

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, October 20, 2020

Meeting Duration: 6:00 p.m. to 7:59 p.m..

**I. CALL TO ORDER**

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

**II. INVOCATION:**

*Paul Homburg*

**III. PLEDGE OF ALLEGIANCE**

**IV. ROLL CALL**

*Members of the City Council present: Mayor Chris Murphy; Mayor Pro Tem Michael Howe; Debbie Trueman; Oscar Villarreal; Delaine Hall; Paul Homburg*

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

**V. PRESENTATIONS**

*None*

**VI. ANNOUNCEMENTS / REPORTS / MAYOR AND CITY EMPLOYEES**

- 1. Fire Department:** *Fire Chief Butrico reported the HPFD responded to 42 calls for service in the month of September. Average response time to calls within the town of Hollywood Park was 1m 43s. Acadian Ambulance Service responded to 13 calls for service in Hollywood Park with an average response time of 10m 12s. Chief Butrico reported he was able to procure 96,000 surgical masks and 32,000 N95 masks. Masks were distributed to each department and there are plenty in reserves. Chief Butrico explained that, for obvious reasons, Santa Clause will not be going house-to-house this year. Instead, the Fire Department will be taking Santa Clause around town on his sleigh. When this event date gets closer, most likely December 19th, Chief Butrico will post a map of Santa's route.*
- 2. Police Department:** *HPPD has 411 calls for service in the month of September and 255 citations. Theft and burglary calls for service were down in the month of September. Notable calls for service: HPPD has seen an increase in trespassing at the Circle K and they are receiving more calls to issue criminal trespass warnings. Traffic stop with driver who provided a fake ID and it was later discovered the individual had a warrant, which is why he gave a fake name. Chief Prichard stated that everyone should be aware that vehicles taken to local service stations, or any service station, are easy targets for vehicle burglaries. He reminded everyone not to leave valuables in their vehicle. HPPD responded to a disturbance at a local restaurant where a patron was refusing to wear a mask and refusing to leave, until HPPD arrived. Chief Prichard reported that the HPPD has reached out to the Secret Service, due to a rise in electronic and financial crimes. HPPD Detective will soon be participating in training offered by the Secret Service.*
- 3. Public Works:** *Kelly Cowan, Public Works Director, reported 119 code compliance cases for the month of September. Kelly also reported that, although the numbers are still low, he is seeing more Voigt rentals. Kelly spoke about the vandalism/criminal mischief that has been happening at the park for some time. He also provided an update on some road work projects:  
Donella Dr. - contractor has doubled the work crew  
Meadowbrook Dr. - when the crew is done on Donella Dr. they will do touch-up work on Meadowbrook Dr.  
El Cerrito Dr. - crew has begun mill and overlay work and should finish today. The contractor VP came out to inspect the work and was not pleased. The crew will return in November to re-mill and overlay about half of El Cerrito Dr.*
- 4. Finance:** *Jeff Hinson, City Treasurer, advised the financials presented are as of 09/30/2020 but not final for the fiscal year as there are adjustments to be made. Jeff reported we have \$491,000.00 revenue over expenditures. Revenue is 6% above what was expected. Sales tax was only 20% below, which is a lot better than most places would be. Jeff indicated that he will have a more finalized copy of the end of year financials, that shows all adjustments made, to present at a future meeting.*

5. **Administration Department:** Jeannette Huggins, Interim City Secretary, reported the Municipal Court held court on October 7th by telephone. There were approximately six people who appeared in person for court, other cases were handled via telephone. Anyone appearing for court goes through a COVID screening process, which did cause for one person to be prohibited from entering. This person was given an option to reschedule his court date or to call and handle the matter by phone. Jeannette explained that the Court Clerk is very satisfied with the Police Departments electronic ticketing system. Jeannette reported that the City Secretary position has been posted since early October and as of now there are seventeen applicants. The City Treasurer is currently reviewing the applications.
6. **City Attorney:** Ryan Henry, City Attorney, asked the Council for clarification regarding the layout of the council meeting agendas where the Executive Sessions are concerned. The consensus from Council was to keep the Executive Session section in the agenda as a formality even if there is not an Executive Session scheduled during the meeting.
7. **Mayor:** Mayor Murphy expressed his sympathy for the families involved in the tragic accident that occurred Saturday. He explained that he, like others, have noticed an increase in pedestrian and vehicle traffic in the last five years, which is a concern. Mayor Murphy urged citizens to be vigilant when out walking, running, bike riding. Mayor Murphy discussed that he has been dealing with emotional and mental fatigue for various reasons. Mayor Murphy announced that, for this reason, he is taking a 45-day leave of absence and leaving Mayor Pro Tem, Michael Howe, in charge.

## VII. CONSENT AGENDA

1. Approve the Financial Statements as of 09/30/2020.
2. Ratify the Town of Hollywood Park Holiday Schedule approved 09/15/2020 to include January 18, 2021-Martin Luther King, Jr. Day.

