

MINUTES OF REGULAR  
CITY COUNCIL MEETING HELD  
JULY 17, 2024

The City Council of Olmos Park, Texas held a regular meeting on July 17, 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, Juliana Dusek and 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; Patrol Officer, Jarrod Tubbs; and Lieutenant, Albert Guadiano. Also present was City Attorney, Daniel Santee; and residents Chris Pal-Freeman, Jennifer and Abigail Parascand, Rodrigo and Lisabella Fullmer, Jennifer and Elsa Robelo and Nicole Greenberg.

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 and possible action on a Resolution finding a public purpose and authorizing the use of Alameda Circle by the Olmos Park Youth Commission for the annual pumpkin carving and Light the Circle events

Jennifer Parascand introduced herself and stated that she is a Board Member of the Olmos Park Youth Commission. She explained that the Olmos Park Youth Commission is present as a community organization and are requesting use of the Alameda Circle and City Hall for several community events throughout the year. Mrs. Parascand listed the events and requested use of Alameda Circle for the annual pumpkin carving event, use of City Hall for the day of service potluck for City employees, use of Alameda Circle for the annual light Olmos Park event, and use of City Hall for poinsettia delivery and distribution. Councilwoman Plant asked if the Resolution requires changes to include each event, as well as the dates. City Attorney, Daniel Santee, stated that the Resolution may be edited to include the additional information and may be passed as is.

Councilwoman Plant made a motion to pass the Resolution with the required additions. Councilman McDonald seconded the motion.  
The vote in favor of the motion was unanimous.

Discussion and possible action on setting a date for City Council training and topics to review

Mayor Harrison explained that this item is a follow up from the June City Council meeting. Councilwoman Dusek suggested to wait until early October to hold City Council training. City Attorney Santee encouraged Council to attend the DNRBZ legal conference in September as well and Council agreed. After brief discussion, it was the decision of Council to tentatively set a date for training on October 2<sup>nd</sup> at 4:00 p.m. No action was taken.

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

Each Council member provided their input on their consideration of the City's participation in the DEA program and execution of the program participation contract. Council stated that they would like additional budget numbers and information before committing to participation.

Councilwoman Plant made a motion to postpone this agenda item until the August City Council meeting.

Councilman McDonald seconded the motion.

The vote in favor of the motion was unanimous.

Discussion and direction on a possible amendment to the City Code that would prohibit the pulling of building permits by contractors or other persons who owe an outstanding balance on existing building permits

Councilwoman Dusek recommended adding an amendment to our current City Ordinance to include the necessary verbiage. There was brief discussion among Council.

Councilwoman Plant made a motion to amend the City Code, Chapter 8, related to building permits to add verbiage to prohibit the pulling of permits by contractors or other persons who owe an outstanding balance on existing building permits.

Councilman McDonald seconded the motion.

The vote in favor of the motion was unanimous.

Discussion and direction on the installation of a Sound Wall in the City; review past research done on Sound Walls

Mayor Harrison provided background information on past interest of Council and residents in the installation of a Sound Wall within the City and explained that based on the desired location of this barrier, it would be funded by TxDOT. Councilman McDonald explained that the formation of a committee was started at one point but did not ever come to fruition, and he suggested that the City wait until the completion of Budget season to move forward with making a final decision. Mayor Harrison and Councilwoman Dusek suggested that the City get our name on TxDOT's list for consideration as a starting point. Councilwoman Dusek inquired about whether one of the other City Boards may be able to assist with this initiative and Councilman Harden stated that the Planning and Zoning Commission may be able to, and also suggested forming a committee to include a subcommittee to study specific issues related to the Sound Wall.

Councilwoman Dusek made a motion to recommend that the Planning and Zoning Commission consider the study of a Sound Wall in the City.

Councilman McDonald seconded the motion.

The vote in favor of the motion was unanimous.

Consent Items:

- a. Approve Cash Disbursements June 2024;
- b. Approve regular City Council minutes of June 19, 2024;
- c. Approve Armstrong, Vaughan & Associates engagement letter to perform the City's annual FY 2024 audit

Councilwoman Dusek asked that, since the City has been using the same Auditor for several years now, if it would be a good idea to possibly use a different company, and City Manager DeLeon stated that an RFP could be published for services. Council was in agreement.

Councilwoman Dusek made a motion to approve Consent Items A-B, and amend Item C to authorize an RFP for audit services.

Councilwoman Plant 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).

Councilwoman Dusek 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 its attorney pursuant to Texas Government Code, Sec. 551.071, to receive legal advice 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 conflicts with the Texas Open Meetings Act, on the following topics:

Claim Number EHV2051 related to T Construction and third party damage claims.  
Pending personnel complaint against City Manager DeLeon.

The City Council will meet in closed session for deliberation pursuant to Texas Government Code, Sec. 551.074, Personnel Matters, on the following topics:

To evaluate the City Engineer

Pending personnel complaint against City Manager DeLeon (City Manager DeLeon may request that deliberation be held in the public meeting).

Interim City Manager options and process for filling city manager vacancy.

Mayor Harrison opened Executive Session at 6:44 p.m. All members of Council and City Attorney, Daniel Santee, were present in Executive Session.

#### Open Session

Discuss and possible action on items discussed in executive session

Discussion and action on the acceptance of the retirement of City Manager Celia DeLeon, effective August 15, 2024.

Discussion and possible action related to item B(3).

Discussion and possible action related to item A(1).

Discussion and possible action related to item B(1).

#### Open Session

Discuss and possible action on items discussed in executive session

Discussion and action on the acceptance of the retirement of City Manager Celia DeLeon, effective August 15, 2024.

Discussion and possible action related to item B(3).

Discussion and possible action related to item A(1).

Discussion and possible action related to item B(1).

Mayor Harrison closed Executive Session and reconvened into regular session at 8:00 p.m. There was no action taken in Executive Session.

Councilwoman Dusek made a motion to accept item 12 A (1), the retirement of City Manager, Celia DeLeon, effective August 15, 2024; to accept item 11 B (3), for Interim City Manager options and process for filling City Manager vacancy and setting follow up discussion with Lauron Fischer at PorchLight Insights. No action was taken on item 11 B (1).

Councilwoman Plant seconded the motion.

The vote in favor of the motion was unanimous.

Announcements and requests from Council members for future agenda items

Councilman McDonald requested an Executive Session at a future City Council meeting to review the City Attorney. Councilwoman Dusek requested a discussion relating to the City's dispatch services to get a better understanding. Mayor Harrison asked for input from Council on setting a date and time for the next budget workshop, and Council decided to meet before the August 21<sup>st</sup> regular City Council meeting at 4:00 p.m.

Councilman McDonald made a motion to adjourn the City Council meeting.  
Councilwoman Dusek 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.

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Erin Harrison  
Mayor

ATTEST:

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Hilary Pickard  
City Secretary