

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, November 17, 2020  
Meeting Duration: 6:00 p.m. to 7:55 p.m.

**1. CALL TO ORDER**

*Mayor Pro Tem, Michael Howe called the meeting to order at 6:00 p.m.*

**2. ROLL CALL**

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

*Members of the City Council absent: Mayor Chris Murphy*

*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*

**3. PRESENTATIONS**

*Kelly Cowan, Public Works Director, introduced Angela Perez (Code Enforcement) to the City Council.*

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

**5. Fire Department:** *Chief Butrico reported a total of 53 calls for service for the month of October. Chief Butrico reported that he and Mayor Murphy have been working with Bexar County regarding a fire protection agreement for the new apartment complex at Brookhollow and US Hwy 281 N. They will have a meeting next month with the Bexar County Fire Marshall. The Hollywood Park FD held fire prevention classes for a total of almost 300 children. Chief Butrico advised the Santa parade is taking place December 19th.*

**6. Police Department:** *Chief Prichard reported a total of 428 calls for service for the month of October. He pointed out that the number of assaults and burglaries were low. Chief Prichard also pointed out that theft calls for service are almost double from last year's numbers. He reported that the Drug Take Back Program collected about 715 pounds collected. He also reported that a new Police Department Administrative Assistant has been selected and will start working on December 1st.*

**7. Public Works:** *Kelly Cowan reported the Voigt Center has been steady with about ten events per month. The occupancy level remains at 75. He reported that the swim team practice is going well. Kelly reported 101 Code Enforcement cases for the month of October with 98 of those cases closed. Kelly also reported that the road construction on Donella Dr. should be finished tomorrow then the crew will move to Meadowbrook Dr.. Kelly mentioned he was contacted by a resident who advised him that their neighbor was having issues getting a dumpster from Tiger Sanitation. Kelly reached out to the Tiger Sanitation Operations Manager. Tiger Sanitation was able to donate two 30-yard roll-off dumpsters to help the resident in their time of need.*

**8. Finance:** *Jeff Hinson reported the sales tax 28% below last year. Our budget is 33% below last year, but we are still in good shape. Jeff also advised that right now we have a -\$76,000.00 expenses over revenue, which will change in December and January when property taxes start to come in.*

**9. Administration Department:** *Jeannette Huggins, Interim City Secretary, reported 212 cases for the November 4th court docket. Court is still being handled primarily by telephonically but there were ten in-person appearances for this docket. Jeannette provided the Council with an update on the upgrade to the wireless microphones. The quote received for 8 wireless and rechargeable microphones was almost \$20,000.00. Jeannette stated another company will be coming in to provide a quote on this upgrade.*

**10. City Attorney:** *Attorney, Ryan Henry explained that Municipal Court is able to take phone appearances because the Supreme Court has lifted certain restrictions. Once the pandemic issue calms down it's unknown how things will end up, but those restrictions can be put back into place. Therefore, we don't know for how long we will be able to keep the current court process in place.*

**11. Mayor Pro Tem:** *Michael Howe explained he was proud of the manner in which the unsolicited material thrown in the yards of several residents was handled by the Police Department. Mayor Pro Tem thanked David Christi for coming up with the "No Place For Hate in Hollywood Park" signs.*

## I. **CONSENT AGENDA**

1. Approve the Regular Meeting Minutes for the 09/15/2020 and 10/20/2020 City Council Meetings.
2. Accept the Financial Statements as of 10/31/2020.
3. Approve the 2020 Investment Policy Ordinance.

Councilmember Trueman made a motion to approve the Consent Agenda in its entirety.

Councilmember Homburg seconded the motion, which passed unanimously.

## II. **CITIZEN PARTICIPATION:**

Nancy Swan of 316 Meadowbrook Dr. praised the help and support Kelly Cowan and Tiger Sanitation provided to one of our residents during their time of need. She expressed that because of the thoughtfulness and generosity of Tiger Sanitation, the resident was able to do what needed to be done to bring her husband home.

Tonya Cummings of 129 Grand Oak Dr. spoke regarding New Business Item #4 and Item #5. She wanted to reiterate what she said last month regarding the need to reduce the speed limit throughout Hollywood Park to 20 mph in light of the recent accident. She explained that people walk throughout Hollywood Park, not just two block ranges mentioned in the items. Tonya also commended Tiger Sanitation for their generosity.

## III. **NEW BUSINESS**

1. Discuss/take possible action concerning the authority to create and enforce financial procedures to ensure the Town has sufficient internal control. [J. Hinson]
  - a) Discussion: Jeff Hinson, City Treasurer, explained that he wants to have procedures in place streamline internal control. He also wants to control purchase orders for each department. He explained he would like for all departments to use purchase orders from a centralized area, instead of each department having their own assigned purchase orders. Jeff stated he would prepare a purchasing policy, with input from department heads, to bring back to the City Council for review and consideration. No action taken at this time.

b) Citizen Comment: None

2. Discuss/take possible action to appoint Board Members to the Economic Development Corporation for a two-year term.
  - a) Discussion: Mayor Pro Tem explained that during the last EDC Meeting the board selected two of the four candidates to recommend for appointment by the City Council. The two candidates being recommended are Duane Ramirez and Mike Moilanen.

b) Citizen Comment: None

Councilmember Villarreal made a motion to approve the two candidates recommended by Tom Sims and the EDC Board for a two-year term. Councilmember Trueman seconded the motion, which passed unanimously.

