

MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
August 16, 2016 AT 5:00 P.M.

**I. CALL TO ORDER**

Mayor Williams called the meeting to order at 5:01 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  
Councilman Jay Smyre

*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**

The Mayor suspended with the pledge.

**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.

There were no public comments made.

**IV. CONSIDERATION AND POSSIBLE ACTION TO ACCEPT THE RESIGNATION OF COUNCILMEMBER POSITION 3, JOHN GLOVER**

The Mayor has been in discussion with Councilmember John Glover. Councilmember Glover and his family have recently purchased a new home outside of Bunker Hill and have indicated his intent to resign. The Mayor announced the resignation of John Glover and presented him with a proclamation from the City. The Mayor spoke about how Councilman Glover has been on the City Council since his election in May 2012 and played a big role in the changes in our building

and drainage ordinances. Councilman Glover was very active on several committees and has had good ideas on various City projects. The City certainly is thankful and appreciates the time and commitment Councilmember Glover has made to the community. Councilman Glover spoke about how he enjoyed working for the City and is saddened to leave.

A motion was made by Councilman Glover and seconded by Councilwoman Rosenbaum to accept the resignation of Councilmember John Glover Position 3 and the motion carried 5-0.

#### **V. CONSIDERATION AND POSSIBLE ACTION ON THE APPOINTMENT OF CITY COUNCILMEMBER POSITION 3 TO COMPLETE THE CURRENT TERM ENDING MAY 2017**

The Mayor is recommending the appointment of Jay Smyre to fill the vacancy of Councilman John Glover, Position 3. The Mayor introduced Mr. Smyre who has been a Bunker Hill City Councilman in years past and is currently serving as the City's Police Commission Chair.

Mayor Williams presented his recommendation on the appointment of Mr. Jay Smyre to serve as Councilmember in Position 3 until the term ends in May 2017 at which time an election must be held.

A motion was made by Councilwoman Rosenbaum and seconded by Councilman Lord to appoint Jay Smyre as City Councilman for Position 3 and the motion carried 4-0.

#### **VI. OATH OF OFFICE - *Councilmember Position 3***

Upon the approval of the resignation and appointment, Mr. Smyre made his statement of office. Mr. Loren Smith, City Attorney, administered the Oath of Office to Councilmember Position 3 Jay Smyre. Per the local government code, the City will need to hold a special election for this position in conjunction with the scheduled election (Mayor and Positions 4 and 5) in May 2017 since Position 3 was just elected this past May.

#### **VII. POLICE COMMISSIONER REPORT**

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

The City's Police Commissioner Jay Smyre presented the Activity Report. He said that due to Randy Chastain's retirement, there is one opening. Dispatch is fully staffed and is going through some strenuous training relating to Spanish speaking, telecommunications, crisis negotiations, tactical dispatch and the Greater Harris County 911 dispatch.

Year to date the Villages have had 41,062 events, calls or responses and of those Bunker Hill had 15,247. In July, there were a little over 9,000 events and 3,000 were for Bunker Hill. The average response time for all the Villages is 6 minutes and 12 seconds. Bunker Hill response time is 6 minutes and 48 seconds. The incident report includes 1 person, 10 properties, and 67 petty crime incidents. There were 23 arrests made in the month of July. Traffic enforcement had 240 citations issued of which 44 were for speeding; 104 were Bunker Hill's.



The budget year to date is \$2,790,162 which represents 58% of the budget and also 58% of the time which is right on budget as of August.

Commissioner Smyre mentioned that the Police Department has sent out a request for proposals for an IT management service. The Department also replaced a vehicle with a new 2016 Charger that is currently being tested.

Roof repairs have been completed. Ticket writers have been approved by all three cities but have not yet been ordered. The department has also proposed the purchase of an electronic finger printing machine. The Commissioners approved the purchase of an electric motorcycle that will be used primarily for traffic control during the high congested periods at busy intersections such as Memorial and Gessner and Voss and Memorial.

Commissioner Smyre said that the surplus from 2015 is \$109,000 and the Commissioners recommended the Police Department put these funds in a 2017 capital expenditure account. All the cities did not vote to approve the recommendation. Therefore, the cities will receive a refund in the approximate amount of \$36,000. Commissioner Smyre requested the City earmark these funds (when returned) for the Police Department Capital Reserve because the building is needing repairs.

#### B. Report on National Night Out

Officer Frank Lerma gave details on the upcoming event. National Night Out is planned for Tuesday, October 4, 2016. Bunker Hill will serve as the host City for this year. It will be held at the Memorial Drive Presbyterian Church. The time is from 5:00 p.m. to 8:00 p.m. and it is expected to be as big as prior years with a lot of the same vendors.

