

**MINUTES  
OF THE TOWN OF HOLLYWOOD PARK  
REGULAR CITY COUNCIL MEETING  
ON TUESDAY, AUGUST 16, 2022, AT 6:00 P.M.**

**I. CALL TO ORDER**

Mayor Moore called the meeting to order 6:00 p.m.

**II. INVOCATION**

Councilmember Kounse

**III. PLEDGE OF ALLEGIANCE**

Mayor Moore led the Pledge of Allegiance.

**IV. ROLL CALL**

Members of the City Council present: Mayor Sean Moore, and Councilmembers Chester Drash, Todd Kounse, Michael Voorhies, Wendy Gonzalez, and Glenna Pearce.

**V. REPORTS / ANNOUNCEMENTS / PRESENTATIONS [1:11]**

**1. Fire Department monthly report**

- Fire Chief Butrico reported 70 calls for service in July with an average response time of 5 minutes and 48 seconds. Chief Butrico provided an update on a housefire, the fire bay expansion project, and fuel tanks construction project.

**2. Police Department monthly report**

- Sergeant Hernandez reported 530 calls for service, 372 total citations, and an update on vehicle burglaries.

**3. Public Works Department monthly report**

- Kelly Cowan reported 28 Voigt Center rentals, 78 code enforcement cases, and updates on Voigt Center rentals, street maintenance, and Voigt Park restrooms.

**4. Finance monthly report by City Treasurer**

- City Treasurer Fred Timmons provided an overview of revenues and expenditures.

**5. Administration Department monthly report by City Secretary**

- City Secretary Patrick Aten reported 12 open record requests, 47 defendants in Municipal Court, 162 permits processed, and announced the pool will be open on Labor Day.

**6. City Attorney monthly report**

- none

**7. Mayor's monthly report**

- none

**VI. CITIZEN PARTICIPATION [27:07]**

- none

**VII. CONSENT AGENDA [27:09]**

1. Approval of the Minutes for the July 13 and July 19 City Council Meetings.
2. Acceptance of the Financial Statements as of June 30, 2022.
3. Acceptance of the June 2022 Investment Report.
  - Mayor Pro Tem Pearce moved to approve the Consent Agenda. Councilmember Drash seconded the motion which passed unanimously.

**VIII. NEW BUSINESS [27:38]**

1. Discuss and consider approval of a resolution regarding board appointment procedures.
  - Patrick Aten presented the item and stated that the procedures would be posted on the city website.
  - Councilmember Gonzalez asked for EDC applicants be notified of when the EDC will meet to make its recommendations.
  - Mayor Pro Tem Pearce suggested the City Council also be notified when the applications will be going to EDC and Council.
  - Councilmember Gonzalez moved to approve the amended resolution. Councilmember Kounse seconded the motion which passed unanimously.
2. Discuss and consider approval of an ordinance regarding City Council vacancy procedures.
  - Patrick Aten presented the item.
  - Mayor Pro Tem Pearce moved to approve the ordinance. Councilmember Drash seconded the motion which passed unanimously.
3. Presentation and discussion regarding the onboarding process for new members of City Council.
  - Patrick Aten presented the item.
  - Mayor Pro Tem Pearce suggested the creation of an orientation manual for new Councilmembers.
  - Ryan Henry suggested adopting an ordinance that says new Councilmembers shall be provided an updated orientation manual created and administered by the City Secretary.
  - Councilmember Drash suggested a checklist of topics to cover with new Councilmembers without too much detail.

**IX. EXECUTIVE SESSION [1:05:37]**

1. Deliberate the evaluation and duties of the City Attorney in accordance with Section 551.074 of the Texas Government Code.
  - City Council recessed into Executive Session at 7:05 p.m. No action was taken.

The City Council reconvened into Open Session at 7:38 p.m.  
No action was taken.

**X. ADJOURNMENT**

Mayor Moore adjourned the meeting at 7:38 p.m.

The minutes of this meeting were approved on September 20, 2022.

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Sean Moore, Mayor

Attest:

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Patrick Aten, City Secretary