

**MINUTES OF THE JOINT MEETING OF
THE CITY COUNCIL AND THE EMPLOYEE BENEFITS TRUST
OF THE CITY OF GLENN HEIGHTS, TEXAS**

AUGUST 18, 2020

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

On the 18th day of August 2020, the City Council and the Employee Benefits Trust of the City of Glenn Heights, met in a Regular Called City Council Meeting via video conference with the following members present:

CITY COUNCIL:

Harry A. Garrett	*	Mayor
Sonja A. Brown	*	Mayor Pro Tem
Emma Ipaye	*	Council Member
Jeremy Woods, Sr.	*	Council Member
Ron Adams	*	Council Member
Shaunte L. Allen	*	Council Member
Machanta Newson	*	Council Member

STAFF:

David Hall	*	City Manager
Brandi Brown	*	City Secretary
Phillip Conner	*	Finance Director
V.E. Dooley	*	Chief of Police
Marlon Goff	*	Interim Planning and Development Director
Byron Hardy	*	IT Administrator
Lauren Lewis	*	Community Engagement Administrator
Keith Moore	*	Fire Chief
Jaynice Porter-Brathwaite	*	Human Resources Director

CONSULTANT:

Victoria Thomas	*	City Attorney's Office
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CALL TO ORDER

Mayor Harry A. Garrett called the Employee Benefits Trust of the City of Glenn Heights to order at 7:05 P.M., with a quorum of the City Council present. Council Member Ron Adams made a motion to temporarily recess the Employee Benefits Trust Meeting. Mayor Pro Tem Sonja A. Brown made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Woods, Adams, Allen, and Newson.

Council Member Emma Ipaye was present but was unable to verbally cast her vote due to technical issues.

Mayor Harry A. Garrett called the City Council Meeting to order at 7:06 P.M., with a quorum of the City Council present.

INVOCATION

Council Member Shaunte L. Allen delivered the Invocation.

PLEDGE OF ALLEGIANCE

Mayor Harry A. Garrett led the assembly in the Pledge of Allegiance.

PUBLIC COMMENT

There were no Public Comments made.

INTRODUCTIONS

Jaynice Porter-Brathwaite, Human Resources Director, made the following staff introduction:

- Tavion Bozeman, Social Services Coordinator

Council Member Jeremy Woods, Sr. made a motion to move Agenda item 8 to Agenda item 2. Mayor Pro Tem Sonja A. Brown made the second. The motion carried with the following vote:

VOTE 7 Ayes – Garrett, Brown, Ipaye, Woods, Adams, Allen, and Newson

CONSENT AGENDA

1. Discuss and take action to approve City Council Meeting Minutes of the August 4, 2020, Regular Called City Council Meeting. (Brandi Brown, City Secretary)
2. Discuss and take action to approve City Council Meeting Minutes of the August 11, 2020, Special Called City Council Meeting. (Brandi Brown, City Secretary)
3. Discuss and take action to approve Resolution R-27-20, a Resolution of the City Council of the City of Glenn Heights, Texas, approving an Interlocal Cooperation Agreement for Food Establishment Inspection and Environmental Health Services with Dallas County; authorizing the City Manager to execute the same; and providing for an effective date. (Marlon Goff, Interim Planning and Development Director)

Mayor Pro Tem Sonja A. Brown made a motion to approve Consent Agenda items 1-3. Council Member Ron Adams made the second. The motion carried with the following vote:

VOTE 7 Ayes – Garrett, Brown, Ipaye, Woods, Adams, Allen, and Newson

AGENDA

1. Discuss and take action appointing Planning and Zoning Board Members.

Miamauni Hines, Planner, introduced this item and completed a presentation regarding appointment guidelines specified in the Zoning Ordinance, and provided information about current Commissioners and applicants. Marlon Goff, Interim Planning and Development Director, also discussed the reappointment of two current Planning and Zoning Commissioners.

Council Member Ron Adams made a motion to reappointment the two current Planning and Zoning Commissioners, Austin Kelley and Debra Jones, to a three-year term, beginning at the expiration of their current term. Council Member Jeremy Woods, Sr. made the second. The motion carried with the following vote:

VOTE 7 Ayes – Garrett, Brown, Ipaye, Woods, Adams, Allen, and Newson

The following Planning and Zoning Commissioner applicants introduced themselves: April Stokes, Arnold Davis, Jr., Paul Alley, Kelvin Story, Sr., and Tabitha Gamble.

