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, June 15, 2021
Meeting Duration: 6:00 p.m. to 9:40 p.m.

I. CALL TO ORDER

Mayor Villarreal called the meeting or order at 6:00 p.m.

II. INVOCATION:

Councilmember Michael Voorhies

III. ROLL CALL

Members of the City Council present: Mayor Oscar Villarreal, Sean Moore, Debbie Trueman, Michael Voorhies, Delaine Hall, and Glenna Pearce

Hollywood Park Staff present: City Attorney Chelsea Mikulencak, Police Chief Shad Prichard, Fire Chief John Butrico, Interim Finance Director Daisy Erspamer, Public Works Director Kelly Cowan, and City Secretary Jeannette Hugghins

IV. PRESENTATIONS

Brian Magness of Armstrong, Vaughan & Associates, P.C. presented information to the City Council regarding the FY 2019-2020 annual audit.

V. ANNOUNCEMENTS/ REPORTS/ MAYOR AND CITY EMPLOYEES

1. Fire Department: Fire Chief John Butrico reported the Fire Department responded to 75 calls for service; 22 EMS calls for service in Hollywood Park. The HPFD average response time to calls for service was 5m 33s and Acadian Ambulance Services responded to 17 calls for service with an average response time of 11m 18s. Chief Butrico spoke of a program offered to HPFD by the University of Houston School of Pharmacy, which supplements the Police Departments drug take back. For this program the HPFD has packets residents can come by to pick up. Prescription and/or non-prescription drugs can be placed in the packets, which the resident will then seal and send to the University of Houston for disposal.
2. Police Department: Police Chief Shad Prichard reported the Police Department had 494 calls for service and tickets increased. Chief Prichard informed the Council that the MOU with the City of San Antonio has been signed by all parties and went into effect last week, which means the S.T.E.P. (Selective Traffic Enforcement Program) will start back up this weekend. Chief Prichard spoke of the catalytic converter thefts occurring in the Hollywood Park and surrounding areas. The HPPD has worked with Hollywood Park Automotive, Midas, and Premier 1 Automotive to start a program in which these vendors can etch the VIN onto the catalytic converters. This service will be free to Hollywood Park residents.
3. Public Works: Public Works Department Kelly Cowan reported a total of 46 Code cases for the month May of which 39 are closed and 7 are pending; Kelly stated he is meeting with a representative of DDS regarding the installation of the acoustic panels at the Voigt Center, which is tentatively scheduled for the last week of June; Kelly also state that all repairs related to the street project should be completed within the next two weeks.
4. Finance Department: Interim Finance Director Daisy Erspamer reported she is making

progress with the bank reconciliations. Daisy also reported she has been communicating with Tyler Technologies regarding our efforts to get the Incode software system set up for pooled cash.

5. Administration Department: City Secretary Jeannette Hugghins reported the June 2nd court docket was the first in-person docket since the start of the pandemic. There were 123 cases on the docket. A total of 16 defendants who appeared in person. Jeannette addressed the pool pass sales for the month of May.
6. City Attorney: Attorney Chelsea Mikulencak stated she will be sending an email update from TML to the City Council regarding the city related bills recently passed in the legislative session.
7. Mayor Oscar Villarreal thanked everyone who helped make the Flag Day Parade possible.

VI. CONSENT AGENDA

1. Approve the Meeting Minutes for the 05/11/2021 Special City Council Meeting.

   Councilmember Trueman made a motion to approve the meeting minutes for the 05/11/2021 Special City Council meeting.
   Councilmember Moore seconded the motion, which passed unanimously

2. Approve the Meeting Minutes for the 05/18/2021 Regular City Council Meeting.
   Discussion:
   Councilmember Pearce discussed a voting discrepancy on Agenda Item #3 and that Agenda item #4 was missing some dialog. Councilmember Pearce asked that the City Attorney provide the City Council some information regarding the normal protocol for approving minutes and proposing changes to meeting minutes.
   Attorney Chelsea Mikulencak explained that we need the vote count (ayes and nays) and the items voted on. Regarding the depth of detail there really is no rule regarding that matter.
   Councilmember Pearce directed the City Council to Agenda Item #3 regarding the swimming pool lease. She explained the minutes indicate the item was voted on and passed unanimously.

