

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

**SEPTEMBER 1, 2020**

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

On the 1<sup>st</sup> of September 2020, the City Council of the City of Glenn Heights, Texas 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
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
Miamauni Hines	*	Planner
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 City Council Meeting to order at 7:06 P.M., with a quorum of the City Council present.

**INVOCATION**

Council Member Emma Ipaye delivered the Invocation.

**PLEDGE OF ALLEGIANCE**

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

## PROCLAMATIONS

- National Preparedness Month, September 2020, read by Council Member Machanta Newson
- Patriot Day and National Day of Service and Remembrance, September 11, 2020, read by Council Member Jeremy Woods, Sr.
- Labor Day, September 7, 2020, read by Mayor Harry A. Garrett
- Payroll Week, September 7-11, 2020, read by Mayor Harry A. Garrett

## CONSENT AGENDA

1. Discuss and take action to approve City Council Meeting Minutes of the August 18, 020, Joint Meeting of the City Council and the Employee Benefits Trust. (Brandi Brown, City Secretary)
2. Discuss and take action to approve a Final Plat request by Kimley-Horn on behalf of D.R. Horton – Texas, Ltd., for Magnolia Meadows Phase IV. The 32.032-acre property is zoned PD-3 and is situated in the Michael McDermott Survey, Abstract No. 743, Glenn Heights, Ellis County, Texas. This phase is proposed for a total of 87 residential lots and 4 HOA owned and maintained lots. The property is currently undeveloped but proposed for single-family residential. (Marlon Goff, Interim Planning and Development Director)
3. Discuss and take action to approve Resolution R-32-20, a Resolution of the City Council of the City of Glenn Heights, Texas, approving an Interlocal Cooperation Agreement for Coordinated Health Services with Dallas County; authorizing the City Manager to execute the same; and providing for an effective date. (Marlon Goff, Interim Planning & Development Director)

Mayor Pro Tem Sonja A. Brown made a motion to approve Consent Agenda items 1-3. 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

## AGENDA

1. Presentation by Dallas Area Rapid Transit (DART) on system-wide updates and the impact on transit services in the City of Glenn Heights.

Marlon Goff, Interim Planning & Development Director, introduced this item. Todd Plesko, DART Vice President of Service Planning and Scheduling, completed a presentation related to DART's service in the City of Glenn Heights. Mr. Plesko answered Council's questions regarding how data and feedback for zip code participation is collected.

2. Public Hearing to receive testimony regarding the Proposed Fiscal Year 2020-2021 Budget.

Mayor Pro Tem Sonja A. Brown made a motion to open the Public Hearing. 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

Council Member Jeremy Woods, Sr. made a motion to close the Public Hearing. Council Member Machanta Newson made the second. The motion carried with the following vote:

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

3. Discuss and take action to postpone vote on approval of Proposed Fiscal Year 2020-2021 Budget to September 15, 2020 City Council Meeting.

Council Member Jeremy Woods, Sr. made a motion to postpone vote on approval of Proposed Fiscal Year 2020-2021 Budget to September 15, 2020 City Council Meeting. 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

4. Discuss and first reading of Ordinance O-12-20, an Ordinance of the City Council of the City of Glenn Heights, Texas, adopting the Budget for Fiscal Year beginning October 1, 2020 and ending September 30, 2021; providing that expenditures for said Fiscal Year shall be made in accordance with said Budget; appropriating and setting aside the necessary funds out of the general and other revenues for said Fiscal Year for the maintenance and operation of the various departments and for various activities and improvements of the City; providing a repealing clause; providing a severability clause; and providing an effective date. (First Reading)

David Hall, City Manager, provided a brief overview of the Proposed Fiscal Year 2020-2021 Budget, including information related to revenues and expenditures.

5. Public Hearing to receive testimony regarding amending the Annual Budget for the City of Glenn Heights, Texas, for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020.

Council Member Jeremy Woods, Sr. made a motion to open the Public Hearing. 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 Jeremy Woods, Sr. made a motion to close the Public Hearing. Council Member Machanta Newson made the second. The motion carried with the following vote:

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

6. Discuss and first reading of Ordinance O-14-20, an Ordinance of the City Council of the City of Glenn Heights, Texas, amending the Annual Budget for the City of Glenn Heights, Texas for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020. (First Reading)

Phillip Conner, Finance Director, introduced this item and completed a presentation related to Charter requirements, and discussed proposed amendments to the General Fund, the Water and Sewer Fund, and the Drainage Fund.

7. Discuss and take action to approve \$0.804430 as the proposed ad valorem tax rate for the year 2020 (Fiscal Year 2020 - 2021).

Phillip Conner, Finance Director, introduced this item. Council Member Jeremy Woods, Sr. also provided additional information related to the property tax decrease.

