

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

**AUGUST 30, 2016**

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

On the 30<sup>th</sup> day of August, 2016, the City Council of the City of Glenn Heights met in a special 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
Harry Garrett	*	Council Member (7:03 p.m. Arrival)
Glenn George	*	Council Member

**STAFF:**

Aretha Ferrell-Benavides	*	City Manager
David Hall	*	Managing Director
Janie Willman	*	City Secretary
Lakeita Sutton	*	Director of Finance
Eddie Burns	*	Fire Chief
Charles Brewer	*	Director of Infrastructure
Kacye Harvey	*	Director of Organizational Development
Millicent Williams	*	Coordinator of Parks and Community Engagement
Jeremy Tennant	*	Senior Planner
Phillip Prasifka	*	Police Chief
Robert Floyd	*	Interim Financial Analyst
Robert Slovak	*	IT Coordinator

**CONSULTANT:**

Whitt Wyatt	*	City Attorney's Office
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Mayor Tate called the meeting to order at 7:02 p.m.

**INVOCATION:** Bishop Robert Nichols, Jr., River of Life Church, delivered the invocation.

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

**PUBLIC COMMENT:** There were no speakers to address the City Council.

## PRESENTATIONS

1. Presentation by the Mayor on the Retirement of Ms. Marietta Taylor. Mayor Tate presented Ms. Marietta Taylor with a Proclamation designating August 31, 2016 as Marietta Taylor Day in the City of Glenn Heights in recognition of her 38 years of dedicated services to the City of Glenn Heights in her various capacities in the Glenn Heights Police Department. Mayor Taylor presented Ms. Taylor with a wooden clock and thanked her for her outstanding services to the City of Glenn Heights. Ms. Taylor thanked the City Council and staff for their support over the years indicating she would miss her work 'family.'

## CONSENT AGENDA

2. Consider Ordinance O-16-16, an Ordinance of the City Council of the City of Glenn Heights, Texas, Amending the Zoning Ordinance and Map of the City of Glenn Heights, as Heretofore Amended, by Granting a Change in Zoning by Granting A Specific Use Permit ("SUP") to Allow for a Drive-Through Restaurant with the Sale of On-Premise and Off-Premise Consumables, Located at 1701 South Interstate 35, Glenn Heights, Dallas County, Texas, Consisting of Approximately 2, 864 Square Feet on Land Currently Zoned Retail ("R"), and Being More Particularly Described and Depicted in the Site Plan Attached Hereto as Exhibit "A"; Providing for the Approval of the Elevations Plan Attached Hereto as Exhibit "B"; Providing for the Approval of the Floor Plan Attached Hereto as Exhibit "C"; Providing a Repealing Clause; Providing a Severability Clause; Providing a Savings Clause; Providing for a Penalty of Fines Not to Exceed the Sum of Two Thousand Dollars (\$2,000.00) for each Offense; and Providing for an Effective Date. (Second Reading)

Mayor Pro Tem Bradley moved to approve Consent Agenda Item 2, Ordinance O-16-16. Councilman Adams made the second. The motion carried with the following vote:

**VOTE: 7 Ayes** – Davis, Bradley, Ipaye, Tate, Adams, Garrett, and George

3. Acknowledge FEMA Update.

Mayor Pro Tem Bradley made the motion to acknowledge the FEMA Update. Councilman Adams made the second. The motion carried with the following vote:

**VOTE: 7 Ayes** – Davis, Bradley, Ipaye, Tate, Adams, Garrett, and George

## AGENDA

Councilwoman Ipaye made a motion for the City Council to consider the Budget Work Agenda Items 11, 12, 13, 14, and 15, and if time remains, the City Council could consider

the remaining agenda items. Councilman Garrett made the second. The motion carried with the following vote:

**VOTE:**        **4**        **Ayes** - Davis, Ipaye, Adams, and Garrett  
                  **3**        **Nays** – Bradley, Tate, and George

**PROPOSED FISCAL YEAR 2016-2017 BUDGET WORK AGENDA**

- 12.** Consider City Facilities and Site Selection for the Proposed City Facilities. City Manager Benavides introduced this agenda matter. The Council discussed the rationale for this agenda item being placed on the agenda. There was a question related to the site selection having been finalized. Following Council discussion, it was clarified that the City Council has not selected a site for the proposed City facilities but rather voted to authorize the architecture firm to do a site feasibility needs space needs assessment of the property adjacent to City Hall.

Managing Director Hall made a presentation to the City Council about the status of the work referencing the space needs analysis done between Randall Scott Architects and City staff. Following the determination that the City’s funding is short the funding needed to complete the work, the City staff re-considered space needs with the result of a significant funding gap. Mr. Hall reported that Randall Scott is in the process of completing the site needs analysis and has developed an analysis and provided documentation in the City Council packet this evening showing a very preliminary building siting; a very preliminary potential configuration for the City Council’s consideration. He added that the survey for the site has been completed. Once Public Works Infrastructure Director Brewer completes the utility locations, then Randall Scott will complete the site analysis.

