

**MINUTES OF THE CITY COUNCIL MEETING
OF THE CITY OF GLENN HEIGHTS, TEXAS**

January 4, 2010

STATE OF TEXAS *
COUNTIES OF DALLAS AND ELLIS *
CITY OF GLENN HEIGHTS *

On this the 4th day of January, 2010 the City Council of the City of Glenn Heights met in a regular meeting at the Glenn Heights City Hall in Glenn Heights, Texas located at 1938 S. Hampton Road with the following members present:

CITY COUNCIL:

Clark Choate	*	Mayor
Doug Burton	*	Council Member
Dan Freeman	*	Council Member
Kathy Dixon	*	Council Member
Mary Ann Chancellor	*	Council Member
Chance Harvey	*	Mayor Pro Tem
Victor Pereira	*	Council Member

STAFF:	Jacqueline L. Lee	*	City Manager
	Othel Murphree	*	City Secretary
	Patrick Harvey	*	Director of Finance
	Phillip Prasifka	*	Chief of Police
	Chris Shook	*	Fire Chief
	Paul Tedesco	*	Director of Economic Development
	Judy Bell	*	Executive General Manager of Development & Municipal Services
	Kristen Smith-Davis	*	Director of Human Resources
	Connie Hearne	*	Admin. Assist. to the City Manager
	Bill Terry	*	Code Enforcement

Mayor Choate called the meeting to order at 7:37 p.m.

INVOCATION: Bruce Anderson gave the invocation.

PUBLIC COMMENTS: None

CONSENT AGENDA

1. Consider and approve the Minutes December 7, 2009 regular meeting and December 12, 2009 workshop.

Councilwoman Chancellor moved to approve the minutes of December 7, 2009 regular meeting with corrections and December 12, 2009 workshop as written. Councilman Burton made the second. The motion carried with the following vote:

VOTE: 7 **Ayes** – Burton, Dixon, Freeman, Choate, Chancellor, Harvey, and Pereira

AGENDA

2. Workshop – Proposed New Personnel Policies Manual.

Councilwoman Dixon moved to go into a workshop on the proposed New Personnel Policies Manual. Councilwoman Chancellor made the second. The motion carried with the following vote:

VOTE: 7 **Ayes** – Burton, Dixon, Freeman, Choate, Chancellor, Harvey, and Pereira

Mayor Choate opened the workshop at 7:42 p.m.

Director of Human Resources, Kristen Davis-Smith gave a Presentation.

Background

- Current Personnel Policies was adopted in December 1999.
- There are numerous revisions and additions to legislation pertaining to personnel management that are not reflected in the current policy.
- The Director of Human Resources was directed to identify critical issues related to the current policy and make recommendations for policy improvements to ensure compliance with applicable laws and regulations.

Issues/Discussions

After review and input from all Department Heads, four major areas were identified that represented the highest levels of deficiency....

- Employee Relations
- Legal & Regulatory Compliance
- Risk & Liability Reduction
- Total Rewards (benefits, compensation, professional development)

Based on those critical areas, new policies were recommended that represent 46 additional and 15 revised policies.

- City Overview
- Federal, State & City Regulatory Guidelines
- Workforce Planning & Employment
- Human Resource Development, Training & Stewardship
- Total Rewards
- Risk Management
- Safety
- Code of Conduct & Ethics
- Additional Guidelines

Financial Impact

- Continuing Education Pay – proposed annual stipend for employees who possess or attain an Associate's degree or higher related degrees related to their duties and positions.
- Longevity Pay – Legal requirement (Texas Local Government Code, Sec. 141.032).
- Vehicle Allowance and Assignment – tiered vehicle allowance provisions for each member of Sr. Staff.
- Involuntary Separation – Severance pay and employee benefit responsibilities in the event of an involuntary reduction in work force.
- Temporary Salary Continuation for Workplace Injuries and Illnesses – up to 40 hours of salary continuation pending eligibility review for Worker's Compensation coverage.

