

These minutes have been prepared to satisfy the requirements of Section 551.021 of the Texas Government Code.

Town of Hollywood Park
Regular City Council Meeting
Tuesday, September 15, 2020
Meeting Duration: 6:00 p.m. to 8:08 p.m..

I. CALL TO ORDER

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

II. INVOCATION:

Mayor Chris Murphy

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

Members of City Council present: Mayor Chris Murphy, Mayor Pro Tem Michael Howe, Delaine Hall, Oscar Villarreal, Jr., Debbie Trueman, and Paul Homburg, III

Hollywood Park Staff present: City Attorney Ryan Henry, Police Chief Shad Prichard, Fire Chief John Butrico, City Treasurer Jeff Hinson, Public Works Director Kelly Cowan, and Interim City Secretary Jeannette Huggins

V. PUBLIC HEARING

Public Hearing opened by Mayor Chris Murphy at 6:03 p.m.

The Hollywood Park City Council will hold a public hearing to hear testimony concerning the proposed budget for FY 2020-2021. This budget will raise more property taxes than last year's budget by \$10,384 (.35%), and of that amount \$10,384 is tax revenue to be raised from new property added to the tax roll this year.

a) Discussion:

Jeff Hinson, City Treasurer, reviewed the City fund accounts for the City Council and the public to clarify how and when funds from each account can be utilized.

b) Citizen Comment:

None

Public Hearing closed by Mayor Chris Murphy at 6:19

VI. BUDGET AND TAX ADOPTION

1. Discuss/take possible action of a proposed ordinance making appropriations for the support of the town of Hollywood Park, Texas for the fiscal year beginning October 1, 2020 and ending September 30, 2021; and adopting the annual budget of the town of Hollywood Park for the 2020-2021 fiscal year.

Councilmember Trueman moved to take action to approve the proposed Ordinance making appropriations for the support of the Town of Hollywood Park, Texas, for the fiscal year beginning October 1, 2020 and ending September 30, 2021 and adopting the annual budget of the Town of Hollywood Park for the 2020-2021 fiscal year.

Councilmember Homburg seconded the motion, which passed unanimously by the following record vote:

Place One - Councilmember Howe: Aye

Place Two - Councilmember Trueman: Aye

Place Three - Councilmember Villarreal: Aye

Place Four - Councilmember Hall: Aye

Place Five - Councilmember Homburg: Aye

2. Discuss/take possible action of a proposed ordinance levying ad valorem taxes to adopt a tax rate of \$0.480291 per \$100 valuation for use and support of the municipal government of the town Hollywood Park, Texas for the 2020-2021 fiscal year; providing for apportioning each levy for specific purposes; when taxes shall become due and when same shall become delinquent if not paid.

- a) Citizen Comment:
None
- b) Discussion:
None

Councilmember Trueman moved to adopt an ordinance adopting a tax rate of \$0.480291 per \$100 valuation for use and support of the municipal government of the Town of Hollywood Park, Texas for the 2020-2021 fiscal year.

Councilmember Villarreal seconded the motion which passed by the following record vote:

<u>Place One - Councilmember Howe:</u>	<u>Aye</u>
<u>Place Two - Councilmember Trueman:</u>	<u>Aye</u>
<u>Place Three - Councilmember Villarreal:</u>	<u>Aye</u>
<u>Place Four - Councilmember Hall:</u>	<u>Aye</u>
<u>Place Five - Councilmember Homburg:</u>	<u>Aye</u>

Councilmember Trueman moved that out of tax rate of \$0.480291 per \$100 valuation, the rate that, if applied to the total taxable value, will impose the total amount of principal and interest that will be paid to pay the Town's debts in the next year from property tax revenue, including adjustments for collection, be adopted at \$0 since the Town's debts are paid through other sources but backed by property taxes.

