

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

**MARCH 17, 2015**

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

On the 17<sup>th</sup> day of March, 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
Arleen Layne	*	Council Member
Tony Bradley	*	Council Member
Kathy Dixon	*	Council Member
Michael Jones	*	Mayor Pro Tem
Elizabeth Cox	*	Council Member
Glenn George	*	Council Member

**STAFF:**

Trudy Lewis	*	City Manager
Othel Murphree	*	City Secretary
Aretha Ferrell-Benavides	*	Deputy City Manager
Phillip Prasifka	*	Chief of Police
Steve Chutchian	*	Director of Public Works
Michael Aguilera	*	Director of Finance
Eddie Burns, St.	*	Fire Chief
Kacye Harvey	*	Human Resources Administrator
Connie Hearne	*	Assistant to the City Manager
Jeremy Tennant	*	Senior Planner
Sergeant Wilson	*	Police Department

**CONSULTANTS:**

Whitt Wyatt	*	City Attorney's Office
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Mayor Tate called the meeting to order at 7:01 p.m.

**INVOCATION:** Pastor Ron Adams gave the invocation.

**PUBLIC COMMENT:** None

**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 Minutes of February 17, 2015.
2. Consider approving the annual renewal agreement with the City of Fort Worth on the Household Hazardous Waste Collection.
3. Consider taking action on Ordinance O-01-15 amending the Glenn Heights Personnel Policies, Guidelines and Procedures to provide a policy and procedure for police and fire employees to qualify for a temporary higher pay classification in accordance with Texas Local Government Code Section 141.033. (Second reading)

Councilwoman Dixon made a motion to approve consent Items 2 and 3 - the annual renewal agreement with the City of Fort Worth regarding the Household Hazardous Waste Collection and Ordinance O-01-15 amending the Glenn Heights Personnel Policies, Guidelines and Procedures to provide a policy and procedure for police and fire employees to qualify for a temporary higher pay classification in accordance with Texas Local Government Code Section 141.033. Councilwoman Cox made the second. The motion carried with the following vote:

**VOTE: 7 Ayes – Layne, Bradley, Dixon, Tate, Jones, Cox, and George**

Councilwoman Cox made a motion to bring back Consent Item 1, to the next Council Meeting relating to amending the minutes from February 17, 2015 to reflect all Council Directives. Councilman Bradley made the second. The motion carried with the following vote:

**VOTE: 7 Ayes – Layne, Bradley, Dixon, Tate, Jones, Cox, and George**

## **AGENDA**

4. February 2015 Financial Report.

Director of Finance, Michael Aguilera briefed the Council on the February 2015 Financial Report which included the following:

- Summary of General Fund Revenues and Expenditures - Budget vs. Actual with Prior Year Comparison
- Sales Tax Comparison
- Summary of Water and Sewer Fund Revenues and Expenditures - Budget vs. Actual with Prior Year Comparison
- Summary of Drainage Fund Revenues and Expenditures - Budget vs. Actual with Prior Year Comparison
- Summary of Other Funds Revenues and Expenditures - Budget vs. Actual with Prior Year Comparison
- February 2015 Cash and Investment Report
- February 2015 Overtime Report

- February 2015 Check Register

5. Fiscal Forecast 2015-2016.

The following was provided in a PowerPoint presentation by the City Manager, Trudy Lewis.

- Forecast Objectives
- Historical Trends
- Service Value
  - Average home value
  - Average home tax bill
  - Daily cost of services per day per household
- Major General Fund Revenues
  - Property Taxes
  - Sales Tax
- General Fund Balance Trends
  - Unassigned Fund Balance at Year end
- Water/Sewer Fund Transfer to General Fund
- Number of Days in Reserve – General Fund
- Water/Sewer Fund Balance Trends
  - Unrestricted Fund Balance
  - Days in Reserve
- Current Operations
  - Fund Balance and Bond Rating
  - Impact of Reserving Cash
  - Balanced Budget
  - Revenue Diversification
- Capital Improvements
  - 2011 Capital Improvement Plan
  - Water Loss/Water CIP FY 2015-16
  - Street Improvements
  - City Facilities – Land
  - City Facilities – Current Conditions
- Economic Development
  - Residential Construction

Councilman George left the meeting at 8:10 p.m. and returned at 8:12 p.m.

- Demographic Projects
- Commercial Investments
- SWOT Analysis
  - Strengths
  - Weaknesses
  - Opportunities
  - Threats
- Questions

**6. Workshop – City Manager transition.**

Councilwoman Cox made a motion to open the workshop. Mayor Pro Tem Jones made the second. The motion carried with the following vote:

**VOTE: 7 Ayes – Layne, Bradley, Dixon, Tate, Jones, Cox, and George**

Mayor Tate opened the workshop at 8:35 pm.

