

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
OCTOBER 20, 2015 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 John Glover
Councilman Jay Janecek
Councilwoman Laurie Rosenbaum

Also in Attendance:

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

Absent:

Councilman Keith Brown
Councilwoman Susan Schwartz

II. PLEDGE OF ALLEGIANCE

Cub Scouts Peter Vail and Lovett Baker both led the pledge of allegiance. Both scouts were in eighth grade at Kinkaid School.

III. 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.

Eric Schmidtke at 11719 Cobblestone spoke regarding the flooding issues on his street and at his home and ask city council to do whatever can be done to prevent his home from flooding.

IV. FIRE COMMISSIONER REPORT

A. Update on Activities

Commissioner Teel reported year-to-date the budget was 2% under budget. He said the total calls to date were 1,252 with 182 calls being from the City of Bunker Hill Village. Commissioner Teel reported the average response time in the villages was 4:10 with Bunker Hill's averaging response time being 4:56.

Commissioner Teel said the billable revenue for ambulance calls was \$749,841 with about 20% collectable equated to \$134,185 being returned to the cities.

Commissioner Teel said the committee is still reviewing the Feasibility Study. The four options are as follows:

Option A \$2,725,150 – Stay within existing walls and remove training tower for parking. Does not include rebuilding the training tower.

Option B \$6,165,850 – Add to front bay and remove back building. New second floor administration.

Option C \$8,053,150 – New rebuild on site, 2-3 story total rebuild while operational

Option D \$7,289,100 – Scrape the site and start with total new facility

Commissioner Teel said the cost estimates had no architectural fees so we probably need to add about 10% on-top of the estimated cost.

Commissioner Teel reported that health insurance for 2016 will increase 9.8%. He said this will take half of the 2% salary increase for personnel that is budgeted in 2016. He said the deductibles are increasing from \$500 to \$1,000.

Commissioner Teel said there was a fire at 309 Knipp Road, a home in Bunker Hill Village. He said it was an older home that had an aluminum roof over a shingle roof. He said basically the fire fighters had to pull the aluminum roof off to get the fire out. He said this is where it is so beneficial to have an interlocal agreement with City of Houston. He said both the Village Fire Department and City of Houston trucks were on the scene and did a fantastic job getting the fire out. He said there was a lot of damage to the home but nobody was hurt.

V. POLICE COMMISSIONER REPORT

A. Update on Activities

Commissioner Essary reported their last incident with gang activity happened yesterday. He said yesterday at 10:00 a.m. they broke into a home and because of our informed resident base, a resident called in with suspicious activity. He said when a call comes in that fits the criteria of a gang related incident they immediately seal off the exits of the cities. As a result they spotted the vehicle and the suspects ditched the vehicle and took off running. The police department was able to apprehend two of the three suspects with a warrant for the arrest of the third suspect.

Commissioner Essary reported budget to date is about 4% under budget and should remain that way throughout the end of the year.

Commissioner Essary said one of the dispatchers has turned in her resignation so they will be looking to replace her. He also reported they are going to be looking at their step program and see how it compares to other agencies. He said that seems to be their biggest vulnerable spot with other agencies.

VI. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL TO PROCEED WITH A NEW TELEPHONE SYSTEM FOR CITY HALL IN PARTICIPATION WITH THE MEMORIAL VILLAGES POLICE DEPARTMENT - *Steve Smith, Director of Public Works/Building*

Karen Glynn reported in the 2015 Budget, there was \$10,000 included for a new phone system for City Hall. The current system has exceeded its useful life. In fact, the service providers are no longer able to repair certain problems. In addition, we have been experiencing problems with our service connection which is an AT&T line (old copper technology). AT&T has indicated that they will not be replacing this line with new technology for at least another two years.

Memorial Villages Police Department has been working to replace their phone system as well. As a result, staff has been working with the Police Department on this acquisition and have found this to be the best approach for both entities with our close proximity.

In working with the Police Department, criteria was developed which met the needs of both the City and the Department. Staff from both the Police Department and the City met with several vendors to help understand the needs and capabilities which resulted in a request for proposals to serve both entities.

The Police Department followed the governmental bidding and selection process. Fitt Telecommunications was selected as the vendor for the system hardware. The City's participation would be \$10,073.64, slightly above our budget. However, this does include a contingency.

We are also currently working with the Police Department in selecting service providers to secure fiber optic service at a reasonable cost. Redundancy is also critical so that Police and City communications may continue if the primary communication path should fail. The service line should be paid via our monthly service fee based on a service contract with the selected vendor.

Staff recommends proceeding with the acquisition of a new phone system in partnership with the Memorial Villages Police Department.

Motion was made by Councilman Glover and seconded by Councilman Janecek to approve the new telephone system as presented. Motion carried 3-0.

