

MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
APRIL 19, 2016 AT 5:00 P.M.

**I. CALL TO ORDER**

Mayor Williams called the meeting to order at 5:02 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

*Those Present:*

Mayor Jay Williams  
Councilman Robert Lord  
Councilman John Glover  
Councilman Jay Janecek  
Councilwoman Laurie Rosenbaum  
Councilwoman Susan Schwartz

*Also in Attendance:*

Karen Glynn, City Administrator  
Britique Williams, City Secretary/Dir of Finance  
Steve Smith, Dir of Public Works/Bldg Official  
Loren Smith, City Attorney  
Valerie Cantu, Muni Court Admin/Asst. City Sec

**II. PLEDGE OF ALLEGIANCE**

Eagle Scout Vitaliy Williams and Ryan Jones lead the Pledge of Allegiance.

**III. PROCLAMATION**

*Eagle Scout Project*

The Mayor recognized Vitaliy Williams with a proclamation thanking him for his good work on the Eagle Scout Project that provided the purchase and construction of two picnic tables and the paver bases where the tables would be placed. One was placed at City Hall and the other at the Memorial Villages Police Department.

*Lemonade Day - May 1, 2016*

The Mayor issued a proclamation for Lemonade Day on May 1, 2016. Local businesses joined forces to bring this innovative program to Houston and surrounding communities. The program is designed to teach children business skills at an early age. The young entrepreneurs who participate in the program learn real life skills. Lemonade Day is a part of Prepared 4 Life, a non-profit that provides fun, proactive and experiential programs.

*Safe Digging Month - April 2016*

The Mayor issued a Safe Digging Month proclamation. Each year, underground utility infrastructure is jeopardized by unintentional damage due to failure to call 811, the national call number to have underground lines located prior to digging. The service is free. Safe digging is a shared responsibility. The Mayor noted that we should include this in our next newsletter.

#### **IV. 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.

There were no citizens to comment.

#### **V. FIRE COMMISSIONER REPORT**

##### **A. Financial Report/ Proposed 2017 Budget Process**

Commissioner Bert Rosenbaum provided the report. The 2015 Budget is showing \$58,000 under budget. Once the auditors finalize that number, the cities will be reimbursed. He shared that being two months into the 2016 budget, the Department is around \$23,000 under budget. There were two things over budget so far for 2016, but this did not affect being under budget. One was \$8,000 for the hiring of an extra fire fighter and the second was \$9,500 for the medical supply billing network. EMS revenue was billed \$436,000 and \$73,472 has been collected. This money is not budgeted.

##### **B. Update on Activities**

There were 528 incidents and out of the calls, 58 calls were in Bunker Hill Village. There were 33 fire alarms and 25 EMS calls. The response time still averages around four minutes and six seconds. Bunker Hill's response time is about a minute longer. He mentioned that the dual dispatch is still under review and that Gerald Teal is going to get in contact with three consulting firms to help review the process of possibly combining the dispatches or any other suggestions they may have to help with the current situation. Mr. Teal is waiting on the proposals. Mr. Rosenbaum mentioned that two of the captains have found other jobs and will be leaving. Chief Foster has told the Commission that he does not see this as a major problem with staffing. He said that there are enough people within the Department and this is a promotional opportunity. He mentioned this past Saturday, the Department held their Annual Family Day. It was a great success with the fire personnel and families - there were over 200 that participated.

The Mayor added that he feels there is no protocol between the Fire Chief and the Villages during an emergency situation. This was evident with the storm yesterday. There needs to be some type of an emergency management plan to be able to communicate with each other besides email and/or computers.



## VI. POLICE COMMISSIONER REPORT

### A. Financial Report/ Proposed 2017 Budget Process

Commissioner Jay Smyre commented that the Committee has met twice and is making progress on the budget process. They have another meeting planned for next Thursday. He mentioned the auditors are scheduled for May 16<sup>th</sup> to work on 2015. The unaudited surplus is \$111,000 which Bunker Hill would get \$37,000 of this amount. The budget to date shows the Department has spent \$1,039,069 and are at 88% of the expected budget to date.

### B. Update on Activities

Commissioner Smyre reported that they have hired another police officer and two dispatchers. Officer Randy Chastain is retiring and on Thursday, April 28<sup>th</sup> there will be a reception held for him here at City Hall.

Mr. Smyre said that calls and responses in the Villages year to date were over 15,000 and 6,400 were in Bunker Hill Village. In March, the average response time was three minutes and five seconds and for Bunker Hill, the time was four minutes and fifty four seconds.

