

**MINUTES OF A REGULAR COUNCIL MEETING**  
**JANUARY 30, 2018**

The Hollywood Park City Council met in a regular session on January 30, 2018 at 7:00p.m. in Town Hall. Notice was posted in accordance with the Texas Open Meeting Laws. The Council meeting for January 16, 2018 was cancelled due to an ice storm; therefore it was rescheduled for January 30, 2018.

Mayor Chris Fails called the meeting to order with the following Council Members present: Mike Howe, Debbie Trueman, Scott Bailey, Oscar Villarreal and Chris Murphy. Also present: Fire Chief-John Butrico, Police Chief-Shad Prichard, City Treasurer-Anita Moreno Navarro, City Attorney-Mike Brenan and City Secretary-Janice Alamia. Absent: Public Works Director-Kelly Cowan.

**PRESENTATIONS:**

Armstrong, Vaughn & Associates: Phil Vaughn-Auditor.

Mr. Vaughn gave his report to the Council on the annual audit and the financial state of the Town of Hollywood Park for the previous fiscal year.

Mr. Vaughn thanked the Administration department for their help and support during the audit. He also stated the following changes could be made to strengthen internal controls. In the building permits area they were unable to match some of the amounts charged to the fee schedule. To ensure compliance with the fee schedule, they suggest integrating the fee schedule into INCODE, this way there is control on fee assessment. During the bank reconciliation review, most of the corrections needed were evident from the bank reconciliation review. There should be an individual, other than the City Treasurer reviewing all bank reconciliations to ensure there are no large or outstanding items. Mr. Vaughn went on to state that his recommendation to cities is to have 6 months of operating funds available. The Town of Hollywood Park has 9 months of operating funds available, which is very good.

Deer Committee: LuAnn Montgomery-President & Randy Tomasini-Deer Mgr.

Ms. Montgomery and Mr. Tomasini came to Council to give and update on current deer management plan. Ms. Montgomery stated in November 2017, the Deer Committee had not come to a consensus for the 2017-2018 season. This was due to the smaller deer population, no committed deer sites at that time and a shortage of submitted CWD samples. Things have since changed because the Deer Committee now has consensus. We now have a release site and will be able to use the TTP process. Mr. Tomasini stated the release site is in Bandera County and our CWD samples have been completed.

**ANNOUNCEMENTS/ MAYOR AND CITY EMPLOYEES:**

1. Fire Report: Chief Butrico presented his annual report to council. He stated they had 729 calls for the 2017 year. They did 332 routine fire inspections last year.
2. Police Report: Chief Prichard spoke about his statistics for the month.
3. Public Works Report: Public Works Director, Kelly Cowan was absent from this meeting but Tiger Sanitation was at the meeting and Frank Arredondo, the sales manager spoke to the Council concerning their work in Hollywood Park so far. There were "growing" pains through the Holiday schedule but everything seems to be on track.

4. Financial Report: City Treasurer, Anita Navarro Moreno reported the financial status to the Council. Ms Moreno stated the expenses were right on track. She stated the audit went very smoothly and she does adjusting entries monthly rather than annually.
5. City Secretary Report: Janice Alamia reported the December Business of the Month-Mouth Works.
6. City Attorney Report: Nothing to report.
7. Mayors report: Nothing to report.

**CONSENT AGENDA:**

1. Approve the Minutes of a regular Council Meeting on 12/19/2017.
2. Accept the Financial Statements as of 12/31/17.
3. Authorize the Mayor to enter into an Agreement between the Bexar County Elections Administrator on behalf of Bexar County, a political subdivision of the State of Texas, and the Town of Hollywood Park pursuant to the Texas Election Code Section 271.002(a), for the May 5, 2018 election.
4. Approve **Ordinance #999** ordering a Special Election to be held May 5, 2018 in the Town of Hollywood Park, Texas, to submit a proposition of the question of reauthorizing the local sales and use tax in the Town of Hollywood Park, Texas, at the rate of one fourth (1/4) of one percent to continue providing revenue for the maintenance and repair of municipal streets.
5. Approve **Ordinance #1000** ordering a General Election to be held on the 5th day of May, 2018 for the election of the Mayor and City Council members for Places 2 and 4. This Ordinance authorizes the engagement of the Bexar County Elections Administrator to conduct the elections that will be held jointly with other governmental entities in Bexar County.

Councilman Murphy made a motion to approve the Consent Agenda in its entirety. Councilwoman Trueman seconded the motion. The motion passed unanimously.

**CITIZEN PARTICIPATION:** None

**OLD BUSINESS:** None

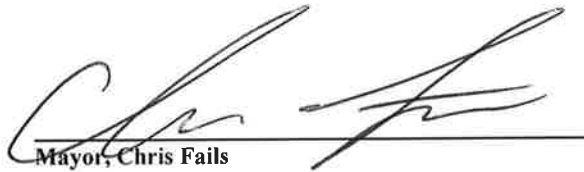
**NEW BUSINESS:**

1. Discussion/Take Possible Action to change the Board of Adjustment application fee from \$200.00 to \$500.00.
  - a. Citizen Comments: None
  - b. Discussion: City Secretary, Janice Alamia spoke to the Council stating the abundance of variance requests the Administration Department has had just within the last 12 months. The current fee of \$200.00 does not even cover the ad that must be run in the local newspaper and the city is having to cover the costs. Councilwoman Trueman made the motion and Councilman Bailey seconded. The motion passed unanimously.

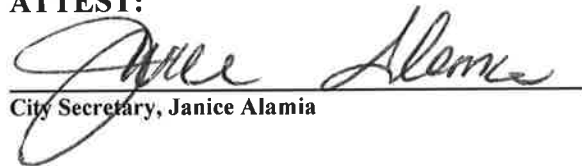
2. Discuss/Take Possible Action to transfer \$2,100.00 from line item #100-519-890 [capital expense-reserve] to line item #100-590-476 [special attorney] for personnel legal fees.
  - a. Citizen Comments: None
  - b. Discussion: Janice Alamia stated because of the internal investigator done in the Administration Department the additional fees are needed for the line item. Councilman Bailey made the motion and Councilwoman Trueman seconded. The motion passed unanimously.
  
3. Discuss/Take Possible Action to approve **Ordinance #1001**, Amending Chapter 62, of the Code of Ordinances by revising the format of plat applications.
  - a. Citizen Comments: None
  - b. Discussion: Janice Alamia stated the current Ordinance states the city must receive 5 blue lines and 2 mylar of each plat. We no longer keep paper copies and we are requesting this Chapter be changed to state that we need a digital copy only. Councilman Murphy made the motion and Councilwoman Trueman seconded the motion. The motion passed unanimously.

**ADJOURNMENT:** There being no other business, Mayor Fails adjourned the meeting at 8:04pm.

MINUTES OF THIS MEETING APPROVED AS SUBMITTED (✓)  
CORRECTED ( ) THIS 20 DAY OF FEBRUARY, 2018.

  
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Mayor, Chris Fails

**ATTEST:**

  
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City Secretary, Janice Alamia