

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

**JUNE 2, 2015**

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

On the 2nd day of June, 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
Kathy Dixon	*	Council Member
Tony Bradley	*	Council Member
Elizabeth Cox	*	Council Member
Glenn George	*	Council Member

**STAFF:**

Aretha Ferrell-Benavides	*	City Manager
David Hall	*	Managing Director
Phillip Prasifka	*	Chief of Police
Eddie Burns, Sr.	*	Fire Chief
Kacye Harvey	*	Human Resources Administrator
Mari Corbitt	*	Assistant City Secretary
Jeremy Tennant	*	Senior Planner
Lauren Gray	*	Community Engagement
Kemi Osoba	*	Executive Assistant to the City Manager

**CONSULTANTS:**

Whitt L Wyatt	*	City Attorney's Office
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Mayor Tate called the meeting to order at 7:00 p.m.

**INVOCATION:** Fire Chief, Eddie Burns, Sr., gave the invocation.

**PROCLAMATIONS:**      **Flag Day**

**PUBLIC COMMENT:** Benny H James, 307 Pearly Top Drive, made comments regarding Code Enforcement and trailer clean-up and removal.

**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 May 19, 2015.

Councilwoman Dixon moved to approve Item 1, the Minutes of May 19, 2015 as amended. Councilman Bradley made the second. The motion carried with the following vote:

**VOTE: 6 Ayes – Layne, Bradley, Dixon, Tate, Cox, and George**

2. Development Regulation Variance Board Results from the May 11<sup>th</sup> Meeting.
3. Approve Resolution R-14-15 to add David Hall, Managing Director, to Prosperity Bank account.
4. Approve Resolution R-15-15 to add David Hall, Managing Director, to TexStar Bank account.
5. Accept the Resignation of Mayor Pro Tem Michael Jones.

Councilman Bradley moved to approve Items 2 thru 5. Councilwoman Cox made the second. The motion carried with the following vote:

**VOTE: 6 Ayes – Layne, Bradley, Dixon, Tate, Cox, and George**

## **AGENDA**

### **OLD BUSINESS:**

6. Discuss and consider taking action to commit unassigned fund balance from previous fiscal years for future capital needs in the General Fund. (Requested by Councilwoman Cox)

Councilwoman Cox moved to postpone this Item to the next meeting with recommended changes by City Manager and Staff. Councilman George made the second. The motion carried with the following vote:

**VOTE: 6 Ayes – Layne, Bradley, Dixon, Tate, Cox, and George**

### **NEW BUSINESS:**

7. Discuss and consider taking action approving Ordinance O-05-15 ordering and providing notice of a Special Election for the City of Glenn Heights, for the purpose of electing a councilmember to fill a vacancy for Place 4; providing for contracts for joint election services; and resolving other matters incident and related to such election.

City Manager, Aretha Ferrell-Benavides, briefed the Council on the Special Election.

Councilman Bradley moved to approve Ordinance O-05-15 ordering and providing notice of a Special Election for the City of Glenn Heights, for the purpose of electing a councilmember to fill a vacancy for Place 4; providing for contracts for joint election services; and resolving other matters incident and related to such election in one (1) reading. Councilwoman Cox made the second. The motion carried with the following vote:

**VOTE:        6        Ayes – Layne, Bradley, Dixon, Tate, Cox, and George**

**8.        Election of a Mayor Pro Tem.**

Mayor Tate called for nominations for Mayor Pro Tem.

Councilwoman Cox nominated Councilman Bradley for the position of Mayor Pro Tem.

Councilwoman Layne nominated Councilwoman Dixon for the position of Mayor Pro Tem.

There being no further nominations Mayor Tate closed the floor for nominations.

Councilman Bradley and Councilwoman Dixon gave a brief statement on their desire to serve as Mayor Pro Tem and their individual abilities.

Mayor Tate called for a motion of the Council regarding the selection of Mayor Pro Tem.

Councilwoman Cox moved to approve Councilman Bradley as Mayor Pro Tem. Councilman George made the second. The motion carried with the following vote:

**VOTE:        4        Ayes – Bradley, Tate, Cox, and George**  
**2        Nays – Layne and Dixon**

**9.        Discuss and consider taking action adopting Resolution R-16-15 amending the Job Classification and Compensation Plan to change the Fire Chief position from Part-Time to a Full-Time exempt position effective July 13, 2015.**

City Manager, Aretha Ferrell-Benavides, briefed the Council on the conversion of the Part-Time Fire Chief to a Full Time Fire-Chief Position.

Councilwoman Dixon moved to approve Resolution R-16-15 amending Resolutions R-13-15, R-12-15 and R-14-13 amending the Job Classification and Compensation Plan to change the Fire Chief position from Part-Time to a Full-Time exempt position at pay grade 21 effective July 13, 2015. Mayor Pro Tem Bradley made the second. The motion carried with the following vote:

**VOTE:        6        Ayes – Layne, Bradley, Dixon, Tate, and George**

10. Discuss and consider taking action approving the hiring of the Finance Coordinator at a rate that exceeds the approved hiring range for the position per the Compensation Plan.