### C. Discussion and Direction on Electronic Ticket Writers

Assistant Chief Ray Schultz spoke of a new v-link mobile shortcut located on the Memorial Villages Police Department website. It links directly to the MVPD. Its purpose is to easily report incidents or things that are suspicious by simply clicking, taking a picture and sending it to the Police Department. This feature may help with catching criminals, preventing crimes from occurring, and with criminal investigations.

Assistant Chief Schultz also discussed the ticket writers. They are a fast and efficient way that relieves time entering data. The system will automatically load all information instead of the officer having to manually enter the information which will help with mistakes. The software will also be able to identify the street and city which is a big help being the officers patrol more than one city. The Judges and Court Clerks are all in agreement that this would be beneficial to all. The initial cost is about \$45,000 and \$7,500 to maintain. The cost will be divided between all three cities.

The Mayor asked Commissioner Smyre when this could get implemented. Commissioner Smyre commented that there is reserve monies from 2014 that could be used to fund it this year but there are a few other projects that are also needed. He said that they would have to prioritize and get feedback from everyone.

The Mayor told Commissioner Smyre to review the budget to see how much money is available and if the cities need to pay anything now. The Mayor feels that this is important and should be implemented as soon as possible. He suggested that Commissioner Smyre come back next month and make suggestions or recommendations. Commissioner Smyre mentioned that the cities have court technology monies that could possibly be used for this purpose.

Assistant Chief Schultz announced that officer Adam Pavlock was named Officer of the Year for 2015 by the Exchange Club.

Councilman Janecek commented that he attended a Commissioner Meeting recently and commended Commissioner Smyre and Chief Sanders for representing the City professionally and extremely well.

The Mayor commended the Police Department for the great job they did during the flood and during the bridge construction transition.

**VII. DISCUSSION AND POSSIBLE DIRECTION TO PROCEED WITH DEVELOPING AN INTER-LOCAL AGREEMENT WITH THE CITY OF PINEY POINT FOR CONSTRUCTION OF TRAFFIC, DRAINAGE, AND UTILITY IMPROVEMENTS AT THE INTERSECTION OF BLALOCK ROAD AND MEMORIAL DRIVE - *Karen Glynn, City Administrator***

Karen Glynn provided information from the Council's November City Council Meeting. The City Council agreed to proceed with the development of an interlocal agreement with Piney Point in an amount not to exceed \$130,000. This included funding for the relocation of the water line, drainage improvements, and the additional pavement at the intersection. The approval included a \$3,000 contingency. Piney Point has been discussing the agreement with their City Council and they are expected to approve the agreement in late April. Since that time, Bunker Hill has been working to also include modifications to the median noses on Memorial/Briar Forest and on Blalock. This would be an additional \$20,000. The Mayor said we would have to add this into the Piney Point interlocal agreement and wait for Piney Point's approval. We can approve at the May meeting.

No motion was made.

**VIII. CENTERPOINT REQUESTS:**

- A. Consideration and Possible Action on a Resolution denying Center Point Energy's Application for a Distribution Cost Recovery Factor ("DCRF") seeking to increase electric distribution rates as filed with the City.
- B. Consideration and Possible Action on CenterPoint Energy's 2016 Annual Gas Reliability Infrastructure Program Filing and Interim Rate Adjustment Request for the Houston Division.

Karen Glynn and Loren Smith informed the Council that the Center Point Requests are annual items. Bunker Hill participates in the Gulf Coast Coalition of Cities ("GCCC"), a coalition of similarly situated cities served by Center Point that have joined together to efficiently and cost effectively review and respond to electric issues affecting rates charged in the CenterPoint's service area. The legal counsel for the GCCC and our City Attorney are recommending all cities approve a resolution to deny CenterPoint's application for a Distribution Cost Recovery Factor ("DCRF") seeking to increase electric distribution rates.

CenterPoint has also submitted the 2015 Annual Gas Reliability Infrastructure Program (GRIP) filing and is requesting an interim rate adjustment. The only action available to cities is to extend the request for 45 days. Therefore, no action is recommended for this request.



A motion was made by Councilman Janecek and seconded by Councilman Glover to approve the resolution. The motion carried 5-0.

**IX. DISCUSSION AND POSSIBLE ACTION AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE AN AGREEMENT BETWEEN THE TEXAS GENERAL LAND OFFICE AND THE CITY OF BUNKER HILL VILLAGE FOR ELECTRIC RETAIL SALES AT THE MOST FAVORABLE RATE TO THE CITY - *Karen Glynn, City Administrator***

Karen Glynn informed the Council that the City is currently under a 3 year contract with the General Land Office (GLO) for electric retail sales. The contract will expire in January 2017. With the low energy prices, we have been in contact with the GLO regarding the renewal of our contract. It appears to be a prime time for securing a lower electricity rate for the new contract terms. With the expiration of the current contract at the end of January, negotiations with the GLO indicate a very competitive rate; however, rates change daily. This action would allow the City Administrator to negotiate the new agreement.

