

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

**APRIL 5, 2016**

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

On the 5<sup>th</sup> day of April, 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
Sidney Davis	*	Council Member
Emma Ipaye	*	Council Member
Ron Adams	*	Council Member

**ABSENT:** Harry Garrett \* 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
Eddie Burns	*	Fire Chief
Kacye Harvey	*	Organizational Development Administrator
Phillip Prasifka	*	Police Chief
Jeremy Tennant	*	Senior Planner

**CONSULTANT:**

Whitt L. Wyatt	*	Office of the City Attorney
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Mayor Tate called the meeting to order at 7:05 p.m.

**PLEDGE OF ALLEGIANCE:** Mayor Tate led the assembly in the Pledge of Allegiance.

**INVOCATION:** Dr. Willie Sublet, Jr., Pastor of the We Community Fellowship Baptist Church gave the invocation.

**PUBLIC COMMENT:** Dr. Willie Sublet, Jr., 1532 Glenn Lane, addressed the City Council about potholes at London and Windsor streets. Mayor Tate indicated the City Manager will get with the speaker following the meeting.

**PROCLAMATIONS:**

- Global Youth Service Day – April 15 - 17
- National Crime Victims' Rights Week – April 10-16
- National Public Safety Telecommunicators Week – April 10-16

**CONSENT AGENDA**

Councilman Adams moved to approve the Consent Agenda. Mayor Tate made the second. The motion carried with the following vote:

**VOTE:           5       Ayes** – Davis, Bradley, Ipaye, Tate, and Adams.

1. Approve the City of Glenn Heights City Council Minutes of the March 12, 2016, Special Meeting (Mayor State of the City Address).
2. Approve the City of Glenn Heights City Council Minutes of the March 15, 2016, Regular City Council Meeting.
3. Approve the City of Glenn Heights City Council Minutes of the March 29, 2016 Special City Council Meeting.
4. Acknowledge Receipt of Development Regulation Variance Board Results from March 28, 2016.

**EXECUTIVE SESSION**

**5. Executive Session.**

Mayor Pro Tem Bradley moved to convene into Executive Session pursuant to Section 551.074, Personnel Matters, and Section 551.071(1)(A), Consultation with City Attorney, concurrently. Councilman Adams made the second. The motion carried with the following vote:

**VOTE:           5       Ayes** – Davis, Bradley, Ipaye, Tate, and Adams.

Mayor Tate announced the City Council was going to convene into a closed session pursuant to Section 551.074, Personnel Matters, to deliberate the evaluation, compensation, employment contract, and duties of the City Manager.

Mayor Tate announced the City Council was going to convene into a closed session pursuant to Section 551.071(1)(A), Consultation with City Attorney regarding pending or contemplated litigation in the matter of Liquor Depot Bear Creek, L.P. v. the City of Glenn Heights, Cause DC-16-03495 to allow the

governmental body to seek the advice of its attorney. [Posted on the agenda as Item 6.]

The City Council convened into Executive Session at 7:15 p.m.

Councilman Adams moved to reconvene into Open Session. Mayor Pro Tem Bradley made the second. The motion carried with the following vote:

**VOTE: 5 Ayes** – Davis, Bradley, Ipaye, Tate, and Adams.

Mayor Tate reconvened the meeting into Open Session at 8:31 p.m.

The City Council considered official action arising as a result of the Executive Session, Section 551.074, Personnel Matters.

Councilman Adams moved to increase the base salary under Section III. Compensation, Section 3.2 of the City Manager's employment contract, in the amount of two percent (2%) of the current base salary. Mayor Pro Tem Bradley made the second. The motion carried with the following vote:

**VOTE: 5 Ayes** – Davis, Bradley, Ipaye, Tate, and Adams.

Councilman Adams moved to approve a relocation reimbursement of \$8,000 to be paid to the City Manager in the first pay period after October 1, 2016. Councilwoman Ipaye made the second. The motion carried with the following vote:

**VOTE: 5 Ayes** – Davis, Bradley, Ipaye, Tate, and Adams.

Mayor Tate announced the City Council was taking no action arising from the matters related to the Executive Session conducted pursuant to Section 551.071(1)(A), Consultation with City Attorney in the matter of Liquor Depot Bear Creek, L.P. v. the City of Glenn Heights, Cause DC-16-03495.

## **AGENDA**

7. Discuss and Consider Ordinance O-06-16, an Ordinance of the City Of Glenn Heights, Texas, Providing for Disaster Relief for Citizens Affected by the Catastrophic Tornado Producing Weather Event that Occurred December 26, 2015, by Establishing a Tornado Recovery Program for Qualifying Buildings that Were Damaged Fifty Percent (50%) or More As a Result of the Tornado to be Administered by City Staff at the Direction of the City Manager, Providing for the Waiver of Nonconforming Use Qualifications as Set Forth in Article VI, Section 3 of the Zoning Ordinance; Providing for Waiver of Fees for Construction Permits as Set Forth in Chapter 3 and Appendix "A" of the Code of Ordinances; Providing for Waiver of Utility Account Application Fees; Providing for a Severability Clause; and Providing for Effective and Expiration Dates. (First Reading)

Managing Director Hall introduced this agenda item proposed to establish a 2015 Tornado Recovery Fee Waiver Program by adoption of Ordinance O-06-16. Mr. Hall briefed the City Council on this agenda item. Staff was directed to use a variety of ways to ensure that those affected were apprised of the program, once adopted. City Attorney Wyatt indicated direction to staff need not be part of the ordinance.

