

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

Regular Meeting

MINUTES

DATE: September 12, 2011

TIME: 6:00 p.m.

Members Present:	Suzanne de Leon (Mayor) Miguel Valverde Lamar Gillian	Charles Matthies (Mayor Pro Tem) Linda Pohl Charles White
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Members Absent: None

Sign in Sheet:	Cecilia Gardon John Dorsey Brock Ward M. Cervantes #762 M. Garcia #643	James Gardon Lili Cruz K. Ortiz #669 T. Campa #761	Jack Burton Mark Kight Hill #538 A. Colunga #400
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CALL TO ORDER AND RECORDING OF QUORUM:

Meeting was called to order and quorum was present.

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

Councilman Matthies gave the invocation.

To commemorate the anniversary of 9/11 Mayor de Leon asked Fire Chief Prince and Chief of Police Dominguez to lead the pledges and share a few words.

- **Moment of Silence to commemorate the anniversary of 9/11.**

Fire Chief Prince and Police Chief Dominguez shared a few words in recognition of September 11th. The uniformed Police Officers and Firefighters present were called up front and there was a moment of silence for those that lost their lives and for their families.

PUBLIC COMMENT PERIOD

Jack Burton – resident of Balcones Heights came up to make a recommendation for a sign to be placed at a location residents can see as they drive by.

He also had concerns with a temporary fence that has become a permanent fixture located at Vivian and Gentleman where an apartment complex was going to be built.

Cecilia Gardon – resident of Balcones Heights came up and thanked Fire and Police Department. She signed up to let City Administrator know she appreciates her job and thanked her for doing it well.

1. PRESENTATIONS and REPORTS:

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

Mr. Nastasi came up and gave a brief report on the highlights.

- b. Police Department Report. (Dominguez)

Police Chief Dominguez gave highlights of his report and brought Police Officer Pineda to speak about National Night Out. It will be held on Tuesday, October 4th at the Justice Center from 6:00 p.m. – 9:00 p.m.

- c. Fire Department Report. (Prince)

Fire Chief Prince came up and gave highlights of his report.

Mayor recommended a town hall meeting on safety issues to educate the residents.

- d. Development Services Coordinator Report. (Cardenas)

Mrs. Cardenas came up and gave highlights of her report. She also stated that Alegria del Sol apartments are upgrading. Also, that there was some vandalism at The Rogiers Park restroom.

2. CONSENT AGENDA ITEMS:

- a. Approval of minutes for workshop meeting of August 3, 2011.
- b. Approval of minutes for special meeting of August 4/5, 2011.
- c. Approval of minutes for regular meeting of August 8, 2011.
- d. Approval of minutes for workshop meeting of August 25, 2011
- e. Approval of the August 2011 Check Register.
- f. Approval of Financial Report for month of August 2011.

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

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

BOARD AND COMMISSION APPOINTMENTS:

3. Consideration and **ACTION** regarding Council Member's Place 1 appointment to the Convention Visitors Bureau Board. (Valverde)

MOTION: I make a motion to appoint Ms. Juanita Foley the General Manager of the Springhill Suites.

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

PUBLIC HEARINGS:

4. Council will conduct a **Public Hearing** to hear from the public on single family district.

Public Hearing opened at 6:40 p.m.

Chair Madeline Slay came up and gave the process and time periods on workshops and meetings held regarding single family district and fences. She read the single family district definition approved by Planning and Zoning and went over the requirements for fences.

5. Council will conduct a **Public Hearing** to hear from the public on fences.

Public Hearing Fences – Councilman Matthies and Mayor de Leon had some questions on the requirements.

6. City Council will conduct a **Public Hearing** on the Proposed Annual Operating Budget for Fiscal Year 2011-2012.

Finance Director came up and gave the highlights and basics of the budget. There was discussion on the different funds.

Public Hearing closed at 7:20 p.m.

ACTION ITEMS:

7. Consideration and **ACTION** to approve providers for health, dental, vision, and life insurance plans for city employees. (Feike)

Mr. Feike came up and gave council an update on the bid process of the insurance plans and stated insurance companies did not want to bid on our city due to retirees who are carried on our plan. He recommended a workshop take place to see what the city could do to improve the options for health coverage so more insurance companies will bid. He went over staff's recommendations and new premiums for the 2011/12 Fiscal Year.

MOTION: I make a motion to approve plans recommended by staff.

Motion by: Councilman Gillian Second: Councilman Valverde 4/0/1 PASSED

Abstention: Councilman Matthies

8. Consideration and **ACTION** to approve recommendation from Planning and Zoning for single family district. (Buckert/Slay)

MOTION: I make a motion to approve.

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

9. Consideration and **ACTION** to approve recommendation from Planning and Zoning for fences. (Buckert/Slay)

There was some discussion and questions on the fence requirements.

MOTION: So move. (to approve Planning and Zoning recommendation for fences)

Motion by: Councilman Gillian Second: Councilman Valverde 4/1/0 PASSED

Nay vote: Councilman White

10. Consideration and **ACTION** to approve a resolution to opt out of a 1% franchise fee with Time Warner. (Griffin)

Finance Director came up to explain the purpose of opting out of the 1% franchise fee and stated funds collected could never be used.