### VIII. FIRE COMMISSIONER REPORT

#### A. Update on Activities

Commissioner Bert Rosenbaum explained that the budget as of June, 2016 was at \$2,456,000 which is 2.34% under budget. This comes out to be approximately \$520,000 in savings thus far. Mayor Williams questioned if there is money left over, is it the intent of the Commission that the money be given back to the cities. Commissioner Rosenbaum said that the Commission may propose that excess funds go into the Capital Reserve for much needed repairs on the building.

During July there were 1,258 incidents. Bunker Hill had 158 incidents and of those incidents 60% were fire and 40% were EMS. The average response time is 4 minutes and 6 seconds. Bunker Hill's time is 5 minutes and 4 seconds. The Department is currently fully staffed. Cheryl Easley will be retiring at the end of this year. They have had over 80 applicants. They are looking to hire by November 1st so the new employee can have a few months of training with Cheryl before she leaves.

The Commissioners gave Chief Foster approval to order the 100 ft. ladder truck with no bucket for the approved amount of \$931,000 with a guarantee net to exceed 5% of the purchase price. The final numbers came in and the amount is actually \$1,000 under the quoted price. Delivery will take seven to eight months.

Commissioner Rosenbaum gave an update on the Emergency Management Plan. He said that there is a scheduled meeting on August 17th with the area city administrators, police, and water departments to get feedback so they can finalize the plan.

B. Discussion and Possible Action Regarding The Commission's Request to Approve the 2015 Intra-Budgetary Transfers Based on the 2015 Audit.

Karen Glynn explained that these items were discussed at the June meeting with the discussion on the 2017 Budget; however, no action was taken. These transfers need formal action per the Fire Department.

A motion was made by Councilman Janecek and seconded by Councilwoman Rosenbaum to approve the 2015 Intra-Budgetary transfers based on the 2015 audit and the motion carried 5-0.

**IX. CONSIDERATION AND POSSIBLE ACTION FOR APPROVAL OF A RESOLUTION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, SOLICITING SUPPORT FOR LEGISLATIVE ACTION TO CLARIFY THE AUTHORITY OF GENERAL-LAW CITIES TO ENACT SEX OFFENDER RESIDENCY RESTRICTIONS - Karen Glynn, City Administrator**

Karen Glynn explained that the City had worked with Representative Jim Murphy's Office during the 2015 Legislative Session regarding General Law Cities and their ability to impose reasonable residency restrictions for sex offenders. Steve Smith actually attended the hearing in Austin for this legislation and testified on behalf of our City. Unfortunately, legislation did not get approved in 2015.

The City has contacted the Texas Municipal League (TML) to consider this issue as part of their Legislative Agenda for the upcoming 2017 Session. TML informed us that State Representative Drew Springer will be taking the lead on this legislation for the upcoming 2017 session.

Resolution No. 08-16-2016 has been developed to provide to TML outlining the City's support. We will be contacting our other area cities to join our efforts as they did during the last session.

A motion was made by Councilwoman Schwartz and seconded by Councilman Smyre to approve the resolution soliciting support for legislative action to clarify the authority of general-law cities to enact sex offender residency restrictions. The motion carried 5-0.



**X. PRESENTATION ON THE CITY'S E-BOOK PROJECT TO FURTHER THE CITY'S GEOGRAPHIC INFORMATION SYSTEM (GIS) - *Steve Smith, Director of Public Works/ Building Official & Marc Pichon, Summer Intern***

Karen Glynn introduced the item. The City had two summer interns to assist the staff in developing an "e-book" (electronic book) concept which includes an organizational documentation process and system that ensures easy access to information thus furthering our work on the City's Geographic Information System (GIS).

Steve Smith, Director of Public Works/ Building Official and summer intern, Marc Pichon provided a brief demonstration of the work that was accomplished this summer on the project.

Mr. Pichon explained how this is a virtual book that has easy to operate features that allow us to store a wide variety of information including documents, pictures, videos, maps, and list of materials that were used during various projects such as streets, sidewalks and wastewater lines.

Mr. Pichon thanked the Mayor and Council for allowing him the opportunity to work for the City. He explained how this experience taught him a lot about city government and he has a much greater appreciation for all that they do.

The Mayor presented Mr. Pichon with a proclamation and thanked him for all his hard work. Mrs. Glynn also recognized and thanked Mr. Christiansen for his help in sharing the "e-book" concept with the City.