Council Member Ron Adams made a motion to table Agenda item 1 to a later time in the meeting for appointment information to be received. Council Member Machanta Newson made the second. The motion carried with the following vote:

VOTE 7 Ayes – Garrett, Brown, Ipaye, Woods, Adams, Allen, and Newson

8. Discuss and take action to approve Resolution R-29-20, a Resolution of the City Council of the City of Glenn Heights, Texas, approving the Terms And Conditions of an Agreement, by and between the City of Glenn Heights and Pattillo, Brown & Hill, LLP to provide Auditing Services for the City's Financial Statements for the Fiscal Year ending September 30, 2020; and providing an effective date.

Phillip Conner, Finance Director, introduced this item and provided a brief overview of the firm selection process. Paula Lowe, a Partner with Pattillo, Brown & Hill, LLP, provided a brief background for their firm. Mr. Conner and Mrs. Lowe answered Council's questions related to timeframes for auditing services and actions that can be taken if discrepancies are found during the auditing process.

Council Member Jeremy Woods, Sr. made a motion to approve Resolution R-29-20, a Resolution of the City Council of the City of Glenn Heights, Texas, approving the Terms And Conditions of an Agreement, by and between the City of Glenn Heights and Pattillo, Brown & Hill, LLP to provide Auditing Services for the City's Financial Statements for the Fiscal Year ending September 30, 2020; and providing an effective date. Council Member Shaunte L. Allen made the second. The motion carried with the following vote:

VOTE 7 Ayes – Garrett, Brown, Ipaye, Woods, Adams, Allen, and Newson

Mayor Harry A. Garrett re-announced the following item.

1. Discuss and take action appointing Planning and Zoning Board Members.

Council Member Shaunte L. Allen made a motion to approve the appointment of the following Planning and Zoning Board Members:

- April Stokes to Place 2, beginning July 30, 2020 and ending July 30, 2023
- Arnold Davis, Jr. to Place 3, beginning July 30, 2020 and ending July 30, 2023
- Paul Alley to Place 4, beginning June 30, 2019 and ending June 30, 2022
- Kelvin Story, Sr. to Place 6, beginning August 18, 2020 and ending August 18, 2023
- Tabitha Gamble to Place 7, beginning August 18, 2020 and ending August 18, 2023

Council Member Ron Adams made the second. The motion carried with the following vote:

VOTE 7 Ayes – Garrett, Brown, Ipaye, Woods, Adams, Allen, and Newson

- 3 Discuss and take action on Ordinance O-10-20, an Ordinance of the City Council of the City of Glenn Heights, Texas, amending Chapter 14 “Zoning”, Exhibit A “Zoning Ordinance”, Article IX “Zoning Districts”, at Section 3 “Provisional districts” and at Subsection IX.3.3 “MF – Multifamily Residential District” by amending Subpart A thereof; providing a repealing clause, providing a severability clause, and providing an effective date. (Second Reading)

Marlon Goff, Interim Planning and Development Director, introduced this item to Council. Miamauni Hines, Planner, completed a presentation related to amending the Zoning Ordinance, and how the amendments would affect residential and commercial structures.

Council Member Jeremy Woods, Sr., made a motion to approve Ordinance O-10-20, an Ordinance of the City Council of the City of Glenn Heights, Texas, amending Chapter 14 “Zoning”, Exhibit A “Zoning Ordinance”, Article IX “Zoning Districts”, at Section 3 “Provisional districts” and at Subsection IX.3.3 “MF – Multifamily Residential District” by amending Subpart A thereof; providing a repealing clause, providing a severability clause, and providing an effective date. Council Member Ron Adams made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Adams, and Newson
1 Nay – Allen

4. Discuss and take action on Ordinance O-15-20, an Ordinance of the City of Glenn Heights, Texas, amending the Personnel Policies, Guidelines & Procedures of the City of Glenn Heights adopted June 7, 2010, by Ordinance O-06-10, and as thereafter amended by Ordinances O-17-10, O-11-12, O-26-12, O-01-15, O-06-19 And O-04-20 by suspending the portion of Section 6.20 Vacation Pay and Balance Management relating to Vacation Balance Accrual; providing a repealing clause; providing a savings clause; providing a severability clause; and providing an effective date. (First Reading)

Jaynice Porter-Brathwaite, Human Resources Director, introduced this item and explained that due to the Novel Coronavirus pandemic, the City Manager instituted a temporary policy limiting the amount of accrued vacation leave that could be used by employees; and that this item would suspend the portion of the Personnel Policy relating to vacation balance accrual. David Hall, City Manager, and Victoria Thomas, City Attorney, answered Council's questions related to how accrual balances carry over each year, how long this Ordinance would remain in effect, an employee vacation buyback program, and secondary employment.

