

City of Balcones Heights  
Regular City Council Meeting  
VIDEO/TELE CONFERENCE (ZOOM)  
Minutes

DATE: September 28, 2020

TIME: 6:00 p.m.

Members Present: Suzanne de Leon Stephen Lara Gloria Cantu  
John Halpin Lamar Gillian Miguel C. Valverde

Members Absent: None

**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**

Councilmember Cantu gave the invocation and led pledges.

**PUBLIC COMMENT PERIOD**

Juan Lecea – Items 11, 12, 13, and 15

**1. CONSENT AGENDA ITEMS:**

- a. Approval of minutes for Special Meeting of August 7, 2020
- b. Approval of minutes for Special Meeting of August 14, 2020
- c. Approval of minutes for Regular Meeting of August 24, 2020
- d. Finance Report for the month of August 2020

MOTION: Motion to approve in their entirety.

Motion by: Lamar Gillian Second: Gloria Cantu 5/0/0 PASSED

**BUSINESS ITEMS:**

2. Discussion and **POSSIBLE ACTION** regarding the City's branding initiative, specifically logo and tag line review. (Nastasi/Texas Creative)

Representatives from Texas Creative gave a presentation on the proposed branding initiative.

- Recap
  - Discovery Session

- Brief Inputs
  - Deliverables: Logo & Tagline
- Next Steps
- Internal Rollout
    - Collateral
  - External Rollout
    - Website
    - Advertising

Mayor called for a motion to table.

MOTION: So, moved.

Motion by: Lamar Gillian                      Second: Gloria Cantu                      5/0/0                      PASSED

3. **PUBLIC HEARING** – for the purpose of amending Balcones Heights Code of Ordinances Title XV, Land Usage, Section 153.5.2.4(4)(d) as it pertains to exception for oversized vehicles, boats, vehicles, trailers or recreational vehicles owned or operated by a governmental entity, and adding Section 153.5.2.4(4)(e) provisions for a variance for oversized vehicles.

Public Hearing opened at 6:51 p.m.

Director of Community Development Janet Thelen gave a power point presentation.

Public Hearing closed at 6:56 p.m.

4. Consideration and **ACTION** on the recommendation from the Planning and Zoning Commission to amend ordinances regarding parking of oversized vehicles in the city. (Thelen)

MOTION: Motion to approve. (to amend ordinance)

Motion by: Gloria Cantu                      Second: Stephen Lara                      5/0/0                      PASSED

5. **PUBLIC HEARING** – for the purpose of amending Balcones Heights Code of Ordinances Title XV, Land Usage, Section 153.1.1 Definitions and adding Section 153.3.1.1(3), Carports in R-1 Single Family Residence and Section 153.3.4.2 Tabular Form - Table 3.4-1 as it pertains to carports and front yard setbacks.

Public Hearing opened at 6:57 p.m.

Mrs. Thelen gave a power point presentation.

Public Hearing closed at 7:02 p.m.

6. Consideration and **ACTION** on the recommendation from the Planning and Zoning Commission to amend Balcones Heights Code of Ordinances Title XV, Land Usage, Section 153.1.1 Definitions and adding Section 153.3.1.1(3), Carports in R-1 Single Family Residence and Section 153.3.4.2 Tabular Form - Table 3.4-1 as it pertains to carports and front yard setbacks. (Thelen)

There was no change to the ordinance therefore there was no action taken.

Item 14 was addressed before Item #7.

7. **PUBLIC HEARING** – for the purpose of amending Balcones Heights Code of Ordinances Title XV, Land Use, Chapter 153 Zoning Code as it pertains to townhomes, condominiums, zero lot line homes, garden and patio homes.

Public Hearing opened at 7:07 p.m.

Janet Thelen gave a power point presentation.

Public Hearing closed at 7:13 p.m.

8. Consideration of the recommendation by the Planning and Zoning Commission to direct staff to proceed with preparation of language amending zoning district R-5 Townhomes for the Planning and Zoning Commission to consider at the October 20<sup>th</sup> meeting. (Thelen)

Council directed staff to work on language on the Zoning District R-5.

9. Consideration and **ACTION** by the City Council to ratify the invoice from Delta T Phase Change Materials and authorize payment for street repairs approved in FY 2019-2020 budget. (Thelen)

Janet Thelen informed council on the invoice to be ratified.

MOTION: Motion to ratify invoice. (Paid to Delta T Phase Change Materials)

Motion by: Lamar Gillian    Second: Miguel Valverde                      5/0/0                      PASSED

10. Consideration and **ACTION** amending Chapter 113 Food Service Establishments; Operations providing for mobile food vendors. (Thelen)

Janet Thelen gave background on this item.

