

MINUTES OF REGULAR
CITY COUNCIL MEETING HELD
AUGUST 21, 2024

The City Council of Olmos Park, Texas held a regular meeting on August 21, 2024 commencing at 6:00 p.m. in the Council Chambers at City Hall. Mayor Erin Harrison presided and Council members present were Adam Harden, Will Brooks, Kenyon McDonald, and Juliana Dusek. Not present was Sharon Plant. Staff present were City Manager, Celia DeLeon; City Secretary, Hilary Pickard; Fire Chief, Michael Goodreau; Police Chief, Fidel Villegas; Director of Public Works, Gilbert DeLeon; Police Lieutenant, Hector Ruiz. Also present was City Attorney, Daniel Santee; Martie Simpson with TML; Clifford Dorn; and Chris Pal-Freeman

Mayor Harrison 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 Harrison.

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 on 2025 proposed budget, announce 2024 proposed tax rate, set Public Hearing date on the proposed tax rate and public hearing date for the municipal Fiscal Year 2025 budget

Councilwoman Dusek moved to set the Public Hearing date on the proposed tax rate and public hearing date for the municipal Fiscal Year 2025 Budget for Wednesday, September 18, 2024 at 6:00 p.m.

Councilman McDonald seconded the motion.

The vote in favor of the motion was unanimous.

Adopt Resolution 2024-08 setting preliminary Maximum Tax Rate for Fiscal Year 2024-2025 and other matters in connection therewith

Mayor Harrison explained that the proposed Maximum Tax Rate for the M&O is 0.446814 and the I&S is 0.053538 for a total Maximum Tax Rate of 0.500352 which is the voter approval rate.

Councilwoman Dusek moved to approve Resolution 2024-08, setting the preliminary max tax rate at 0.500352.

Councilman McDonald seconded the motion.

The vote in favor of the motion was unanimous.

Presentation by Police Chief, Fidel Villegas, and Dr. Dorn on Operation Safe Shield, providing the installation of bullet proof glass for patrol vehicles

Dr. Dorn spoke and introduced himself and provided Council with a presentation on Operation Safe Shield. Dr. Dorn explained that they are a 501 (c)(3) that was started in September of 2021 due to separate incidents in which two Police Officers from different areas were both shot through the window of their vehicle, with one losing their life. Dr. Dorn explained that this is a fundraising operation with no charge to the City for their services. Dr. Dorn asked that the Olmos Park community please consider donating to Operation Safe Shield, and stated that they have a website where individuals are able to donate the amount of their choice. Councilman McDonald asked what type of glass is used, and Dr. Dorn stated that it is one-way glass level 3A, and that it allows officers time to respond to gunfire. Mayor Harrison asked how long the turnaround time is for this type of glass to be installed into our Police vehicles, and Dr. Dorn explained that it usually takes about 6-8 weeks to receive the glass and one day to install it. Dr. Dorn also stated that the glass has no effect on the warranty of the vehicle. Councilman McDonald suggested that the City include information about Operation Safe Shield into the weekly newsletter that is distributed to the community each week.

Discussion and possible action on drafting an Ordinance to impose parking restrictions during construction, remodeling of homes and organized events

Mayor Harrison explained that this item will be tabled for discussion and possible consideration of an Ordinance at a future City Council meeting. City Attorney, Daniel Santee, recommended getting information from both the Police Chief and Fire Chief in order to get a better understanding of the most appropriate way to move forward with this item.

Discussion regarding possible amendments to the Policy on Tasking the City Attorney or Engineer

Mayor Harrison explained that this item will be tabled for discussion at a future City Council meeting.

Discussion and possible action authorizing the City's participation in the DEA program and execution of the program participation contract

It was the decision of Council to table this item until the next City Council meeting when a full Council is present and additional information has been obtained. Police Chief Villegas stated that he would collect information from various surrounding cities to present to Council next month.

Discussion and possible action on outsourcing Human Resources for the City

Mayor Harrison explained that this item is being considered to improve processes instead of continuing to include this duty as part of the City Secretary's duties. Mayor Harrison also explained that if the City decides to outsource HR services, it would be temporary. Councilman McDonald inquired about costs of outsourcing HR services through ADP, which is the company that the City uses to process payroll, and Mayor Harrison explained that pricing is included in each Councilmember's packets for review and consideration. Councilman Harden also suggested considering an HR company that he is familiar with and has experience with and stated that he would provide information about the company. No action was taken.

Discussion and possible action to adopt Ordinance 2024-06, amending City Code, Chapter 8, to prohibit the pulling of building permits by contractors or other persons who owe an outstanding balance on permits

Councilman McDonald moved to adopt Ordinance 2024-06 as submitted.

Councilman Harden seconded the motion.

The vote in favor of the motion was unanimous.

Discuss matters relating to the process for hiring a City Manager; take possible action to form a City Manager Search Committee

Mayor Harrison explained that a job posting for the City Manager position is in the process of being created, and that at this time, the organization of a search committee needs to be formed to review potential candidates. Councilman Brooks suggested that the committee include the Mayor, Police and Fire Chief, as they will work closely together on a day to day basis. Mayor Harrison also recommended including a second Council member to the committee, as well as a member of the community. Mayor Harrison stated that several former Mayors have expressed interest in being on the committee. Councilman McDonald volunteered as the second member of Council to be on the committee as well. Mayor Harrison explained that Lauron Fischer with Porchlight Insights will also be involved in assisting the City with the job posting.

