

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

August 13, 2009

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

On this the 13th day of August, 2009 the City Council of the City of Glenn Heights met in a special 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
Kathy Dixon	*	Council Member (via telephone)
Mary Ann Chancellor	*	Council Member
Chance Harvey	*	Mayor Pro Tem

STAFF:	Jacqueline Lee	*	City Manager
	Othel Murphree	*	City Secretary
	Patrick Harvey	*	Director of Finance
	Kristen Smith-Davis	*	Human Resource Director
	Phillip Prasifka	*	Chief of Police
	Chris Shook	*	Fire Chief
	Paul Tedesco	*	Director of Economic Development
	Connie Hearne	*	Assistant to the City Manager
	Judy Bell	*	Executive General Manager for Planning and Municipal Services

ABSENT:	Dan Freeman	*	Council Member
	Victor Pereira	*	Council Member

Mayor Choate called the meeting to order at 7:35 p.m.

INVOCATION: Councilwoman Chancellor gave the invocation.

AGENDA

1. Workshop on proposed 2009/2010 Fiscal Budget.
 - A. General Fund Revenue
 - B. General Fund Expenditures

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

VOTE: 5 Ayes – Burton, Dixon (via phone), Choate, Chancellor, and Harvey

Councilman Pereira arrived at 7:39 p.m.

Power Point Presentation by Director of Finance, Patrick Harvey

FY 2010 Council Budget Analysis

- Comparative Property Tax Rates – FY 2007, FY 2008, FY 2009 & proposed FY 2010
- Comparative Assessed Values
- Comparative Property Tax Revenues
- Definitions:
 - Effective Tax Rate
 - Rollback Tax Rate
- Comparison of 2010 Total Property Tax Rate
 - Effective Tax Rate
 - Proposed Tax Rate
 - Rollback Tax Rate

• Fund Analysis

Total Revenues	3,751,703	3,751,703
Transfers in W&S Fund	600,532	0
Drainage Fund	32,000	0
Total Resources	4,384,235	3,751,703
Total Operations Appropriations	4,377,903	4,377,903
Funding Surplus/Shortfall	6,322	(626,200)

• Penny Tax Rate Comparison

FY2009 \$42,376 FY2010 \$40,910

• Comparative Assessed Valuations

<u>FY 2005</u>	<u>FY 2010</u>
Residential (90.1%)	Residential (91.6%)
Commercial (7.2%)	Commercial (7.2%)
Business PP (2.8%)	Business PP (3.6%)

• General Fund Revenues

<u>FY 2005</u>	<u>FY 2010</u>
Property Tax (43.60%)	Property Tax (56.75%)
Franchise Fees (6.09%)	Franchise Fees (6.66%)
Sales Tax (3.85%)	Sales Tax (5.99%)
Development Fees (7.11%)	Development Fees (3.24%)
Fines (9.23%)	Fines (8.94%)

Utility Fund Transfer (14.88%)	Utility Fund Transfer (14.88%)
Service Fees (11.47%)	Service Fees (2.07%)
Other (3.77%)	Other (2.55%)

- General Fund Expenditures

FY 2010

Personnel (70.46%)	\$3,084,730
Supplies (4.56%)	199,193
Contractual Services (22.30%)	976,173
Capital Outlay (2.68%)	117,250

- General Fund Personnel Services By Department

Departments

City Manager	9.36%
City Secretary	2.37%
Finance	4.47%
Economic Development	1.10%
Fire	20.23%
General Administration	0.14%
Parks	1.23%
Planning	6.57%
Police	47.69%
Street	1.62%
Court	3.21%

Power Point Presentation by Director of Human Resources, Kristen Smith-Davis

Overtime Usage & Accountability

- Introduction – analysis was conducted of overtime utilization.
- Intent of the Analysis
 - ◆ Identify utilization trends
 - ◆ Increase staff accountability
 - ◆ Provide more in-depth reporting for the City Manager & Council
 - ◆ Make recommendations for future workforce planning & staff ratios
- Recommendations
 - ◆ New reporting process – Overtime Request Form
 - ◆ Requested overtime must be pre-approved
 - ◆ Staff ratios will be monitored to justify any changes in headcount and identify employee utilization that needs to be addressed

In addition to process improvements and reporting, many departmental managers have implemented cost-saving measures to reduce overtime usage...

- Alternate or rotating shift assignments

- Comp time in lieu of overtime
- Flex time scheduling
- Designated worksheets for Fire personnel

Presentation by Jacqueline L. Lee, City Manager - Increased Service Levels

Increased service levels funded in the 2009/2010 Proposed Budget

General Administration

- Recycling Program
- Comprehensive Plan Update
- Replacement of Council Chambers audience chairs
- Outdoor Furniture & Trash Receptacles
- Council Chamber overhead screen
- Installation of Awning over entrance door to the Council Chambers and display case

City Secretary

- Records management assessment and State Law compliance

Streets

- Gradall street maintenance equipment
- Vacuum trailer

Police

- Code Enforcement Tracking Software Program
- Enhance 911 Capabilities

Water Customer Service

- On Line Bill Payment

Finance

- Bank Depository Bid Assistance

Meter Service

- Independent Review of Meter Services

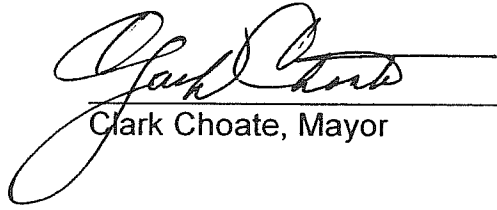
Councilwoman Chancellor moved to close the workshop. Councilman Burton made the second. The motion carried with the following vote:

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

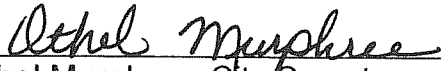
Mayor Choate closed the workshop at 11:36 p.m.

2. ADJOURNMENT.

Mayor Choate adjourned the meeting at 11:36 p.m.


Clark Choate, Mayor

Attest:


Othel Murphree, City Secretary

Passed and Approved 31st day of August, 2009.