VII. PRESENTATION OF THE MUNICIPAL COURT AUDIT CONDUCTED BY BELT HARRIS PECHACEK, LLLP - Robert Belt, Belt Harris Pechacek, LLP and Kelly Johnson, City Secretary/Finance Director

Nathan Krupke, with Belt Harris Pechacek, summarized the audit for council. He said they have gone into great detail and came up with twelve findings. He said some things may not benefit the City to implement, an example is to segregate duties which would require adding additional staff. He noted these are strictly recommendations; the City is not required to implement.

Mayor Williams referred to a memo that Kelly Johnson had written to Karen Glynn. The memo addressed each of the findings.

Karen Glynn reported on October 6, 2015 the Finance/Audit Committee met and discussed the Municipal Court Audit. They went through the findings and the committee instructed staff to follow up on the findings. One thing asked was to check if there were any controls within the software system to limit the clerk from changing the fee or fine amounts. After checking with the software company, controlling authorization would restrict the clerk so that she could not do her day to day functions. The clerk needs to have access to change amounts and adjust fees as the judge has the authority to change those amounts at anytime. This happens routinely.

Another thing that the Finance/Audit Committee instructed staff to follow up on was the discrepancies in the fine amounts with the police department and the possibility of warrant information being inaccurate or not even being reported. Although we cannot control the police department, municipal court can make sure we have the information documented and a clear channel of communication with the police department regarding tickets/warrants. The court clerk also has written instructions on how to handle warrants in her absence.

Kelly Johnson said the audit was a very good exercise and shows us areas we need to tighten up on and some areas that we need to implement some changes. She also said this gives the court clerk the tools she needs to backup existing procedures and to implement any new procedures. She also said they will be sending a letter along with a copy of the audit to the judges and prosecutors.

VIII. DISCUSSION AND POSSIBLE ACTION REGARDING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ACKNOWLEDGING REVIEW AND APPROVAL OF THE PUBLIC FUNDS MANAGEMENT AND INVESTMENT POLICY – Kelly Johnson, Director of Finance/City Secretary

Kelly Johnson said it is required by the local government code to review and adopt an Investment Policy annually. She said there were no changes from last year and during the audit the auditors did not note any updates that needed to be made.

Kelly Johnson reported that in the Investment Meeting it was discussed that the City's current bank depository contract expired on February 28, 2014. Written in the contract were two one year extension options and last year council approved to exercise one of the extensions ending February 28, 2016. The committee is recommending that council approve the second one year option to extend the terms of the contract until February 28, 2017.

Kelly Johnson said council was not voting on the extension of the depository contract today, staff just wanted council to be aware and will bring back to council for approval in a couple months.

Another item discussed in the Investment Review Meeting was opening an account at a secondary bank, not the City's depository bank. The committee agreed to find an alternate bank and put less than \$250,000 to cover any immediate needs if our depository bank would fail. Kelly Johnson said our funds are fully collateralized in our depository bank but in the event the bank would fail, the City would have to wait on their FDIC secured funds. We would also ensure there would be no fees for this additional account.

Again, Kelly Johnson clarified that tonight council was only voting on the Investment Policy. The other information was all discussed in the Investment Policy Review Meeting.

Motion was made by Councilman Janecek and seconded by Councilman Glover to approve the Investment Policy as presented. Motion carried 3-0.

IX. DISCUSSION AND POSSIBLE ACTION REGARDING DIRECTION TO PURSUE AN INTERLOCAL AGREEMENT WITH THE CITY OF PINEY POINT VILLAGE TO INCLUDE A RIGHT TURN LANE ON BLALOCK SOUTH AT MEMORIAL DRIVE AS A PART OF THE CITY OF PINEY POINT VILLAGE'S DRAINAGE PROJECT - Karen Glynn, City Administrator

Karen Glynn reported that the City of Piney Point opened bids and awarded their project in September 2015 and it will begin in January. HDR, Piney Point's Engineer, has provided a cost for the additional work that would be considered as a change order to the project.

Karen Glynn said she is hearing from council they would like the traffic engineer to come and present the results of the traffic study. Mayor Williams said he asked Karen Glynn to have the traffic engineer come to the meeting in November. The mayor wants to find out how beneficial the turn lane would be. Mayor Williams did not want to take any action today, but bring in the traffic engineer next month to make a presentation of the intersection.

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Janecek to table this item until the November council meeting. Motion carried 3-0.

X. DISCUSSION AND POSSIBLE ACTION ON AN ORDINANCE TO ADOPT THE 2015 INTERNATIONAL BUILDING CODE AND ASSOCIATED SECTIONS AND THE 2014 NATIONAL ELECTRICAL CODE WITH EXCEPTIONS AS NOTED - Steve Smith, Director of Public Works/Building

Steve Smith gave the following report:

The currently adopted building codes for the City are the 2009 International Residential Code (IRC) and the 2011 National Electrical Code (NEC). This ordinance would update the code to the most recently approved codes which are the 2015 International Residential Code and the 2014 National Electric Code. The Residential Code includes all standards for plumbing, mechanical, pool, fire, etc.

