

**CITY OF DEER PARK
AUGUST 09, 2022 - 5:29 PM
CITY COUNCIL - SPECIAL MEETING
MEETING - FINAL**

Sherry Garrison, Council Position 1
TJ Haight, Council Position 2
Tommy Ginn, Council Position 3

James Stokes, City Manager
Gary Jackson, Assistant City Manager



Jerry Mouton Jr., Mayor

**COUNCIL CHAMBER
710 E. SAN AUGUSTINE
DEER PARK, TX 77536**

Bill Patterson, Council Position 4
Ron Martin, Council Position 5
Georgette Ford, Council Position 6

Angela Smith, City Secretary
Jim Fox, City Attorney

CALL TO ORDER

COMMENTS FROM AUDIENCE

1. Executive Session: By authority of Article 6252-17 (Section 3 - e, f, and g) V.A.T.S., and the Open Meetings Act, the Council may adjourn to an executive session related to the following item(s):
 - a. Personnel (551.075) - Hiring of Assistant City Manager

[EXS 22-012](#)

Recommended Action: Discussion Only in Executive Session.

Department: City Manager Stokes

NEW BUSINESS

2. Consideration of and action on an ordinance confirming the appointment of Sara Robinson as Assistant City Manager.

[ORD 22-072](#)

Recommended Action: Approval

Department: City Manager Stokes

Attachments: [ACM Appointment Ordinance \(Aug. 22\)](#)

ADJOURN

I, City Secretary, certify that a copy of the August 09, 2022 Special Agenda was posted in the glass case outside City Hall convenient and accessible to the general public at all times and to the City's website at www.deerparktx.gov in compliance with Chapter 551, Texas Government Code.

Date and time posted _____

Date removed _____

Angela Smith, TRMC
City Secretary

City Hall is wheelchair accessible and accessible parking spaces are available. Hearing assistance devices are available. Requests for accommodation services must be made 72 hours prior to any meeting. Please contact the City Secretary's office at 281-478-7248 for further information.

The Mission of the City of Deer Park is to deliver exemplary municipal services that provide the community a high quality of life consistent with our history, culture and unique character.

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Legislation Details (With Text)

File #: EXS 22-012 **Version:** 1 **Name:**

Type: Executive Session **Status:** Agenda Ready

File created: 8/3/2022 **In control:** City Council - Special Meeting

On agenda: 8/9/2022 **Final action:**

Title: Executive Session: By authority of Article 6252-17 (Section 3 - e, f, and g) V.A.T.S., and the Open Meetings Act, the Council may adjourn to an executive session related to the following item(s):
a. Personnel (551.075) - Hiring of Assistant City Manager

Sponsors: James Stokes

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
8/9/2022	1	City Council - Special Meeting		

Executive Session: By authority of Article 6252-17 (Section 3 - e, f, and g) V.A.T.S., and the Open Meetings Act, the Council may adjourn to an executive session related to the following item(s):

a. Personnel (551.075) - Hiring of Assistant City Manager

Summary:

Pursuant to Section 551.074, Texas Government Code, the City Council will adjourn into Executive Session to Discuss a Personnel Matter related to the hiring of an Assistant City Manager.

Fiscal/Budgetary Impact:

This is a budgeted position.

Discussion Only in Executive Session.



Legislation Details (With Text)

File #: ORD 22-072 **Version:** 1 **Name:**
Type: Ordinance **Status:** Agenda Ready
File created: 8/3/2022 **In control:** City Council - Special Meeting
On agenda: 8/9/2022 **Final action:**
Title: Consideration of and action on an ordinance confirming the appointment of Sara Robinson as Assistant City Manager.
Sponsors: James Stokes
Indexes:
Code sections:
Attachments: [ACM Appointment Ordinance \(Aug. 22\)](#)

Date	Ver.	Action By	Action	Result
8/9/2022	1	City Council - Special Meeting		

Consideration of and action on an ordinance confirming the appointment of Sara Robinson as Assistant City Manager.

Summary:

Section 205(C) (2) of the City Charter states the City Council, "Shall, upon recommendation of the manager, appoint the city secretary, deputy city secretary, and all other department directors." The vacancy for the Assistant City Manager position was created by the pending retirement of Gary Jackson. Mr. Jackson is retiring on November 30, 2022, making December 1, 2022, the effective date of Ms. Robinson's appointment. Ms. Robinson will spend the next few months working alongside Mr. Jackson. Ms. Robinson joined the City of Deer Park as Director of Finance in January, quickly proving herself a qualified and successful leader. She has both private sector and municipal experience. Ms. Robinson holds a Bachelor of Business Administration degree and a Master of Business of Administration degree, both from the University of Houston. The City Manager has offered this position to Ms. Robinson, and she has accepted it. This appointment is now being submitted for Council confirmation.

Fiscal/Budgetary Impact:

The Assistant City Manager is a budgeted position.

Approval

ORDINANCE NO. _____

AN ORDINANCE APPROVING THE APPOINTMENT OF SARA ROBINSON AS ASSISTANT CITY MANAGER OF THE CITY OF DEER PARK, TEXAS; PROVIDING FOR COMPENSATION; REPEALING ORDINANCES IN CONFLICT.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DEER PARK:

1. That **SARA ROBINSON**, having been appointed by the City Manager, be, and she is hereby approved as the Assistant City Manager of the City of Deer Park, Texas, effective December 1, 2022.

2. The compensation for said Assistant City Manager shall be that as set out under the City's Compensation Plan.

3. All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

4. It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551 of the Government Code of the State of Texas.

5. The City Council finds that this Ordinance relates to the immediate preservation of the public peace, safety and welfare, in that it is necessary for the protection of the citizens of this City, and the property located therein, that provision be made for the employment of the Assistance City Manager herein appointed, so that she may be retained in service to assure adequate health and protection for the City and to carry out the business of the Department without interruption, thereby creating an emergency, for which the Charter requirement providing for the reading of Ordinances, and this Ordinance should be passed finally on its introduction; and, accordingly, such requirement is dispensed with, and this Ordinance shall take effect upon its passage and approval by the Mayor.

In accordance with Article VIII, Section 1 of the City Charter, this Ordinance was introduced before the City Council of the City of Deer Park, Texas, ~~passed, approved and adopted~~ on this the 9th day of August, 2022 by a vote of _____ “Ayes” and _____ “Noes”.

MAYOR, City of Deer Park

ATTEST:

City Secretary

APPROVED:

City Attorney