

MINUTES OF REGULAR
CITY COUNCIL MEETING HELD
FEBRUARY 21, 2024

The City Council of Olmos Park, Texas held a regular meeting on February 21, 2024 commencing at 6:00 p.m. in the Council Chambers at City Hall. Mayor Deanna Rickabaugh presided and Council members present were Erin Harrison, Kenyon McDonald, Will Brooks and Juliana Dusek. Member not present was Sharon Plant. Staff present were City Manager, Celia DeLeon, City Secretary, Kyndra Munoz; Part-Time Building Permit Clerk, Hilary Pickard; Fire Chief, Michael Goodreau; Police Chief, Fidel Villegas; Director of Public Works, Gilbert DeLeon; Police Corporal Melissa Campbell; and Police Officer Samuel Olivares. Also present was City Attorney, Daniel Santee.

Mayor Rickabaugh called the meeting to order at 6:00 p.m. and determined a quorum was present.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Rickabaugh.

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.

At this time, Police Chief Villegas introduced Corporal Melissa Campbell and Officer Samuel Olivares of the Olmos Park Police Department to Council. Corporal Campbell and Officer Olivares each provided a brief background which included information about their past work experience as well as what they hope to accomplish during their employment with Olmos Park.

Consent Items:

- a. Approve Cash Disbursements January 2024;
- b. Approve regular City Council minutes of January 21, 2024;
- c. Excuse Councilwoman Plant from attending the February 21, 2024 regular City Council meeting;
- d. Review and approve Texas Department of Public Safety Interlocal Cooperation Contract for the Failure to Appear Program offered by the Driver's License Division under Transportation Code Chapter 706; take possible action

Councilmember McDonald made a motion to approve consent items A-C.

Councilwoman Harrison seconded the motion.

The vote in favor of the motion was unanimous.

City Manager, Celia DeLeon, explained that item D includes revisions to the contract that is currently in place between the City of Olmos Park and Texas Department of Public

Safety. City Attorney, Daniel Santee, stated that he has reviewed the contract and is comfortable with the proposed revisions.

Councilwoman Harrison made a motion to approve consent item D.
Councilmember McDonald seconded the motion.
The vote in favor of the motion was unanimous.

Departmental Reports: (Written reports submitted to City Council, no further discussion required, unless requested by City Council.)

- a) Police:
 - 1) Incidents, arrests and activity during the prior and current months
 - 2) PD 2023 Texas Racial Profiling Report as required by Texas SB1187
- b) Fire:
 - 1) Fire and other service calls, activity and training activities during the prior and current months
- c) Streets and Sanitation:
 - 1) Monthly Report
- d) Administration:
 - 1) Financial reports for January 2024;
 - 2) Monthly overtime, CT, vacation, sick leave report;
 - 3) Building Department Report;
 - 4) Municipal Court Report
 - 5) City Engineer Report
- e) Manager's report:
 - 1) Discussion of written reports (if needed).

City Manager DeLeon explained that the 2023 Texas Racial Profiling Report is required by Texas SB1187 and is done annually. Mayor Rickabaugh inquired about the report from the Police Department including the total stops and asked what the process is for those who receive citations to pay them.

Councilwoman Harrison moved to approve the Department Reports as submitted.
Councilmember McDonald seconded the motion.
The vote in favor of the motion was unanimous.

Review, discuss and possible action on the City Manager's Job Performance Evaluation Criteria & Policy

Mayor Rickabaugh reviewed the current Job Performance Review Policy that is in place as well as the draft including the proposed revisions. After brief discussion between Council and City Manager DeLeon, it was decided by Council to direct the City Manager to revise the current policy to reflect our current practice and bring back at a later date with the revisions for review.

Councilmember McDonald made a motion to direct the City Manager to revise the current Job Performance Evaluation Policy to reflect the current practice and bring back to Council for review.

Councilwoman Dusek seconded the motion.

The vote in favor of the motion was unanimous.

The City Council will meet in closed session pursuant to Texas Government Code, Sec. 551.074, Personnel Matters, for a performance review of the City Manager

Mayor Rickabaugh opened Executive Session at 6:20 p.m.

Mayor Rickabaugh, Councilman Brooks, Councilman McDonald, Councilwoman Harrison, Councilwoman Duskek, and City Manager, Celia DeLeon were present in Executive Session.

Mayor Rickabaugh closed Executive Session at 6:55 p.m. and reconvened into regular session.

There was no action taken in Executive Session.

Announcements and requests from Council members for future agenda items

Councilwoman Dusek made a motion to direct the City Manager to update job descriptions across all City departments to align with the suggested changes to be made and set a City Council Workshop meeting for the month of May. And to schedule a Revenue Stream meeting in March, and to begin the Budget process slightly earlier this year.

Councilwoman Harrison seconded the motion.

The vote in favor of the motion was unanimous.

There was no further business and the meeting was adjourned at 6:58 p.m.

Deanna Rickabaugh
Mayor

ATTEST:

Hilary Pickard
City Secretary