

**MINUTES OF THE CITY COUNCIL MEETING  
OF THE CITY OF GLENN HEIGHTS, TEXAS**

**JULY 7, 2015**

**STATE OF TEXAS** \*  
**COUNTIES OF DALLAS AND ELLIS** \*  
**CITY OF GLENN HEIGHTS** \*

On the 7th day of July, 2015 the City Council of the City of Glenn Heights met in a regular meeting at the Glenn Heights City Hall in Glenn Heights, Texas located at 1938 S. Hampton Road with the following members present:

**CITY COUNCIL:**

Leon Tate	*	Mayor
Tony Bradley	*	Mayor Pro Tem
Kathy Dixon	*	Council Member
Elizabeth Cox	*	Council Member
Glenn George	*	Council Member

**STAFF:**

Aretha Ferrell-Benavides	*	City Manager
Othel Murphree	*	City Secretary
David Hall	*	Managing Director
Phillip Prasifka	*	Chief of Police
Michael Aguilera	*	Director of Finance
Kacye Harvey	*	Administrator-Organizational Development
Mari Corbitt	*	Assistant City Secretary
Lauren Gray	*	Community Engagement

**CONSULTANTS:**

Whitt L Wyatt	*	City Attorney's Office
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**Absent:**

Arleen Layne	*	Council Member
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Mayor Tate called the meeting to order at 7:03 p.m.

**INVOCATION:** Mr. John Guerra gave the invocation.

**PUBLIC COMMENT:**

Mallory Martin, of Kimley Horn, addressed Council on behalf of Wal-Mart, stated due to the future widening of FM 664 by TxDOT; construction of the Neighborhood Wal-Mart at

the northeast corner Ovilla and Hampton Road is being delayed until road construction is complete. Thus, Wal-Mart would like to delay the extension of their application and will resubmit once a clearer timeline of FM 664 construction has been completed.

**CONSENT AGENDA:** Items listed under the consent agenda, are considered routine and are generally enacted by one motion. There will not be separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

1. Consider and approve the City Council Minutes for June 2, 2015 and June 16, 2015.

Councilwoman Dixon moved to approve the City Council Minutes for June 2, 2015 and June 16, 2015. Mayor Pro Tem Bradley made the second. The motion carried with the following vote:

**VOTE:**        5        **Ayes** – Bradley, Dixon, Tate, Cox, and George

## **AGENDA**

### **NEW BUSINESS:**

2. Discuss and consider an Ordinance establishing Dormancy Requirements for Development Projects.

City Attorney, Whitt Wyatt presented an Ordinance of the City of Glenn Heights, amending Chapter 10, Article 10.01 of the Glenn Heights Code of Ordinances to add Division 1 “Development Expiration Dates” containing:

A penalty of fine not to exceed five hundred dollars (\$500.00).

An individual permit for a development project shall expire if, after a period of two years subsequent to the permit application being filed with the City, no progress has been made towards completion of the project. Should any other provision of this Code or applicable law provide a shorter expiration period for a particular permit, the law providing for the shorter expiration period shall apply notwithstanding this Section 10.01.002.

A development project shall expire if, after a period of five years subsequent to the first application for a permit being filed with the City, no progress has been made towards completion of the project.

Direction was given to add a definition for Dormancy in the proposed ordinance.

Mayor Pro Tem Bradley moved to approve the first (1<sup>st</sup>) reading of an Ordinance establishing Dormancy Requirements for Development Projects. Councilwoman Cox made the second. The motion carried with the following vote:

**VOTE: 5 Ayes – Bradley, Dixon, Tate, Cox, and George**

3. Discuss and consider taking action approving Resolution R-18-15 awarding a Bank Depository Services Contract.

Director of Finance, Michael Aguilera, presented this item with a brief background on the Request for Proposal and Proposers.

