the use of city resources for council events.

Interim City Manager Atkinson presented on a proposed ordinance establishing a process for the placement of items on the agenda for city council consideration and requiring an agenda item for the use of city resources for council events. He explained that the Council High Performance Sub-Committee discussed the creation of an ordinance to provide a prescribed orderly process for placing an item on the Council agendas and for how an event may be held by a councilmember as follows:

The city manager shall place an item on an agenda, provided that:

- (1) "...the mayor or a councilmember, by motion and authorization of a majority of the council, places the item on a future agenda;
- (2) two or more councilmembers separately request placement of the item on an agenda in writing pursuant to the process described above;
- (3) the item relates to a councilmember requested event or city expenditure that has not been scheduled and included on the city's event calendar adopted with the budget or specifically budgeted in the then-existing council-adopted budget; or
- (4) the city manager determines that an item requires council consideration."

Except as provided herein, such request must be submitted to the city secretary by 5:00 p.m. on the seventh day preceding the meeting at which such subject may be considered. In the event a meeting was scheduled on a Saturday or on a Sunday, such request must be submitted to the city secretary by 5:00 p.m. on the ninth day preceding the meeting at which such subject may be considered. A copy of such written request shall be included in the agenda packet when the item is considered. Atkinson stated that additionally, the ordinance prescribed how an event may be held by a councilmember utilizing, funds, personnel, equipment, contractors or similar resources. The ordinance provided for the following:

- (1) "....an event or city expenditure that is requested by a city councilmember that is not a programmed town hall meeting and that has not been scheduled in the city event calendar adopted with the budget or specifically budgeted for in the budget adopted by the city council, for which city funds, personnel, equipment, contractors or similar resources are requested, shall be placed on an agenda for city council consideration at least 45 days before the date of the proposed event or expenditure.
- (2) A councilmember requesting an event or city expenditure described by this subsection shall submit such request to the city manager in writing and must identify all city resources, including, but not limited to, personnel being requested.
- (3) The city manager shall review such request before submission to the city council and must provide a recommendation to the city council that includes information on the impact of the request on available

resources, revenue, city services, personnel, and previously planned city events, programs, rentals, and schedules.”

Mayor Elackatt requested to have a workshop to discuss this item on the second council meeting in October. Councilmember Edwards asked for more information from the chair of the committee. Councilmember Sterling stated she could not provide additional information but that as a committee they were providing the ordinance in a collaboratively manner. Edwards requested clarification on the vote that would be required to add an item. Both Edwards and Sterling were in favor of having this item on a workshop.

- (d) Receive information on the redistricting process and authorize staff to proceed with a request for qualifications for redistricting legal services.

City Attorney Iyamu presented on the redistricting process. Councilmember Clouser asked for a breakdown of the redistricting cost of \$6,000. Iyamu noted that was an initial proposal and that most cities pay around \$5,052. She added that the cost included the initial assessment, review of current demographic, current population in each district and a proposal for redistricting. Councilmember Edwards inquired if it was traditional to have public hearings for this item. Iyamu noted it was up to City Council, and that they were able to have more than one public hearing. She recommended Council establish the guidelines first, so that citizen’s recommendations would be based on legal parameters. Councilmember Boney asked if there was a certain population that would dictate how many districts they should have. Iyamu stated that would be dictated by Charter and thus requiring a charter amendment. Councilmember Clouser inquired if they would be able to form a Redistricting Committee. Iyamu confirmed. Mayor Elackatt requested further explanation on how redistricting works. Iyamu explained the purpose and process. Iyamu stated they would move forward with Council having additional public hearings and a possible committee dedicated to reviewing the initial assessment once guidelines were established. Council confirmed.

Councilmember Boney moved to proceed with a request for qualifications for redistricting of legal services. Councilmember Emery seconded. **MOTION PASSED UNANIMOUSLY.**

- (e) Present the Harris County and Fort Bend County November 2, 2021 polling locations.

City Secretary Jackson presented on the Harris County and Fort Bend County November 2, 2021 polling locations. Councilmember Clouser inquired the reason for Fondren Park only being open for Election Day voting. Jackson stated the facility and workers were not available on the early voting dates. Councilmember Sterling requested the community be informed of the polling locations. Jackson stated that she would work with the Communications Department to provide this information to the community and that the polling locations would also be published in the newspaper. Councilmember Edwards appreciated Jackson’s due diligence in making sure they rectified issues they had in the past.

At 7:13 p.m., City Council recessed the special City Council meeting.

At 9:17 p.m., City Council reconvened the special City Council meeting.

### **3. CLOSED EXECUTIVE SESSION**

After proper notice was given pursuant to the Texas Open Meetings Act, the City Council went into Executive Session at 9:17 p.m.

**Texas Government Code, Section 551.074** – Deliberations concerning the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee: the City Manager.

### **4. RECONVENE**

At 10:02 p.m., City Council reconvened into the special City Council meeting.

**5. ADJOURN**

The special City Council meeting adjourned at 10:03 p.m.

Minutes PASSED AND APPROVED this the 4<sup>th</sup> day of October 2021.

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Maria Jackson, City Secretary