

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

MINUTES

DATE: July 28, 2014

TIME: 6:00 p.m.

Members Present: Suzanne de Leon (Mayor) Jack Burton (Mayor Pro Tem)
 Madeline Slay Lamar Gillian
 Charles White

Members Absent: Linda Pohl

Sign in Sheet: Roger Lawhead Alma R. Perez Jaime Contreras
 James Gardon Eddie & Tasha Hill Henry Hannasch
 Mark Kight Thomas Marroquin J. Lopez
 L. Schultz Shana Halpin Joe Alcoces

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 Gillian gave the invocation and led the pledges.

PUBLIC COMMENT PERIOD

James Gardon – Spoke on agenda item #19

Damon Mason – Santa Fe Apartments (request to close down) and concerns with Chief of Police's termination.

1. PRESENTATIONS and REPORTS:

- a. Proclamation for National Payroll Week (Mayor)

Mayor presented the proclamation with consensus from the City Council.

- b. Presentation of Plaque – Retired Fire Chief (Mayor)

City Administrator presented the plaque to Retired Fire Chief Philip Prince on Thursday afternoon because he was leaving to Alabama on Saturday, July 26, 2014.

- c. Presentation of Plaque – Yvonne Griffin (Mayor)

Mayor de Leon presented plaque to Yvonne Griffin.

d. Presentation of Plaque – Retired Sgt. Donald E. Hill (Mayor)

Mayor de Leon presented plaque to Sgt. Donald E. Hill for 20 years of service.

e. Oath of Office – Interim Chief of Police (Mayor)

Mayor de Leon gave the Oath of Office to Interim Chief of Police Joyce Pena.

f. Community Initiatives Department Report – June 2014 (Nastasi)

Mr. Nastasi gave highlights of the June 2014 report.

g. Police Department Report – June 2014 (Pena)

Chief Pena came up and gave highlights of the PD report.

h. Fire Department Report – June 2014 (Prince)

Captain Ward came up and gave highlights of the FD report.

i. Development Services Coordinator Report – June 2014. (Boyd)

Mr. Boyd came up and gave highlights of his report.

2. CONSENT AGENDA ITEMS:

- a. Approval of minutes for Special Meeting of June 9, 2014
- b. Approval of minutes for Regular Meeting of June 23, 2014
- c. Approval of the June 2014 Check Register
- d. Approval of Financial Report for month of June 2014
- e. Quarterly Investment Report ending June 30, 2014

MOTION: Mayor I would like to make a motion to approve all five.

Motion by: Councilman Gillian Second: Councilwoman Slay 4/0/0 PASSED

BOARD AND COMMISSION APPOINTMENTS:

PUBLIC HEARINGS:

- 3. Council will conduct a **PUBLIC HEARING** for the Balcones Heights Crime Control & Prevention District's proposed annual operating budget for the period of October 1, 2014 through September 30, 2015.

Public Hearing opened at 6:23 p.m.

Finance Director gave an explanation of the crime control budget.

Public Hearing closed at 6:27 p.m.

WORKSHOP:

BUSINESS ITEMS:

4. Council will review, discuss, and may take **ACTION** to approve Slay Engineering proposal for CDBG - Hannasch Project. (Buckert)

Madeline Slay recused herself and left the room.

Mayor de Leon read out loud the agenda item request which included the staff recommendation to approve made by the City Administrator.

Jaime Contreras and Alma Perez from Bexar County came up to explain the necessity to move forward with this action based on the funding amount. This will be retroactive to the March 25th date. Roger Lawhead from Slay Engineering also came up to answer questions.

MOTION: Motion to approve.

Motion by: Councilman Gillian Second: Councilman Burton 3/0/0 PASSED

Madeline Slay was not present during the vote.

5. Consideration and **ACTION** regarding City Administrator Amy Buckert's contract. (Slay)

Council Member Slay stated three purposes the City Administrator's contract should be revisited and recommended to approve proposal 1 for an increase of \$2,500 a month until she finds a suitable replacement for the Director of Administrative Services.

MOTION: I make a motion to support my #1 item which is to increase Ms. Buckert's pay by \$2,500.00 a month until the Director of Administrative Services position is filled as amended by Councilman Gillian.

Motion by: Councilwoman Slay Second: Councilman Burton 3/1/1 PASSED

Mayor de Leon broke the tie and voted Aye to approve the motion.

Nay Vote: Councilman Burton

Abstained: Councilman White

Abstention is counted as a Nay vote and makes it a tie per City Attorney

6. Consideration and **ACTION** regarding authority for employment or dismissal of Department Heads. (White)

This item was pulled from the agenda by Councilman White.

7. Consideration and **ACTION** to make changes and additions to the Council Policy. (White)

This item was pulled from the agenda by Councilman White.

8. Consideration and **ACTION** to amend memorandum from Mayor Suzanne de Leon on New Procedure dated June 21, 2014. (White)

This item was pulled from the agenda by Councilman White.

9. Consideration and **ACTION** to adopt a Resolution approving FY 2013/14 Balcones Heights Crime Control & Prevention District Budget. (Griffin)

MOTION: Motion to approve.

Motion by: Councilman Gillian Second: Councilwoman Slay 4/0/0 PASSED

10. Consideration, and possible **ACTION** to adopt an ordinance setting policy for the rental of Rogiers Park Pavilion. (Burton/Garza)

City Attorney presented a draft ordinance based on the direction he received from council.

