

MINUTES OF REGULAR
CITY COUNCIL MEETING HELD
NOVEMBER 20, 2024

The City Council of Olmos Park, Texas held a regular meeting on November 20, 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 Interim City Manager, Michael Goodreau; City Secretary, Hilary Pickard; Fire Department Lieutenant, Christina Derringer; Firefighter, Danilo Molina; Police Chief, Fidel Villegas; and Public Works Foreman, John Caballero. Also present was City Attorney, Daniel Santee; City Planner, Amanda Padilla; Lauron Fischer with Porchlight Insights; David Givler with Givler Engineering; Deanna Rickabaugh; Marcela Sandoval, owner of Luna's Doggy Daycare; and Karina Villa and Andres Gonzalez, PR Representatives for Rex Finance, LLC.

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.

No citizens spoke at this time.

Public Hearing on a request for a Special Use Permit for property located at 4721 McCullough Ave in the Local Retail District

Mayor Harrison opened the Public Hearing at 6:02 p.m. No representatives for the property located at 4721 McCullough Ave spoke at this time. Mayor Harrison closed the Public Hearing at 6:11 p.m.

Discussion and possible action to adopt Ordinance 2024-12 approving a Special Use Permit for the property located at 4721 McCullough Ave in the Local Retail District

City Planner, Amanda Padilla, spoke and explained that this item is pertaining to a Special Use Permit request for Luna's Doggy Daycare and that the City's current code requirements require that if the use is not specified within the zoning district, the applicant is required to apply for a special use permit, which comes before the planning and zoning commission and the City Council for final approval or denial. Ms. Padilla provided Council with a PowerPoint presentation and staff report that outlined the specifics of the request, and explained that the Planning & Zoning Commission recommended that City Council approve this request with no conditions. Councilman Brooks stated that when he came to this meeting, he was in support of the request after reading the recommendations provided by the Planning & Zoning Commission; however, after hearing the comments and intention of the usage, he has concerns regarding what benefit this business would

provide the City with, being that it would not conform with the City's Beautification Plan or bring revenue to the City. Councilwoman Dusek and Councilman McDonald expressed concern, stating that there are currently similar businesses that exist and provide the same services. Council expressed that their intention is not to discourage new businesses from opening; however, the purpose of the existing master plans for the McCullough corridor are in place in part to be a source of income for the City, which this business would not be able to do.

Councilwoman Plant made a motion to deny the Special Use Permit for the property located at 4721 McCullough Ave. Councilman McDonald seconded the motion. The vote in favor of the motion was unanimous.

Presentation by David Givler, City Engineer, with discussion and direction from City Council on proposed costs to conduct drainage studies related to the following areas:

- a. Northwest blocks of Paseo Encinal St, Paloma Dr, E Mandalay and Mariposa
- b. West block of E Hermosa
- c. Intersection of Vassar and Shook Ave
- d. 321 Thelma Dr

Councilwoman Plant noted that one of the items should include Hillside Dr. Mr. David Givler with Givler Engineering spoke and provided Council with a PowerPoint presentation that he reviewed. Mr. Givler explained the first slide and stated that this includes the northwest blocks of Paseo Encinal, Olmos Dr, East Mandalay, and Mariposa. He explained that the shaded area shows the portion of the City that drains through those streets. He explained that Givler Engineering calculates the amount of runoff that goes through those areas and then they trace it mainly through the streets and figure out how it splits and flows in different directions at the intersections. They then look at how each one of those streets, how much water they'll be carrying and where water leaves the street and then it's private property. Mr. Givler explained that the extent of that shaded area shown is what they base their metrology calculations on, which is how they determine how much runoff will be in those streets based on that drainage area. Mr. Givler continued to the next slide and stated that basically, the drainage area is almost 142 acres in the shaded area. He explained that it goes from the top of the page to the bottom and shows drainage from the south to the north. Mr. Givler stated that there's a suspicion about the amount of flow that goes down the alley that's in line with the street, and that part of what needs to be done is look at all of the water that runs to that area and make sure that the storm drain has enough capacity. He went on to say that if Givler Engineering implements the fixes that we are thinking about, it would actually solve the problem. If the storm drain is backing up there, then adding some inlets is not going to help. Council asked if it would take two months for Givler to perform the studies required and Mr. Givler confirmed that it would, and that Givler Engineering would provide the City with the status of the study as well as the costs. Councilwoman Dusek made a motion to approve Givler Engineering to conduct a study on the proposed designated areas throughout the City. Councilman Harden seconded the motion. Councilwoman Plant abstained from voting. The vote in favor of the motion was unanimous.