Councilmember Homburg seconded the motion which passed by the following record vote:

<u>Place One - Councilmember Howe:</u>	<u>Aye</u>
<u>Place Two - Councilmember Trueman:</u>	<u>Aye</u>
<u>Place Three - Councilmember Villarreal:</u>	<u>Aye</u>
<u>Place Four - Councilmember Hall:</u>	<u>Aye</u>
<u>Place Five - Councilmember Homburg:</u>	<u>Aye</u>

Councilmember Trueman moved that out of tax rate of \$0.480291 per \$100 valuation, the rate that, if applied to the total taxable value, will impose the amount of taxes needed to fund maintenance and operation expenditures of Town for the next year, be adopted at \$0.480291.

Councilmember Villarreal seconded the motion which passed by the following record vote:

<u>Place One - Councilmember Howe:</u>	<u>Aye</u>
<u>Place Two - Councilmember Trueman:</u>	<u>Aye</u>
<u>Place Three - Councilmember Villarreal:</u>	<u>Aye</u>
<u>Place Four - Councilmember Hall:</u>	<u>Aye</u>
<u>Place Five - Councilmember Homburg:</u>	<u>Aye</u>

- 3. Discuss/take possible action to approve a Resolution ratifying the vote adopting the FY 2020-2021 budget which includes a property tax rate that raises more revenue than the prior year's revenue.

Councilmember Trueman moved to adopt a Resolution ratifying the vote adopting the FY 2020-2021 budget which includes a property tax rate that raises more revenue than the prior year's revenue.

Councilmember Homburg seconded the motion which passed by the following record vote:

<u>Place One - Councilmember Howe:</u>	<u>Aye</u>
<u>Place Two - Councilmember Trueman:</u>	<u>Aye</u>
<u>Place Three - Councilmember Villarreal:</u>	<u>Aye</u>
<u>Place Four - Councilmember Hall:</u>	<u>Aye</u>
<u>Place Five - Councilmember Homburg:</u>	<u>Aye</u>

VII. PRESENTATIONS:

None

VIII. ANNOUNCEMENTS / REPORTS / MAYOR AND CITY EMPLOYEES

- 1. **Fire Department:** Fire Chief Butrico reported the HPFD responded to fifty calls for service in the month of August. The HPFD average response time to calls within the town of Hollywood Park was 2m 46s. Acadian Ambulance Service responded to thirteen calls for service in Hollywood Park with an average response time of 9m 4s. HPFD continues to participate in drive-by birthday parties. Chief Butrico reported water pump on the HPFD Ladder Truck has gone out and currently awaiting the part to fix the issue. He advised that the a/c in the

Ladder Truck is still out. As of today he has one estimate of \$10,000.00 for the repairs and he is working on obtaining additional estimates. This is expected to be a costly repair, which will have to get City Council's approval.

