

MINUTES OF THE SPECIAL MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
MAY 27, 2014 AT 5:00 P.M.

I. CALL TO ORDER

Mayor Williams called the meeting to order at 5:00 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present:

Mayor Jay Williams
Councilman Keith Brown*
Councilman John Glover
Councilman Jay Janecek
Councilwoman Laurie Rosenbaum
Councilwoman Susan Schwartz

Also in Attendance:

Karen Glynn, City Administrator
Kelly Johnson, City Secretary/Dir of Finance
Steve Smith, Dir of Public Wrks/Bldg Official
Loren Smith, City Attorney

*left at 7:42 p.m.

II. PLEDGE OF ALLEGIANCE

The mayor suspended with the pledge.

III. STATEMENT OF OFFICER – KEITH BROWN, SUSAN SCHWARTZ, AND JOHN N. GLOVER

Keith Brown, Susan Schwartz, and John N. Glover all signed their Statement of Officer Form.

IV. OATH OF OFFICE - KEITH BROWN, SUSAN SCHWARTZ, AND JOHN N. GLOVER

Mr. Loren Smith administered the Oath of Office to Keith Brown, Susan Schwartz, and John N. Glover.

V. DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF MAYOR PRO TEM FOR A TERM OF ONE YEAR

Mayor Williams said Councilman Brown agreed to serve another year as Mayor Pro Tem.

Motion was made by Councilman Janecek and seconded by Councilman Glover to approve Keith Brown as Mayor Pro Tem for a term of one year. Motion carried 5-0.

VI. CITIZENS' COMMENTS

This is an opportunity for citizens to speak to council relating to agenda and non-agenda items. Comments are limited to three minutes. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer comments until such time the item is discussed.

Speakers are required to address council at the microphone and give their name and address prior to voicing their concerns.

Note: To comply with provisions of the Open Meetings Act, the City Council may not deliberate on items discussed under this agenda item. Items that cannot be referred to the city staff for action may be placed on the agenda of a future City Council meeting.

No Comments

VII. POLICE COMMISSIONER REPORT

A. Update on Activities

Commissioner Essary talked about combining dispatch centers within the villages.

Chief Sanders talked about an incident that happened on Windermere. He said a couple driving from the Fondren area drove home and when they pulled in their driveway they were assaulted. He said the suspects had followed the couple and when the couple pulled in their driveway the suspects jumped out and one pistol whipped the driver and the other suspect pulled a knife on the passenger. The suspect stole the couple's vehicle and a few minutes later one of our officers found the vehicle abandoned at Gessner and Westheimer but the suspects were nowhere to be found.

Chief Sanders said the good news is that a couple hours later, a deputy sheriff found the suspects in a stolen car on Barker Cypress Road and all three suspects were identified and arrested.

B. Discussion and Possible Action Regarding Proposed Amendments to the 2014 Memorial Villages Police Department Budget

Commissioner Essary said the overages are all related to the dispatch center being manned around the clock. Chief Sanders reminded council this was something all three cities wanted done.

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Glover to increase the 2014 Budget by \$120,000. Motion carried 5-0.

C. Discussion and Possible Action Regarding the 2011 and 2012 Surplus of the Memorial Villages Police Department

Commissioner Essary said the audit for years 2011 and 2012 resulted in surpluses of \$23,125 (2011) and \$17,750 (2012). These were not returned to the cities nor has any provision been made for their use. Commissioner Essary said the audit for the 2013 numbers are just beginning and is expected that it will show a slight excess of expenditures over revenues of about \$5,000. Commissioner Essary said the commission is asking for authority to apply the 2011 and 2012 surpluses (less \$5,000 for the expected 2013 deficit) to the 2014 Budget.

It was pointed out that there was not an action item relating to the 2013 surplus. Commissioner Essary said when they have their final audited numbers they will come back to council for action.