Council Member Shaunte L. Allen made a motion to approve Ordinance O-15-20, an Ordinance of the City of Glenn Heights, Texas, amending the Personnel Policies, Guidelines & Procedures of the City of Glenn Heights adopted June 7, 2010, by Ordinance O-06-10, and as thereafter amended by Ordinances O-17-10, O-11-12, O-26-12, O-01-15, O-06-19 And O-04-20 by suspending the portion of Section 6.20 Vacation Pay and Balance Management relating to Vacation Balance Accrual; providing a repealing clause; providing a savings clause; providing a severability clause; and providing an effective date. Council Member Ron Adams made the second. The following no action vote was recorded:

VOTE 7 Ayes – Garrett, Brown, Ipaye, Woods, Adams, Allen, and Newson

Council Member Ron Adams requested to be excused from the meeting at 8:14 P.M.

5. Discuss and take action on the formation of a Police Department Citizens Advisory Committee.

David Hall, City Manager, introduced this item and stated this item was based on an inquiry from Mayor Pro Tem Sonja A. Brown. V.E. Dooley, Chief of Police, completed a presentation regarding the scope and functions of a Citizens Advisory Committee, how members would be selected and when the committee would meet, and possible next steps. Chief Dooley, Mr. Hall, and Victoria Thomas, City Attorney, answered Council's questions related to the difference between a Citizens Advisory Committee and a Police Oversight Board, training timeframes and what training opportunities would be available, the roles of trainees and available equipment, requirements for participation in the program, how this program would be marketed to the community, and if Council would have access to Committee Minutes and recommendations.

Mayor Pro Tem Sonja A. Brown made a motion for an Ordinance to be developed to consider the formation of a Police Department Citizens Advisory Committee. Council Member Shaunte L. Allen made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Allen, and Newson

6. Discuss and take action on the establishment of a Neighborhood Traffic Calming Management Program.

David Hall, City Manager, introduced this item and stated this item was based on an inquiry from Council Member Machanta Newson. V.E. Dooley, Chief of Police, completed a presentation regarding why traffic calming measures may be needed, various types of traffic calming measures, the application process, and possible next steps. Chief Dooley and Mr. Hall answered Council's questions related to the application/petition process and how the petition would be disseminated to residents, alternative measures that can be taken, locations of samples provided, how these measures would impact the City's budget, how Homeowner Associations would be involved and if communities would be allowed to provide input, and general criteria for the program. Council Member Machanta Newson also provided feedback regarding this item.

Mayor Harry A. Garrett requested that Staff move forward with the next appropriate steps to form a Neighborhood Traffic Calming Management Program.

7. July 2020 Financial Report.

Council Member Jeremy Woods, Sr. made a motion to table this Agenda item to the next City Council Meeting. Council Member Shaunte L. Allen made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Allen, and Newson

2. Announce the dates of the Public Hearings for the 2020 Proposed Property Tax Rate, Proposed Fiscal Year 2020-2021 Budget, Amended Fiscal Year 2019-2020 Budget, and the anticipated dates of adoption.

Phillip Conner, Finance Director, announced the following information:

- A. The Public Hearing date of the 2020 Proposed Property Tax Rate is September 15, 2020, and the Property Tax Rate adoption is scheduled for September 15, 2020.
- B. The Public Hearing dates of the Proposed Fiscal Year 2020-2021 Budget are September 1, 2020 and September 15, 2020, and the Budget adoption is scheduled for September 15, 2020.

- C. The Public Hearing date of the Amended Fiscal Year 2019-2020 Budget is September 1, 2020, and the Amended Budget adoption is scheduled for September 15, 2020.

Council Member Jeremy Woods, Sr. made a motion to approve the announcement of the dates of the Public Hearings for the 2020 Proposed Property Tax Rate, Proposed Fiscal Year 2020-2021 Budget, Amended Fiscal Year 2019-2020 Budget, and the anticipated dates of adoption. Council Member Shaunte L. Allen made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Allen, and Newson

9. Discuss and take action to approve Resolution R-28-20, a Resolution of the City Council of the City of Glenn Heights, Texas, authorizing the Mayor to execute a grant agreement and related documents as the City's certifying official, and authorizing City staff to submit requests for public assistance funded by the Federal Emergency Management Agency through the Texas Division of Emergency Management in relation to FEMA DR-4485 associated with the Presidential Declaration of a major disaster for the State of Texas (Texas COVID-19 Pandemic); and providing for an effective date.