2. **Police Department:** Chief Prichard reported 485 calls for service. He indicated that the citation count has increased, in part due to the S.T.E.P. starting back up a couple of months ago. Chief Prichard stated that theft calls are also on the rise, especially vehicle burglaries. He reminded everyone not to leave valuables in their vehicles. Vehicle burglars are stealing items like purses, guns, electronics, etc.. Chief Prichard elaborated on a couple of calls for service that included a DWI incident that ended after a brief pursuit and crash and details about Bitcoin. Chief Prichard reminded everyone that the Drug Take-Back program is October 24th. He also spoke of HPPD Officers receiving training on their new E-Citation (electronic citations) software.
3. **Public Works:** Kelly Cowan reported 105 Code Enforcement cases during the month of August with twenty-six being for working without a permit. He advised that Voigt Center rentals are slowly going back up. He stated the Voigt Center is currently permitting only 50% of the maximum occupancy for events, therefore only parties of ninety (90) people or less are allowed.
4. **Finance:** Jeff Hinson, City Treasurer, reported that as of August 31, 2020 the Town has \$4.7 million year-to-date in revenue and \$3.8 million in expenses, which is about \$94K on the plus side, revenues over expenditures. It's estimated at the end of the year the Town should have \$450K-\$500K left over which will pay a lot of the street things that can be done and free up the special revenue fund to do whatever else needs to be done on streets. Expenses are under budget. Property taxes are 104% of what was budgeted. Our sales taxes is now \$526K. To September it's about 28% below what it was last year so it will be about \$40K so we will wind up with approximately \$566K in sales tax this year. Franchise fees will go down over the next few years as the State has given the actual telecommunications industry an opportunity to pay franchise fees or right-of-way fees. The State sets the right-of-way fees and it's a lot less than franchise fees.
5. **Administration Department:** Jeannette Huggins, Interim City Secretary, reported that the September 2nd court docket had a total of 144 people and 218 cases. A total of thirty-seven appearances took place taking care of forty-four cases. The October court docket will be handled telephonically by the Judge and Prosecutor. The Municipal Court has subscribed to a phone system to be used, which is a system the Judge utilizes in other courts. Jeannette indicated she has been looking into replacing the wireless microphones currently being used in the Council Chambers. Jeannette also mentioned to the Council that she is not pursuing permanent assignment to the City Secretary position. She stated she will remain in the position as Interim City Secretary as long as necessary.
6. **City Attorney:** City Attorney Ryan Henry advised he spoke to Judge Dullnig about an efficient way to increase the number of people and cases they are able to take care of on a timely basis. They are working on a system that is helpful and easy for defendants to be able to take care of their tickets.
7. **Mayor:** Mayor Chris Murphy expressed his interest to try to offer some relief to residents that are actively trying to mitigate the spread of Oak Wilt. Regarding the ongoing internal issue with security and access throughout City Hall by staff employees, Mayor Murphy indicated he wanted everyone to cooperate and respect the need to prevail while we seek a solution. Changes were made within the department and City Hall earlier this year and it's disappointing to learn that they don't seem to meet the security criteria that's currently in place. Mayor stated he is adamant about not imposing rules that work against some departments to help police department in lieu of a solution. He is hoping the department heads can meet to seek compromise and participation to resolve this issue.

IX. CONSENT AGENDA

1. Approve the Regular Meeting Minutes for the 08/18/2020 City Council Meeting.
2. Approve the Financial Statements as of 08/31/2020.

Councilmember Trueman made a motion to approve the Consent Agenda in its entirety. Councilmember Villarreal seconded the motion, which passed unanimously.

- X. **CITIZEN PARTICIPATION:** A maximum of three (3) minutes per person is allowed. Those wishing to speak should sign up before the meeting begins.

TIME CANNOT BE PASSED TO OTHER SPEAKERS

CITY COUNCIL CANNOT DISCUSS ANY PRESENTED ISSUE OR TAKE ANY ACTION AT THIS TIME

XI. OLD BUSINESS None

XII. NEW BUSINESS

1. Discuss/take possible action to reappoint Julie Shacklett to the Economic Development Corporation for a term to expire 09/30/2022.

a) Citizen Comment:

Tom Sims of 108 Cueva, Interim EDC President thanked Ms. Shacklett for consenting to remain on the EDC Board for another term. He requested that the City Council approve her reassignment. Mr. Sims explained that the EDC is still needing more EDC members and he is more than happy to recruit some people if necessary.

Mr. Sims also reminded Council that the EDC Board has had difficulty forming a quorum, so the more members we have serving on the EDC Board the more opportunity the board will have to form a quorum for the meetings.

b) Discussion:

Councilmember Trueman advised of another applicant who is interested in serving on the EDC Board, Andrew "Andy" Moon. He currently serves on another board for Hollywood Park. Councilmember Trueman stated she would also like to nominate Andrew Moon for the EDC Board and to have Julie Shacklett reinstated.

Councilmember Homburg made a motion to reappoint Julie Shacklett to the EDC Board. Councilmember Trueman seconded the motion, which passes unanimously.

Councilmember Trueman made a motion to appoint Andrew Moon to the EDC Board. Councilmember Homburg seconded the motion, which passed unanimously.

2. Discuss/take possible action on the proposed City Holidays for FY 2020-2021.

c) Citizen Comment:

None

d) Discussion:

Interim City Secretary, Jeannette Huggins, advised Council the holidays listed are the same holidays observed by the City in the last fiscal year.

Councilmember Trueman made a motion to approve the proposed city holidays schedule for the FY 2020-2021. Councilmember Villarreal seconded the motion, which passed unanimously.