Motion was made by Councilwoman Rosenbaum and seconded by Councilwoman Schwartz to approve apply 2011 and 2012 surpluses to the 2014 Budget. Motion carried 5-0.

D. Budget Planning for the 2015 Memorial Villages Police Department

No comments

VIII. FIRE COMMISSIONER REPORT

A. Update of Activities

Mayor Williams said Commissioner Smyre is going to retire after the 2014 Budget is approved. He said he was going to nominate Gerald Teel as his replacement.

Commissioner Smyre said the 2014 Budget is flat, and on tract. He said the fire department has one vacancy. Commissioner Smyre said with the salary adjustments that council approved a couple months ago we are able to fill vacancies pretty quickly.

EMS collections year to date is 30%. Commissioner Smyre said Chief Foster's goal was 28%. Total calls for the fire department in April were 172. Total calls for Bunker Hill Village in April were 25; 8 were fire calls and 17 EMS calls. Average response time for all the villages combined was 4.04 minutes and the average response time for Bunker Hill Village was 4.59 minutes.

Commissioner Smyre said a second fire station was on the agenda last week. The City of Piney Point's Commissioner moved to earmark \$50,000 for a feasibility study in the 2015 Budget. Four of the villages voted it down and Piney Point and Bunker Hill Village voted in favor of the study. Commissioner Smyre said it came down to the reason the four villages voted no was they did not see it benefiting their city. Commissioner Smyre believed that the two cities, Piney Point and Bunker Hill Village, are going to have to come together and decide what they are going to do and move forward.

B. Discussion and Possible Action Regarding Intra Budgetary Transfers to the 2013 Budget based on the 2013 Audit

Commissioner Smyre said it's something we do every year. He said it's not asking for any additional money, it's just moving money around to fund certain items.

Motion was made by Councilman Janecek and seconded by Councilwoman Rosenbaum to approve the Intra Budgetary Transfers to the 2013 Budget. Motion carried 5-0.

C. Budget Planning for 2015

Commissioner Smyre said the proposed 2015 Budget is a 1.84% increase over the 2014 Budget. Commissioner Smyre said the commission believes they just gave a 6.5% salary increase in January and did not need to budget any salary increases in the 2015 Budget. It was the general attitude of city council and the mayor that the increase in January was to get our fire department competitive and if we do not keep competitive, by giving raises in the 2015 Budget, we will be back in the same situation as before.

Commissioner Smyre also said health insurance is projected to increase 15% and is reflected as that in the proposed budget.

Commissioner Smyre said the fire department got into the 457 Deferred Compensation Plan when the TMRS benefits were reduced from 2 to 1 down to 1-1/2 to 1. Meaning the fire department used to match every dollar the employee put into TMRS at 2 dollars for every dollar that was put in and that matching has been changed to 1-1/2 to 1. Commissioner Smyre said the 457 plan was never a budget item and was done at the end of the year if there was surplus funds. There has been some discussion about budgeting the 457 contribution instead of the wait and see attitude at the end of the year. Commissioner Smyre said if we put it in the budget the Chief can use it as a recruiting tool, he can definitely state we have a 457 plan and the fire department is putting in "X" amount for the year.

Mayor Williams asked if the 2% that was put in the 457 plan equaled to the ½ reduced in TMRS. Chief Foster said a few years ago when the reduction took place the numbers were run and it equaled not only the ½ but also the fire department took away COLA's and updated service credits. All those reduction equaled a 2% 457 plan. Chief Foster said our most recent vacancy was by a senior fire fighter that believed the reduction in

TMRS and the 457 plan was not equal to the City of Katy, where he went, that has 2 to 1 TMRS with COLA's and updated service credits.

Mayor Williams said it was Bunker Hill's opinion to budget the funds in the 2015 Budget to compensate for the 457 plan. Commissioner Smyre said that he would take that back to the commission.

Commissioner Smyre said the proposed 2015 Budget as the way it stands now is a 4.27% increase over the 2014 Budget. He said he will get back with the feedback the mayor and council has given him and return with the 2015 Budget for approval.