A motion was made by Councilwoman Schwartz and seconded by Councilman Lord the motion carried 5-0.

**X. CONSIDERATION AND POSSIBLE ACTION ON BEAUTIFICATION COMMITTEE'S RECOMMENDATION FOR 2016 PROJECTS - *Laurie Rosenbaum, Committee Chair and Karen Glynn, City Administrator***

Laurie Rosenbaum, Chair of the Beautification Committee presented this item. The Beautification Committee has met and has developed a list of priority projects to accomplish this fiscal year. Steve showed a powerpoint presentation showing the costs and areas that they are targeting which include adding plants to the esplanades after all of the work completed in these areas; adding an additional area for the Arbor Tribute Walk and a tree at City Hall; and working on some hardscape items such as the black poles for signs and benches with Metro. There is currently \$25,000 budgeted in the 2016 Capital Projects Budget. The Committee worked together to develop this list and are now working through the details. Councilman Glover praised the committee on the job well done with the limited funds and asked if they have a long term plan. Councilman Rosenbaum said that they do have a five and ten year plan and may suggest more monies in the future but 2016 is good for now. The Mayor explained that the City may be opened to fund more monies for future bigger projects.

A motion was made by Councilwoman Rosenbaum and seconded by Councilwoman Schwartz to approve the project list for 2016. The motion carried 5-0.

**XI. FINANCIAL REPORT ON FISCAL YEAR 2015 UNAUDITED YEAR END RESULTS -  
*Britique Williams, City Secretary/Finance Director***

Items XI and XII were taken together. Karen Glynn and Mayor Williams shared information on the unaudited Cash Balance Summary for the City's 2015 Fiscal Year which ended December 31, 2015. The projected amount was right at \$8.268 Million and we are at \$8.492 Million. Once the audit is completed, we will finalize the numbers and the transfers to the reserves.

Throughout the year, there were some areas where actual revenues and expenditures decreased or increased over budgeted numbers as well as items/projects that were brought to Council's attention for implementation. These are detailed as Budget Amendments No. 1 - 4 (below) and are submitted and recommended for approval.

**XII. DISCUSSION AND POSSIBLE ACTION REGARDING AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NOS. 1 THROUGH 4 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR FISCAL YEAR 2015; PROVIDING DETAILED LINE ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT - *Britique Williams, City Secretary/Finance Director***

Amendment No. 1 - A motion was made by Councilman Janecek and seconded by Councilman Glover to approve the Ordinance. The motion carried 5-0.

Amendment No. 2 - A motion was made by Councilwoman Rosenbaum and seconded by Councilman Janecek to approve the Ordinance. The motion carried 5-0.

Amendment No. 3 - A motion was made by Councilman Lord and seconded by Councilman Glover to approve the Ordinance. The motion carried 5-0.

Amendment No. 4 - A motion was made by Councilman Janecek and seconded by Councilman Glover to approve the Ordinance. The motion carried 5-0.

**XIII. 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 March 22, 2016 Special Council Meeting.

B. February 2016 Financials.

C. RPS Klotz Associates, Invoice No. 216108 in the amount of \$2,747.62 for professional services rendered from January 30, 2016 to February 26, 2016 under on-call services for Drainage Site Development Review.



- D. RPS Klotz Associates, Invoice No. 216106 in the amount of \$ 14,573.00 for professional services rendered from January 30, 2016 to February 26, 2016 for the Update to the Drainage Master Plan.
- E. Horseshoe Construction, Inc., Invoice No. 1-2016243 in the amount of \$30,578.89 for professional services through March 24, 2016 for the Emergency Sanitary Sewer Line Repair on Bunker Hill Road.
- F. Kimley-Horn and Associates, Inc., Invoice No. 067787101-1015 in the amount of \$1,840.00 for professional services through October 31, 2015 for the Strey Lane Right and Memorial Drive Intersection Improvements.
- G. Annual Contribution to the Village Independence Festival in the amount of \$1,500.00.
- H. Annual agreement between the City and Harris County Public Library to participate in funding certain library materials at the Spring Branch Memorial Library for the benefit of the residents of the City and the County at a cost of \$1,500.00.

A motion was made to approve the Consent Agenda items A - D and item H by Councilman Janecek and seconded by Councilman Glover. The motion carried 5-0.

The Mayor then addressed Item E. Steve Smith gave a brief update stating that the repair on Bunker Hill Road was completed at a cost of \$30,578.89 which was under the \$50,000 amount approved for this emergency repair at the March Meeting. There were a few incidental costs but overall this will be under budget.