There were questions on the following:

- Continuing Education Pay
- Vehicle Allowance and Assignment
 - Employee provide documentation of insurance coverage
 - Pay mileage vs. vehicle allowance
- Certification Pay
 - Job descriptions and educational requirements
 - Reimbursement for additional training and CEU's.
- The need for a policy on furlough days

Councilman Pereira moved to close the workshop. Councilman Burton made the second. The motion carried with the following vote:

VOTE: 7 **Ayes** – Burton, Dixon, Freeman, Choate, Chancellor, Harvey, and Pereira

Mayor Choate closed the workshop at 10:00 p.m. and called for a short break.

Councilman Freeman left at 10:00 p.m.

3. Consider and approve Ordinance No. O-01-10 amending the Code of Ordinances of the City of Glenn Heights, Texas Chapter 9, Personnel, Article 9.09 Personnel Policies Manual, previously adopted and dated January 1, 2000 and adopting a New Personnel Policies Manual dated January 2010; directing the City Secretary to maintain an official copy in such office and keep such manual up-to-date; providing for severability; providing for publication and effective date; and ordaining other provisions related to the subject matter hereof.

Mayor Pro Tem Harvey moved to table consideration of Ordinance No. O-01-10 allowing staff time to provide additional requested information to the Council. Councilwoman Chancellor made the second. The motion carried with the following vote:

VOTE: 6 Ayes – Burton, Dixon, Choate, Chancellor, Harvey, and Pereira

Staff will provide Council a status report.

A. Workshop – Code Enforcement, Part 2.

Councilwoman Chancellor moved to go into a workshop on Code Enforcement, Part 2. Mayor Pro Tem Harvey made the second. The motion carried with the following vote:

VOTE: 6 Ayes – Burton, Dixon, Choate, Chancellor, Harvey, and Pereira

Mayor Choate opened the workshop at 10:09 p.m.

Police Chief, Phillip Prasifka gave a presentation.

Background

On November 16, 2009, an overview of Code Enforcement was provided to the City Council during a workshop. That Workshop provided the City Council with an expansive look at Code Enforcement. Priority areas were identified and issues facing Code Enforcement were discussed.

Issues/Discussion

- Brief review of Workshop I
- Staff recommendations regarding Ordinances
- A legal discussion
- Plan options
- Budgetary/financial requirements
- Staff recommendation of Three Year Plan for the future
- Staff involvement and commitment
- City Council involvement and commitment
- Future Expectations

Financial Impact

There is no financial impact for the Workshop presentations. Cost estimates are provided in the Workshop II presentation. Because of the time it takes to implement a process, it is expected that any associated costs for approval of a plan will not actually significantly impact the fiscal budget until the last quarter of the current budget or the first quarter of the next fiscal year's budget. In the interim Staff will be researching and examining funding options.

Councilwoman Dixon moved to close the workshop. Councilman Burton made the second. The motion carried with the following vote:

VOTE: 6 Ayes – Burton, Dixon, Choate, Chancellor, Harvey, and Pereira

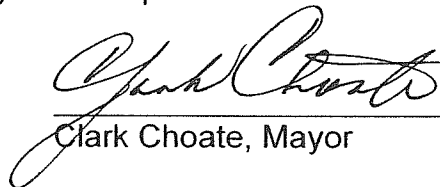
Mayor Choate closed the workshop at 10:59p.m.

5. ADJOURNMENT

Councilwoman Dixon moved to adjourn. Councilman Burton made the second. The motion carried with the following vote:

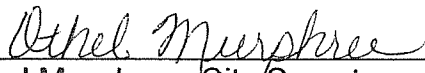
VOTE: 6 Ayes – Burton, Dixon, Choate, Chancellor, Harvey, and Pereira

Mayor Choate adjourned the meeting at 11:00 p.m.



Clark Choate, Mayor

Attest:



Othel Murphree, City Secretary

Passed and approved the 19th day of January, 2010.