3. Discuss/take possible action to approve proposal for City insurance benefits and to select a vendor.

a) Citizen Comment

None

b) Discussion

City Treasurer, Jeff Hinson, indicated this matter pertains to employee health, dental, vision and supplemental insurance benefits. Jeff stated the rates for dental, vision and supplemental insurance benefits remained the same as last year. Blue Cross Blue Shield was raising their rates by 6%. Jeff stated he request options from BCBS. He provided a breakdown of the cost and benefits for the plan chosen. Jeff expressed his concern about the short period offered for open enrollment offered by the insurance broker. Councilmember Homburg inquired about the possibility of being able to discuss and get input from the employees before a final decision is made. Jeff explained it was not possible since the open enrollment period started today. Mr. Homburg expressed his concern that the employees are being limited to two options this year, which were being presented to Council tonight. He asked how much input was obtained from the employees as to which of the options they would rather have. Jeff explained he spoke to a few employees about the health insurance options. Jeff indicated that his plan is to reach out to a variety of providers in advance to prepare more options for employees and to Council to review for next fiscal year. Fire Chief, John Butrico, asked Council if they would consider paying 100% of employees health insurance cost. There was discussion between Jeff Hinson and Councilmember Trueman about the current the amount each employee pays as compared to what the City pays for employee health insurance. Councilmember Trueman did not deem it necessary to make any changes to the current arrangements. Mayor Murphy explained if from year to year the City is able to continue to absorb most of the costs for employee health insurance then the City is doing well.

Councilmember Trueman made a motion to pick the Blue Cross Blue Shield Alternate 2, Principal for dental and vision insurance, and Mutual of Omaha for additional insurance benefits. Councilmember Villarreal seconded the motion, which passed unanimously.

4. Discuss/take possible action to establishing guidelines for the physical security of the Hollywood Park Police Department, which houses information from TLETS Terminal, Mobile Data Terminal (MDT) equipment and related Criminal Justice Information Services (CJIS).

a) Citizen Comment

None

b) Discussion

Police Chief, Shad Prichard, advised this is more of an inhouse issue. He explained he's had some great discussions today with some options. He proposed that he will get with the department heads this week to discuss those options and to get their input to come up with a solution that everyone likes. He said the reason this was brought to the policy to the Council is because he was asked to bring a policy to the meeting. He doesn't want this to lead anyone to believe that it's going to restrict their ability to use facilities and sinks because that is not what he's trying to accomplish. Chief Prichard stated the policy presented today was taken directly out of the CJIS manual. This is just reassuring we are using the best practices by law. Chief Prichard said this is an inhouse issue that he thinks can be handled amongst ourselves. Mayor Murphy echoed Councilman Villarreal's comments from the last council meeting when he said that it's clear that our building has limited space. Until something can be figured out everyone needs to work together and cooperate and get along. Councilman Villarreal requested a better map of the building than what was provided today. Councilman explained that from the map that was provided it appears the Police Department occupies over 50% of the building. Councilmember Hall voiced her concern about the map, that was presented by Chief Prichard, indicating that the Code Enforcement office would now be occupied by the Finance Officer. Chief Prichard explained this map is just a guide or a reference. Councilmember Trueman explained that it's very easy for Council to come by to walk the building to see what we are working with. Councilmember Trueman also explained that if Council was not going to act on the policy tonight, she wanted an agreement that people are not cutting through the back hallway in the interim while the issue is still in the discussion stages. Mayor Murphy explained that it is important to respect the other departments as well until a solution can be reached. Councilmember Howe stated that his opinion is that this matter should have never come up in a council meeting. He said this is a department head and Mayor matter to work out. He didn't understand why the matter was being brought up in a public forum when it doesn't affect the citizens taxes or property rates. Councilmember Hall mentioned that passing basic CJIS training allows employees to pass through the hallways. She stated it mentions this training should be done within six months of being hired and specifically mentions maintenance and facility employees having access. Chief Prichard explained that the State allows for prior coordination to allow access without an escort. He is simply trying to make sure this is being done according to the law. Councilmember Homburg agreed that this is something that should have been worked out in a department head meeting instead of being brought to the Council. He explained we don't have enough room to accommodate the staff and the things we have going on. Councilmember Homburg proposed an item for the next agenda to discuss allocation of space in the City resources.