**XI. CONSIDERATION AND POSSIBLE ACTION TO PURSUE TRAFFIC MEDIAN NOSE IMPROVEMENTS LOCATED AT THE INTERSECTION OF MEMORIAL DRIVE AND BLALOCK ROAD - *Karen Glynn, City Administrator***

Karen Glynn presented the item explaining that Bunker Hill has continued to work with the City of Piney Point to pursue infrastructure improvements at the intersections of Memorial Drive and Blalock Road as part of Piney Point's Drainage Project. This was an effort to improve traffic efficiency as well as the rehabilitation of old utility lines while the area was under construction thus saving on costs and future inconvenience to the residents.

At the June 2016 City Council Meeting, the Council approved an amendment to the inter-local agreement and a budget request for the reconstruction of the median noses. Following the meeting, staff worked with Harris County and Piney Point to provide all documentation and to gain Piney Point City Council approval. Ms. Glynn explained that HDR, the City Engineer for Piney Point has contacted staff to inform us that the Piney Point City Council did not approve the City's request for the improvements to the median noses. It is our understanding that they do not want to extend the project to include this work. We had indicated that it may take up to a week to complete. Piney Point has shared that Bunker Hill can make these improvements as a standalone project at a later date. Ms. Glynn does not recommend pursuing a standalone project. Doing this work as a separate project would be a much higher cost, could require us to go through a longer process, and could take a longer time since a contractor would have to remobilize. This area is not in our City. However, we had proposed the project and funding to take advantage of a mobilized contractor and gain a benefit for Bunker Hill residents who drive

### **XIII. MAYOR'S REPORT**

#### **A. Mayor's Luncheons**

Mayor Williams stated that they have a luncheon coming up with State Representative John Culberson on the first of September.

The Mayor also commented that he attended the Web and Emergency Management Training with the County. He said there were a lot of other Cities that attended. This is the County's Emergency Management System. It is basically a hub for all the surrounding cities to input information if they have an emergency. Sadly, they are not using this system in the way it was designed.

#### **B. Consideration and Action on Appointment of Robert Lord to serve as the Chairman of the City's Drainage Committee**

The Mayor explained that with the resignation of Councilman Glover that the Chairman position is open and he is recommending Robert Lord since Mr. Lord has been serving on the committee.

A motion was made by Councilman Janecek and seconded by Councilwoman Schwartz to approve Robert Lord to serve as the Chairman on the City's Drainage Committee. The motion carried 5-0.

#### **C. Update on Committees:**

##### **- Beautification Committee - *Laurie Rosenbaum***

Councilwoman Rosenbaum spoke about the completion of our median improvements and the replacement of the poles along Memorial with black poles. Additional projects included the installation of solar lights and the green screening behind the chain link fence at the water wells on Memorial Drive. She stated that the committee may do some landscaping on Memorial Drive at the bridge when the bridge is complete. We are waiting to get past the hot weather to plant new trees and plants. There are plans to add two dedicated trees and other plantings in late September/October.

##### **- Drainage Committee - *Robert Lord***

The Drainage Committee met last week and are in the process of wrapping up the Master Drainage Plan. The Taylorcrest/Williamsburg area continues to be the highest priority and is recommended for further preliminary study. Councilman Lord mentioned that the committee will continue to meet to recommend any ordinance changes as a result of the study. He said that they have had a great response on public comments and the information provided from residents has helped. He also said that there have been at least one or more residents attending the meetings.



**- Public Safety Committee - Jay Janecek**

The Public Safety Committee held their first meeting on June 22, 2016. All members was present. The discussion included the mission statement and purpose to ensure we are all on the same page. The team divided into some sub-committees to tackle our highest priorities:

1. Camera Concept with MVPD
2. Street Lighting in BHV
3. Cyber/Digital Education and Safety
4. Traffic Concerns - speeding/stop signs

All committee members are very pleased to see the City seeking input on public safety concerns and are pleased to be a part of the committee.

Councilman Janecek was pleased with the City's e-books. This information was very helpful when the sub-committee met on street lights. He feels that they will be able to use the information to help in many of their projects.

The next meeting is set for August 31.

**XIV. CITY ADMINISTRATOR'S REPORT**

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

Karen Glynn stated that there is a meeting Thursday morning with TxDOT to get an updated status and plan for wrapping up the bridge and the start of school on Monday, August 22, 2016. TxDOT did inform the City that the north pedestrian bridge will be opened for Monday during school zone times. MVPD will be helping us with the traffic in the area to and from Frostwood. We continue to feel confident that a middle of September opening is reasonable if we can get the bridge deck poured this week.

**B. Report on Back to School Preparations**

We will be working with MVPD for the crossing of the pedestrian bridge to Frostwood. Steve Smith and our Public Works Team tested all the school zones and all is good. We had some replacement signs installed and have added our orange flags to make everyone aware of where the zones are located. We will be flashing the school zones on Friday to get everyone ready. The Police Department has created a plan for both elementary schools. The City will do a v-linc as well.

