

The City of Balcones Heights
Regular City Council Meeting
3300 Hillcrest Drive
Balcones Heights, Texas 78201

MINUTES

DATE: February 11, 2008

TIME: 6:00 p.m.

Members Present: Jim Craven Miguel Valverde Suzanne de Leon
Charles Matthies Lamar Gillian Bill Johnson

Members Absent: NONE

Staff Present: Sean Pate Delia Flores Steve Pena
Brock Ward Mike Brown Joe Gloria
Mark Kight Brandon Sekula

Others Present: Mercedes Bristol Kelly Cavanaugh Anthony B.
Martha Davis W. S. Burmeister Ambrose Vince
Melissa Vasquez Jeremiah Dominguez Jim Booth
Arnold & Elisa Muniz

CALL TO ORDER AND RECORDING OF QUORUM

Quorum present.

INVOCATION AND PLEDGES OF ALLEGIANCE TO THE U. S. A. AND TEXAS FLAGS

Councilman Valverde gave the invocation and led pledges.

PUBLIC COMMENT PERIOD

Mercedes Bristol, Property Manager in Balcones Heights interested in multi-share database with rental history of tenants to use along with other apartment managers.

Martha Davis – Explained how database system works.

1. PRESENTATIONS and REPORTS:

- a. Fire Chief Philip Prince will introduce three new firefighters.

Fire Chief Philip Prince introduced three new firefighters. Their names are Patrick Juarez, Matthew Bruffy, and Robert Ross.

- b. Mayor Craven will present a certificate of appreciation to Sergeant Barbara Tuttle.

Item c was discussed before item b to allow time for Sergeant Barbara Tuttle to be present.

In response to an e-mail from our city web-site where Sgt. Barbara Tuttle was mentioned by name for a job well done; Mayor Jim Craven presented a certificate of appreciation. The fire department (Mark Kight) and an off duty police officer (Karen Switzer) were also mentioned in that e-mail.

- c. Convention & Visitors Bureau Report, including Norris Conference Center updates. (Nastasi)

Director of Tourism Lorenzo Nastasi, went over highlights of the report and answered any questions asked by council.

- d. Engineers submitting a request for qualifications will make a presentation to council.

W. S. Burmeister from PBSJ Engineering was present and introduced himself to council and answered questions.

Mayor appointed committee consisting of Councilman Miguel C. Valverde, Councilwoman Suzanne de Leon, and City Administrator Sean Pate to interview engineers and bring back a recommendation by next meeting.

2. CONSENT AGENDA ITEMS:

- a. Approval of minutes for Regular Meeting of January 14, 2008.
- b. Approval of the January 2008 Check Register.
- c. Approval of Financial Report for month of January 2008.

MOTION: I make a motion to accept consent agenda items as a whole.

Motion by: Lamar Gillian Second: Suzanne de Leon 5/0/0 PASSED

BOARD AND COMMISSION APPOINTMENTS:

PUBLIC HEARINGS:

3. Council will conduct a **PUBLIC HEARING** regarding a request to re-zone property located at 529 Gentleman Rd. legally known as Corner Lot – CB5894B Blk. 26, Lot 16 & E2571.0715.5022 Acres from “A” Single Family Residence to “B” Residence.

Public Hearing opened at 6:26 p.m.

No one came up to speak on this issue.

Public Hearing closed at 6:27 p.m.

ACTION ITEMS:

4. Consideration and **ACTION** to approve/disapprove Planning and Zoning Commission’s recommendation to re-zone property located at 529 Gentleman “A” Single Family Residence to “B” Residence. (Meyers)

MOTION: I make a motion to approve.

Motion by: Suzanne de Leon Second: Miguel C. Valverde 5/0/0 PASSED

5. Consideration and **ACTION** to adopt a resolution regarding an employee evaluation system. (Pate)

City Administrator Sean Pate went over the evaluation system and gave explanation to council.

MOTION: I make a motion to table.

Motion by: Bill Johnson Second: Lamar Gillian 5/0/0 PASSED

6. Consideration and **ACTION** for proposed ordinance modifications regarding public nuisance and property owner's responsibility. (Meyers)

NO ACTION

Code Enforcement Officer Ron Meyers asked that this item be brought back at another meeting.

7. Consideration and **ACTION** to adopt a resolution requesting authorization from U.S. Department of Housing and Urban Development to pursue development of property located on Gentleman across from Balcones Heights Justice Center. (Mayor)

Mayor Craven gave council an explanation as to why this resolution was needed.

MOTION: I make a motion to approve the resolution.

Motion by: Bill Johnson Second: Charles Matthies 5/0/0 PASSED

8. Consideration and **ACTION** regarding the city's website to possibly go out for bids to update, revise, and/or expand website. (Pate)

MOTION: I make a motion we put it out for bids.

Motion by: Charles Matthies Second: Miguel C. Valverde 5/0/0 PASSED

9. Consideration and **ACTION** to approve a resolution ordering General Joint Election with Bexar County to be held on Saturday, May 10, 2008. (Flores)

MOTION: I make a motion we approve.

Motion by: Bill Johnson Second: Lamar Gillian 5/0/0 PASSED

10. Consideration and **ACTION** to adopt a resolution to enter a contract for election services between the Bexar County Elections Administrator on behalf of Bexar County and the City of Balcones Heights. (Flores)

MOTION: So move.

Motion by: Lamar Gillian Second: Charles Matthies 5/0/0 PASSED

11. Consideration and **ACTION** regarding city engineer for the Bobbies Lane, Community Development Block Grant (CDBG) street project.

NO ACTION.

12. Consideration and **ACTION** regarding budget amendment for FY 2007-2008.

City Administrator Sean Pate stated that this amendment is not increasing the overall expenditures. The amendment is moving from one line item to another, updating pay scale and adding Lieutenant to the Fire Department.

MOTION: I make a motion we pass this budget amendment as you have it. (Including Lieutenant position.)

Motion by: Bill Johnson Second: Charles Matthies 5/0/0 PASSED

WORKSHOP:

DISCUSSION ITEMS:

EXECUTIVE SESSION:

13 Discussion pursuant to Section 551.074, of the Texas Government Code, to consider employee evaluation for City Administrator Sean Pate.

Council went into closed door executive session at 7:30 p.m.

Council reconvened in open session at 8:05 p.m.

14 Council will reconvene in open session and may take **ACTION** regarding discussion during Executive Session.

NO ACTION.

ADJOURNMENT:

Meeting adjourned at 8:05 p.m.

City of Balcones Heights, Texas

By: _____

Delia Flores
City Secretary, TRMC

Approved - March 10, 2008 City Council Meeting.