IX. PRESENTATION OF 2013 FINANCIAL AUDIT BY BELT HARRIS PECHACEK, LLLP

Robert Belt, with Belt Harris Pechacek, LLLP, presented the 2013 Financial Audit. He reported the city is in great financial condition. He said how you judge a governmental entity is by their fund balance. He said the general rule is to have 60 to 90 days worth of expenditures in your fund balance to cover your expenditures. He said the City of Bunker Hill Village with its fund balance well exceeding its expenditures.

X. EAST SIDE DRAINAGE PROJECT UPDATE AND SCHEDULE - *Klotz Associates*

William Conley, with Klotz Engineering, said the project is going well. He said the final set of plans should be ready to give to the City and Harris County Flood Control the end of next week. He said we have scheduled to advertise the project June 12th and June 19th with the bid opening on July 1st. William Conley said they should have bids reviewed and ready for council approval at the July 15th meeting. William said the project should start the beginning of August.

William Conley said they do have alternate bid items that would depend on the price of the base bid and bond funds available if we move forward on the alternate bids. He said the base bid is repairs to W146 along with improvement repairs to Flintwood and Greenbay realignment with additional inlets on Greenbay. Mayor said there will be some disturbance to the Greenbay path and it will be closed for approximately 30 days.

Karen Glynn, the City Administrator, said the city will be holding neighborhood meetings in June with follow up meetings once the project is bid.

XI. DISCUSSION AND POSSIBLE ACTION ON AN INTERLOCAL AGREEMENT WITH HARRIS COUNTY FLOOD CONTROL FOR MAINTENANCE IMPROVEMENTS FOR W146-00-00 - *Karen Glynn, City Administrator*

Karen Glynn said W146 totally lies within the City of Bunker Hill Village. She said technically Harris County Flood Control owns that line but we have identified some sections that need repair. She also said the interlocal agreement will give us the ability to make those repairs and maintain that line within our city.

Mayor Williams asked if this increases the city liability in anyway. Loren Smith, the city attorney, answered it does not increase our liability.

Motion was made by Councilman Brown and seconded by Councilman Glover to approve. Motion carried 5-0.

XII. DISCUSSION AND POSSIBLE ACTION ON A CONTRACT WITH KLOTZ ASSOCIATES FOR A PRELIMINARY ENGINEERING REPORT FOR CHAPEL BELL LANE AND RHETT AND TARA DRIVES - *Karen Glynn, City Administrator*

Karen Glynn said it's a preliminary engineering report that is in the budget. She said we talked about it last year during the budget process. She said we have some drainage issues on two streets, Chapel Bell Lane, Rhett and Tara Drives. She said we are also looking at the utilities while we are looking at the drainage.

Motion was made by Councilman Brown and seconded by Councilman Janecek to approve the contract with Klotz Assoc., for preliminary engineering report for Chapel Bell Lane and Rhett and Tara Drives. Motion carried 5-0.

XIII. DISCUSSION AND POSSIBLE ACTION REGARDING A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE CITY OF BUNKER HILL VILLAGE AND THE TEALWOOD HOMEOWNERS ASSOCIATION FOR THE ONGOING MAINTENANCE RESPONSIBILITIES FOR THE TEALWOOD SIGN AND THE GESSNER ROAD ESPLANADE - Karen Glynn, City Administrator

Karen Glynn said we both have areas that have landscaping, lighting and with the recent accident involving the Tealwood sign there was some discussion on who maintained what. This Memorandum of Understanding defines who is responsible for what. Karen Glynn clarified that the HOA is responsible for the Tealwood sign in the esplanade. She said we are responsible for the lighting, landscaping, and irrigation.

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Glover to approve the Memorandum of Understanding by and between the City of Bunker Hill Village and the Tealwood Homeowners Assoc. Motion carried 5-0.

