

MINUTES OF SPECIAL
CITY COUNCIL MEETING HELD
AUGUST 12, 2024

The City Council of Olmos Park, Texas held a special meeting on August 12, 2024 commencing at 5:00 p.m. in the Council Chambers at City Hall. Mayor Erin Harrison presided and Council members present were Will Brooks, Juliana Dusek, Adam Harden and Sharon. Not present was Kenyon McDonald. Staff present was City Manager, Celia DeLeon; City Secretary, Hilary Pickard; Fire Chief, Michael Goodreau; Police Chief, Fidel Villegas; and Public Works Director, Gilbert DeLeon. Also present was Lauron Fischer, Porchlight Insights; Deanna Rickabaugh; Jon Cochran; Deana Durbin; Shannon Collins; and City Attorney, Daniel Santee.

Mayor Erin Harrison called the meeting to order at 5:00 p.m. and determined a quorum was present.

Citizens to be heard: This time is provided for citizens to address the Council on issues and concerns. No action can or will be taken on issues raised under this portion of the meeting. Please state your name and address for the record and limit your remarks to a period not to exceed three minutes

There were no citizens to be heard.

Consider and possible action to appoint an Interim City Manager and to approve the Porch Lights Insights contract; Possible Executive Session pursuant to §551.074, Personnel Matters

Lauron Fischer spoke and provided an overview of the Porchlight Insights team and company, as well as why she feels she would be a good fit as Interim City Manager for The City of Olmos Park. Mrs. Fischer explained that Porchlight Insights specializes in public sector management consulting with an emphasis on data, performance management and process improvement for cities. Their team also provides content development, delivery and executive coaching for cities and helping city governments become more effective and efficient at meeting the needs of their residents and communities. Mrs. Fischer also provided information about her personal and professional background and experience. Mrs. Fischer also explained that the scope of the proposal provided by Porchlight Insights is divided into three major areas of work: providing the general duties of the City Manager role, ensuring a smooth transition from one City Manager to the next, and providing support in the selection process of a new City Manager. Mrs. Fischer stated that the agreement is designed as a flexible hourly structure which includes 350 total hours during the contract term, and that the contract will be billed based on time spent on the activities of the scope of work and that the agreement will last until the end of the calendar year or be terminated earlier as needed. Councilwoman Plant asked if Lauron would physically be present in the City Manager's office because that is what is needed, and Lauron explained that she would be available part time because she has about ten other clients that she is currently working with. Councilwoman Dusek expressed her support in considering Lauron Fischer for the Interim position, and stated that there does not need to be a body in the seat in order for the job of the City Manager to be able to be accomplished since the current City staff is already strong. Councilwoman Plant asked if the City Manager position had been posted and Mayor Harrison stated that

it had not yet been. Mayor Harrison asked that if this contract were to be approved tonight, would Mrs. Fischer be able to start in the position as early as the next day, and Mrs. Fischer confirmed that she would be able to with Council's approval. Councilman Brooks inquired about the non-exclusivity clause within the contract, as well as Mrs. Fischer's current travel schedule, and asked if she has the time needed to fully be able to commit to the City. Mrs. Fischer stated that while she does have several travel obligations scheduled, but that she would prioritize her time to ensure that the City receives exactly what is needed. Councilman Harden asked if there is a minimum contract value included in the contract and Mrs. Fischer said that there is not. Councilman Harden also asked if Porchlight Insights has ever done a search for a City Manager position and Mrs. Fischer stated that they have not.

Consider and possible action on other options for an Interim City Manager

Mayor Harrison explained that there was an additional resume submitted by Fire Chief, Michael Goodreau, for the position of Interim City Manager to be used in emergency situations as a short-term solution. Mayor Harrison also mentioned that companies Clear Career Professionals and Texas First Group are other short-term options available for services for filling the Interim City Manager position.

At this time, it was the decision of Council to convene into Executive Session to discuss and consider other options for an Interim City Manager.