The Mayor then addressed Item F. Karen Glynn explained that this invoice was mistakenly paid late. This fee was associated with the design and construction of the Strey Lane Median Improvements.

The Mayor then addressed Item G. The annual amount for the Festival was increased to \$ 5,000.00.

The Mayor took a motion to approve Items E - G:

Item E - A motion was made by Councilwoman Rosenbaum and seconded by Councilman Glover to approve the payment as listed. The motion carried 5-0.

Item F - A motion was made by Councilman Glover and seconded by Councilwoman Schwartz to approve the payment as listed. The motion carried 5-0.

Item G - A motion was made by Councilwoman Schwartz and seconded by Councilman Janecek to approve the payment at the budgeted amount of \$5,000. The motion carried 5-0.

#### **XIV. MAYOR'S REPORT**

##### **A. Update on Meeting Activities**

The Mayor spoke about the possibility of partnering with Hedwig Village for future drainage improvements where we connect with them. The Mayor commented that he visited some of the flooded homes. We think there were about fourteen homes that flooded. He commented that the water did drain fast once the rains stopped and he was pleased to see that.

B. Consideration and Possible Action on Appointments to the Public Safety Committee:

- Michele Belco
- Monica Muschalik
- John Glover

A motion was made by Councilman Janecek and seconded by Councilman Lord to make these appointments. The motion carried 5-0.

**XV. CITY ADMINISTRATOR'S REPORT**

**A. Update on Memorial Bridge Reconstruction Project**

Karen Glynn stated that we were very pleased that we closed the bridge last week (and not this week with the storm). Everything worked pretty well. We received great comments from TxDOT and the Contractor, 3i. We have 6 - 7 weeks before school is out and feel confident our traffic around the area will be relieved once school closes for the summer. She also said that we will be partnering with City of Houston to form a left turn lane at the traffic light on Bunker Hill Road and Barryknoll.

The bridge is almost demolished. The storm and the expected rains are delaying us from more progress this week.

**B. Report on City of Houston's Gessner Road Improvements Project Meeting**

Karen Glynn reported that Council Member Rosenbaum and she attended the Gessner Widening meeting last Wednesday evening. The City of Houston confirmed that the project includes widening Gessner to six lanes from Richmond to Westheimer; There are only intersection improvements at Gessner and Briar Forest. They want to add turn lanes and sidewalks in this area. Ms. Glynn stated that she has seen some correspondence of residents who are still not happy with this. They also do not want the City to narrow the median and take out trees. The project is still in preliminary planning. The earliest timeframe for construction would be Summer 2017 (FY 2018) if the design is completed by then.

**C. Update on Utility Emergency Items and Wastewater Rehab Project**

Steve Smith provided a brief update on this project during the discussion on the consent agenda - Item E (the item that was pulled for further discussion).

**D. Update on Drainage Committee and Drainage Master Plan Update**

Karen Glynn reported that the Committee is making great progress. There is a great map which indicates areas of concern for the City and places where we have limited capacity. We are now evaluating projects to see how to address the limitations.



There are two more meetings scheduled with the committee in May and we will be setting the joint City Council - Drainage Committee Workshop in early June. Ms. Glynn will be sending out a request for the best date and time for everyone. We are currently meeting with the committee in the mornings or at lunch. We are hoping this timeframe might work for the council as well.

**E. Report on Run for the Arts Event**

Karen Glynn reported that the Annual Run for the Arts is Saturday, April 30 from 8:00 am to 10:00 am. The staff and school worked with the Police and Fire Departments and to ensure that even with the bridge out that the annual route was still the best option. They will once again utilize Frostwood Elementary School with limited impact to Rhett and Tara. They have also notified the residents along Rhett and Tara.

**F. Upcoming Planning and Zoning Commission and Zoning Board of Adjustment Meeting -**

Karen Glynn stated that we have the annual meeting for the Planning and Zoning Commission and Zoning Board of Adjustment set for Thursday, April 21 at 6:00. We have a joint agenda for the evening which includes going over our development ordinances and orientation and rules for the boards..


**G. New City Hall Art featuring our Artists from Frostwood Elementary School**

Ms. Glynn shared that the City is pleased to welcome the students and artwork from Frostwood Elementary School. It's always fun having the school work here at City Hall.

**XVI. ADJOURN**

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Glover to adjourn the meeting at 7:05 p.m. and the motion carried 5-0.

Approved and accepted on May 17, 2016.

  
Jay Williams, Mayor

ATTEST:

  
Britique Williams, City Secretary/Dir. of Finance