



**CITY COUNCIL MINUTES  
CITY OF ODESSA, TEXAS**

**March 21, 2023**

On March 21, 2023, a special meeting of the Odessa City Council was held at 3:00 p.m. in the Council Chambers, 5<sup>th</sup> floor, City Hall, 411 W. 8<sup>th</sup>, Odessa, Texas.

City Council present: Mayor Javier Joven; Council members: Mark Matta, District One; Steven P. Thompson, District Two; Gilbert Vasquez, District Three; Greg Connell, District Four; and Denise Swanner, At-Large.

City Council absent: Council member Chris Hanie, District Five.

Staff present: Norma Aguilar-Grimaldo, City Secretary; Agapito Bernal, Interim City Manager; Dan Jones, Interim City Attorney; and other members of City staff.

A quorum being present, Mayor Joven called the meeting to order, and the following proceedings were held:

**Review and consider finalizing the Odessa City Manager position benchmarks.** Mica Lunt reviewed the work completed and the next steps of the City Manager process. He stated that the timeline was on track with a candidate for July or August.

Mr. Lunt reviewed the job quiz results which reflected with Council and survey responses. The top superior performance attributes were discussed. The personal skills included accountability, leadership, resiliency and teamwork. The motivators included theoretical/knowledge and traditional/regulatory drivers. The top behaviors include competitive, people-oriented and urgency. He stated a gap analysis would be used in assessing the candidates. Mr. Lunt reviewed the summary of survey responses from the employees which correlated with the performance attributes. There was congruence with the research, interviews, Council responses and the job quizzes.

**Discus and consider the changes to the Odessa City Manager job description.** Mr. Lunt reviewed the job description in detail. The essential functions accurately captured Council responses. The minimum qualifications were reviewed. Council member Thompson had concerns with the listed experience as a department head. He wanted the person to have experience with all departments. Council member Swanner did not want to discredit the department head experience. Mr. Lunt stated that the department head may have knowledge. The Council had a consensus to leave the department head as part of the experience. The Council decided to have experience in an organization similar to the City of Odessa.

Motion was made by Council member Thompson and seconded by Council member Matta to accept the job description with the changes. The motion was approved by the following vote:

Aye: Joven, Matta, Thompson, Vasquez, Connell, and Swanner  
Nay: None

**Discuss and consider posting the Odessa City Manager’s job position.** Mr. Lunt stated that the advertising would be with the Texas Municipal League and other networks. He recommended that T2 develop the brochure and market to the application utilizing the job description. Council member Thompson was comfortable with the brochure with T2. Council discussed the paygrade. Mayor Joven would like to negotiate the salary. Mr. Lunt recommended a salary range. Council member Thompson stated that the range should be negotiated based on experience. Council member Swanner wanted to move the timeline up to May through July. Mr. Lunt stated that the candidates would want to be kept confidential. The Council agreed. Mr. Lunt explained the process for the candidate evaluation. T2 would receive the applications, provide an initial review and a preliminary check. Questions would be sent to the candidates and the candidates’ presentation to Council. T2 would have a Tri-Metrix assessment with the candidates. There would be a meet and greet with the top candidates and Council would select the candidate. Charles Hurst, Director of Human Resources, provided the proposed Evergreen study recommendation for Paygrade 49 at \$170,000 to \$250,000. Any additional benefits could be negotiated by the City Council and City Manager. The Council had a consensus of the salary range from \$170,000 to \$250,000.

Motion was made by Council member Matta and seconded by Council member Swanner to direct T2 to post the City Manager position and include the salary range of \$170,000 to \$250,000.

The motion was amended by Council member Thompson and seconded by Council member Matta to include the brochure and advertisement. The motion was approved by the following vote:

Aye: Joven, Matta, Thompson, Vasquez, Connell, and Swanner  
Nay: None

The motion made by Council member Matta and seconded by Council member Swanner to approve the adopted job description, brochure, advertising and marketing with the salary range was approved by the following vote:

Aye: Joven, Matta Thompson, Vasquez, Connell, and Swanner  
Nay: None

Motion was made by Council member Swanner and seconded by Council member Vasquez to adjourn the meeting. The motion was approved by the following vote:

Aye: Joven, Matta, Thompson, Vasquez, Connell, and Swanner  
Nay: None

The meeting adjourned at 4:00 p.m.

ATTEST:

APPROVED:

Norma Aguilar-Grimaldo, TRMC, CMC  
City Secretary

Javier Joven  
Mayor