

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

November 2, 2009

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

On this the 2nd day of November, 2009 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
Mary Ann Chancellor	*	Council Member
Chance Harvey	*	Mayor Pro Tem

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
	Kristen Smith-Davis	*	Director of Human Resources
	Connie Hearne	*	Admin. Assist. to the City Manager

CONSULTANTS:

	Danny McKethan	*	Meter Services Manager
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ABSENT:	Kathy Dixon	*	Council Member
	Victor Pereira	*	Council Member

Mayor Choate called the meeting to order at 7:36 p.m.

INVOCATION: Councilwoman Chancellor gave the invocation.

PUBLIC COMMENTS: None

PROCLAMATION: "MUNICIPAL COURT WEEK"

CONSENT AGENDA

1. Consider and approve the Minutes October 5, 2009 regular meeting.

Councilwoman Chancellor moved to approve the minutes of October 5, 2009. Councilwoman Freeman made the second. The motion carried with the following vote:

VOTE: 5 Ayes – Burton, Freeman, Choate, Chancellor, and Harvey

AGENDA

2. Consider and authorize the City Manager to sign the Notification of Intent of the Energy Efficiency and Conservation Block Grant accepting the EECBG Program allocation under the American Recovery and Reinvestment Act and approve Resolution No. R-23-09, authorizing application for a grant through the State Energy Conservation Office, Office of the Comptroller for the Energy Efficiency and Conservation Block Grant.

Councilman Burton moved to authorize the City Manager to sign the Notification of Intent of the Energy Efficiency and Conservation Block Grant accepting the EECBG Program allocation under the American Recovery and Reinvestment Act and approve Resolution No. R-23-09, authorizing, application for a grant through the State Energy Conservation Office, Office of the Comptroller for the Energy Efficiency and Conservation Block Grant. Councilwoman Chancellor made the second. The motion carried with the following vote:

VOTE: 5 Ayes – Burton, Freeman, Choate, Chancellor, and Harvey

3. Workshop – Task Force Initiatives.

In an on-going effort to evaluate and address the growing needs of the City, the City Manager has implemented staff-led task force initiatives to target key areas.

Issues/Discussion

The following information outlines current task force initiatives.

- ▶ **Water Services** - The prevailing purpose of the Task Force is to identify problem areas related to water services and to jointly determine how to address those problems. The Task Force is a collaborative effort between Water Customer Service, Meter Services (Patrick Harvey) and Public Works (Judy Bell).
- ▶ **Risk Management** - The purpose/objective of the Risk Management Task Force is to:
 - identify, abate and reduce potential workplace hazards

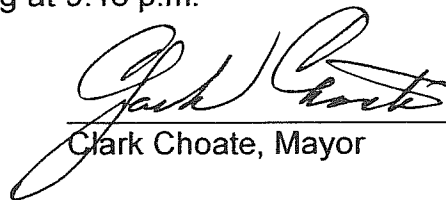
- periodically review the City's property and liability exposure rates and offer recommendations for improvement
 - provide departmental scorecards on worker's compensation, employee injuries/illnesses, and other risk management contributors
 - develop safety guidelines by role/department including required training, evaluation, reporting, PPE, signage and enforcement
 - review injury/illness cases to identify trends and make recommendations to prevent further occurrences
 - Identify/implement employee wellness initiatives and prevention measures
- ▶ Purchasing - The purpose/objective of the Task Force is to evaluate current practices, ensure compliance with the City Charter and State/Federal Law, research other cities for comparison policies, emphasize standardization, emphasize clarity, and eliminate redundant and cumbersome practices.
 - ▶ Records Management - The purpose/objective of the Records Management Task Force is to identifying the issues and develop a plan to implement citywide procedures for records and document storage, retention, retrieval and destruction. The Records Management Task Force will work with the Technology Task Force to utilize technology advances to assist with the management of City Records.
 - ▶ Technology – Purpose/Objectives of the Technology Task Force is to evaluate the technological needs of the City and make process improvement recommendations.

4. ADJOURNMENT

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

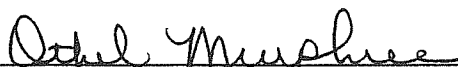
VOTE: 5 Ayes – Burton, Freeman, Choate, Chancellor, and Harvey

Mayor Choate adjourned the meeting at 9:16 p.m.



 Clark Choate, Mayor

Attest:



 Othel Murphree, City Secretary

Passed and Approved 16th day of November, 2009.