City Manager, Aretha Ferrell-Benavides, briefed the Council on the background of the Finance Coordinator position and the pay range.

Mayor Pro Tem Bradley moved to approve a rate that exceeds the approved hiring range per the Compensation Plan with the hire rate not to exceed the third (3<sup>rd</sup>) quartile pay range for the Finance Coordinator. Councilman George made the second. The motion carried with the following vote:

**VOTE:**        4        **Ayes** – Bradley, Tate, Cox, and George  
                  2        **Nays** – Layne and Dixon

**WORKSHOPS:**

11. Glenn Heights Center for Excellence (Employee Training Program)

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

**VOTE:**        6        **Ayes** – Layne, Bradley, Dixon, Tate, and George

Mayor Tate opened the workshop at 8:03 p.m.

Human Resources Administrator, Kacye Harvey briefed the Council on the Glenn Heights Center for Excellence Employee Training Program.

Councilmember George requests that safety programs be included in the training program.

12. Personnel Policies:  
    i. Overtime Policy  
    ii. Conflict of Interest/Outside activities (2<sup>nd</sup> Job) Policy

Human Resources Administrator, Kacye Harvey briefed the Council on the Personnel Policies and the process of requesting overtime.

Councilmember George left the meeting at 8:47 p.m. and returned to the meeting at 8:52 p.m.

Human Resources Administrator, Kacye Harvey, briefed the Council on the Conflict of Interest/Outside Activities (2<sup>nd</sup> Job) Policy.

13. FY 2016 Employee Benefits Presentation

Human Resources Administrator, Kacye Harvey, briefed the Council on the FY 2016 Employee Benefits Presentation and the City's contract with Wellspring Insurance Agency.

Mayor Pro Tem Bradley stated he would like to see the cost for employee benefits lowered while providing the same level of benefits or better at the best value for the City and requested information on how the City can get into a bigger pool.

Councilwoman Dixon made a statement regarding joining other smaller cities to assist in lowering the cost of benefits and requested clarification of "changing the yearly process" in regard to multi-year contracts and the role of Wellspring.

Mayor Tate requested that we provide further information on the current trends of other cities.

**14. Potential Changes to the City Charter. (Requested by Councilwoman Cox)**

City Manager, Aretha Ferrell-Benavides briefed the Council on potential Charter changes that she has received via email from various Councilmembers. The City Manager stated that this Item was an opportunity for Council to provide feedback on whether a Charter Committee should be established.

Councilwoman Cox proposed that one possible Charter change would be to create Council Districts in order for better representation and to keep the Council diverse and to have the Mayor be at-large.

Councilwoman Dixon proposed that the Charter Review Committee consider the possibility of drawing districts by County with 3-members coming from Dallas County, 3-members coming from Ellis County and the Mayor position being at-large. This option would bring better representation for the two counties due to Ellis County population being smaller in number than Dallas County population. Glenn Heights' residents of Ellis County have stated they feel underserved by the City.

Mayor Pro Tem Bradley suggested that we not change the Charter because the current process is less restrictive thus allowing more participation of the citizens.

Mayor Tate requested examples of cities that utilize Council Districts.

Councilwoman Cox requested that we provide a process on how a Charter Committee would be selected and that this Item be brought back as a discussion and to consider taking action on whether a Charter Review Committee is needed.

**15. Potential changes to the Code of Ordinance Article 1.02.008-Attendance of Council Meetings by members of the City Council.**

Mayor Pro Tem Bradley led the discussion regarding the process of tracking absences of Councilmembers per the Code of Ordinance Article 1.02.008-Attendance of Council Meetings by members of the City Council and suggested potential changes.

Mayor Pro Tem Bradley moved to extend the meeting to 10:30 p.m. Councilman George made the second. The motion carried with the following vote:

**VOTE:**        4        **Ayes** – Bradley, Tate, Cox, and George  
                  2        **Nays** – Layne and Dixon

Councilwoman Layne suggested that specification be made as to who Council will report to if not able to attend the Council Meeting.

This Item was tabled until Mayor Pro Tem Bradley can review and edit and bring back to Council in a workshop.

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

**VOTE:**        6        **Ayes** – Layne, Bradley, Dixon, Tate, and George

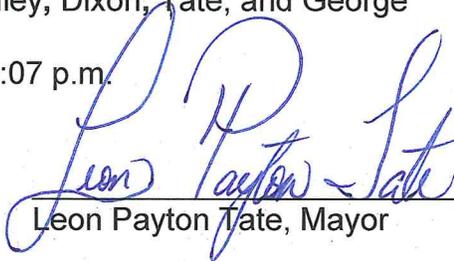
Mayor Tate closed the workshop at 10:07 p.m.

#### **ADJOURNMENT**

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

**VOTE:**        6        **Ayes** – Layne, Bradley, Dixon, Tate, and George

Mayor Tate adjourned the meeting at 10:07 p.m.

  
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Leon Payton Tate, Mayor

Attest:

  
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Marisela Corbitt, Assistant City Secretary

**Passed and Approved the 7th day of July, 2015.**