The following was discussed in the workshop:

- Contact sheet for all senior staff
- 2014 City Manager Work plan Progress
- 2015 City Manager Work plan Progress
- FY 2014-2015 Combined Departmental Work plan Progress
- FY 2015-2016 Fiscal Forecast Presentation
- Draft Five Year Water Capital Improvement Plan
- Current Capital Asset List

Mayor Tate with the consent of Council appointed Aretha Ferrell-Benavides, to be the Best Southwest representative for the City.

Councilman Bradley made a motion to close the workshop. Mayor Pro Tem Jones made the second. The motion carried with the following vote:

**VOTE: 7 Ayes – Layne, Bradley, Dixon, Tate, Jones, Cox, and George**

Mayor Tate closed the workshop at 9:02 pm.

**7. EXECUTIVE SESSION and RESULTING ACTION:**

The City Council shall convene into executive session pursuant to the Texas Government Code:

- a. Section 551.074(a)(1) to deliberate the appointment, compensation, employment, evaluation, reassignment, and duties of the Interim City Manager.

Mayor Tate announced the City Council was going to convene into Executive Session pursuant to the Texas Government Code, Sections 551.074(a)(1) and called for a motion.

Mayor Pro Tem Jones made a motion to go into Executive Session. Councilman Bradley made the second. The motion carried with the following vote:

**VOTE: 7 Ayes – Layne, Bradley, Dixon, Tate, Jones, Cox, and George**

The City Council convened into Executive Session at 9:03 p.m.

- b. Reconvene and consider any Official Action as a result of the Executive Session.

Councilman Bradley made a motion to come out of Executive Session. Mayor Pro Tem Jones made the second. The motion carried with the following vote:

**VOTE: 7 Ayes** – Layne, Bradley, Dixon, Tate, Jones, Cox, and George

Mayor Tate called the meeting back to order at 10:00 pm.

Councilman Bradley made a motion to extend the meeting to 10:30 pm. Mayor Pro Tem Jones made the second. The motion carried with the following vote:

**VOTE: 7 Ayes** – Layne, Bradley, Dixon, Tate, Jones, Cox, and George

8. Discuss and consider the appointment of Aretha Ferrell-Benavides as the Interim City Manager, effective date April 1, 2015.

Mayor Pro Tem Jones made a motion to appoint Aretha Ferrell-Benavides as the Interim City Manager effective April 1, 2015 and accept the contract with changes made in Section 3.1. Mayor Pro Tem Jones made the second. The motion carried with the following vote:

**VOTE: 5 Ayes** –Bradley, Tate, Jones, Cox, and George  
**2 Nays** – Layne and Dixon

9. Discuss and consider approving Resolution R-12-15 amending the pay and classification plan by adding a Managing Director of Planning and Economic Development, Community Engagement Coordinator, Executive Assistant – City Manager, Assistant City Secretary and re-title and reclassify the Permit Coordinator position.

Councilman Bradley made a motion to go into Executive Session. Mayor Pro Tem Jones made the second. The motion carried with the following vote:

**VOTE: 7 Ayes** – Layne, Bradley, Dixon, Tate, Jones, Cox, and George

The City Council convened into Executive Session at 10:15 p.m.

Councilman Bradley made a motion to come out of Executive Session. Mayor Pro Tem Jones made the second. The motion carried with the following vote:

**VOTE: 7 Ayes** – Layne, Bradley, Dixon, Tate, Jones, Cox, and George

Mayor Tate called the meeting back to order at 10:25 pm.

Mayor Pro Tem Jones moved to approve Resolution R-12-15 amending the pay and classification plan by adding a Managing Director of Planning and Economic Development, Community Engagement Coordinator, Executive Assistant – City Manager, Assistant City Secretary and re-title and reclassify the Permit Coordinator

position. Councilman Bradley made the second. The motion carried with the following vote:

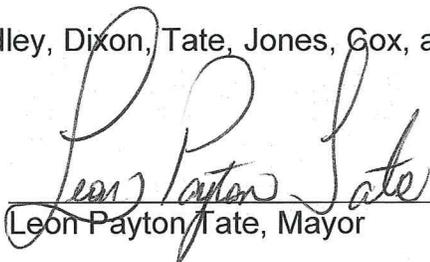
**VOTE:**        **5**     **Ayes** –Bradley, Tate, Jones, Cox, and George  
                  **2**     **Nays** – Layne and Dixon

**ADJOURNMENT**

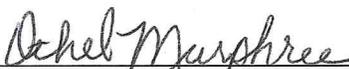
Mayor Pro Tem Jones moved to adjourn. Councilman Bradley made the second. The motion carried with the following vote:

**VOTE:**        **7**     **Ayes** – Layne, Bradley, Dixon, Tate, Jones, Cox, and George

Mayor Tate adjourned at 10:27 p.m.

  
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Leon Payton Tate, Mayor

Attest:

  
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Othel Murphree, City Secretary

**Passed and Approved the 7<sup>th</sup> day of April, 2015.**