Councilman Burton stated that he would like to add that by signing the park rental agreement they are aware that parking in front of mailboxes will be prohibited.

Direction was made to bring back a separate ordinance to address the traffic issue.

MOTION: I move we approve this ordinance.

Motion by: Councilman Gillian Second: Councilman Burton 4/0/0 PASSED

Item # 19 was addressed before Item # 11

11. Consideration and **ACTION** to approve the purchase of the Tyler Technologies report writing system that is compatible to the CAD system for the Police Department. (Pena)

Interim Chief Pena came up to update the council as to the events that led for the need to purchase this report writing system.

Currently there is no software compatible with the Tyler Cad system the Police Department is currently using.

Recommendation was made for funds to come from Crime Control or General Fund for recurring funds and the one time installation expense from Forfeiture Fund.

Councilman Burton recommended getting a contract first for a certain amount of years.

MOTION: With the Police Chief in agreement I make a motion that this item be approved with \$32,110.00 from Forfeiture Funds for Installation and \$5,880.00 recurring costs from Crime Control as amended by Councilman White to include the laser tracking.

Motion by: Councilman Gillian Second: Councilman White 4/0/0 PASSED

12. Discussion regarding the yellow stripe parking ordinance approved for Pleasant Drive in the May 2014 city council meeting. (Mayor/Gillian/White)

Councilman Gillian – concerns with curb in front of the park striped

Amendments:

- to exclude the curb adjacent to the park
- exclude area by the drainage ditch and the easement on each side of the drainage ditch
- 8 ft. area around the mailbox from the apron of the driveway
- ?? area for Mr. Collier's property
- Drawing attached to Ordinance

Councilman Burton – Concerned with residents not being made aware of the striping and recommended for them to be notified.

MOTION: Motion to approve

Motion by: Councilman Gillian Second: Councilman Burton

Motion withdrawn by Councilman Gillian

MOTION: Have diagram that is more specific to the needs of that area and bring it back for clarification to council.

Motion by Councilman White Second: Councilman Gillian 4/0/0 PASSED

Mayor called for a recess at 7:55 p.m.

Meeting reconvened in open session from recess at 8:00 p.m.

13. Consideration and **ACTION** to adopt a Resolution approving designees for the investment/bank/pledge for Federal Reserve. (Griffin)

MOTION: So moved. (to approve resolution)

Motion by: Councilman Gillian Second: Councilman Burton 4/0/0 PASSED

14. Consideration and **ACTION** to adopt a Resolution to approve designees for the investment/bank for Frost Bank signature cards. (Griffin)

MOTION: So moved. (to approve resolution)

Motion by: Councilman Gillian Second: Councilman Burton 4/0/0 PASSED

15. Consideration and **ACTION** to adopt a Resolution to approve the investment/bank/pledge designees for Texpool. (Griffin)

MOTION: I make a motion to approve.

Motion by: Councilman White Second: Councilman Gillian 4/0/0 PASSED

16. Consideration and **ACTION** to adopt a Resolution to approve the investment/bank/pledge designees for Lonestar Investment. (Griffin)

MOTION: So moved. (to approve resolution)

Motion by: Councilman Gillian Second: Councilman Burton 4/0/0 PASSED

17. Consideration and **ACTION** to approve funding for a management assessment of the Police Department. (Buckert)

Item was brought back from last time to present a third quote. City Administrator's recommendation was to approve the quote from Rathburn for \$32,500 brought forth at last month's meeting.

MOTION: Motion to approve.

Motion by: Councilman Gillian Second: Councilwoman Slay 3/2/0 PASSED

Mayor de Leon broke the tie and voted Aye on motion to approve.

Nay Vote: Councilman Burton and Councilman White

18. Discussion and direction regarding the Planning and Zoning Commission's annual work plan. (Boyd)

Mr. Boyd updated council on Planning and Zoning's status and asked for direction of what they would like to see on the 2015 Annual Work Plan.

Councilwoman Slay recommended the following:

- Temporary Portable Storage – (was voted down last month by City Council)
- Flag Lots

Councilman Burton stated his concerns on keeping up with signage.

City Administrator recommended that Mr. Boyd incorporate his monthly signage update into the packet given to council for meetings.

Councilman White stated the Temporary Storage Unit will be placed on the Council agenda at the next meeting.

19. Discussion regarding the Community Garden. (Mayor)

James Gardon a resident of Balcones Heights came up to inform council of possible areas that can be used for the community garden. He also is in contact with some groups that may be able to donate to this project.

Mayor de Leon said meetings will be resumed and that this item will be back on the agenda in a couple of months with possible action.

After this item Mayor de Leon went back to address Item # 11.

20. Discussion regarding community space at Balcones Lofts.

Recommendations were made for the following:

- Office Space – Cost associated with this option
- Retail

City Administrator mentioned that relocation of an existing place is not Economic Development.

EXECUTIVE SESSION: 8:42 p.m.

21. Discussion pursuant to Section 551.086 of the Texas Government Code (Economic Development) to discuss possible projects and funding.

RE-CONVENE IN OPEN SESSION: 9:09 p.m.

22. Discussion and possible action regarding matter discussed in Executive Session.

There was no action taken.

ADJOURNMENT:

Meeting adjourned at 9:09 p.m.

Submitted by:

DELIA FLORES, TRMC
City Secretary

Minutes approved by City Council on August 25, 2014