

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

**JUNE 16, 2015**

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

On the 16th 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	*	Mayor Pro Tem
Elizabeth Cox	*	Council Member
Glenn George	*	Council Member

**STAFF:**

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

**CONSULTANTS:**

Whitt L Wyatt	*	City Attorney's Office
---------------	---	------------------------

Mayor Tate called the meeting to order at 7:00 p.m.

**INVOCATION:** Police Chief Phillip Prasifka gave the invocation.

**PUBLIC COMMENT:** Stephanie Hale, Summer Food Program

**PROCLAMATIONS:** Juneteenth  
Independence Day

**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.

Councilwoman Dixon moved to postpone approval of the June 2, 2015 minutes allowing staff to review the recording of the meeting and revise the minutes as discussed. Mayor Tate made the second. The motion carried with the following vote:

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

2. Boards and Commission Update: Planning & Zoning Meeting.

The Council was provided a written Update on the June 8, 2015 Planning and Zoning meeting.

Councilwoman Dixon moved to accept the update on the June 8, 2015 Planning and Zoning meeting. 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:**

3. Discuss and consider taking action to establish a Charter Review Committee.

There was a discussion on the time line of having a Charter Election on the November 3, 2015 ballot.

Mayor Pro Tem Bradley moved to postpone this item until after approval of the 2015/2016 Budget. Councilwoman Layne made the second. The motion carried with the following vote:

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

4. Discuss and consider taking action to commit unassigned fund balance in the General Fund for future capital needs.

At the completion of the FY14 annual financial statement audit \$164,929 was identified as the net change (increase) in fund balance in the General Fund. Staff proposed that the \$164,929 be committed for future capital needs.

There was a general discussion on the following:

- Process to utilize the funds, can only be spent by Council action
- Capital needs – vehicles, fire and EMS equipment, etc.
- Establish a Rainy Day Fund
- Place the funds in the Reserve Fund

Mayor Pro Tem Bradley moved to table any further discussion and/or action on this Item to after Item 9. Mayor Tate made the second. The motion carried with the following vote:

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

**5.        Financial Reports:**  
           a.    May 2015 Financial Reports

Director of Finance, Michael Aguilera briefed the council on the following May 2015 Financial Reports:

- Summary of General Fund Revenues and Sales Tax Comparison
- Summary of Water and Sewer Fund Revenues and Expenditures
- Summary of Drainage Fund Revenues and Expenditures
- Summary of Other Funds Revenues and Expenditures
- May 2015 Cash and Investment Report
- May 2015 Overtime Report
- May 2015 Check Register

There was a discussion on Court Fine projections for the upcoming fiscal budget.

**6.        Community Engagement Update**

David Hall, the Managing Director of Planning and Economic Development briefed Council on Community Engagement which included:

- Communications with the Public
  - City's Facebook page
  - Nextdoor (free, private social network)
  - Home Owners' Associations
- Events Outreach Schedule
- Current Events Scheduled
  - Juneteenth
  - Family Festival
- Branding
- Park Board – Movies in the park
- Next Steps
  - Communications
  - Summer Internship Program
  - Glenn Heights Youth League
  - Back to School Bash

## 7. TIGER Grant Application

David Hall, the Managing Director of Planning and Economic Development briefed Council on the Tiger Grant application which included:

- Tiger Grant Project Overview
- Scope of the Project
- Grant Status

## 8. Special Election Process

Othel Murphree, the City Secretary briefed Council on the Special Election Process which included the election calendar. The election calendar is established according to the Texas Election Code.

Mayor Tate called for a break at 8:48 p.m. and called the meeting back to order at 8:55 p.m.

### **WORKSHOPS:**

9. FY 2016 Budget Planning
  - a. FY 2015 Revenue Projections
  - b. Debt Service
  - c. Capital Expenditures
  - d. Vehicle Expenditures

Councilwoman Layne moved to open the workshop. Mayor Pro Tem Bradley 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 8:56 p.m.

The following was discussed in the workshop:

- a. FY 2015 Revenue Projects
  - General Fund Revenues by Category
  - Property Value Outlook
  - Property Tax Revenues
  - Sales Tax
  - Franchise Fees
  - Permits
  - Municipal Court Revenue
  - EMS Revenue
- b. Debt Service

- c. Capital Needs
  - Infrastructure
  - Facilities

d. Vehicles

Mayor Pro Tem Bradley moved to close the workshop. Mayor Tate 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 9:33 p.m.

**4.** Discuss and consider taking action to commit unassigned fund balance in the General Fund for future capital needs.

Mayor Tate moved to commit the unassigned fund balance of \$ \$164,929 toward the purchase of a new ambulance. 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 all matters incident and related to approving and authorizing publication of notice of intention to issue certificates of obligation, including the adoption of a resolution pertaining thereto.

The Director of Finance, Michael Aguilera stated that the City is in a position to issue Certificates of Obligation (CO) due to an anticipated increase in property values and a decrease in its annual debt service. Issuing the CO would benefit the City in two ways. First, it would provide needed funding for a variety of anticipated expenditures associated with facilities. Second, it would preserve the City's debt capacity which is crucial in the next five years as the City's debt service continues to decline sharply.

Mayor Tate moved to approve Resolution R-17-15 approving and authorizing publication of Notice of Intention to issue Certificates of Obligation. Councilwoman Dixon made the second. . The motion carried with the following vote:

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

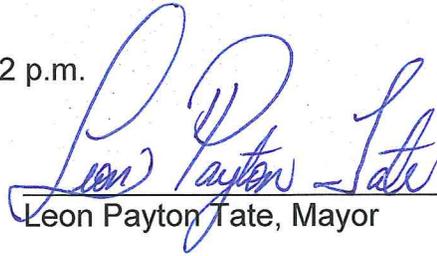
Mayor Tate closed the workshop at 9:33 p.m.

**ADJOURNMENT**

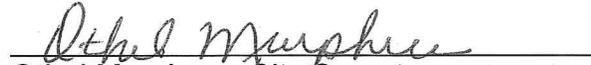
Councilwoman Dixon moved to adjourn. Councilwoman Layne made the second. The motion carried with the following vote:

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

Mayor Tate adjourned the meeting at 9:52 p.m.

  
\_\_\_\_\_  
Leon Payton Tate, Mayor

Attest:

  
\_\_\_\_\_  
Othel Murphree, City Secretary

**Passed and approved the 7<sup>th</sup> day of July, 2015.**