Councilmember Trueman made a motion to approve financial statements and ratify the Town of Hollywood Park Holiday Schedule approved 09/15/2020 to include January 18, 2021-Martin Luther King, Jr. Day. Councilmember Villarreal seconded the motion, which passed unanimously.

## VIII. 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\***

- Art Villarreal of 224 Fleetwood Dr. - the Interim City Secretary read an email from Mr. Villarreal regarding the need to protect the trees at 105 Mecca Dr. from the construction equipment and for Council to possibly incorporating an acceptable tree protection program for Hollywood Park.
- Tonya Cummings of 129 Grand Oak Dr. spoke of her concern for the residents and the need to have the Town's speed limit reduced.
- Sandy Liwang of 228 Alcalde Moreno St. spoke of a graduation celebration she is planning for the afternoon of December 12, 2020 to give graduates the opportunity to walk the stage and be recognized. She is planning to have this celebration in her back yard. She would like to open this celebration up to other residents. Depending on number of people taking part in this she may move it to one of the parks.
- Kevin Gallivan of 201 Sagecrest Dr. spoke of the opportunity to help the community in starting the year-round developmental swim team. He reported the program is doing well. He presented two checks totaling \$6,300.00 for payment to the Town of Hollywood Park.

## IX. OLD BUSINESS

1. Discuss the need to update Section 72 of the Hollywood Park Code of Ordinance regarding Trees and Public Care as it relates to the reimbursement to citizens for removal of diseased red oak trees.
  - a) **Citizen Comment**  
Mark Duff of 112 Grand Oak Dr. - Chair of the Tree Advisory Board addressed the concern of including, in the tree reimbursement program, any Red Oak trees outside the red zone that may become infected with Oak Wilt. Mark explained that this is unlikely to happen as the only place where Oak Wilt exists in Hollywood Park is inside the red zone. If there is a new Oak Wilt zone that starts, he hopes to be the first person to know and would incorporate that area into the red zone map.
  - b) **Discussion**



Councilman Homburg explained that on the Town of Hollywood Park website you will find an application along with a memorandum from 09/2016 pertaining to the reimbursement for removal of Red Oak trees infected with Oak Wilt. He said Council has never enacted an ordinance that authorizes the reimbursement payments for this program. Councilman Homburg stated that he and Mark Duff will work together on the ordinance for this program, which will then be reviewed by our City Attorney. Councilman Homburg asked for input about the program from other Councilmembers.  
Mayor Murphy asked about the CPS rebate matching program being related to this tree rebate program. Councilman Homburg explained that they are not related. They are two different programs.  
Councilmember Trueman confirmed that the funds for the tree rebate program come from the Tree Fund which is from tree permits. She explained that she thinks this is a great program.  
Council agreed to have Councilmember Homburg and Mark Duff proceed with what needs to be done to have this program and the allocation of its funds approved by the current Council.

2. Discuss how the Hollywood Park EDC can assist with the addition of a septic system at Triangle Park.

**a) Citizen Comment**

None

**b) Discussion**

Councilmember Delaine Hall explained that the EDC Attorney informed her that the EDC cannot pay for the septic system for Triangle Park.

City Attorney, Ryan Henry, explained that unless it is tied to a separate EDC project just putting in the septic system and bathrooms is not going to qualify. The law will not permit installing the septic system for the sole purpose of installing it. Mr. Henry also explained that the Hollywood Park parks are not attraction points for the athletics or for the EDC attractors that qualify.

Councilman Howe asked how the need for a septic system and bathrooms at the park does not fall under the EDC quality of life aspect. City Attorney, Ryan Henry, explained that quality of life issues are not an expressed section. They are intertwined with other existing sections.

City Treasurer, Jeff Hinson, explained that there is a Capitol Project Fund that can be used for this purpose.

## **X. NEW BUSINESS**

1. Discuss/take possible action to appoint members to the Economic Development Corporation for a two-year term.

**a) Citizen Comment**

Tom Sims of 108 Cueva Ln. (EDC President) explained that never in the past has the EDC had the opportunity to review the applicants resumes prior to appointment. Mr. Sims stated that although it is the Councils duty to appoint the members to the EDC he would ask that Council consider allowing the EDC members an opportunity to review and discuss the resumes of the current applicants for the EDC Board. Afterwards he can make their recommendations to the Council.

**b) Discussion**

Councilmember Trueman expressed that she would like for the EDC Board to have the opportunity to review the current applicant's resumes then make recommendations to the Council.

Councilmember Howe stated he would like for the EDC Board be given the opportunity to review the resumes prior to Council appointing new members.

No action taken at this time to appoint EDC members.

2. Discuss/take possible action on a Resolution to ratify the presently serving members of the Tree Advisory Board for the Town of Hollywood Park and to reappoint said members.

