

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, March 1, 2021**, at the City Hall, Council Chamber, 2nd Floor, 1522 Texas Parkway, Missouri City, Texas, 77489, at **6:00 p.m.** to consider the following:

Due to the COVID 19 Disaster and the Center for Disease Control's recommendation regarding social distancing measures, the Mayor, City Council, City Staff members, and members of the public were not physically present during this meeting. The meeting was made possible through the cloud-based video conferencing platform Zoom.

1. ROLL CALL

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

Those also present: Mayor Pro Tem Maroulis, Councilmembers Edwards, Clouser, Sterling, Boney, and Emery; City Manager Jones, City Attorney Iyamu, City Secretary Jackson, Assistant City Manager Atkinson, Assistant City Manager Martel, Director of Communications Walker, Director of Parks and Recreation Mangum, Director of Financial Services Portis, and Utilities Manager Hoover.

2. DISCUSSION/POSSIBLE ACTION

- (a) Consider authorizing the establishment of the Missouri City Small Business Advisory Committee.

City Attorney Iyamu provided an overview of the committee and briefly discussed the revisions made since the last meeting.

Councilmember Boney requested clarity on the residency requirement. Councilmember Clouser noted that some business owners in Missouri City may not live in the City and requested to not make it a requirement to live in Missouri City. Boney asked if the business owner had to own a small business in Missouri City currently in order to qualify. Iyamu stated they would and the requirement was provided in the proposal.

Councilmember Emery asked if there was an item that would address a business that was a franchise. Iyamu stated there was not a provision that addresses a franchise but believes it was the intent to include franchise owners to serve on the committee. Clouser agreed with City Attorney Iyamu.

Councilmember Boney inquired if they were defining small businesses as defined by the FDA. Iyamu noted there was not a definition of a small business in the description of the advisory committee however it could be added. Clouser recommended adding the FDA definition.

Councilmember Edwards inquired how the committee would be formulated. Iyamu stated the appointed process was described in the proposed ad and provided the City to receive applications from the businesses and members would be appointed from each of the Council districts, as well as three at large positions. Iyamu noted this was a City Council committee and would be appointed by Council. Clouser inquired if there would be an interview process for the committee. Iyamu stated they could have an interview process. Councilmembers Clouser, Emery and Boney requested to an interview process.

Councilmember Emery moved to authorize the establishment of the Missouri City Small Business Advisory Committee as described. Councilmember Clouser seconded. **MOTION PASSED UNANIMOUSLY.**

Ayes: Mayor Elackatt, Mayor Pro Tem Maroulis, Councilmember Edwards, Councilmember Clouser, Councilmember Sterling, Councilmember Boney, and Councilmember Emery
Nays: None

(b) Discuss Fort Bend County funding regarding the CARES Act.

Assistant City Manager Atkinson provided an update on the Fort Bend County funding of the CARES Act within the City that included small business funds program and projections.

Mayor Elackatt inquired about the auditing process. Atkinson stated they would use auditing processes by both the contractor and the City's Financial Services department. Councilmember Edwards asked how often auditing would take place. Atkinson stated it would be performed during and after the program has ended.

Mayor Pro Tem Maroulis asked City Manager Jones if he thought MPACT was refocused and addressing the gaps they had in the past. City Manager Jones stated he did not as he was concerned with the case management part of it and had asked staff to do another RFP process.

Mayor Pro Tem Maroulis asked for a list of local businesses the City had been unable to reach. Atkinson stated staff would pull that list together and provided it to City Council. Edwards thanked Maroulis for the question he asked as she was also concerned with the improvement with MPACT's customer service. Councilmember Clouser stated she had a resident reach out to her today asking for the process of taking appointments and asked for clarity. Atkinson stated the application process closed on December 30, 2020.

(c) Discuss modifying Contract #16-153 for grounds maintenance services, including mowing, for various public parks, medians, rights-of-way, and facilities.

Director of Parks and Recreation Mangum presented on the request for grounds maintenance services, including mowing for various public parks, medians, rights-of-way, and facilities.

Councilmember Edwards asked if they had previously used this contractor before. Mangum stated it was their current contractor for mowing and had renewed the contract many times. He clarified this item was to amend the contract to add bagging of grass clippings. Mangum stated bagging was requested at two of the 67 areas currently under contract for mowing. Mangum specified those areas were Grand Park Drive (Texas Parkway to Independence Blvd.) and Independence Blvd. and Lexington (Hunters Glen subdivision, medians and sides). He noted the current service was not included in the City's contract for any area and that the total estimated contract cost to the City would increase by \$71,897/year. Mangum stated the contract would exceed the \$50,000 staff approval threshold, and would require Council authorization.

Director of Parks and Recreation Mangum did add that another option would be to hire an entry level Parks Caretaker I which included the followings costs: salary beginning at \$29,828/year; benefits estimated at \$23,900/year; a new mower costing \$13,500; bagging attachment at an estimated \$1,000; and, additional power equipment needed to assist bagging at the two proposed areas at an estimated at \$1,000. Mangum stated that if the alternative solution of hiring additional park staff and purchasing equipment for parks was chosen, the total estimated cost to the City would be \$69,228/year. He noted it would be \$2,669 cheaper than amending the contract and would give the City additional resources in labor and equipment that could be utilized anywhere.

Councilmember Boney stated if they made the amendment to the contract it would ensure the clippings would be picked up at these locations and would be afraid that if a person was hired they would not have the

same priority. Mangum noted it would not be an issue as they were constantly adding and removing areas to the contractor's job duties. Mayor Pro Tem Maroulis spoke in favor of hiring a Parks Caretaker.

Mayor Elackatt inquired on how they would hold people accountable. Mangum stated they hold them accountable for what they were hired to do and this would be an addition to the contract.

Boney liked the option of hiring a staff member but would like the focus to remain on the above noted service areas. Edwards agreed with Boney and asked that the job description should hold them accountable to specified areas.

Mayor asked what direction they would like the city to go. Clouser asked if it was possible to place the accountability in the job description. City Attorney Iyamu stated the city manager, hiring department, and the Human Resources Department would work on the job description. She noted the City Manager could provide City Council with reports as to the areas being worked on. City Manager Jones stated it would be a priority for him to report back to City Council on the progress. Maroulis asked if the contractor would be terminated at this location. Mangum stated that was correct.

Councilmember Boney moved to hire an entry-level parks caretaker 1 and the necessary equipment of mowing and bagging the areas of the Hunters Glen area and other areas identified. Mayor Pro Tem Maroulis seconded. **MOTION PASSED UNANIMOUSLY.**

Ayes: Mayor Elackatt, Mayor Pro Tem Maroulis, Councilmember Edwards,
Councilmember Clouser, Councilmember Sterling, Councilmember Boney,
and Councilmember Emery
Nays: None

3. ADJOURN

The special City Council meeting adjourned at 6:55 p.m.

Minutes PASSED AND APPROVED this the 15th day of March 2021.

Maria Jackson, City Secretary