City Council considered the factors they are willing to accept to lower the costs as the estimates have come in quite a bit higher than anticipated. Mr. Hall explained the methodology used to obtain the estimated construction costs. There was discussion related to the difference in the funding set aside for a City Hall versus the bond funding. There was a question about the methodology to do one building. City Manager Benavides responded to the question. The City Council clarified that the discussion under way is about putting a municipal court, city hall, and public safety building on the City property adjacent to the current City Hall. There was some discussion about the challenges and cost presented by siting the building next to the present City Hall. Staff referenced a topographical survey that was just received by staff the evening before. It was noted there would be additional costs. Following Council deliberation, the City Council considered action.

Motion by Councilman Adams to locate the construction of the new City Hall and Public Safety Building and Municipal Court on the City property addressed as 1942-1946 South Hampton Road. Councilwoman Ipaye made the second. The motion carried with the following vote:

**VOTE: 7 Ayes - Davis, Bradley, Ipaye, Tate, Adams, Garrett, and George**

Mayor Tate noted the City Council should have moved Agenda Item 10 up with the other items being currently discussed.

10. Discuss updates related to the Location, Design, and Construction of Proposed City Facilities. Following the Council focus points during Agenda item 12, Mayor Tate noted as it relates to the design, the City Council has some concerns about what can be done. The City Council asked that information that Randall Scott has been provided to them by email so they can have updated information. The Council discussed savings which may be obtained using wood versus steel construction. A concern related to hardening the buildings against strong wind velocities as those occurring in a tornado situation was brought up. The City Council reached a consensus to request cost analysis for both wood and steel construction costs.

Motion by Councilman Adams to consider Agenda Items 11 and 13 simultaneously. Councilwoman Ipaye made the second. The motion carried with the following vote:

**VOTE: 7 Ayes - Davis, Bradley, Ipaye, Tate, Adams, Garrett and George**

11. Discuss Resolution R-31-16, a Resolution of the City Council of the City of Glenn Heights, Texas, Amending and Restating the City's Job Classification Table to Provide for Certain new Positions and Reclassification and Removal of Certain Existing Positions; Providing a Repealing Clause; and Providing for an Effective Date.

Following the staff presentation, the City Council considered Agenda Item 13.

13. Consider Resolution R-31-16, a Resolution of the City Council of the City of Glenn Heights, Texas, Amending and Restating the City's Job Classification Table to Provide for Certain New Positions and the Reclassification and Removal of Certain Existing Positions; Providing a Repealing Clause; and Providing for an Effective Date.

Councilman Adams made the motion to approve Resolution R-31-16. Councilman Garrett made the second. The motion carried with the following vote:

**VOTE: 7 Ayes - Davis, Bradley, Ipaye, Tate, Adams, Garrett and George**

14. Discuss the City of Glenn Heights Annual Investment Policy.

Councilman Bradley made the motion to table Agenda Item 14 until the September 6, 2016 Agenda so that the City of Glenn Heights Investment Policy may be brought back with Finance Director Sutton's suggestions. Councilman Adams made the second. The motion carried with the following vote:

**VOTE: 7 Ayes** - Davis, Bradley, Ipaye, Tate, Adams, Garrett, and George

15. Discuss changes to the City of Glenn Heights Financial Policy.

Councilman Adams made a motion to table Agenda Item 15. Councilman George made the second. The motion carried with the following vote:

**VOTE: 7 Ayes** - Davis, Bradley, Ipaye, Tate, Adams, Garrett, and George

16. Discuss changes to the City of Glenn Heights Purchasing Policy. Following City Council deliberation, the City Council considered action.

Motion by Mayor Tate to table the review and discussion of possible changes to the City of Glenn Heights Purchasing Policy until a future date to be determined by the City Manager to allow for the work effort to be factored into the current workload. Councilman Adams made the second.

**VOTE: 7 Ayes** - Davis, Bradley, Ipaye, Tate, Adams, Garrett, and George

4. Discuss and Consider Resolution R-30-16 of the City of Glenn Heights, Texas approving the Consideration of Certain Proposed Charter Amendments Discussed During the August 16, 2016 Meeting of the City Council, By a duly Formed Charter Review Committee, or, if No Charter Review Committee is formed, for Consideration By the City Council, for Inclusion at the Next Charter Amendment Election for the City of Glenn Heights, Texas. (Requested by Mayor Tate)

Following the City Council deliberation, the City Council considered action with direction to the City Manager to research how the Bond Committee was formed and bring that process back to the City Council. The City Council asked that the Charter Review Committee undertake a review of the entire Charter.