**a) Citizen Comment**

None

**b) Discussion**

Councilmember Paul Homburg advised that the resolution ratifies the fact that the members have all been serving on the Tree Advisory Board and officially reappoints each one.

Councilmember Trueman made a motion to adopt the resolution of the Town of Hollywood Park City Council to ratify the previous appointment of presently serving members of the "tree advisory board" for the Town of Hollywood Park and to reappoint said members.  
Councilmember Villarreal seconded the motion, which passed unanimously.

3. Discuss/Take possible action to approve a Resolution of the Town of Hollywood Park Economic Development Corporation authorizing the 2020-2021 FY Voigt Center Audio, Acoustic and Technology Improvement Project and authorizing expenditure of funds for the 2020-2021 FY Voigt Center Audio, Acoustic and Technology Improvement Project.

**a) Citizen Comment**

Tom Sims, EDC President, reported that the recommendation is to remove the acoustic panels currently in place and to replace them with 48x48 acoustic panels that are more absorbent. These panels will not be mounted flat against the wall, as the current panels are. The panels will be extended out from the wall to catch the sound behind the panels. A round absorbent "donut" will be mounted on above each light fixture. In addition to the acoustic work the audio/visual control panel will be revised to allow Kelly Cowan to have feasibility and control to offer various options for rentals. Mr. Sims advised the proposed technology is the most current technology on the market today.

**b) Discussion**

Councilmember Howe inquired as to how the acoustic issue was going to be handled.  
Councilmember Villarreal asked how new the technology is and how long it could be expected to last.

Councilmember Trueman made a motion to approve a resolution of the Town of Hollywood Park Economic Development Corporation authorizing the 2020-2021 fiscal year Voigt Center Audio, Acoustic and Technology Improvement Project and authorizing expenditure of funds for the 2020-2021 Fiscal Year Voigt Center Audio, Acoustic and Technology Improvement Project.  
Councilmember Michael Howe seconded the motion, which passed unanimously.

4. Discuss/Take possible action to approve a Resolution of the Town of Hollywood Park Economic Development Corporation authorizing the 2020-2021 FY Police Vehicle and Equipment Project and authorizing the expenditure of funds for the 2020-2021 FY Police Vehicle and Equipment Project. [2<sup>nd</sup> reading]

**a) Citizen Comment**

None

**b) Discussion**

None

Councilmember Trueman made a motion to approve a resolution of the Town of Hollywood Park Economic Development Corporation authorizing the 2020-2021 Fiscal Year Police Vehicle and Equipment Project and authorizing the expenditure of funds for the 2020-2021 Fiscal Year Police Vehicle and Equipment Project.  
Councilmember Villarreal seconded the motion, which passed unanimously.

5. Discuss/Take possible action to approve a Resolution of the Town of Hollywood Park Economic Development Corporation authorizing the 2020-2021 FY Emergency Fire Department Equipment and Tire Replacement Project and authorizing the expenditure of funds for the 2020-2021 FY Emergency Fire Department Equipment and Tire Replacement Project.

**a) Citizen Comment**

None

**b) Discussion**

None

Councilmember Trueman made a motion to approve a Resolution of the Town of Hollywood Park Economic Development Corporation authorizing the 2020-2021 Fiscal Year Emergency Fire Department Equipment and Tire Replacement Project and authorizing the expenditure of funds for the 2020-2021 FY Emergency Fire Department Equipment and Tire Replacement Project.  
Councilmember Howe seconded the motion, which passed unanimously.

6. Discuss the interest in allowing an accessory building to have plumbing for a bathroom.



a) **Citizen Comment**

An email from John and Molly Campbell of Hollywood Park was read to the City Council.

b) **Discussion**

Councilmember Trueman explained that she thinks this may be a good idea so long as the accessory building is not being rented. She believes it's worth exploring this idea and consider changing the ordinance.

Councilmember Villarreal asked who would determine if the structure is an accessory building. He does not have a problem with having a bathroom in an accessory building, however it should not be living quarters. He also does not support adding kitchens to accessory building.

Councilmember Hall stated she would like a change to the ordinance to allow bathroom facilities in the accessory building.

Councilmember Howe would like the matter to go before the Zoning Committee.

Ryan Henry, City Attorney, stated that if the Council wants to consider amending the ordinance the matter would have to go before the Hollywood Park Zoning Committee first because it is a Zoning Code.

Councilmembers agreed to have this matter be forwarded to the Hollywood Park Zoning Committee.

- XI. **EXECUTIVE SESSION** The Hollywood Park City Council may convene into a closed executive session under the designated provisions.

N/A

XII. **ADJOURNMENT**

There being no further business to come before the City Council, Mayor Murphy adjourned the meeting at 7:59 p.m..

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

  
Michael Howe  
Mayor Pro Tem

ATTEST

  
Jeannette Huggins  
Interim City Secretary