3. Discuss/take possible action to reappoint Committee Members, whose current terms have expired, to the Zoning Committee for a two-year term.
  - a) Discussion: Jeannette Huggins explained that John Cotten, Member and Alison Band, Alternate Member have terms that expired June 2020.

b) Citizen Comment: None

Councilmember Villarreal made a motion to reappoint the committee members to the Zoning Committee for a two-year term. Councilmember Trueman seconded the motion, which passed unanimously.

4. Discuss/take possible action to install pedestrian warning signs in both directions of the 100-200 blocks of Donella Drive. [M. Howe]
  - a) Discussion: Mayor Pro Tem explained that Mayor Murphy wanted this brought up for discussion and consideration.

Councilmember Villarreal explained he is not in favor of more signage.

Councilmember Trueman concurred with Councilmember Villarreal.

Councilmember Hall explained more signage wouldn't accomplish anything because people walk throughout the entire area of Hollywood Park.

Councilmember Homburg explained there are already a lot of signs. He explained that even if signs were placed at each entrance to Hollywood Park, they would not be effective as far as increasing safety.



Chief Prichard explained that warning signs become part of the landscape after time. He recommended more education for the walkers in the area. Maybe safety vests to make them more visible.

Mayor Pro Tem agreed with educating walkers.

No action taken on this item.

b) Citizen Comment: None

5. Discuss/take possible action to consider amending Sec. 70-34 of the Hollywood Park Code of Ordinances regarding Maximum Speed Limits to reduce the maximum speed limit of the 100-200 blocks of Donella Drive to 20 mph. [M. Howe]
- a) Discussion: Ryan Henry, City Attorney, explained that state law requires a traffic study by a traffic engineer. Without a traffic study the speed limit can't be changed.  
Councilmember Trueman advised that she doesn't think we need to single out this area. Speed was not a factor in the recent accident.  
Councilmember Villarreal stated he was not in favor of this because speed was not a factor in the recent accident.  
Councilmember Homburg stated he would not support lowering the speed limit in only the two-block area, as this will not address walkers throughout Hollywood Park. If we are going to lower the speed limit, to protect bicyclists and pedestrians, it should be throughout the entire town.  
No action taken on this item.
- b) Citizen Comment: None
6. Discuss/take possible action to approve the Signature Resolution for Bank Transactions for Plains Capital Bank, the official depository for all funds of the Town of Hollywood Park. [J. Hinson]
- a) Discussion: Jeff Hinson, City Treasurer, explained that Plains Capital Bank is requiring resolution this to authorize Mayor Chris Murphy, Michael Howe, Mayor Pro Tem, and Jeannette Huggins, Interim City Secretary, to sign checks and/or approve direct deposits.
- b) Citizen Comment: None

Councilmember Homburg made a motion to approve the Signature Resolution for Bank Transactions for Plains Capital Bank, the official depository for all funds of the Town of Hollywood Park.

Councilmember Trueman seconded the motion, which passed unanimously.

#### IV. **EXECUTIVE SESSION**

The City Council convened into a closed executive session under Texas Government Code § 551.071 (consultation with attorney) regarding:

1. Legal issues associated with updates to personnel policy manual and legal options available to the City Council based on any potential updates.

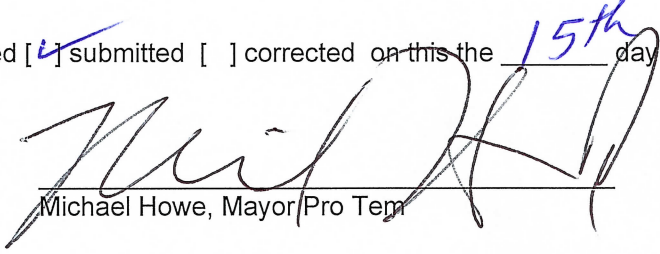
Mayor Pro Tem closed the regular session at 7:31 p.m.

The City Council reconvened into regular session at 7:55 p.m.. No action taken on this item.

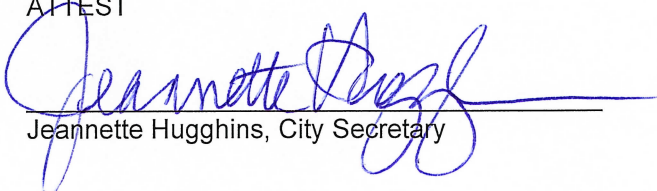
#### V. **ADJOURNMENT**

There being no further business to come before the City Council, Mayor Pro Tem, Michael Howe adjourned the meeting at 7:55 p.m.

The minutes of this meeting are approved as submitted [ ☒ ] submitted [ ☐ ] corrected on this the 15<sup>th</sup> day of December, 2020.

  
Michael Howe, Mayor Pro Tem

ATTEST

  
Jeannette Huggins, City Secretary