Councilman Harden made a motion to adjourn into Executive Session.

Councilwoman Plant seconded the motion.

The vote in favor of the motion was unanimous, and Council adjourned into Executive Session at 5:40 p.m.

Council reconvened into regular session at 6:20 and Mayor Harrison stated that no action was taken in Executive Session. Mayor Harrison opened items 3 and 4 for discussion. Councilman Brooks asked Mrs. Fischer asked if the 30-day termination notice included in the Porchlight Insights contract could be cut down to a shorter amount of time and she explained that she would discuss this with the owners of the company to possibly amend the contract. At this time, Mayor Harrison asked Fire Chief Goodreau what his specific plan and vision is for the amount of time and commitment he would be able to give to the position of Interim City Manager. Chief Goodreau requested that this be discussed in Executive Session.

At this time, it was the decision of Council to convene into Executive Session with Fire Chief Goodreau.

Councilmember Harden made a motion to adjourn into Executive Session.

Councilwoman Plant seconded the motion.

The vote in favor of the motion was unanimous, and Council and Fire Chief Goodreau adjourned into Executive Session at 6:30 p.m.

Council reconvened into regular session at 7:07 p.m. Mayor Harrison stated that no action was taken in Executive Session. Mayor Harrison reopened items 3 and 4 for further discussion.

Councilwoman Dusek made a motion to approve the Porchlight Insights contract to provide professional services for the City and to appoint Chief Michael Goodreau as Interim City Manager of The City of Olmos Park.

Councilman Harden seconded the motion.

The vote in favor of the motion was unanimous.

Consider and possible action on approving the request for assistance through the Texas Municipal League Financial Services Bootcamp

Mayor Harrison explained that this service would allow TML officials provide financial services bootcamp to City staff and assist with the finalization of the FY2025 Budget. Councilwoman Dusek requested that this item be postponed for discussion at a future meeting and no action was taken.

FY2025 Budget Workshop

Former Mayor, Deanna Rickabaugh, spoke and provided Council with current and new state laws for all to be aware of, as well as a brief overview of what was decided on related to last year's budget. Former Mayor Rickabaugh also provided a reminder of goals and expectations to consider while planning projections so that the City is able to continue to provide the high level of services that are expected by the community. Mayor Harrison explained that the purpose of this additional budget meeting is to be able to review the proposed budget as it currently stands with City Manager, Celia DeLeon, once more before her retirement date. City Manager DeLeon stated that the Ad Valorem rates have been received and have been included into the proposed budget and provided an overview of tax rate options and budget numbers. There was discussion among Council and City Manager DeLeon. It was the decision of Council to use the Voter Approval Rate this year. It was also noted that an additional full-time position is needed in the Building Department, possibly in the capacity of a Director position. Councilwoman Plant inquired about the Givler Engineering projects and costs, and City Manager DeLeon suggested meeting with Givler Engineering to provide updates. Councilwoman Plant also suggested that Council approve the Waste Collection Fee that was presented to Council earlier this year. Mayor Harrison reminded Council that the results of the survey that was sent to residents came back in opposition of the Waste Collection Fee. There was brief discussion among Council and City staff. Police Chief, Fidel Villegas, provided an overview of the Police Department's budget as well and it was decided to purchase a new vehicle rather than leasing one. It was also suggested to add money towards the EDC, specifically to continue moving forward with the McCullough corridor project. At this time, Councilwoman Plant addressed the legal fees that are reflected on recent invoices received by the City. Mayor Harrison asked that since this meeting is specifically related to the FY2025 budget, this item will need to be addressed at another time. Councilwoman Plant requested that this be added as an item on next month's City Council agenda and excused herself from the meeting at this time.

There being no further business, the meeting was adjourned abruptly at 8:23 p.m.

Erin Harrison
Mayor

ATTEST:

Hilary Pickard
City Secretary

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