

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
February 21, 2017 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

Those Present:

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

Also in Attendance:

Karen Glynn, City Administrator
Britique Williams, City Sec. /Dir. of Finance
Steve Smith, Dir of Public Works/Bldg Off.
Loren Smith, City Attorney
Laurie Gantt, Utility/Permit Clerk
Valerie Cantu, Court Admin/Asst. City Sec.

II. PLEDGE OF ALLEGIANCE

Sam Puhala, a Boy Scout from Troop 641, and a student at Cornerstone Academy was asked to lead the Pledge of Allegiance

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.

Shaun Sethna of 423 Tealmeadow Court talked about a proposal to add a gated entrance for the Tealmeadow North Homeowners Association. The Mayor asked Steve Smith to briefly acknowledge the City's Ordinance. Steve Smith responded that the gates fall under the Fence Ordinance which is not allowed in front of homes or across streets.

Councilmember Laurie Rosenbaum commented that the Tealmeadow North Neighborhood is split between Bunker Hill and the City of Houston. Assistant Police Chief Schultz added that the gate would add a unique challenge to the Police and Fire Departments. They will either need a key or gate code to access the street, and it would slow the response time down.

Mayor Williams asked Councilwoman Susan Schwartz for some history on this topic -- if any Councils before has ever deliberated on gating public streets for a neighborhood. Councilwoman Schwartz responded that no it has not while she has been on Council.

The Mayor asked Mr. Sethna to follow up with Staff.

IV. FIRE COMMISSIONER REPORT

A. Update on Activities

Commissioner Gerald Teel presented this item. He outlined items on the report provided including:

- In January there 142 events.
- Bunker Hill had 18 calls – 10 Fire and 8 EMS calls.
- Response time in Bunker Hill was four minutes and forty four seconds which was improved by fifteen seconds.
- The 2018 budget process will begin next month.
- There is a newly formed Building Committee which includes Gerald Teel, Ron Thompson (a homebuilder), Jay Carlton (from a construction management company), and Jared Jackson, (an architect). The committee will meet and discuss options for a new Fire Building.
- Commissioner Teel also mentioned that the cost of rebuilding the Fire Station is estimated to be approximately \$600,000 - \$800,000 from each City.
- Commissioner Teel reported they had lost a veteran firefighter to the City of Webster.

Mayor Williams asked when the Fire Department last did a salary comparison study. Commissioner Teel said that a salary comparison had been done last year and the Department received a 2% increase.

V. DISCUSSION AND POSSIBLE ACTION ON APPOINTMENT OF GERALD TEEL TO THE CITY'S PUBLIC SAFETY COMMITTEE - *Mayor Jay Williams*

The Mayor noted that Gerald Teel had previously expressed an interest in volunteering for the City's Public Safety Committee.

A motion was made by Councilman Janacek and seconded by Councilman Smyre to approve the Appointment of Gerald Teel to the City's Public Safety Committee. The motion carried 5-0.

VI. POLICE COMMISSIONER REPORT

A. Update on Activities

Commissioner Keith Brown presented this item. He outlined items on the report provided including:

- There is one officer vacancy – There was a recent test and no applicants were selected.
- A dispatcher is leaving in July to spend time with her family. There will be an ad out for the dispatch position.
- One officer is on administrative duty.
- There is a CID vacancy and there will be testing for this position.
- The detectives are working on Tuesdays, Fridays, and every other Saturday.
- Ticket Writers should be ready to implement on March 2, 2016.

Assistant Chief Schultz reported on several recent incidents and discussed the use of cameras for investigations:

There was a home invasion on 4 Magnolia Court in which three men dressed in black tied up the elderly couple put them in separate rooms and ransacked the house. A neighbor saw an older model green van in the area. There were no cameras in this area.

The recent incident regarding the elderly parent and their caregiver was discussed. The family allowed the Memorial Villages Police Department to use the camera footage of the incident. Just 48 hours after being posted on Crime Stoppers, the caregiver was arrested.

VII. REPORT ON THE CITY'S PUBLIC SAFETY COMMITTEE AND TRI-CITIES PUBLIC SAFETY COMMITTEE ACTIVITIES - Jay Janecek Committee Chair and Karen Glynn, City Administrator

Chairman Janecek presented this item.

Councilman Jay Janacek said that there were about 100-115 in attendance at the Kincaid School for the Virtual Gates Presentation on February 7, 2017. He remarked that Stuart Marks, Tri-Cities Public Safety Chairman and Assistant Chief Ray Schultz did a very good job explaining that this is just a study and that the Committee is working with Schrader Engineering on the Study process to determine and recommend the next steps. The Committee is working on a timeline to complete the study and share results back with the public.

