

MINUTES OF REGULAR
CITY COUNCIL MEETING HELD
DECEMBER 21, 2022

The City Council of Olmos Park, Texas held a regular meeting on December 21, 2022 commencing at 6:00 p.m. in the Council Chambers at City Hall. Mayor Deanna Rickabaugh presided and Council members present were Will Brooks, Erin Harrison, Kenyon McDonald and Sharon Plant. Member not present was Juliana Dusek. Staff present were City Manager, Celia DeLeon, City Secretary, Kyndra Munoz; Police Chief, Rene Valenciano; Fire Chief, Michael Goodreau; and Director of Public Works, Gilbert DeLeon. Also present was City Attorney, Richard Lindner; Hank & Carol Cornelius, 107 E. Hermosa; and Brian Magness, Armstrong, Vaughn & Associates.

Mayor Rickabaugh called the meeting to order at 6:00 p.m. and determined a quorum was present.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Rickabaugh

Citizens to be heard: This time is provided for citizens to address the Council on issues and concerns. No action can or will be taken on issues raised under this portion of the meeting. Please state your name and address for the record and limit your remarks to a period not to exceed three minutes.

There were no citizens to be heard.

Discussion and possible action on the FY2022 Audit Report

Brain Magness, Armstrong, Vaughn & Associates stated I would like to just hit a few of the highlights of the FY2022 Audit report. Page 87 represents the legal debt margin of the City and will show a total bonded debt of \$6,050,329 which is the new 2022 certificate of obligation issue. This did not really impact the City's debt margin because there are cash investments in the bank to cover the debt. Page 68 will show the proprietary fund for the sewer system of the City. In 2021, there was an operating loss of \$2,595 in the sewer fund. In 2022, there was a profit of \$112,568 which is primarily due to less maintenance of the sewer system. Page 45 and 46 represent the activity of the City's general fund versus what was budget. There was approximately a \$235,000 favorable variance in sales taxes. We have seen this across all of our municipalities in which there has been a huge economic recovery over the last year. There was a substantial increase in licenses and permits at \$239,562. The total revenue variance was \$586,447. For the expenditures, overall, they were under budget by \$6,683 and if you add this to the large favorable variance of revenues there is an overall variance of \$593,130. Page 35 will show what happened with the City's capital assets; I want to bring your attention to the construction in progress where there is an addition of the \$135,022 that represents Phase A of the sewer construction project. Lastly, page 15 and 16 will show the balance sheet of the various funds the City. There is an uncommitted fund balance of \$2,744,963 for general fund of the City. This represents about 8 ½ months of expenses in fund balance. We usually recommend at least 3-6 months so the City's general fund is in very good shape financially.

Councilwoman Plant moved to accept the FY2022 Audit Report.

Councilwoman Harrison seconded the motion.

The vote in favor of the motion was unanimous.

Discussion regarding appointment of members to the Higher Education Facilities Corporation to serve a two-year term through December 2024; take possible action.

Mayor Rickabaugh opened agenda item numbers 6 and 7 with agenda item number 5.

Councilwoman Harrison asked ideally, what would be the background for someone wanting to serve on the Higher Education Facilities Corporation?

Mayor Rickabaugh stated someone who understands bonds and public finance, or someone who is a bond lawyer. We have 2 openings on the Planning and Zoning Commission and 3 individuals who are interesting in serving. If someone is willing to serve, I would love to find a spot for them. Do we have the ability to appoint alternates to any of these Boards?

City Attorney, Richard Lindner stated for the Planning and Zoning Commission we can adjust the ordinance to create an alternate position.

Mayor Rickabaugh stated we can bring back and amend our ordinance to create an alternate position for the Planning and Zoning Commission. Even if they aren't able to vote, I feel it is very beneficial for them to attend the meetings and gain knowledge.

Councilwoman Plant move to re-appoint Dr. Gregg Anders, William Freed and James Griffin to the Higher Education Facilities Corporation to serve a two-year term through December 31, 2024. Councilman McDonald seconded the motion.

The vote in favor of the motion was unanimous.

Discussion regarding appointment of members to the Economic Development Corporation to serve a two-year term through December 31, 2024; take possible action.

Councilwoman Plant moved to appoint Keri Moses and re-appoint Councilwoman Dusek, Dr. Kenneth Kirlin and Tess Harden to the Economic Development Corporation to serve a two-year term through December 31, 2024.

Councilwoman Harrison seconded the motion.

The vote in favor of the motion was unanimous.

Discussion regarding appointment of members to the Planning and Zoning Commission to serve a two-year term through December 31, 2024; take possible action.

Councilwoman Plant moved to appoint Shawn Hatter and David Youngquist and re-appoint Shannon Collins and Richard Wolf to the Planning and Zoning Commission to serve a two-year term through December 31, 2024.

Councilwoman Harrison seconded the motion.

The vote in favor of the motion was unanimous.

Consent Items:

- a. Approve Cash Disbursements October 2022;
- b. Approve regular City Council minutes of November 16, 2022;
- c. Approve 2023 Holiday schedule;
- d. Appoint Givler Engineering as City Engineer for January 1, 2023 to December 31, 2023, pursuant to City Code Chapter 2-14(a); take possible action;
- e. Appoint Davidson, Troilo, Ream and Garza Law Firm as the City's Attorney for January 1, 2023 to December 31, 2023, pursuant to City Code Chapter 2-13(a); take possible action;
- f. Appoint Municipal Court Prosecutor and alternate Municipal Court Prosecutor for calendar year 2023; take possible action;
- g. Approve 2022 P&Z Annual Report

Councilman McDonald moved to approve consent items A through G.
Councilman Brooks seconded the motion.
The vote in favor of the motion was unanimous.

Departmental Reports: (Written reports submitted to City Council, no further discussion required, unless requested by City Council.)

- a) Police:
 - (1.) Incidents, arrests and activity during the prior and current months.
- b) Fire:
 - (1.) Fire and other service calls, activity and training activities during the prior and current months.
- c) Streets and Sanitation:
 - (1.) Monthly Report
- d) Administration:
 - (1.) Financial reports for October 2022;
 - (2.) Monthly overtime, CT, vacation, sick leave report;
 - (3.) Building Department Report;
 - (4.) Municipal Court Report
 - (5.) City Engineer Report
- e) Manager's report:
 - (1.) Discussion of written reports (if needed).

Councilman McDonald moved to approve the department reports as submitted.
Councilwoman Plant seconded the motion.
The vote in favor of the motion was unanimous.

There was no further business and the meeting was adjourned at 6:25 p.m.

Deanna Rickabaugh
Mayor

ATTEST:

Kyndra Munoz
City Secretary