Steve Smith reported he attended a regional code update meeting held at the City of Spring Valley on these new codes and found that there are no substantial changes which would impact the building techniques and inspection standards from our current standards. There were building officials, architects and builders in attendance and concurred as well. Most of the updates were resolutions of conflicts from various portions of the text.

Steve Smith reported he is recommending a few additions to the code. The first is selection of the type of lighting allowed for underwater uses for swimming pools and spas. The proposed code still allows the use of line voltage lighting underwater but there is a very complicated construction and inspection process to verify that the lighting has been constructed to allow safe operation. We are recommending that line voltage lighting not be allowed and only LED lighting designed for underwater pool lighting be allowed. We have spoken with our contract inspector and a number of pool contractors and all are using only LED lighting at this time.

The second issue is from a request from the Village Fire Department. Our current code and ordinances prohibit the use of any fireworks. The fire department has received numerous requests from the area schools and churches to allow the use of theatrical fireworks for plays and various presentations. The proposed change would allow the use of these theatrical fireworks with the approval of the Fire Marshall and the Building Official of each of the cities.

Steve Smith reported the goal is to stay current with updates to these codes. In addition, when our ISO rating (Current rating of 1) is reviewed again, the adoption of codes of 5 years old or less is recommended and taken into account.

Staff recommends approval of the 2015 International Residential Code and the 2014 National Electric Code.

Karen Glynn said there was a change that needed to be made. In each section of the code where it states “a copy of which is attached hereto and made a part hereof for all purposes” needs to be deleted. A copy is not attached. A copy is filed with the City Secretary but the code is very lengthy and to attached a copy would be very difficult.

Motion was made by Councilman Janecek and seconded by Councilman Glover to approve the ordinance with the deletion as presented. Motion carried 3-0.

XI. DISCUSSION AND POSSIBLE ACTION ON APPOINTMENTS TO THE ZONING BOARD OF ADJUSTMENT - *Jay Williams, Mayor*

A. Carter Breed - Member

B. John Gillette and David Marshall - Alternate Members

The mayor said he would like to move Carter Breed up from an alternate member to a regular member and add John Gillette and David Marshall as alternate members.

John Gillette is married with two grown children and has lived in Bunker Hill Village for over eighteen years. He is a home remodel builder and does a lot of work in the area.

David Marshall is the son of former Mayor Bill Marshall. He has moved back into Bunker Hill Village about six months ago with his wife and three little girls. He is a land broker in commercial real estate.

Motion was made by Councilman Janecek and seconded by Councilman Glover to approve moving Carter Breed up as a regular member of the Board of Adjustment and appoint John Gillette and David Marshall as alternate members of the Board of Adjustment. Motion carried 3-0.

XII. DISCUSSION AND POSSIBLE ACTION REGARDING DESIGNATION OF A REPRESENTATIVE AND AN ALTERNATE TO THE GENERAL ASSEMBLY OF THE HOUSTON-GALVESTON AREA COUNCIL FOR 2016 - *Jay Williams, Mayor*

It is time to appoint the City's Representatives for the Houston-Galveston Area Council. These appointments serve a one year time frame.

Susan Schwartz has indicated her interest in continuing to be the City's H-GAC Representative. Laurie Rosenbaum has agreed to continue as alternate.

Motion was made by Councilman Janecek and seconded by Councilman Glover to approve Susan Schwartz as the 2016 HGAC representative and Laurie Rosenbaum as the alternate representative. Motion carried 3-0.

XIII. DISCUSSION AND POSSIBLE ACTION TO CANCEL THE DECEMBER CITY COUNCIL MEETING -- *Karen Glynn, City Administrator*

Karen Glynn said we typically cancel our December meeting and have our annual Christmas Dinner.

Motion was made by Councilman Glover and seconded by Councilman Williams to approve cancelling December's City Council Meeting. Motion carried 3-0.

XIV. 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 September 15, 2015 City Council Meeting
- B. Minutes of the September 22, 2015 Special City Council Meeting
- C. Minutes of the October 6, 2015 Special City Council Meeting
- D. September 2015 Financials
- E. RPS Klotz Associates, Invoice No. 815100 in the amount of \$752.35 for professional services rendered from August 1, 2015 to August 28, 2015 under on-call services including the Drainage Site Development Review.
- F. RPS Klotz Associates, Invoice No. 815088 in the amount of \$16,831.40 for professional services rendered from August 1, 2015 to August 28, 2015 in connection with the Taylorcrest/Williamsburg/Cobblestone Drainage Evaluation.
- G. RPS Klotz Associates, Invoice No. 815089 in the amount of \$6,876.65 for professional services rendered from August 1, 2015 to August 28, 2015 in connection with the Winshire Drainage System Evaluation.

