

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

Workshop/Regular Meeting

MINUTES

DATE: August 8, 2011

TIME: 5:00 p.m.

Members Present: Suzanne de Leon (Mayor) Charles Matthies (Mayor Pro Tem)
 Miguel Valverde Linda Pohl
 Lamar Gillian Charles White

Members Absent: None

Sign in Sheet: Jack Burton Henry Hannasch Steve Elliot
 Bill Johnson Pamela Hodges Roger Lawhead
 Noel Valdez

CALL TO ORDER AND RECORDING OF QUORUM:

Meeting was called to order and quorum was present.

WORKSHOP: (5:00 P.M.)

Council will conduct a workshop on the proposed 2011-2012 annual operating budget and the required 2011 ad valorem tax rate.

Finance Director Yvonne Griffin gave a presentation. She described the different funds and how they are used. She also went over the revenues and expenditures.

Workshop adjourned at 5:22 p.m.

REGULAR MEETING: (6:00 P.M.)

Meeting was called to order at 6:00 p.m. and quorum was 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

Jack Burton came up to voice his concerns with Rogiers Park regarding sign, water fountain and installing cameras. Mayor advised him the park was an item on this agenda and that he would also be able to speak at that time.

1. PRESENTATIONS and REPORTS:

a. Council will receive update from Consultant Walter Serna.

Item b. was addressed before Item a.

Walter Serna came up to give an overall update of the Bus Rapid Transit. He also gave an update on the Super Station. He informed council that he met with several entities and some of the issues discussed were the super station, Infrastructure, economic development funding, drainage and gateway park.

b. Council will receive update regarding zoning ordinance changes as recommended by Drenner & Golden Stuart Wolff.

John Jacks came up to explain the recommended changes to the zoning code. He advised council to forward any recommended revisions to City Administrator.

c. Council will receive update from the Chair of Planning and Zoning. (Slay)

Chair Madeline Slay gave an update on workshop and public hearing regarding single family district and fences.

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

Director, Visitor Initiatives Lorenzo Nastasi came up to give his update.

e. Police Department Report. (Dominguez)

Police Chief Dominguez came up to give his report. Councilman Gillian suggested a year to date be added to the report.

f. Fire Department Report. (Prince)

Fire Chief Philip Prince came up to give highlights of his report. Suggestion was also made to add year to date to report.

g. Development Services Coordinator Report. (Cardenas)

Development Services Coordinator came up and gave her report. She also reported some gas problems that CPS has identified.

2. CONSENT AGENDA ITEMS:

- a. Approval of minutes for Regular Meeting of July 11, 2011.
- b. Approval of minutes for Special Workshop of July 27, 2011.
- c. Approval of the July 2011 Check Register.
- d. Approval of Financial Report for month of July 2011.

MOTION: I would like to make a motion to approve in its entirety.

Motion by: Councilwoman Pohl Second: Councilman Gillian 5/0/0 PASSED

BOARD AND COMMISSION APPOINTMENTS:

PUBLIC HEARINGS:

ACTION ITEMS:

3. Discuss and consider authorizing the issuance, sale and delivery of "City of Balcones Heights, Texas General Obligation Refunding Bonds, series 2011", securing the payment thereof by authorizing the levy of an annual ad valorem tax; approving and authorizing the execution of all instruments and procedures related

thereto including a paying agent/registrar agreement and an investment letter; and declaring an effective date. (Griffin)

Steve Elliott with Southwest Securities came up to inform council results of the bids that came in. Noel Valdez with McCall Parkhurst and Horton also came up to explain the financial aspect.

MOTION: I make a motion to approve. (issuance, sale and delivery of "City of Balcones Heights, Texas General Obligation Refunding Bonds, series 2011", securing the payment thereof by authorizing the levy of an annual ad valorem tax; approving and authorizing the execution of all instruments and procedures related thereto including a paying agent/registrar agreement and an investment letter; and declaring an effective date)

Motion by: Councilman Lamar Gillian Second: Councilwoman Pohl 5/0/0 PASSED

4. Consideration and **ACTION** to award bid for Concord Project. (Buckert/Lawhead)

Roger Lawhead came up to update council on bids that came in for Concord Project.

MOTION: I make a motion to approve. (RL Jones-Base Bid- Add Alt #1 - Add Alt. #2)

Motion by: Councilman Gillian Second: Councilman Matthies 5/0/0 PASSED

5. Consideration and **ACTION** to approve a task force agreement between the SA District Office of Drug Enforcement Administration and the Balcones Heights Police Department. (Dominguez)

Police Chief Henry Dominguez came up to explain the contract and drug dog's (Nella) accomplishments.