Council Member Jeremy Woods, Sr. made a motion to approve \$0.804430 as the proposed ad valorem tax rate for the year 2020 (Fiscal Year 2020 - 2021). Mayor Pro Tem Sonja A. Brown made the second. The motion carried with the following record vote:

Mayor Harry A. Garrett	Aye
Mayor Pro Tem Sonya A. Brown, Place 1	Aye
Council Member Emma Ipaye, Place 2	Aye
Council Member Jeremy Woods, Sr., Place 3	Aye
Council Member Ron Adams, Place 4	Not Present
Council Member Shaunte L. Allen, Place 5	Aye
Council Member Machanta Newson, Place 6	Aye

8. Discuss and first reading of Ordinance O-13-20, an Ordinance of the City Council of the City of Glenn Heights, Texas, adopting and levying ad valorem taxes for the year 2020 (Fiscal Year 2020 - 2021) at a rate of \$0.804430 per one hundred dollars (\$100) assessed valuation on all taxable property within the corporate limits of the City of Glenn Heights as of January 1, 2020, to provide revenue for the payment of current expenses; providing for an interest and sinking fund for all outstanding debt of the City of Glenn Heights; providing for due and delinquent dates together with penalties and interest; approving the 2020 tax roll certified by

the Chief Appraisers for Dallas and Ellis Counties; providing a severability clause; providing a repealing clause; and providing an effective date. (First Reading)

Phillip Conner, Finance Director, introduced this item to Council.

9. Discuss and take action on Ordinance O-15-20, an Ordinance of the City Council 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. (Second 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.

Council Member Jeremy Woods, Sr. made a motion to Ordinance O-15-20, an Ordinance of the City Council 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 Machanta Newson made the second. The motion carried with the following vote:

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

10. Discuss and first reading of Ordinance O-18-20, an Ordinance of the City Council 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 adding a temporary vacation leave buyback program to section 6.20 thereof; 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. She explained that due to the Novel Coronavirus (COVID-19) public health emergency and disaster, the City Manager instituted a temporary policy limiting the amount of accrued vacation leave that could be used by City employees; and that this proposed program would allow employees with vacation accruals in

excess of 80 hours to sell back up to a maximum of 60 hours of their excess vacation accrual balance. Ms. Porter-Brathwaite and David Hall, City Manager, answered Council's questions related to minimum amounts, how payments will be disbursed, and the cost to the City.

11. Discuss and take action to receive feedback on the Youth Advisory Committee Program Overview and Bylaws.

Lauren Lewis, Community Engagement Administrator, introduced this item and completed a presentation related to the purpose of a Youth Advisory Committee, terms of service, general structure of the committee, participant expectations and goals, and a marketing plan and timeline. Mrs. Lewis and David Hall, City Manager, answered Council's questions related to member replacement, term limits, possible grant funding, how students would be paired with Council Members, the application and interview process, if there would be a set amount of students from Dallas and Ellis Counties, and if an adult supervisor would be in place prior to the committee being established.

12. Update on the 2020 Census.

Council Member Shaunte L. Allen introduced this item and completed a presentation related to how Glenn Heights is involved in the 2020 Census, an adjusted operational timeline due to the Novel Coronavirus (COVID-19) Pandemic, and the status of self-response data. She also answered Council's questions related to how contact is being made with residents.

13. Discuss and take action to close off Tin Gee Top Drive and address the run-off/flooding issues of the pond/creek.

### **PUBLIC COMMENTS**

Luis Saenz, 402 Sleepy Top Road, Red Oak, TX 75154 – spoke in support of closing off Tin Gee Top Drive and expressed his thoughts related to flooding in the area.

Fred Sawtelle, 214 Sleepy Top Road, Glenn Heights, TX 75154 – spoke in support of closing off Tin Gee Top Drive and expressed his thoughts related to flooding and crime prevention in the area.

Lasette Regis, 220 Sleepy Top Road, Glenn Heights, TX 75154 75154 – spoke in support of closing off Tin Gee Top Drive and expressed her thoughts related to flooding in the area.

Council Member Shaunte L. Allen completed a presentation related to flooding issues, pond overflow, the results of "rain events", possible utility easements, and the removal of an erosion fence.

David Hall, City Manager, answered Council's questions and addressed issues related to flooding in the area, steps that are being taken to possibly obtain a drainage easement, information that can be shared on the City's website, inquiries received from residents, street improvements/repairs, and if the engineer can either provide additional information in writing or appear at a City Council meeting. He also confirmed that the developer went above and beyond what was required when implementing a drainage and infrastructure plan, and that the plan was reviewed by an independent engineer. Keith Moore, Fire Chief, and V.E. Dooley, Chief of Police, also provided information related to emergency medical services hinderances and response times if Tee Gee Top Drive is closed off.

City Council recommended that the previous presentation provided by Wade Trim be submitted to Council for review and that the presentation be made available on the City's Official web-site.

**ADJOURNMENT**

Council Member Jeremy Woods, Sr. made a motion to adjourn. Council Member Machanta Newson 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 9:48 P.M.

  
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Harry A. Garrett, Mayor

Attest:

  
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Brandi Brown, City Secretary  
Passed and approved on the 15<sup>th</sup> day of September 2020