Mayor Tate to approve Resolution. Councilman Davis made the second. Motion carried with the following vote:

**VOTE: 4 Ayes** - Davis, Bradley, Tate, George  
**3 Nays** - Ipaye, Adams, Garrett

5. Public Hearing to hear testimony on the proposed tax rate of \$0.935530 per \$100 valuation for Tax year 2016. This proposed tax rate exceeds the effective tax rate. This rate will raise more taxes for maintenance and operation than last year's tax rate. (Second Public Hearing)

Councilman Adams made a motion to open the Public Hearing at 9:24 p.m. Mayor Tate made the second. The motion carried with the following vote:

**VOTE: 7 Ayes** - Davis, Bradley, Ipaye, Tate, Adams, Garrett, and George

Mayor Tate opened the Public Hearing at 9:24 p.m.

There was no one to address the City Council during the Public Hearing.

Mayor Pro Tem Bradley made a motion to close the Public Hearing at 9:25 p.m. Councilman Adams made the second. The motion carried with the following vote:

**VOTE: 7 Ayes** - Davis, Bradley, Ipaye, Tate, Adams, Garrett, and George

Mayor Tate closed the Public Hearing at 9:25 p.m.

6. Public Hearing to hear testimony on the City Manager's City of Glenn Heights' Proposed Fiscal Year 2016-2017 Annual Budget. (First Public Hearing)

Councilman Adams made the motion to open the Public Hearing at 9:26 p.m. Mayor Tate made the second. The motion carried with the following vote:

**VOTE: 7 Ayes** - Davis, Bradley, Ipaye, Tate, Adams, Garrett, and George

Mayor Tate opened the Public Hearing at 9:26 p.m.

There was no one to address the City Council during the Public Hearing.

Councilman Adams made the motion to close the Public Hearing at 9:27 p.m. Mayor Pro Tem Bradley made the second. The motion carried with the following vote:

**VOTE: 7 Ayes** - Davis, Bradley, Ipaye, Tate, Adams, Garrett, and George

Mayor Tate closed the Public Hearing at 9:27 p.m.

7. Discuss and consider approval of an Audit Contract with McConnell & Jones, LLP for a period of three years.

Mayor Pro Tem Bradley made the motion to approve the Audit Contract with McConnell & Jones, LLP, for a period of three years. Councilman Adams made the second. The motion carried with the following vote:

**VOTE: 7 Ayes** - Davis, Bradley, Ipaye, Tate, Adams, Garrett, and George

8. Discuss and consider establishing general physical standards policy for Public Safety officers.

Following City Council deliberation, the City Council considered action.

Mayor Pro Tem Bradley made the motion to give the City Manager guidance to bring back Glenn Heights' specific physical requirements in line with applicable

state law for Public Safety positions for the City Council's review. Mayor Tate made second. The motion carried with the following vote:

**VOTE:**        **6**        **Ayes** - Davis, Bradley, Ipaye, Tate, Adams, and George  
                  **1**        **Nay** - Garrett

9. City of Glenn Heights Website Update. Executive Assistant to the City Manager, Ms. Osoba briefed the City Council on the enhancements to the City's website.

Mayor Pro Tem Bradley made the motion to close Workshop and Discussion at 8:29 p.m. Councilman Adams made a second. The motion carried with the following vote:

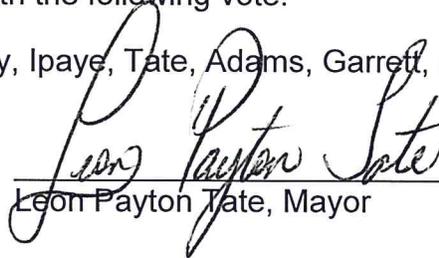
**VOTE:**        **7**        **Ayes-** Davis, Bradley, Ipaye, Tate, Adams, Garrett and George

Mayor Tate closed the Workshop and Discussion at 8:29 p.m.

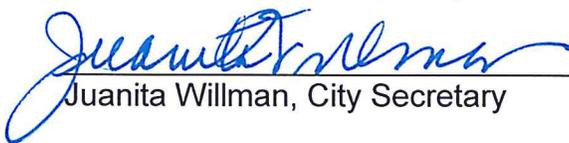
#### **ADJOURNMENT**

Mayor Pro Tem Bradley moved to adjourn the meeting at 9:49 p.m. Councilman Davis made the second. The motion carried with the following vote:

**VOTE:**        **7**        **Ayes** - Davis, Bradley, Ipaye, Tate, Adams, Garrett, and George

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

Attest:

  
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Juanita Willman, City Secretary

**Passed and approved the 20<sup>th</sup> day of September, 2016.**