5. Discuss/take possible action on amended retention agreement for City Attorney services.

a) Citizen Comment

None

b) Discussion

Mayor Murphy advised this item is related to an arrangement proposed by Ryan Henry's law firm pertaining to billing structure. City Attorney, Ryan Henry, explained over the last year he reviewed the Town's pattern for use of city attorney services. What he originally came up with for a retention agreement has an overflow component. He is proposing an adjustment that allows for more hours in the retention period. He suggested the Council come up with some protocols for use of the attorney services to help cut costs. Councilmember Homburg stated it may be worth it to try the revised agreement, which has no time limitations. He thinks the most beneficial aspect of the proposal is that it doesn't lock the Town in over a period of time as it can be changed at any time. Councilmember Trueman explained that she is appalled at how much the Town has spent on attorney's fees. She believes the Council needs to set some standards on who (employees) has access to the City Attorney. Councilmember Trueman said she is in favor of trying the new proposed agreement.

Councilmember Trueman made a motion to accept the Amended Retention Agreement for City Attorney Services. Councilmember Homburg seconded the motion, which passed unanimously.

6. Discuss/take possible action to amend the Hollywood Park tree rebate program.

a) Citizen Comment

None

b) Discussion

Mayor Murphy explained that there are some gray areas in the wording of the current ordinance. The current rebate program limits to people specifically in the expanded Oak Wilt area. He does not want to discourage anyone in Hollywood Park from realizing the benefit of cutting down a diseased tree to help slow down the spread. Mayor Murphy explained that a couple of residents have applied for the rebate, one resides a few homes outside the Oak Wilt boundary and another who is several homes outside the boundary. He doesn't see any justifiable reason to not to honor the rebate for both parties. Mayor Murphy wanted to fight for language that would encourage people to use the rebate program by addressing the trees before they cause more of the spread. City Attorney, Ryan Henry, explained through the permitting process the program assesses a fund that assists residents inside the Oak Wilt red zone. Public Works Director, Kelly Cowan, explained the rebate is set up to help homeowners be able to accomplish removing a Red Oak tree with Oak Wilt within ten days it's discovered. The rebate is 40% of the homeowners cost to remove the tree and up to \$1,500.00. City Treasurer, Jeff Hinson, explained that his issues with this rebate program are the two applications from residents just outside the red zone and that two members of the Tree Advisory Board, who have to be appointed by City Council, must sign off/approve the application. Jeff added that he can't find confirmation of Council appointed members. City Attorney, Ryan Henry, suggested he would work with Jeff and Kelly on a reorganization of the ordinance and the appointment and process and have some mechanism built in for the rebate process for homeowners outside the red zone. Councilmember Homburg indicated he will work with Councilmember Trueman on this project then have the City Attorney review it.

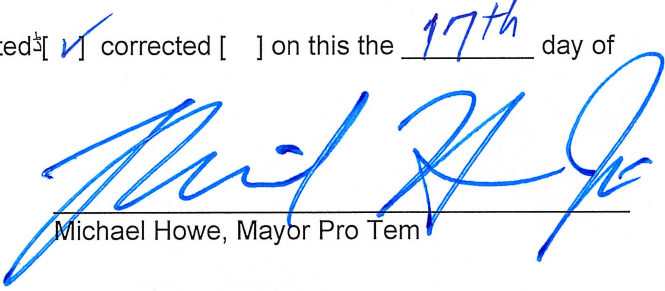
XIII. EXECUTIVE SESSION

None

XIV. ADJOURNMENT

There being no further discussion, Mayor Chris Murphy adjourned the meeting at 8:08 p.m..

The minutes of this meeting are approved as submitted [☒] corrected [☐] on this the 17th day of November, 2020.


Michael Howe, Mayor Pro Tem

ATTEST


Jeannette Huggins, Interim City Secretary