Discussion and possible action on adopting Resolution 2024-14 to amend the policy on tasking the City's contractual service providers

Interim City Manager, Michael Goodreau, provided Council with background information related to the origin of the request to update this Policy, as well as the reasoning associated with it, and stated that the original Policy was developed in 2011 and that City staff has collaborated with the City Attorney to address and improve several concerns within the Policy and amendments that needed to be made. Mr. Goodreau explained that the intent is to permit the City Manager to continue to manage and administer City funds appropriately as well as to maintain accountability related to City services and the costs associated. Mr. Goodreau explained that the updated Policy allows for the process of requests to come to the City Manager or Mayor, who could engage tasks and allow the City Manager to task based on the Council's direction and the vision that's set for these services. He stated there have been circumstances where the Mayor is going to need to engage directly, specifically in circumstances where the City Manager may not be available to do so or may not be appropriate. Also, when the Council has requests to engage, the plan would be for that to be brought forward and then that information, if deemed appropriate, would be passed to the City's legal team, and then legal would reach so that communication is more streamlined, and the City could continue to remain fiscally conservative and monitor the process also as far as that mechanism in the event something that needs to go to the Council as a complete body when the City Manager would also be aware of that and be able to communicate that back to the Council as a whole so that we're not duplicating efforts and costs. Councilwoman Plant made a motion to approve Resolution 2024-11 to amend the Policy on tasking the City's contractual service providers. Councilman McDonald seconded the motion. The vote in favor of the motion was unanimous.

Discussion and possible action to adopt the City of Olmos Park Beautification Fund Policy by Resolution 2024-15

Councilwoman Plant made a motion to approve Resolution 2024-15 adopting the City of Olmos Park Beautification Fund Policy. Councilwoman Dusek seconded the motion. The vote in favor of the motion was unanimous.

Discussion and possible action on adopting Resolution 2024-16 amending the employee Gift Policy

Mr. Goodreau explained that the original Policy was developed in 2011, and in response to recent legislative changes and local practices, there are changes that need to be made to the Personnel Policy Manual that include the creation of a formal Stability Pay Fund program to recognize employees during the holiday season, in line with the local annual tradition of accepting gifts and donations, subject to Budget appropriation. He explained that City employees typically receive an estimated amount of \$300.00 per employee in the form of money, and that this updated Policy will enhance employee engagement, ensure local compliance and promote fairness in City operations going forward.

Consent Items:

- A. Approve Cash Disbursements October 2024;
- B. Approve regular City Council minutes of October 16, 2024;
- C. Adopt Resolution 2024-17 approving updated City Investment Policy
- D. Approve Resolution 2024-18 approving the 2024 Tax Roll as required by Section 26.09(c) of the State Property Tax Code
- E. Adopt Resolution 2024-19 approving a Policy Preventing the Use of Prohibited Technology and Covered Applications

Councilwoman Plant inquired about the purpose of Resolution 2024-19 approving a Policy Preventing the Use of Prohibited Technology and Covered Applications and City Attorney, Daniel Santee, stated that this Resolution will require an amendment to include this item into the City Personnel Policy Manual, but that the Resolution may be approved at this time. Councilwoman Plant made a motion to approve Consent Items A-E. Councilwoman Dusek 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)

Councilwoman Plant made a motion to approve Departmental Reports A-E. Councilwoman Dusek seconded the motion. The vote in favor of the motion was unanimous.

Announcements from Council members

Councilwoman Dusek inquired as to whether the Police Department will be providing additional patrol during the holidays. Councilwoman Plant asked whether the City has a Policy or Ordinance related to the monitoring and/or removal of junk vehicles because she has noticed several throughout the City. Councilwoman Plant also thanked the Police

and Fire Department for their hard work and dedication during this difficult time in handling the ongoing investigation. Councilman McDonald made a final comment stating that it was unfortunate that it was the decision of Council to deny the request for the Special Use Permit for the property located at 4721 McCullough Ave; however, it was solely done in the best interest of the City.

There being no further business, Councilwoman Plant made a motion to adjourn the meeting. Councilwoman Dusek seconded the motion. The vote in favor of the motion was unanimous, and the meeting was adjourned at 7:19 p.m.

Erin Harrison
Mayor

ATTEST:

Hilary Pickard
City Secretary