MOTION: I would like to make a motion to approve the task force agreement between our office and the drug administration.

Motion by: Councilwoman Pohl Second: Councilman Gillian 5/0/0 PASSED

6. Consideration and **ACTION** to approve the sale of the traffic trailer to the City of Jourdanton Police Department. (Dominguez)

Police Chief Henry Dominguez informed council that he received an email with a request to purchase the city's traffic trailer for \$3,000.00.

MOTION: I make a motion to approve sale.

Motion by: Councilwoman Pohl Second: Councilman Valverde 5/0/0 PASSED

7. Consideration and **ACTION** regarding issuance of Request for Qualifications for the appointment of the City Engineer. (Buckert)

City Administrator spoke on this issue and brought this item forward to see if council was interested in advertising request for qualifications.

Recess at 7:32 p.m.
Convened at 7:37 p.m.

MOTION: I would like to make a motion that we accept staff's recommendation to go out for RFQ's for city engineer.

Motion by: Councilman Gillian Second: Councilman Matthies 2/1/2 FAILED

Nay vote: Councilwoman Pohl Abstained: Councilman Matthies and Councilman White

8. Consideration and **ACTION** to approve a Texas Municipal Retirement System City Portal Use Agreement. (Griffin)

Finance Director came up and stated this agreement will give the city access to the retirement information and make it possible for designated staff to help employees get accurate information with regards to their account.

MOTION: I make a motion we approve the retirement system usage agreement.

Motion by: Councilwoman Pohl Second: Councilman Gillian 5/0/0 PASSED

9. City Council Members will take record vote to raise or not to raise ad valorem taxes above the lower of the calculated effective tax rate or roll-back rate. (Griffin)

Record vote **not to raise** above the effective tax rate:

Councilman Valverde Yes
Councilwoman Pohl Yes
Councilman Matthies Yes
Councilman Gillian Yes
Councilman White Yes

10. Consideration and **ACTION** regarding air condition issue HVAC system and potential recourse/reimbursement from the prior contractor based upon services not provided and course of action. (Buckert)

City Administrator introduced Mr. Vargara to explain problems with air conditioner system at the Justice Center. Mr. Vargara stated that he has invoiced city for several repairs that had previously been done but had not been done up to standards. He stated issues had to be addressed before he continued any repairs. He submitted a proposal and went over it with council.

MOTION: I would like to make a motion that we authorize the city administrator to go out for request for proposals on replacing the system as Mr. Vargara described it.

Motion by: Councilman Gillian Second: Councilman Valverde 5/0/0 PASSED

11. Consideration and **ACTION** to amend the Personnel Policy manual to include a fraternization policy. (Buckert)

City Administrator recommended to approve a fraternization policy for the protection of the city.

Councilwoman Pohl and Councilman Matthies had concerns with the enforcement of this policy.

MOTION: I make a motion to approve this (fraternization) policy.

Motion by: Councilman Gillian Second: Councilman Valverde 2/3/0 FAILED

Nay Votes: Councilwoman Pohl, Councilman Matthies and Councilman White

DISCUSSION ITEMS:

12. Discussion regarding City parks, their uses, needs, maintenance issues and budget (Valverde/White)

Councilman Valverde had written recommendations he presented. Councilman White went to the board and gave council a picture of things that are wrong with the park.

Madeline Slay came up to speak on parks and recreation funding through 501C3 nonprofit.

Jack Burton came up to speak on concerns of the park with skateboarding and noise it causes. He also had concerns with the lighting and maybe adding security cameras.

EXECUTIVE SESSION: 8:51 p.m.

13. Discussion pursuant to Section 551.074 of the Texas Government Code (Personnel Matters) to discuss City Administrator's duties and responsibilities.

14. Discussion pursuant to Section 551.074 of the Texas Government Code (Personnel Matters).

RE-CONVENE IN OPEN SESSION: 9:26 p.m.

NO ACTION on item 13.

Item 14 was not discussed due to the lack of information on agenda item.

ADJOURNMENT:

Meeting was reconvened at 9:26 p.m. and adjourned because there was no action.

Submitted by:

DELIA FLORES
City Secretary, TRMC

Minutes approved by City Council at the meeting of September 12, 2011.