Mayor Pro Tem Bradley moved to approve Ordinance O-06-16, an Ordinance of the City Of Glenn Heights, Texas, Providing for Disaster Relief for Citizens Affected by the Catastrophic Tornado Producing Weather Event that Occurred December 26, 2015, by Establishing a Tornado Recovery Program for Qualifying Buildings that Were Damaged Fifty Percent (50%) or More As a Result of the Tornado to be Administered by City Staff at the Direction of the City Manager, Providing for the Waiver of Nonconforming Use Qualifications as Set Forth in Article VI, Section 3 of the Zoning Ordinance; Providing for Waiver of Fees for Construction Permits as Set Forth in Chapter 3 and Appendix "A" of the Code of Ordinances; Providing for Waiver of Utility Account Application Fees; Providing for a Severability Clause; and Providing for Effective and Expiration Dates. (First Reading) Mayor Tate made the second. The motion carried with the following vote:

**VOTE: 5 Ayes – Davis, Bradley, Ipaye, Tate, and Adams.**

8. Discuss and Consider Audit Vendor Contract Interview and Selection. Finance Director Sutton introduced this agenda item which will allow the Mayor and City Council and / or Audit Committee to view presentations by the two vendors who responded to the RFP for City Auditing Services. It was noted that in the City Council Agenda Packets were proposals submitted by McConnell & Jones, LLP, and Pattillo, Brown & Hill, LLP.

Mayor Pro Tem Bradley moved to approve Option C. Proposers interviewing with the Mayor and City Council at a later date to be determined and the vendor selected using a scoring matrix as indicated in RFP Section 1.4 at the first City Council meeting in May. He indicated he wants to see the scoring matrix in advance of the meeting with the audit vendor proposers. Councilman Adams made the second. The motion carried with the following vote:

**VOTE: 5 Ayes – Davis, Bradley, Ipaye, Tate, and Adams.**

9. Discuss and Consider Approving a Mutual Aid Agreement for the Southern Regional Special Response Group. Police Chief Prasifka introduced this agenda item as allowing a more formalized arrangement between the Southern Regional Response Group member cities including a funding mechanism on an annual basis to offset continuing operational needs plus the cost of supplies for the Glenn Heights staff member.

Motion by Mayor Pro Tem Bradley to approve the Interlocal Agreement establishing a Mutual Aid Agreement with Southern Regional Response Group

Member Cities. Councilman Adams made the second. The motion carried on the following vote:

**VOTE: 5 Ayes – Davis, Bradley, Ipaye, Tate, and Adams.**

10. Discuss and Consider any Necessary Actions Arising out of Update Related to the December 26, 2015 Tornado Recovery Efforts. Fire Chief Burns updated the City Council. Mr. Robert Floyd, the City's new Emergency Management Specialist, was introduced to the City Council.
11. Discuss and Consider action for the employment of ten (10) additional Summer Student Employees for a Summer Intern Employment Program. (Request of Mayor Pro Tem Bradley)

Mayor Pro Tem Bradley introduced this agenda item. He detailed a proposal for employing eight Glenn Heights' students to work part-time for 9 weeks during the 2016 summer in a variety of positions with pay at \$9.60 per hour to do work that needs to be done and work that offers the opportunity to learn job skills. He suggested the positions be distributed as follows; 2 students in Public Works working on Keeping Glenn Heights Beautiful work; 2 students in Public Works collecting litter; 1 in Utility Billing learning customer service skills and how to work in a professional office; 1 in the City Secretary's Office assisting with records management or working as an office aide, and 1 in Community Engagement learning project management. He suggested that 2 additional college level or college graduate interns be hired to work in the City Manager's Office at the rate of \$12.00 per hour. He noted this program can be funded through cost savings from open positions. He asked that the 8 youths come from Glenn Heights and the City Manager determine best the recruitment of the college level interns.

He asked for the City Council's input on this proposed initiative. The City Council deliberation focused on exploring other state or federal programs available which will fund similar opportunities. Additional questions were raised related to any insurance liability arising from having students employed using power equipment and working along the City's right-of-ways. Mr. Bradley noted his expectation that the normal training and care of any City employee should apply in these situations working with youth.

Mayor Pro Tem Bradley noted he left off the Police Department due to security concerns. He noted that if security concerns can be resolved; the numbers can be increased. Regarding the Fire Department, Mr. Bradley noted he could not determine what the students might be doing on a daily basis. Related to questions about a youth program the City once had for fire training, Fire Chief Burns informed the City Council he is working on a Youth Fire Academy. He noted the program would be a comprehensive program and is still in the planning stages.

The City Manager was directed to bring to the next City Council Meeting a program proposal defining the selection process, taking into consideration work space availability and the management of youth considering personnel management.

**PRESENTATIONS / REPORTS:**

City Hall & Public Safety Facility Project Update. Managing Director Hall made a presentation updating the City Council on the City Hall and Public Safety Facility Project. No action was taken.

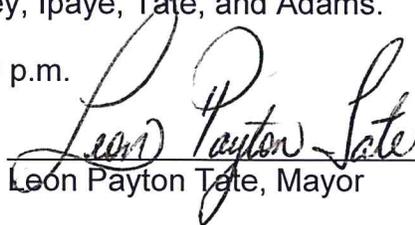
2016 November Elections; Charter Review and General Election Update. City Secretary Willman made a presentation related to important dates for the 2016 November Elections, which will include the general election of City Officers and a Charter Amendment Election, if the City Council so orders. No action was taken.

**ADJOURNMENT**

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

**VOTE: 5 Ayes – Davis, Bradley, Ipaye, Tate, and Adams.**

Mayor Tate adjourned the meeting at 9:50 p.m.

  
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Leon Payton Tate, Mayor

Attest:

  
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Juanita Willman, City Secretary

**Passed and approved the 19<sup>th</sup> day of April, 2016.**