**C. Update on the City's Wastewater Rehabilitation Project**

Horseshoe Construction will be moving back in after Labor Day and should be done in October.

Blalock Road. Staff does recommend discussing this with Harris County and seeing if the County would pursue the improvements.

No action was taken.

## **XII. 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 June 21, 2016 Council Meeting
- B. Minutes of the July 12, 2016 Special City Council Meeting
- C. June 2016 Financials
- D. July 2016 Financials
- E. RPS Klotz Associates, Invoice No. 516142 in the amount of \$4,996.01 for professional services rendered from April 30, 2016 to May 27, 2016 under on-call services for the MS4 Update and Miscellaneous On-Call Engineering Services
- F. RPS Klotz Associates, Invoice No. 516143 in the amount of \$2,433.19 for professional services rendered from April 30, 2016 to May 27, 2016 under on-call services for Drainage Site Development Reviews
- G. RPS Klotz Associates, Invoice No. 516144 in the amount of \$9,204.00 for professional services rendered from April 30, 2016 to May 27, 2016 for the Master Drainage Plan Update
- H. RPS Klotz Associates, Invoice No. 616045R in the amount of \$3,651.67 for professional services rendered from May 28, 2016 to June 30, 2016 for under on-call services for Drainage Site Development Reviews
- I. RPS Klotz Associates, Invoice No. 416045 in the amount of \$19,942.00 for professional services rendered from April 1, 2016 to April 29, 2016 for the Master Drainage Plan Update
- J. Lloyd, Smitha & Associates, LLC, Invoice No. CMBH1601-01B in the amount of \$1,917.50 for work completed through April 30, 2016 on the Wastewater Rehabilitation Project
- K. Chief Solutions, Inc., Invoice No. 63992, 63993, 63994, 64005, 64006, 64028, 64053, 64054, 64055, 64056, and 64057 in the total amount of \$30,992.00 for work completed through June 20, 2016 for the Wastewater Rehabilitation Project
- L. Chief Solutions, Inc., Invoice No. 64091 and 64092 in the total amount of \$5,018.00 for work completed through June 30, 2016 for the Wastewater Rehabilitation Project
- M. Layne Christensen Company, Invoice No. 89084179 in the amount of \$54,810.00 for work completed through June 17, 2016 on the City Hall Water Well #2 Repair
- N. PreJean & Co. Inc., Invoice 264-24B in the amount of \$7,600.00 for surveying services rendered through July 27, 2016 in connection with slab elevations throughout the City

A motion was made by Councilman Janecek and seconded by Councilwoman Rosenbaum to approve the Consent Agenda and the motion carried 5-0.



**D. Update on the Taylorcrest Water Storage Tank Project**

Karen Glynn stated that the design has been completed and it is under review right now with TCEQ. We should go out for bids in September and targeting to get that awarded at our November meeting. We will be doing some fence work on the fence adjacent to the residents in September as well as clearing the bamboo in this area.

**E. Report on Annual TML Conference**

Karen Glynn and Councilwomen Schwartz will be attending the TML conference in Austin. It begins on Wednesday, October 5, 2016 through Friday, October 7, 2016. We will leave right after National Night Out.

**XV. BUDGET WORKSHOP**

Karen Glynn presented the proposed priorities and assumptions for the City's 2017 Budget, the 2016 Tax Rate and 2017 Utility Rates. This included the attached presentation.

There was also discussion to set the 2017 Budget Calendar which included:

August 23 <sup>rd</sup> 10:30 to 12:30	Budget Workshop to discuss the details of the Budget
September 2 <sup>nd</sup> - 8:00 am	Record Vote on the Tax Rate
September 20 <sup>th</sup> - 5:00 pm	Regular City Council Meeting and Public Hearing on the Budget and Tax Rate
September 27 <sup>th</sup> - 8:00 am	Public Hearing on the Tax Rate
October 4 <sup>th</sup> - 8:00 am	Public Hearing on the Budget and Adoption of the Budget and Tax Rate

**XVI. ADJOURN**

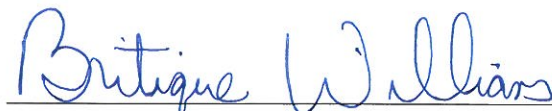
Motion was made by Councilwoman Rosenbaum and seconded by Councilman Lord to adjourn the meeting at 7:14 p.m. and the motion carried 5-0.

Approved and accepted on September 20, 2016.



\_\_\_\_\_  
Jay Williams, Mayor

ATTEST:



\_\_\_\_\_  
Britique Williams, City Secretary/Dir. of Finance