

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

MINUTES

DATE: November 17, 2014

TIME: 6:00 p.m.

Members Present: Suzanne de Leon (Mayor) Lamar Gillian
 Charles White Madeline Slay
 Linda Pohl

Members Absent: Jack Burton (Mayor Pro Tem)

Sign in Sheet: Henry Hannasch

CALL TO ORDER AND RECORDING OF QUORUM

Mayor de Leon called the meeting to order and quorum was present. She introduced Miss Laramie Acquart who was chosen to serve as Mayor for a Day.

Mayor de Leon asked Councilman Gillian to introduce Mayor Pro Tem for a Day – Miss Jasmine Goodwin. (Mayor Pro Tem Burton was not present at this meeting)

Mayor de Leon asked Interim City Administrator David Harris to introduce City Administrator for a Day – Mr. Richard Sanchez

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

Mayor Pro Tem for a Day Jasmine Goodwin gave the invocation. City Administrator for a Day Richard Sanchez led the pledges.

PUBLIC COMMENT PERIOD

There was no one signed up to speak.

1. PRESENTATIONS and REPORTS:

Mayor for a Day Acquart introduced Items 1 a – 1b.

- a. Year End Summary of Delinquent Tax Collection Activities and Results by Carri Wells from Linebarger Goggan Blair & Sampson, LLP

Carri Wells came up and gave a brief report on the property taxes collected and information previously given to council.

- b. Proclamation – Municipal Court Week (Mayor)

Proclamation was introduced and personnel from Municipal Court received a certificate of appreciation.

Mayor Pro Tem for a Day Goodwin introduced Items 1c –1f while the Mayor stepped out of the meeting.

c. Community Initiatives Department Report – October 2014 (Nastasi)

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

d. Police Department Report – October 2014 (Pena)

Chief Pena gave highlights of reports submitted with packet.

Announced the Blue Marshall at Wonderland of the Americas on December 20, 2014

Chief Pena also introduced new Officer Ted Chandler and gave the Oath of Office.

e. Recognition – National Night Out and Haunted House (Pena)

Chief Pena thanked and gave certificates of appreciation to everyone who volunteered to participate in the National Night Out and Haunted House events. The following is a list of those who were recognized:

Officer Robert Dominguez	Sgt. Rudy Acuna
Officer Lucas Coneely	Sgt. Kenneth Ortiz
Officer Mark Cervantes	Samanito Romero
Officer Matthew Moncivais	Lead Dispatcher Daphne Morales and family
Dispatcher Donovan Rodriguez	Dispatcher Felicia Aguilar
Reserve Officer Joseph Pineda	Deputy Court Clerk Yvonne Baez
Firefighter Mike Medina	Firefighter Joe Gloria
Captain Mike Brown	Firefighter Daniel Castro
Firefighter Andrew Flores	Fire Chief Brock Ward
Sue Buckner	Elisa Lozano
Sarah Buckner	Peter Pipers Pizza
TMPA (Hot Dog Donation)	Alamo Auctioneers
Pony Rides and More	Caterings by Celebrations
Hobby Lobby	Grady's Barbeque
Inflatable Wonderland	Hands not Guns – DJ
Citgo	Valero Store #20
Banis Towing	Generations FCU
Hot Rod Snow Shack	Office Depot
Restaurant Depot	Assistant to Director of Initiatives Chrissie Kolb

City Administrator for a day Richard Sanchez also expressed his thanks to everyone.

f. Fire Department Report – October 2014 (Ward)

Fire Chief came up and gave highlights of his report. Fire Department participated in Fire Prevention Week at schools.

Mayor for a Day Laramie Acquart returned and took over the meeting.

g. Development Services Coordinator Report – October 2014 (Hoyl)

Ms. Hoyl gave the highlights of her report and updated council on construction across the street from Justice Center.

h. Code Compliance Update (Hoyl)

Ms. Hoyl gave update on abatements. She informed council that the newsletter will include different type of ordinances to make residents and businesses aware of the city's requirements.

i. Finance Update (Messick)

Mr. Messick came up and gave update and recognized Branden Dross for the work he is doing as Intern.

Mayor de Leon took the meeting over and thanked all of the Mayor for a Day participants. Plaques were presented to each and pictures were taken.

2. CONSENT AGENDA ITEMS:

- a. Approval of minutes for Special Meeting of October 8, 2014
- b. Approval of minutes for Regular Meeting of October 27, 2014
- c. Approval of Financial Report for month of October 2014 – (Messick)

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

Motion by: Councilwoman Pohl Second: Councilman White 3/0/0 PASSED

BOARD AND COMMISSION APPOINTMENTS - None

PUBLIC HEARINGS - None

BUSINESS ITEMS:

- 3. Consideration and **ACTION** to amend Ordinance 2014-10 on rental of Rogiers Park Pavilion. (Burton)

Tabled until next month.