   Councilmember Pearce moved to approve the minutes from the 05/18/2021 Regular City Council Meeting with the following amendment: Councilmember Trueman made the motion to approve the updated Town of Hollywood Park Swimming Pool at Voigt Park Lease Agreement to be used for pool rentals with the amendments indicated, Councilmember Hall seconded the motion and Councilmember Moore voted in favor of the motion. The motion passed with three votes, an opportunity for nay votes was not provided.
   Councilmember Trueman seconded the motion, which passed unanimously.

VII. CITIZEN PARTICIPATION

Michael Howe of 124 Cueva Lane spoke about issues involving the working relationship between Councilmember Hall and Public Works Director Cowan.
Bruce Graham of 134 Canyon Oaks spoke of a City Ordinance he was unaware of until attending an HPCA event. The Ordinance relates to the alcohol beverage permit.
Tonya Cummings of 129 Grand Oak complimented the Public Works Department as well as the Administration Department for all they do in and for Hollywood Park. She also thanked Mayor Villarreal for enlisting Daisy Erspamer to the Finance Department.

VIII. NEW BUSINESS

1. Discuss/take possible action to authorize Mayor Villarreal to sign a Letter of Engagement with Armstrong, Vaughan & Associates, P.C. for the fiscal year 2021-2022.
   a) Citizen Comment:
      None
   b) Discussion:
      Daisy Erspamer explained the cost indicated in the Letter of Engagement is the same as it was last year, which is $16,500.00.

   Councilmember Trueman made a motion to authorize the Letter of Engagement. Councilmember Moore seconded the motion, which passed unanimously.

2. Discuss/take possible action regarding the current status of the adjustments being made to the layout ofCity Hall where the squad room/break room, gym, and Police Department offices are concerned.
   a) Citizen Comment:
      None
   b) Discussion:
      Mayor Villarreal brought this item to the City Council to give Chief Prichard an opportunity to explain the status of this project.
      Chief Prichard explained to the City Council that this project is in an effort to create an employee breakroom by relocating and consolidating some of the offices from the Police Department. There have been some delays, however the contractors have indicated they will be back Friday for the breakroom completion. The Contractor will also start on some other projects related to this construction. Chief Prichard explained the plans have changed a couple of times, which has caused some delays. Chief Prichard stated he's hopeful the breakroom will be ready in the next couple of weeks, but he can't speak for the gym.
      Councilmember Pearce asked for an explanation of exactly what this project is. Chief Prichard explained there was a need identified for an employee breakroom, which stems from Public Works and Administration departments not having an area with a sink.
      Councilmember Hall explained that this matter goes back several years when the previous Mayor and Chief Prichard got together and did not include the Fire Chief before moving the detective into what had been the gym used by the HPFD. There was no plan for this change.
      Councilmember Hall explained Chief Prichard provided the City Council with a contractors bid for the gym in the amount of $27.000.00. She did not think this was possible, but later noticed the bid was only for wired for a/c, unfinished interior, and no plumbing. Since then, Chief Butrico has obtained a new bid for a gym in the amount of $69,000.00. Councilmember Hall stated she does not want to spend $69,000.00 for a gym.
      Councilmember Moore inquired about the gym that used to be located in Town Hall. Chief Prichard advised that gym was converted to office space.
      Chief Butrico explained that the Texas Commission on Fire Protection requires the fire department to have a wellness and fitness program. The HPFD's wellness and fitness program is having a gym for the FD staff to be able to work out when on duty. If they don't have a gym the FD is out of compliance with the State required wellness and fitness program. Two years ago the FD had a gym until it was taken away without consulting with the Fire Chief or Department.