Marlon Goff, Interim Planning and Development Director, introduced this item and discussed FEMA Public Assistance Grant Terms and Conditions.

Council Member Shaunte L. Allen made a motion to approve Resolution R-28-20, a Resolution of the City Council of the City of Glenn Heights, Texas, authorizing the Mayor to execute a grant agreement and related documents as the City's certifying official, and authorizing City staff to submit requests for public assistance funded by the Federal Emergency Management Agency through the Texas Division of Emergency Management in relation to FEMA DR-4485 associated with the Presidential Declaration of a major disaster for the State of Texas (Texas COVID-19 Pandemic); and providing for an effective date. Council Member Jeremy Woods, Sr. made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Allen, and Newson

Mayor Harry A. Garrett temporarily recessed the City Council Meeting to reconvene a meeting of the City of Glenn Heights Employee Benefits Trust at 9:26 P.M.

The City of Glenn Heights Employee Benefits Trust reconvened into its Regular Called Meeting at 9:26 P.M.

1. Discuss and take action regarding insurance renewal recommendations for Employees' Group Medical/Prescription, Life/Disability, Dental, Vision, and Accident/Critical Illness Insurance, and a Flexible Spending Account.

Jaynice Porter-Brathwaite, Human Resources Director, discussed insurance renewal recommendations for Employee Insurance Benefits for Employees' Group Medical/Prescription plans, Life/Disability Insurance, Dental, Vision, and Accident/Critical Illness Insurance, and a Flexible Spending Account. She also discussed the percentage decrease for the medical renewal and the 4% impact of the dental increase.

Council Member Shaunte L. Allen made a motion to approve the Staff recommended insurance contracts, subject to Council funding approval, and authorizes the City Manager to execute contracts on behalf of the Employee Benefits Trust. Council Member Emma Ipaye made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Allen, and Newson

ADJOURNMENT

Council Member Emma Ipaye made a motion to adjourn the City of Glenn Heights Employee Benefits Trust. Mayor Pro Tem Sonja A. Brown made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Allen, and Newson

Council Member Emma Ipaye made a motion to reconvene into the City Council Meeting. Council Member Jeremy Woods, Sr. made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Allen, and Newson

City Council reconvened at 9:39 P.M.

AGENDA

10. Discuss and take action to approve Resolution R-26-20, a Resolution of the City Council of the City of Glenn Heights, Texas, authorizing the City of Glenn Heights Employee Benefits Trust to pay the obligations of the Trust as it relates to Insurance contracts that the Trust awards; authorizing any transfers of funds that may be necessary during the 2020-2021 Fiscal Year to fund the Trust's obligations relating to insurance contracts that the Trust awards; and providing for an effective date.

Council Member Emma Ipaye made a motion to approve Resolution R-26-20, a Resolution of the City Council of the City of Glenn Heights, Texas, authorizing the City of Glenn Heights Employee Benefits Trust to pay the obligations of the Trust as it relates to Insurance contracts that the Trust awards; authorizing any transfers of funds that may be necessary during the 2020-2021 Fiscal Year to fund the Trust's obligations relating to insurance contracts that the Trust awards; and providing for an effective date. Council Member Shaunte L. Allen made the second. The motion carried with the

following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Allen, and Newson

Council Member Jeremy Woods, Sr. made a motion to place Agenda item 7 back on the Agenda. Council Member Machanta Newson made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Allen, and Newson

7. July 2020 Financial Report.

Phillip Conner, Finance Director, completed a presentation regarding the City's revenues, expenditures, and fund balances through July 2020.

Council Member Jeremy Woods, Sr. made a comment related to his absence during the August 11, 2020 City Council Meeting.

ADJOURNMENT

Council Member Jeremy Woods, Sr. made a motion to adjourn. Mayor Pro Tem Sonja A. Brown made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Allen, and Newson

Mayor Harry A. Garrett adjourned the meeting at 9:59 P.M.



Harry A. Garrett, Mayor

Attest:



Brandi Brown, City Secretary

Passed and approved on the 1st day of September 2020