XIV. DISCUSSION AND POSSIBLE ACTION REGARDING A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE CITY OF BUNKER HILL VILLAGE AND THE MEMORIAL FOREST CIVIC CLUB FOR THE ONGOING MAINTENANCE RESPONSIBILITIES FOR THE RIGHT OF WAY AREA AT PLANTATION ROAD AND MEMORIAL DRIVE - Karen Glynn, City Administrator

Karen Glynn said this is a similar situation as item XIII. In this particular area we are responsible for the irrigation but the Memorial Forest Civic Club is responsible for the landscaping.

Motion was made by Councilman Janecek and seconded by Councilwoman Rosenbaum to approve the Memorandum of Understanding by and between the City of Bunker Hill Village and the Memorial Forest Civic Club. Motion carried 5-0.

XV. RESOLUTION NAMING THE AREA DESIGNATED AS A DEDICATION AREA ALONG MEMORIAL DRIVE IN FRONT OF THE MEMORIAL FOREST CLUB AS "The Arbor Tribute Walk" - Laurie Rosenbaum, Beautification Committee Chair and Karen Glynn, City Administrator

Karen Glynn said this is the area that was talked about at the last council meeting as the dedication area. The committee wanted to name it something other than the dedication area so they came up with "The Arbor Tribute Walk".

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Glover to approve the resolution. Motion carried 5-0.

XVI. DISCUSSION AND POSSIBLE ACTION ON CONTRACTS FOR ON-CALL SERVICES - Karen Glynn, City Administrator

- A. CARY MORAN, Forester - *Tree Consultant*
- B. KIMLEY HORN - *Traffic Engineering*
- C. NEIL TECHNICAL SERVICES - *Electrical and Pump Repairs*

Karen Glynn said these are all on-call contracts. They are contracts we have had before, we are just updating.

Motion was made by Councilman Janecek and seconded by Councilman Glover to approve all three On-call Contracts. Motion carried 5-0.

XVII. CONSENT AGENDA

“ALL MATTERS LISTED UNDER CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION, THERE WILL NOT BE SEPARATE DISCUSSION OF THESE ITEMS. IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.”

- A. Minutes of the April 15, 2014 Regular Council Meeting
- B. April 2014 Financials
- C. Klotz Associates, Invoice No. 414103 in the amount of \$ 15,387.51 for professional services rendered from March 16, 2014 to April 15, 2014 in connection with East Side Drainage Project
- D. Klotz Associates, Invoice No. 414111 in the amount of \$ 5,474.20 for professional services rendered from March 16, 2014 to April 15, 2014 under on-call services including GIS support, Drainage modeling, Ordinance development, and attending Council Meetings.
- E. Langford Engineering, Inc., Invoice No. 17699 and 17698 in the amount of \$ 1,310.33 for professional services rendered in March 2014 for emergency repairs for Water Well No. 1 and the Memorial Bridge Water Line Project.
- F. AAA Asphalt Paving, Inc., Application No. 21 in the amount of \$ 2,659.50 for Blalock Ditch Improvements.
- G. Spring Branch ISD, collection invoice in the amount of \$ 8,000 for collection services rendered for the 2013 tax year.

Motion was made by Councilman Brown and seconded by Councilman Glover to approve the consent agenda as presented. Motion carried 5-0.

XVIII. MAYOR'S REPORT

- A. Discussion and Possible Action on Appointment of Robert Lord to the Drainage Committee

Karen Glynn, the City Administrator, said Robert Lord is a new resident to Bunker Hill Village and was interested in getting more involved in the community.

Motion was made by Councilman Janecek and seconded by Councilman Glover to approve the appointment of Robert Lord to the Drainage Committee. Motion carried 5-0.

- B. Discussion and Possible Action on Appointment of Tom Rigamonti and Susan Schwartz to the Website Upgrade Committee

Mayor Williams said we currently are interviewing vendors for a website design update. Karen Glynn, the City Administrator, said we have money budgeted in the current budget for the update.