Chief Prichard advised the City Council and Chief Butrico that he would be willing to relocate the gym to its original location. However, with that space being next door to his officer there would need to be time constraints for use of the gym. Chief Prichard will continue to work with the Mayor and all departments throughout the remainder of this project.

No action was taken.

3. Discuss/take possible action to approve either the purchase or lease of two new LifePak15's, Version 4,to replace our current Life Paks in the Fire Department.

a) Citizen Comment:

Del Galivan of 201 Sagecrest asked why Hollywood Park only has one ambulance company contract when there are several ambulance companies. Del Galivan also commented that since Acadian Ambulance Service she suggests inquiring if they can pass on their discount to HPFD. She also suggests asking for extra equipment in the contract.

b) Discussion:

Fire Chief Butrico explained that the Life Pak 15 is used by the fire department when they respond to EMS calls. The Like Pak 15 are used to check blood pressure, oxygen levels, carbon monoxide level, and to defibrillate someone when necessary. Chief Butrico explained that about 70% of the HPFD calls for service are EMS calls, which means that the Life Pak 15 is one of the most used pieces of equipment in the fire department. Chief Butrico explained that HPFD typically buys used Life Pak 15 units. The biggest issue with buying a used unit is that the manufacturer will not service a used outdated unit. Currently if the unit needs to be serviced it's sent out of state and the HPFD is without a Life Pak unit for weeks at a time. If purchased directly from Stryker, based out of Schertz, Texas, the maintenance is performed onsite at HPFD. If it can't be fixed on site, then a loaner Life Pak if provided by Stryker until the unit is fixed and returned. The HPFD currently has a 14-year-old Life Pak 12 unit, which is currently out of service, and they also have a 12-year-old version 1 Life Pak 15.

Councilmember Voorhies asked Mr. Lewis about the life span of the Life Pak 15 and the length of the service contract then asked Chief Butrico if there were bids from any other Vendors. Chief Butrico explained the HPFD prefers to remain with Life Pak, as it is what Acadian Ambulance Services uses as well.

Councilmember Moore asked Chief Butrico why HPFD is not going to Acadian Ambulance Services to provide HPFD with Life Pak 15's. Chief Butrico stated it's not Acadian Ambulance Services' responsibility to supply HPFD with the equipment. Councilmember Moore advised he would like the question to be posed to Acadian Ambulance Service regardless. If they would like to have continued exclusive response in Hollywood Park, would they consider providing the Life Paks.

Chief Butrico responded to Mrs. Galivan's comment by stating that most ambulance companies prefer to be the sole provider for the area.

Councilmember Voorhies stated he would like to see competitive bidding.

8:36 p.m. Attorney Mikulencak requested a brief recess and Mayor Villareal recessed the meeting.

8:47 p.m. Mayor Villarreal called the meeting to order.

Chad Lewis explained to the City Council that Life Pak is not compatible with other cardiac monitors/defibrillators.

Attorney Chelsea Mikulencak advised the City Council that there are a couple of exemptions

for procurement. Specifically in this case when other mutual aid groups are using Life Pak and only Life Pak is fully compatible with Life Pak devices, this is a situation in which a city is exempted from the standard procurement process for a purchase over $50,000.00. This would exempt this purchase from the RFP process and competitive bid.

Councilmember Hall made a motion to approve lease with the dollar ($1) buy out of two new LifePak15's Version 4,to replace our current Life Paks in the Fire Department. Councilmember Trueman seconded the motion, which passed unanimously.

IX. EXECUTIVE SESSION

None

X. ADJOURNMENT

There being no further discussion, the Mayor Villarreal adjourned the meeting at 9:40 p.m.

The minutes of this meeting were approved on this the 21 day of September, 2021.

Oscar Villarreal, Mayor

ATTEST

Patrick Aten, City Secretary

TOWN OF HOLLYWOOD ★ BEXAR CO. TEXAS