MOTION: I make a motion we approve.

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

11. Consideration and **ACTION** to adopt an ordinance amending budget for the period of 10/1/2010 through 9/30/2011 and approve end of year requisitions. (Griffin)

Finance Director went over highlights of the end of the year budget and amendments. Recommendation was made to fund website for \$15,000.00 on the list of unfunded items.

MOTION: I make a motion to approve amended budget and funding the website.

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

MOTION: I make a motion to approve the budget without unfunded items.

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

There was a misprint on talking papers council received as far as the budget year and some confusion therefore vote was retaken.

MOTION: I make a motion to approve amending budget for 2010/11 with no unfunded items.

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

Mayor called for a recess at 7:59 p.m.

Reconvened in open session at 8:06 p.m.

12. Consideration and **ACTION** to adopt the 2011-2012 Annual Operating Budget for the period of 10/01/2011 through 09/30/2012 to include setting priorities for the unfunded list. (Griffin)

Councilwoman Pohl had question on the \$57,000.00 for Professional Services to fund Economic Development. Recommendation was made to zero it out and move to contingency.

Council Members had concerns with moving Fund 22 and 23 salaries to General Fund. Finance Director stated the reason was to get a clearer picture of the revenue and expenses for impound and auction.

Councilman Matthies had questions on funds 20-920-487 and 20-920-491 that Councilman Gillian explained. Recommendation was also made to place the historical amounts for the previous year on fund 20-920-487.

MOTION: I make a motion to approve the budget as amended. (to zero out the \$57,000.00 fund 10-610-482 and move to contingency)

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

13. Consideration and **ACTION** to vote on tax rate for the 2011 tax year and adopt ordinance. (Griffin)

Finance Director stated the council had voted not to raise taxes and go with the effective tax rate of .572199.

MOTION: I make a motion to approve the .572199 tax rate for 2011.

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

14. Consideration and **ACTION** to adopt a resolution to approve a fund balance policy in accordance with the governmental accounting standards board statement (GASBS)54. (Griffin)

Finance Director stated the approval of this resolution will make the city more transparent with fund balance.

MOTION: I make a motion to approve the resolution.

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

15. Consideration and **ACTION** to adopt a resolution to approve the fund balance designation for the fiscal year end for 2011. (Griffin)

Finance Director came up to explain the designations for the fiscal year end of 2011 fund balance.

I make a motion to approve.

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

16. Consideration and **ACTION** to adopt an ordinance adding Chapter 77, "Skateboards/Roller skates to Title VII Traffic Code of the Code Book of Ordinances to establish rules and regulations for Skateboards and Roller skates. (Valverde)

Councilman Valverde informed council that the city did not have any regulations for skateboards and roller skates and recommended the proposed Chapter 77 be added to the Code Book of Ordinances.

MOTION: Therefore, I make a motion to approve this ordinance.

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

17. Consideration and **ACTION** to approve the fiscal year 2011/2012 Holiday schedule.

MOTION: I make a motion to approve.

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

18. Consideration and **ACTION** regarding nomination phase of selection process for election of Bexar Appraisal District Board of Directors for 2012-2013. (Mayor)

MOTION: I nominate myself (Lamar Gillian).

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

DISCUSSION ITEMS:

19. Discussion regarding a contest for St. Gregory students to write an essay of why they would want to be mayor or council member and present winner at a council meeting. (Mayor)

Mayor would is interested in having this contest next year. She will be going to talk to Principle and feels this will be good for the students to come learn about city government and good publicity for the city.

20. Discussion to have mission statement printed, framed and placed on the first and second floor. (Mayor)

Mayor stated mission statement should be visible on the first and second floor of the Justice Center for visitors to see what our goals are for the city.

21. Discussion on website. (Mayor)

Mayor made recommendation for public notices to be placed in other locations such as the fire department and asked for any other suggestions anyone may have.

22. Discussion on how to notify citizens about upcoming workshops and council meetings. (Mayor)

Item 21 and 22 were discussed at the same time.

EXECUTIVE SESSION: 9:06 p.m.

23. Discussion pursuant to Section 551.074 of the Texas Government Code (Personnel Matters) to discuss dispatch services.

24. Discussion pursuant to Section 551.074 of the Texas Government Code (Personnel Matters) to discuss municipal court. (Pohl)

25. Discussion pursuant to Section 551.074 of the Texas Government Code (Personnel Matters) powers and duties of City Administrator. (Pohl/White)

RE-CONVENE IN OPEN SESSION: 10:25 p.m.

There was no action on any items discussed in executive session. Mayor asked if council wanted to say anything in regards to executive session item 25. Councilman White stated that the City Administrator's duties were so excessive and suggested that Police and Fire should be placed under City Council.

Mayor asked if anyone in the audience wanted to speak and Madeline Slay came up and stated that City Administrator was one of the best things that ever happened to this city. Mayor agreed and stated she was doing an excellent job.

ADJOURNMENT:

Meeting adjourned at 10:28 p.m.

Submitted by:

**Delia Flores
City Secretary, TRMC**

Minutes approved by City Council on October 10, 2011.