MOTION: Motion to approve. (Ordinance providing for mobile food vendors)

Motion by: Lamar Gillian                      Second: Stephen Lara                      5/0/0                      PASSED

11. Consideration and **ACTION** amending Chapter 150 Building Regulations establishing a Residential Rental Property Registration and Inspection Program. (Thelen)

Janet Thelen informed council on the process of the inspection program.

MOTION: Motion to approve. (Ordinance amending Chapter 150 to establish Residential Rental Property Registration and Inspection Program)

Motion by: Lamar Gillian                      Second: Gloria Cantu                      5/0/0                      PASSED

12. Consideration and **ACTION** amending the adopted 2020-2021 Fee Schedule establishing fees for the Residential Rental Property Registration and Inspection Program. (Thelen)

MOTION: Motion to approve as amended. (Ordinance amending the adopted 2020-2021 fee schedule)

Motion by: Lamar Gillian                      Second: Gloria Cantu                      5/0/0                      PASSED

13. Consideration and **ACTION** approving Change Order #1 and #2 for the upgrade to the Hillcrest Dr. and Babcock Rd. traffic signal and the appropriate budget transfer. (Thelen)

Janet Thelen explained the need for Change Orders #1 and #2.

MOTION: Motion to approve. (Change Order #1 and #2 for Hillcrest Dr. and Babcock)

Motion by: Lamar Gillian                      Second: John Halpin                      5/0/0                      PASSED

14. Consideration and **ACTION** to approve a Resolution authorizing the Mayor to execute an agreement with Frost Bank for Banking Services. (Holland)

Van Carter the representative from Frost Bank addressed this item.

MOTION: So, moved. (to approve resolution for the agreement with Frost Bank)

Motion by: Miguel Valverde                      Second: Lamar Gillian                      5/0/0                      PASSED

Item #7 was addressed after Item #14 and continued with all items.

15. Consideration and **ACTION** to approve a Resolution supporting the passage of legislation during the 87<sup>th</sup> regular session of the Texas Legislature (2021), to allow for the expenditure of municipal hotel occupancy tax revenue by the city for construction of improvements in municipal parks. (Harris)

City Administrator asked for approval of this resolution to show support for the passage of the legislation.

MOTION: Motion to approve. (To approve resolution)

Motion by: John Halpin                      Second: Lamar Gillian      5/0/0                      PASSED

16. Consideration and **ACTION** to approve election of Places 1 – 4 of the Board of Trustees for the Texas Municipal League Intergovernmental Risk Pool.

Recommendation was made to support incumbents.

MOTION: So, moved. (To approve election of incumbents)

Motion by: Miguel Valverde              Second: Gloria Cantu      5/0/0                      PASSED

17. Consideration and **ACTION** for Veterans Day Event, Saturday, November 7, 2020.

Mayor de Leon stated a meeting was held to prepare for the event.

MOTION: I make a motion to approve the event for Veterans Day.

Motion by: Gloria Cantu                      Second: Lamar Gillian      5/0/0                      PASSED

18. Strategic Plan and Comprehensive Land Use update. (Nastasi)

Consultant Karen Mitchell is retiring and will make a recommendation for consideration to take over as consultant.

19. Census 2020 discussion and possible action to encourage residents to complete census. (Mayor/ Gillian)

Recommendation was made to continue reminding the residents to complete the census because deadline is approaching.

20. Finance Committee Update. (Gillian)

Councilmember Gillian gave an update on the last Finance Committee meeting held.

21. Department Reports and Q&A (Police Department, Fire Department, Community Development, Finance, and Economic Development & Public Affairs)

- Traffic up and running
- Lt. Crum's Resignation
- Thank you from Councilmember Gillian for CID report from PD
- CPS – Steel Power Poles
- Bulk Pick Up
- Vivian Street Project

**ANNOUNCEMENTS AND REQUESTS:**

22. Announcements by City Administrator

- Fingerprints
- Condolences for Employee Family Members who have recently passed away
- Water will be turned off
- Mayor de Leon and Senator Menendez – Round Table
- TML Annual Conference – October 14 -16
- Annual Audit – Week of November 2<sup>nd</sup>
- Springhill Suites New Ownership
- National Night Out cancelled
- Distributing grants to businesses

23. Announcements by Mayor and Council Members

- TML Townhall Meetings are being schedule
- AACOG call for entries on awards for handling pandemic – going above and beyond

24. Agenda Item Requests by Mayor and Council Members to be placed on a future City Council agenda.

None.

**EXECUTIVE SESSION:**

25. Discussion pursuant to §551.086 (Economic Development) of the Texas Government Code regarding possible business development near or around Fredericksburg Road.

**RE-CONVENE IN OPEN SESSION:**

26. Council may act in open session on item discussed in Executive Session.

Council did not go into Executive Session.

**ADJOURNMENT:**

Meeting was adjourned at 8:27 p.m.

**Submitted by:**

**DELIA R. SANCHEZ**  
**City Secretary**

***Minutes approved at the City Council Meeting held October 26, 2020.***