

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

MARCH 15, 2016

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

On the 15th day of March, 2016 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 Payton Tate | * | Mayor |
| Tony Bradley | * | Mayor Pro Tem |
| Emma Ipaye | * | Council Member |
| Ron Adams | * | Council Member |
| Harry Garrett | * | Council Member |

ABSENT: Sidney Davis * Council Member
Glenn George * Council Member

STAFF:

| | | |
|--------------------------|---|---|
| Aretha Ferrell-Benavides | * | City Manager |
| David Hall | * | Managing Director |
| Janie Willman | * | City Secretary |
| Millicent Williams | * | Community Engagement Coordinator |
| Lakeita Sutton | * | Director of Finance |
| Charles Brewer | * | Director of Infrastructure |
| Kemi Osoba | * | Executive Assistant to the City Manager |
| Lt. Keith Moore | * | Fire Department |
| Kacye Harvey | * | Organizational Development Administrator |
| Mari Corbitt | * | Organizational Development Specialist |
| Phillip Prasifka | * | Police Chief |
| Jeremy Tennant | * | Senior Planner |

Mayor Tate called the meeting to order at 6:30 p.m.

INVOCATION: Chapel Pastor Bruce Anderson of Wellness Rehabilitation Center of Dallas gave the invocation.

PUBLIC COMMENT: There were no public comments.

CONSENT AGENDA

1. Approve the City of Glenn Heights City Council Minutes of the Strategic Planning Retreat on February 27, 2016.

Councilwoman Ipaye moved to approve the minutes of the Strategic Planning Retreat on February 27, 2016. Councilman Adams made the second. The motion carried with the following vote:

VOTE: 5 Ayes – Bradley, Ipaye, Tate, Adams, and Garrett

2. Approve the City of Glenn Heights City Council Minutes of the March 1, 2016 Regular City Council Meeting.

Councilman Adams moved to approve the minutes of the March 1, 2016 meeting with a correction to the statement following Public Comment: *There were no public comments*. Mayor Tate made the second. The motion carried with the following vote:

VOTE: 5 Ayes – Bradley, Ipaye, Tate, Adams, and Garrett

3. Approve Resolution R-10-16, a Resolution of the City Council of the City of Glenn Heights, Texas, Establishing a Six (6) Month Senior Citizen Utility Bill Pilot Program for Extending the Due Date Until the 28th of Each Month for Water and Sewage Utility Bill Payments for All Qualified Utility Customers and Applicants Residing Within the City who are 65 Years of Age or Older; and Providing for an Effective Date.

Councilman Garrett moved to approve Resolution R-10-16, establishing a six (6) month Senior Citizen Utility Bill Pilot Program extending the due date until the 28th of each month for water and sewage utility bill payments for all qualified utility customers and applicants residing within the City who are 65 years of age or older. Councilman Adams made the second. The motion carried with the following vote:

VOTE: 5 Ayes – Bradley, Ipaye, Tate, Adams, and Garrett

AGENDA

4. Presentations by Prospective Vendors for RFQ Site Feasibility Space Needs and Conceptual Design Services for future Public Safety and City Hall Facilities.

The City issued a Request for Qualifications (RFQ) Site Feasibility Space Needs and Conceptual Design Services for future Public Safety and City Hall Facilities on January 26, 2016. The RFQ responses were received and opened by the Managing Director and City Secretary on February 12, 2016. Following a preliminary evaluation process by staff, three finalists were chosen. The three finalists, GSBS Architects, PGAL, and Randall Scott Architects made presentations to Council.

Mayor Tate moved for staff to enter into negotiations with Randall Scott Architects and bring back a contract to Council at the earliest possible date. Councilman Adams made the second. The motion carried with the following vote:

VOTE: **4** **Ayes** – Ipaye, Tate, Adams, and Garrett
 1 **Nays** – Bradley

5. Discuss and Consider City of Glenn Heights February 2016 Monthly Financial Report and Fiscal Year 2016-2017 Budget Calendar.

The Director of Finance, Lakeita Sutton, gave a PowerPoint presentation on the individual reports included in the City Council's February 2016 Financial Report.

Finance Director Sutton provided Council with a draft budget schedule for Fiscal Year 2016-2017. After a brief discussion, staff was directed to place the budget schedule on the March 29, 2016 agenda.

6. Discuss and Consider the City of Glenn Heights City Charter Review Process. (Requested by Mayor Tate)

There was a brief discussion and staff was directed to bring back a more expanded report on the next regular agenda. No action was taken by Council.

7. Discuss City Sign Ordinance Presentation.

David Hall, Managing Director of Planning and Development, and Jeremy Tennant, Senior Planner, gave a PowerPoint presentation on the City's Sign Ordinance in regards to 'Sign Dimension Requirements' that included a comparison of area Texas Cities and an attachment detailing Signage Dimension Requirements.

8. Discuss and Consider any Necessary Actions Arising out of Update Related to the December 26, 2015 Tornado Recovery Efforts.

Fire Lieutenant Keith Moore briefed the Council on the December 26, 2015 Tornado Recovery Efforts. No action was taken by Council.

9. **REPORTS AND PRESENTATIONS**

2016 Family Festival Event. Community Engagement Coordinator Millicent Williams delivered a PowerPoint presentation to the Council. Due to the lateness of the hour, City Manager Benavides requested City Council input on the date of May 21, 2016 for the Family Festival. Each City Council Member was requested to email the City Manager their availability on the May 21 date.

10. **EXECUTIVE SESSION**

- A. The Glenn Heights City Council convened into Executive Session Pursuant to Local Government Code, Section 551.074, Personnel Matters, to Discuss and Consider the City Manager's Evaluation Process and Time Line.

Councilwoman Ipaye moved to convene into a closed session. Councilman Adams made the second. The motion carried with the following vote:

VOTE: 5 Ayes – Bradley, Ipaye, Tate, Adams, and Garrett

Mayor Tate stated the City Council was going to convene into a closed session pursuant to Section 551.074, Personnel Matters, to discuss and consider the City Manager's Evaluation Process and Time Line.

The City Council convened into executive session at 10:00 p.m.

- B. The Glenn Heights City Council reconvened into Open Session to consider any matters arising out of Executive Session, Section 551.074, City Manager's Evaluation Process and Time Line.

Councilman Adams moved to reconvene into open session. Councilwoman Ipaye made the second. The motion carried with the following vote:

VOTE: 5 Ayes – Bradley, Ipaye, Tate, Adams, and Garrett

Mayor Tate reconvened into Open Session at 10:14 p.m.

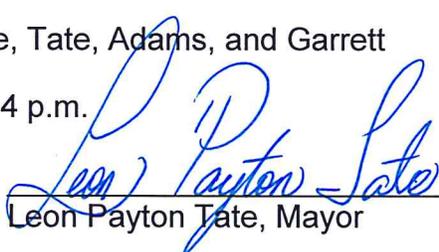
A Special City Council meeting was discussed and scheduled for March 29, 2016 to start at 6:30 p.m. to conduct the City Manager's performance evaluation.

ADJOURNMENT

Councilman Adams moved to adjourn. Councilwoman Ipaye made the second. The motion carried with the following vote:

VOTE: 5 Ayes – Bradley, Ipaye, Tate, Adams, and Garrett

Mayor Tate adjourned the meeting at 10:14 p.m.



Leon Payton Tate, Mayor

Attest:



Juanita Willman, City Secretary

Passed and approved the 5th day of April, 2016.