Mayor Pro Tem Bradley moved to approve Resolution R-18-15 awarding a Bank Depository Contract to Prosperity Bank. Councilwoman Cox made the second. The motion carried with the following vote:

**VOTE: 5 Ayes – Bradley, Dixon, Tate, Cox, and George**

**PRESENTATIONS AND REPORTS:**

4. Presentation to discuss a City of Glenn Heights Rental Registration Program.

Managing Director, David Hall presented information on a potential Rental Registry Program which included:

- Background of Housing Units in the City
- Survey of surrounding cities that utilize rental registries
- Proposed Program Guidelines
- Enforcement Options
- Program Benefits
- Proposed Fee Schedule
- Proposed Program Costs
- Estimated Revenues
- Next Steps

5. Recess the City Council Meeting.

Councilwoman Dixon moved to recess the Council Meeting. Mayor Tate made the second. The motion carried with the following vote:

**VOTE: 5 Ayes – Bradley, Dixon, Tate, Cox, and George**

The City Council Meeting was recessed at 7:56 p.m. and was called back to order at 8:53 p.m.

**WORKSHOPS:**

6. FY 2016 City of Glenn Heights Budget Planning Workshop
- a. City Council Budget
  - b. Current Staffing Levels
  - c. Utility Fund

Councilwoman Dixon moved to open the workshop. Mayor Pro Tem Bradley made the second. The motion carried with the following vote:

**VOTE: 5 Ayes – Bradley, Dixon, Tate, Cox, and George**

Mayor Tate opened the workshop at 8:53 p.m.

Director of Finance, Michael Aguilera, presented the City Council Budget Fund for clarification in preparation of the Budget, which included:

- Council Conference Training and Travel Budgets
- Mayors' Initiatives
- Office Supplies
- Technology

Administrator of Organizational Development, Kacye Harvey presented the current staffing levels which included:

- Current Staffing
- Staffing Trends
- Demographics
- Administrative Services Cluster
- Public Safety Cluster
- Planning & Economic Development Cluster
- Employee Classifications: Exempt and Non-Exempt
- Average Annual Salary

Director of Finance, Michael Aguilera presented the Utility Funds Analysis, which included:

- Overview with Trend Analysis
- Water/Sewer Fund
  - Major Revenues
    - Water Sales
    - Sewer Sales
    - Late Charges
    - Reconnect Fees
    - Water Meter Sales
  - Expenses
    - Personnel
    - Meter Replacement
    - Water Purchases
    - TRA O&M/Debt Payments
  - Expense Summary
- Drainage Fund
  - Major Revenues
    - Residential Drainage Fees

- Commercial Drainage Fees
- Expenses
  - Personnel
  - Right of Way Maintenance
  - Repair & Maintenance-Storm Water Maintenance
  - Gradall Note Payment
- Expense Summary

Councilwoman Dixon moved to close the workshop. Councilman George made the second. The motion carried with the following vote:

**VOTE: 5 Ayes – Bradley, Dixon, Tate, Cox, and George**

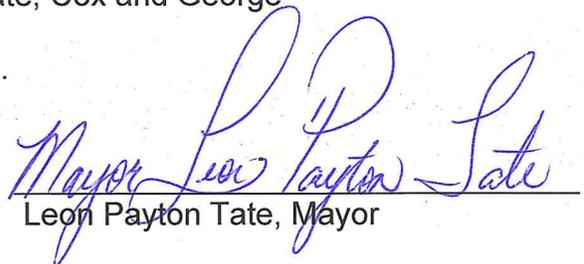
Mayor Tate closed the workshop at 9:44 p.m.

#### **ADJOURNMENT**

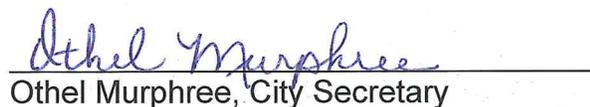
Councilwoman Dixon moved to adjourn. Mayor Tate made the second. The motion carried with the following vote:

**VOTE: 5 Ayes – Bradley, Dixon, Tate, Cox and George**

Mayor Tate adjourned the meeting at 9:44 p.m.

  
Leon Payton Tate, Mayor

Attest:

  
Othel Murphree, City Secretary

**Passed and approved the 21st day of July, 2015.**