

MINUTES OF REGULAR
CITY COUNCIL MEETING HELD
DECEMBER 18, 2024

The City Council of Olmos Park, Texas held a regular meeting on December 18, 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 Sharon Plant. Absent was Julian Dusek. Staff present were Interim City Manager, Michael Goodreau; City Secretary, Hilary Pickard; Fire Department Captain, Tomas Montes; Police Chief, Fidel Villegas; and Public Works Director, Gilbert DeLeon. Also present was City Attorney, Megan Santee; and residents Deanna Rickabaugh, Walter Goff and Brian Arriaga.

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.

Resident Brian Arriaga spoke and expressed concern about the number of vehicular break ins that have taken place throughout Olmos Park recently. Mr. Arriaga noted that the Olmos Park Police Department has been doing a great job of patrolling, and that he has cameras installed on his home that have caught some of the activity. He asked that Council and City staff exploring alternative solutions to better surveillance the City, especially during holidays, in the near future.

Discussion and possible action on adopting Resolution 2024-20 amending the City Facilities and Parks Use Policy

Interim City Manager, Michael Goodreau, explained that this item has been brought back to Council for consideration, although he feels that it may be best to review further, especially in regard to the general liability insurance portion that would be required. City Attorney, Megan Santee, explained that their law firm will be able to provide a variety of templates of different waivers for individuals that apply for use of City facilities and parks if Council chooses to do so. After brief discussion, it was the decision of Council to direct the Interim City Manager to work with the City Attorney to tweak the draft of the policy to be more specific. Councilwoman Plant made a motion to table this item and bring it back for discussion at the January Council meeting. Councilman McDonald seconded the motion. The vote in favor of the motion was unanimous.

Discussion and possible action on Ordinance 2024-13 amending the Budget of the City of Olmos Park, Texas, for The Fiscal Year beginning October 1, 2024, and ending September 30, 2025 by allocating remaining ARPA Funds

Interim City Manager Goodreau explained that the American Rescue Plan Act funds are required to be spent or allocated prior to December 31, 2026. He stated that the City has

utilized these funds on purchases such as a new HVAC system for City Hall, cameras for the Police Department and holiday pay, and that the remaining balance as of now is \$48,702.00. Mr. Goodreau explained that another portion of these funds were allocated for the purchase of a new vehicle for the Police Department and also stated that if the funds are not spent, they will be allocated back to the general fund and will eventually be put into transfers and reserves. Councilwoman Plant made a motion to approve Ordinance 2024-13, amending the Budget of the City of Olmos Park, Texas, for The Fiscal Year beginning October 1, 2024, and ending September 30, 2025 by allocating remaining ARPA Funds. Councilman McDonald seconded the motion. The vote in favor of the motion was unanimous.

Discussion and possible action on Ordinance 2024-14 amending the Budget of the City of Olmos Park, Texas, for The Fiscal Year beginning October 1, 2024, and ending September 30, 2025, reassigning an existing Patrol Officer in the Police Department to the rank of Corporal

Council asked Police Chief, Fidel Villegas, to speak on this item, and he explained that this request is regarding the Patrol Officer that is participating in the DEA program, and that since he will be conducting investigations and involved in special assignments while he is with the DEA, this new title of Corporal will assist in garnering support from other agencies and will make it easier for him to get a foot in the door in many instances while in the program. Councilwoman Plant inquired about when the officer will be starting with the DEA and Chief Villegas stated he will be starting in early February of 2025. Chief Villegas also emphasized that the training the officer will obtain while with the DEA will put him above the level of Patrol Officer when he returns to Olmos Park at the end of the program. Mayor Harrison asked about the grant received by the Police Department and whether this change would impact how this would be applicable and he explained that it would not. Councilwoman Plant made a motion to approve Ordinance 2024-14 amending the Budget of the City of Olmos Park, Texas, for The Fiscal Year beginning October 1, 2024, and ending September 30, 2025, reassigning an existing Patrol Officer in the Police Department to the rank of Corporal. Councilman McDonald seconded the motion. The vote in favor of the motion was unanimous.

Discussion and possible action to appoint members to the Planning and Zoning Commission to serve a two-year term through December 31, 2026; take possible action

Interim City Manager Goodreau explained that currently, there are four members of the Planning & Zoning Commission that have terms expiring on December 31, 2024, and that member Shannon Collins is not eligible for reappointment because her limit of three consecutive terms is up. He stated that the other three members are willing to serve another term. Mayor Harrison noted that one of the members has missed three out of the four meetings that took place in the past year which is concerning. Council discussed possibly amending the City code related to the term length for members of the Planning & Zoning Commission and Mr. Goodreau stated that this could be brought back to the January 2025 Council meeting with an Ordinance to amend the terms. Mayor Harrison stated that the City Secretary will need to send out correspondence to the community advertising the current vacancy, and that Council will review applications and appoint members at the next meeting. Mr. Goodreau confirmed that he would work with the City Attorney to bring an Ordinance back next month. Councilwoman Plant made a motion to appoint members to the Planning and Zoning Commission to serve a two-year term

through December 31, 2026 with direction to the Interim City Manager to work with legal to bring an amended Ordinance back for review and approval. Councilman McDonald seconded the motion. The vote in favor of the motion was unanimous.

Consent Items:

- a. Approve Cash Disbursements November 2024;
- b. Approve regular City Council minutes of November 20, 2024 and Special City Council minutes of December 16, 2024;
- c. Approve 2025 Municipal Holiday Schedule
- d. Appoint Municipal Court Prosecutor and alternate Municipal Court Prosecutor for calendar year 2025; take possible action;
- e. Appoint Givler Engineering as City Engineer for January 1, 2025 to December 31, 2025, pursuant to City Code Chapter 2-14(a); take possible action;
- f. Appoint Denton Navarro Rodriguez Bernal Santee & Zech as the City's Attorney for January 1, 2025 to December 31, 2025, pursuant to City Code Chapter 2-13(a); take possible action
- g. Approve 2024 P&Z Annual Report

Councilwoman Plant made a motion to approve Consent Items A-G. Councilman McDonald 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 September 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)
- F) City Board Reports

Councilwoman Plant asked Chief Villegas to address whether the Police Department has been providing extra holiday patrol because there is concern about the recent break-ins that have been occurring recently. Police Chief Villegas stated that the Police Department is conducting extra holiday patrol, to include having officers canvas surrounding homes within the City, and also explained that many residents have been willing to share their home security camera footage to assist as needed. Chief Villegas stated that most of the vehicular break ins that have taken place are due to vehicles being unlocked and/or having valuables left inside them. Council requested to have information sent out to the community reminding residents of the importance of ensuring that their vehicles are locked and secured. Councilman McDonald made a motion to approve Departmental Reports A-F. Councilwoman Plant seconded the motion. The vote in favor of the motion was unanimous.

Announcements from Council members

Mayor Harrison requested that an item be included on January's Council agenda regarding the Beautification Project. Councilman Brooks requested that Chief Villegas circle back regarding the bullet proof windshield option for Patrol vehicles to possibly implement that in the future. Councilwoman Plant requested that an update from Givler Engineering be provided at the January 2025 Council meeting.

There being no further business, Councilman McDonald made a motion to adjourn the meeting. Councilwoman Plant seconded the motion. The vote in favor of the motion was unanimous, and the meeting was adjourned at 6:57 p.m.

Erin Harrison
Mayor

ATTEST:

Hilary Pickard
City Secretary