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Glover to approve Tom Rigamonti and Susan Schwartz to the Website Upgrade Committee. Motion carried 5-0.

XIX. CITY ADMINISTRATOR'S REPORT

A. Information from Harris County Appraisal District

Karen Glynn said most of Bunker Hill's property values have increased. She said the estimated 2014 taxable value is \$1,706,025,393.

B. Website Upgrade Project Update

Karen Glynn said we are currently interviewing five web design companies. She said we are doing this together with the Memorial Villages Police Department. Spring Valley may also sit in on the interviews.

C. Beautification Projects Update

Karen Glynn said they are working on the flower beds at the entrance to City Hall and the Memorial Villages Police Department. She said they have also ordered the sign face for the entrance sign at Bunker Hill Road and Taylorcrest. Karen Glynn said the whole entrance sign has been a process, we next will work with a mason and then get the lighting and landscaping done. Once that is wrapped up we will be working on our metal signs at our other three locations.

D. Ordinance Review Update

Karen Glynn said we are wrapping up the Drainage Ordinance and giving it to the committee. She said they are drafting the ordinance for the P&Z meeting on June 26th and hope to come up with a final draft and present to city council in July for review.

E. Meeting with Metro and the Multi-Cities Committee

Karen Glynn attended the meeting with Metro and the multi-cities for the mayor last week. She said there are fourteen cities that make up the multi-cities. She said there are two positions coming up on the board.

F. ISO Building Code Effectiveness Grading Schedule - Recent Evaluation

Karen Glynn said some good news, she said ISO comes and assess the city permitting, buildings, and development. She said Steve Smith meet with the ISO representative and we improved our rating from a 5 to a 4 in residential and from a 6 to a 5 in commercial.

G. Village Independence Festival

Karen Glynn said the Village Independence Festival is coming up soon, on Friday, July 4th. She asked that council and the mayor let her know if they are going to attend so she can have signs and candy for all. She also announced that Bunker Hill Village might have a float.

- H. Consideration and Possible Action on City Hall Improvements for an amount of \$4,500 for the General Fund and \$10,500 for the Court Security Fund

Karen Glynn said we did some improvements at City Hall in the hallway. She hoped all had noticed the nice new color and the new art hangers. She said we would like to take it a step further and paint the court/council chambers. She said also we would like to replace the counter and add a desk as part of court security.

Motion was made by Councilman Janecek and seconded by Councilman Glover to approve City Hall Improvements as presented. Motion carried 4-0. (Councilman Brown had left)

- I. Consideration and Possible Action on purchase of new vehicle for an amount of \$27,571.25.

Karen Glynn said we have been working with HGAC to get all our bids in for the new truck. She said the lowest bid through HGAC came in at \$27,571.25, we budgeted \$25,000.

Motion was made by Councilman Janecek and seconded by Councilman Glover to approve the purchase of a new vehicle in the amount of \$27,571.25. Motion carried 4-0. (Councilman Brown had left)

XX. EXECUTIVE SESSION

THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.074 OF THE TEXAS GOVERNMENT CODE TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, OR DUTIES OF THE CITY ADMINISTRATOR.

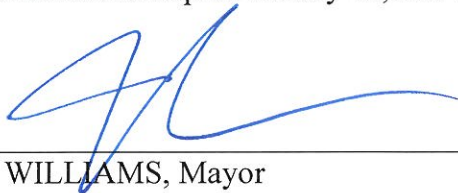
Mayor Williams convened into closed executive session at 7:27 p.m.

Mayor Williams reconvened the meeting at 7:42 p.m.

XXI. ADJOURN

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Glover to adjourn the meeting at 8:03 p.m. Motion carried 4-0. (Councilman Brown had left)

Approved and accepted on July 15, 2014.



JAY WILLIAMS, Mayor

ATTEST:



Kelly Johnson, City Secretary