

MINUTES OF REGULAR  
CITY COUNCIL MEETING HELD  
JANUARY 17, 2024

The City Council of Olmos Park, Texas held a regular meeting on January 17, 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 and Sharon Plant. Members not present were Will Brooks and Juliana Dusek. Staff present were City Manager, Celia DeLeon, City Secretary, Kyndra Munoz; Fire Chief, Michael Goodreau; Interim Police Chief, Hector Ruiz; Building Official Ricardo Cavazos; and Director of Public Works, Gilbert DeLeon. Also present was City Attorney, Megan Santee; David Givler, Givler Engineering; Chris Martinez, Givler Engineering; Gregory Wassom, Givler Engineering; Dennis Goral and Jason Gray, Willdan Financial.

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.

Discuss and take possible action on an Ordinance 2024-01 of the City Council of the City of Olmos Park, Texas ordering a general election to be held jointly with Bexar county on May 4, 2024 for the election of Mayor, City Council place #4 and City Council place #5 to serve a two year term; designating the main early voting place for such election; authorizing the mayor to enter into a contract with Bexar county elections administrator providing for an order and notice of such general election; providing a severability clause; and providing an effective date.

Councilwoman Plant moved to approve Ordinance 2024-01 of the City Council of the City of Olmos Park, Texas ordering a general election to be held jointly with Bexar county on May 4, 2024 for the election of Mayor, City Council place #4 and City Council place #5 to serve a two year term; designating the main early voting place for such election; authorizing the mayor to enter into a contract with Bexar county elections administrator providing for an order and notice of such general election; providing a severability clause; and providing an effective date.

Councilwoman Harrison seconded the motion.

The vote in favor of the motion was unanimous.

Receive, discuss and possible action on the Building Permit Fee Study Report

Dennis Goral with Willdan Financial presented a report on the findings of the Building Permit Fee Study. Mayor Rickabaugh inquired about whether the city had been undercharging for the majority of the permit fees and Dennis Goral confirmed that that was correct. Dennis Goral also explained that after researching the amounts that other cities within the area charge for permit extensions, it was his recommendation that the city of Olmos Park decrease the permit extension fee rate to 150%, instead of the current 175%. Council inquired about how the city determines permit extension fees and Building Official, Ricardo Cavazos, provided an explanation, which was followed by a brief discussion.

Councilwoman Plant moved to accept the building permit fee study report assessment and direct the City Attorney to create an ordinance to adjust the building permit fees as recommended and bring back to Council for approval.

Councilman McDonald seconded the motion.

The vote in favor of the motion was unanimous.

Receive, discuss and possible action on Resolution 2024-01 on recommended bidder for construction services on the Sewer Bond Project, Phase D.

Councilwoman Plant moved to approve resolution 2024-01 awarding Givler Engineering's recommend bidder, T Construction for construction services on the Sewer Bond Project, Phase D with the amount not to exceed \$974,217.00

Councilman McDonald seconded the motion.

The vote in favor of the motion was unanimous.

Receive, discuss and possible action on Bond Sewer Project update

David Givler with Givler Engineering provided an overview and update on the Bond Sewer Project which included background information, project accomplishments to date and work that remains to be done. Council asked if the project is running on schedule and Mr. Givler stated that they are slightly behind and explained the reasons for that; however, stated that the project is still expected to be completed within the three-year period. Gregory Wassom with Givler Engineering provided a summary of the different types of repairs that this project entails, and Chris Martinez with Givler Engineering provided an explanation of problems and challenges that Givler Engineering has encountered throughout this project. Mayor Rickabaugh asked how much notice is given to residents before work begins near their homes and Mr. Martinez explained that they are notified during the design phase, which provides them with ample notice.

Consent Items:

- a. Approve Cash Disbursements December 2023;
- b. Approve regular City Council minutes of December 20, 2023;
- c. Excuse Councilwoman Dusek and Councilman Brooks from attending the regular January 17, 2024 meeting

Councilwoman Plant moved to approve consent items A - C.

Councilwoman Harrison 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.) Update on Police Patrol

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 December 2023;
- (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).

Councilwoman Plant moved to approve the Department Reports as submitted.  
Councilwoman Harrison 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

Councilwoman Harrison moved to table discuss and possible action on the City Manager's job performance and evaluation criteria & policy until the full Council is present for discussion.  
Councilman McDonald 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

This item was not discussed.

The City Council will meet in closed session pursuant to Section 551.071, (consultation with attorney), to seek the advice of its attorney about contemplated litigation and a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meeting Act; to wit: possible legal challenge to the current methodology used for the calculation and imposition of permit fees.

Open Session

Discuss and possible action on items discussed in executive session.

Mayor Rickabaugh opened closed session at 7:00 p.m.  
Mayor Rickabaugh closed executive session and reconvened into regular session at 7:10 p.m.  
There was no action taken in executive session.

There was no further business and the meeting was adjourned at 7:10 p.m.

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Deanna Rickabaugh  
Mayor

ATTEST:

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Kyndra Munoz  
City Secretary