- 4. Discussion and possible **ACTION** to draft an ordinance similar to the ordinance adopted by the City of San Antonio to prohibit cell phone use while operating a motor vehicle. (Burton & Gillian)

Councilman Gillian expressed that he would like to see an ordinance passed similar to the one the City of San Antonio has.

Chief Pena informed council of what we currently have in the Code Book.

MOTION: I would like to make a motion to send this back to staff so that our ordinance is in agreement with the city of San Antonio.

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

Councilwoman Slay arrived at 7:13 p.m. after Item 4 was voted on.

- 5. Consideration and **ACTION** regarding use of the 3,400 square feet at the Balcones Lofts project. (Harris)

City Administrator stated the three options available for the space.

1. City Offices
2. Bexar County Bibliotech
3. Retail

Council shared their concerns and recommendation for the space.

MOTION: I make a motion that we go with option 3 retail use.

Motion by: Councilman Gillian Second: Councilwoman Slay 3/0/1 PASSED

Abstained: Councilman White

6. Consideration and **ACTION** to appoint a Liaison(s) for the Hannasch Street Reconstruction Project. (Hoyl)

Ms. Hoyl stated she looked into the liability of having a liaison and informed council of attorney's recommendation for letter to be handed out to the residents.

MOTION: Motion to approve direction given by attorney on letter and to appoint one liaison.

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

Mayor de Leon called for a recess 7:37 p.m. Meeting reconvened at 7:54 and addressed Item 10.

7. Discussion and possible ACTION regarding reclassification of the Development Services Coordinator (grade XX) to the Director of Community Development (grade XX). (Harris)

This item was discussed in executive session and action was taken in open session when they reconvened at 9:04 p.m.

MOTION: I would like to make a motion that the position of Development Services Coordinator be upgraded to Director of Community Development Grade 39.

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

8. Consideration and **ACTION** on grant funds to be awarded to the city. (Harris)

City Administrator came up to inform council that VIA received a grant of \$2 million for suburban cities. The City of Balcones Heights will be awarded funds in the amount of \$405,000 to use for specific projects.

No action was needed at this time.

9. Discussion and possible **ACTION** to amend Christmas and New Year's Holidays. (Harris)

City Administrator made recommendation to change Christmas and New Year holiday dates.

MOTION: I make a motion to approve. (Amended Holiday Schedule)

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

10. Consideration and **ACTION** to renew the consulting services agreement between Baltazar R. Serna, Jr. and the City of Balcones Heights. (Nastasi)

Mr. Serna came up and updated council on the work he has done since he started as a consultant for the City of Balcones Heights. He also informed council that there are future economic projects to work on.

MOTION: I make a motion to approve contract as amended through the fiscal year (September 30, 2015).

Motion by: Councilwoman Slay Second: Councilwoman Pohl 4/0/0 PASSED

After Item 10 council went into Executive Session to discuss Item 7, Item 15, and Item 16.

ANNOUNCEMENTS AND REQUESTS: (New Section Added to Agenda)

City Administrator explained the new sections added Item 11 – 13 and how they can be used at future meetings.

11. Announcements by City Administrator

- Citizen Kudos
- Recognition of City employee actions
- New Departmental Initiatives

12. Requests by Mayor and Council Members for items to be placed on a future City Council agenda.

13. Announcements by Mayor and Council Members.

- City and community events attended and to be attended
- City Council Committee and Liaison Assignments
- Continuing education events attended and to be attended
- Recognition of actions by City employees
- Recognition of actions by community volunteers

EXECUTIVE SESSION: 8:07 p.m.

14. Discussion pursuant to § 551.086 of the Texas Government Code regarding the consulting services agreement between Baltazar R. Serna, Jr. and the City of Balcones Heights.

15. Discussion pursuant to § 551.086 of the Texas Government Code (Economic Development) regarding VIA and potential economic development opportunities.

16. Discussion pursuant to § 551.074 (Personnel Matters) of the Texas Government Code regarding the position of City Administrator, Director of Administrative Services, Development Services Coordinator, Police Chief, and Fire Chief.

RE-CONVENE IN OPEN SESSION:

17. Council may take **ACTION** in open session on Items discussed in Executive Session.

ADJOURNMENT:

Meeting adjourned at 9:15 p.m.

City of Balcones Heights, Texas

**DELIA FLORES, TRMC
City Secretary**

Minutes were approved at the regular City Council meeting held on December 15, 2014.