Discussion and possible action on appointment of member to the Planning and Zoning Commission to serve the remaining term through December 2025

Mayor Harrison explained that the former Chair of the Planning and Zoning Committee, Adam Harden, was appointed to City Council Place 1, vacating a place on the Planning and Zoning Commission and that we have received an application from resident, Walter Goff. Council reviewed Mr. Goff's application.

Councilman Harden made a motion to appoint Walter Goff to the Planning and Zoning Committee to serve the remaining term through December 2025.

Councilman McDonald seconded the motion.

The vote in favor of the motion was unanimous.

Appoint a Committee of City Council members to review auditor's RFP's and make a recommendation to the City Council at the September regular City Council meeting

City Secretary, Hilary Pickard, stated that the City received one RFP from Armstrong, Vaughan & Associates and presented it to Council. Mayor Harrison explained that since only one RFP was received, the formation of a committee would not be necessary, and that a Resolution would be adopted at the September City Council meeting to appoint Armstrong Vaughan & Associates to conduct the City's annual fiscal audit.

Discussion and possible action authorizing the Interim City Manager to enter into an agreement with Texas Municipal League Financial Services Bootcamp to provide services to assist with the Fiscal Year 2025 Budget

Mayor Harrison explained that with the recent retirement of Olmos Park's City Manager, this service would be beneficial to the City in the way of assisting staff with successfully finalizing and passing the FY2025 Budget. Martie Simpson with TML Financial Bootcamp spoke and introduced herself, and stated that she is the newly appointed Assistant Director of City Financial Services with TML. Ms. Simpson provided background on the

different services that TML provides for cities throughout Texas, explaining that their main purpose is to come to cities that are in need of assistance with improving financial processes and policies and tailor their approach to fit the various specific needs of each city they work with. Ms. Simpson also explained that the number of hours included in TML's contract are flexible and may be set by the City, depending on how much assistance we require.

Councilwoman Dusek moved to authorize the Interim City Manager enter into an agreement with TML Financial Services Bootcamp to provide their services and assist the City with the remainder of this Fiscal Year.

Councilman McDonald seconded the motion.

The vote in favor of the motion was unanimous.

Discussion and possible action on TexPool Resolution Amending Authorized Representatives

Councilman McDonald asked the Mayor's opinion on this item and Mayor Harrison suggested that Council adopt this resolution. Mayor Harrison noted that her email address needed to be corrected on the existing document, and that this is Resolution 2024-09.

Councilman Brooks made a motion to approve TexPool Resolution 2024-09 amending authorized representatives.

Councilman McDonald seconded the motion.

The vote in favor of the motion was unanimous.

Discussion and possible action on LOGIC Resolution changing authorized representatives for Local Government Investment Cooperative

Mayor Harrison stated that this is Resolution 2024-10.

Councilman McDonald made a motion to approve LOGIC Resolution 2024-10 changing authorized representatives for Local Government Investment Cooperative.

Councilman Harden seconded the motion.

The vote in favor of the motion was unanimous.

Consent Items:

- a. Approve Cash Disbursements August 2024;
- b. Approve regular City Council minutes of August 21, 2024;
- c. Excuse Councilwoman Juliana Dusek from attending the regular City Council meeting on August 21, 2024;
- d. Excuse Councilwoman Sharon Plant from attending the special and regular City Council meeting on August 21, 2024

Councilman McDonald made a motion to approve Consent Items A-D.

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 June 2024;
 - (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).

Mayor Harrison inquired about the monthly overtime, CT, vacation and sick leave report, as the numbers did not seem to be up to date.

Councilman Brooks made a motion to approve Departmental Reports A-E.
Councilman McDonald seconded the motion.
The vote in favor of the motion was unanimous.

Executive Session

The City Council will meet in closed session for consultation with legal counsel pursuant to Texas Government Code Section 551.071 on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter; to wit: to advise the City Council on the legal aspects of a completed investigation of a personnel matter and options in connection therewith.

Councilman Brooks made a motion to adjourn into Executive Session.
Councilman McDonald seconded the motion.
Mayor Harrison opened Executive Session at 7:25 p.m. All members of Council and City Attorney, Daniel Santee, were present in Executive Session.

Open Session

Mayor Harrison closed Executive Session and reconvened into regular session at 8:01 p.m. There was no action taken in Executive Session.

Announcements and requests from Council members for future agenda items

Mayor Harrison reminded Council to please register to attend the training that will be held by our legal firm, Denton Navarro Rodriguez Bernal Santee & Zech on September 13, 2024. Council also congratulated Fire Chief, Michael Goodreau, on his new position as Interim City Manager.

Councilman McDonald made a motion to adjourn the City Council meeting.
Councilwoman Harden seconded the motion.
The vote in favor of the motion was unanimous.

There being no further business, the meeting was adjourned at 8:08 p.m.

Erin Harrison
Mayor

ATTEST:

Hilary Pickard
City Secretary