- H. Lloyd, Smitha, & Associates, LLC, Invoice No. CMBH14-12 for professional services rendered from August 1, 2015 to August 31, 2015 in the amount of \$650.00 for professional services related to East Side Drainage Project
- I. AAA Asphalt Paving, Inc., Invoice # 1278-1 (Pay Estimate No. 12) for construction services rendered for September 2015 in connection with the Strey Lane Base Repairs in the amount of \$17,895.15 and for Street Patch Repair on Memorial Drive following a water line break \$2,583.00.
- J. Renewal agreement between the Harris County Sheriff's Office and the City of Bunker Hill Village to house, support, maintain, and confine city prisoners under the same terms and conditions as 2014, with no increase in pricing for the term January 1, 2016 through December 31, 2016 (\$74.00 per day, or portion of a day)
- K. Interlocal Agreement with Harris County in the amount of \$1,925.49 for administration and implementation of a regional watershed protection education program effective from September 1, 2015 to August 31, 2016.

Motion was made by Councilman Glover and seconded by Councilman Janecek to approve as presented. Motion carried 3-0.

XV. MAYOR'S REPORT

A. Report on Meeting with the Tealwood HOA

Mayor Williams said Karen Glynn and himself met with the new TIRZ administrator and a board member to discuss the widening of Memorial Drive from Beltway 8 east to just past the Lantern Lane Shopping Center. He said they are planning on keeping the same number of lanes but are going to put sidewalks, medians, and turning lanes. He said they are going to be submitting for federal dollars for the project and did Bunker Hill Village want to be included. Bunker Hill section would be from where the City of Houston ends and Bunker Hill Village starts on Memorial Drive to the intersection at Gessner. He said the federal government would look more favorable to fund the project if more entities were involved.

The mayor initially said we don't really have a big stake in this but he remembered we have two sections of Tealwood in that area. Mayor Williams said he called a meeting with Tealwood HOA administrators to discuss. He said basically he told them if Tealwood HOA wants to get together and come to Bunker Hill Village City Council and are favorable for the project then Bunker Hill will support them. If they come to Bunker Hill Village City Council and say they want no part of the project, then City Council would support them in that decision.

Councilwoman Rosenbaum said extending the project to Gessner effects more than just Tealwood residents. Councilwoman Rosenbaum volunteered to coordinate with Tealwood and surrounding neighborhoods to get their input with partnering with the reconstruction of Memorial Drive.

Mayor Williams said even if we got federal funding Bunker Hill Village's section would cost hundreds of thousands of dollars that is not budgeted or in the ten year infrastructure plan.

Mayor Williams said he is not going to spend time or money on the project if Tealwood is not behind the project.

B. Report on Monthly Mayor's Luncheon

Mayor Williams reported they had their monthly luncheon and things went very well. He said they had all the City Administrators attend and talked about building codes and the possibility of trying to be consistent on some things throughout the Memorial Villages.

The Mayor said on November 13, 2015 the Mayors are taking a field trip and will visit all the various dispatch centers.

XVI. CITY ADMINISTRATOR'S REPORT

A. Update on Employee Benefits for 2016

Karen Glynn said they received one proposal for medical care coverage. She said it was our current carrier and they proposed a 5% increase with a 15 month contract. She said they had asked in the bid process for an extended contract because enrollment January 1st is very difficult. They felt moving enrollment mid-year would be easier. Karen Glynn said the 5% increase was well within our budget. She said other providers, dental, life, etc., were a two year contract so there will be no changes with those coverages.

Karen Glynn said we will be coming to council in November for approval.

B. Update on Strey Lane/Memorial Intersection Project

Karen Glynn said AAA came in and put everything together and it looks really good. She said they should be all done by Thanksgiving.

C. Process to Proceed with Landscaping Contract

Karen Glynn said our current Landscape Contract expires in February 2016. She said that we will be going out for bid and will be coming back to council for approval of a new contract.

D. Update on Drainage Committee Meeting

Karen Glynn said the Drainage Committee met last week and they received the Williamsburg, Cobblestone, Winshire, and Taylorcrest Drainage Report from Klotz Engineering. She said they are evaluating and prioritizing the projects along with calculating the cost for each project. She said they hope to have that completed and be able to present to council at the November council meeting.

XVII. ADJOURN


Motion was made by Councilman Janecek and seconded by Councilman Glover to adjourn the meeting at 6:32 p.m. Motion carried 3-0.

Approved and accepted on November 17, 2015.



Jay Williams, Mayor

ATTEST:


Kelly Johnson, City Secretary/Dir. of Finance