- A. Consideration and possible action to approve funding in an amount not to exceed \$4,000.00 for Bunker Hill's portion of legal services to be provided by Olson & Olson, LLP to support the Tri-Cities Virtual Gate Project

Jay Janecek said that one item that has been under discussion is the need for the three cities to have legal support on the "Virtual Gate Project." All of the Cities and the Police Department are provided legal services with Olson & Olson, LLP. The Police Department originally offered to have Olson & Olson, LLP bill the Police Department; however, the Police Commission felt it is best to keep this project with the three cities and ensure that the Cities have a budget and understanding of this support. As a result, the Committee asked Olson & Olson, LLP to designate one attorney to serve the Cities with this project and to provide an estimated cost. Loren Smith has been designated the representative. It is estimated that the legal support will be between \$10,000 and \$12,000 which would equate to \$3,300 to \$4,000 per city.

Councilwoman Laurie Rosenbaum asked why we needed legal representation. Loren Smith, City Attorney and Karen Glynn, City Administrator responded that it is needed for support in policy development addressing items such as privacy issues, document retention and open records requests as a result of the data collected by the cameras. These have been key questions from the public.

Karen Glynn added that Bunker Hill is serving as the Finance Director for the project and all bills should come to Bunker Hill and we will bill and collect from Piney Point and Hunters Creek.

A motion was made by Councilman Schwartz and seconded by Councilman Jay Janacek to approve funding in an amount not to exceed \$4,000.00 for Bunker Hill's portion of legal services to be provided by Olson & Olson, LLP to support the Tri-Cities Virtual Gate Project.

The motion carried 5-0.

VIII. CONSIDERATION AND POSSIBLE ACTION REGARDING EMPLOYEE INSURANCE COVERAGE FOR THE TIME PERIOD OF APRIL 1, 2017 THROUGH MARCH 31, 2018 CONTRACTING WITH CIGNA FOR HEALTH, VISION, AND DENTAL AND STANDARD FOR LIFE AND DISABILITY INSURANCE IN PARTNERSHIP WITH THE MEMORIAL VILLAGES POLICE DEPARTMENT AND THE CITY OF PINEY POINT VILLAGE - Karen Glynn, City Administrator

Karen Glynn presented this item and reported the following:

All full time City employees are eligible for employee insurance benefits as part of their compensation package. Insurance coverage has been provided through the Memorial Villages Police Department and includes health, dental, life, and disability insurance. The City of Piney Point also participates in this group. Insurance plans and rates are evaluated every year. The City Administrator has been working with the Police Chief, the City Administrator of Piney Point, and Alliant (MVPD's consultant) in the annual process for the next plan period which will be April 1, 2017 through March 31, 2018

Proposals were advertised. We were very pleased to receive proposals from all of the major carriers in addition to our current provider. After reviewing, it is recommended that the group contract with Cigna for our health, dental and vision insurance. Cigna's offer continues health insurance coverage through an HSA plan, keeps all plan elements consistent with the previous coverage, and is 4% below the current rates. In addition, Cigna offers a wider network of providers. It is also recommended that all other ancillary benefits be awarded to Standard. A savings will also be realized with this change.

The Police Commission approved this recommendation at their February 13, 2017 Meeting. The recommended benefits plan is within the budget numbers included in the adopted 2017 budget. Following the Police Commission Meeting, our consultant was meeting with Cigna to discuss the offer. It is possible that Cigna may reduce our costs even more.

A motion was made by Councilman Jay Smyre and seconded by Councilman Robert Lord to approve Employee Insurance Coverage For The Time Period of April 1, 2017 Through March 31, 2018 Contracting With Cigna For Health, Vision, and Dental And Standard For Life and Disability Insurance In Partnership With The Memorial Villages Police Department And The City of Piney Point Village.

The motion carried 5-0.

IX. CONSIDERATION AND POSSIBLE ACTION REGARDING A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND BBVA COMPASS BANK TO SERVE AS THE CITY'S BANK DEPOSITORY FOR THE PERIOD OF MARCH 1, 2017 THROUGH FEBRUARY 28, 2020 AS RECOMMENDED BY THE FINANCE/AUDIT COMMITTEE - Karen Glynn, City Administrator and Britique Williams, Finance Director/City Secretary

Britique Williams presented this item:

The City's Bank Depository Contract with Compass Bank will be completed at the end of February 2017. This agreement included a 3 year contract approved in 2012 with the opportunity to extend for two additional - one year terms.

Ms. Williams said she sent seven requests for proposals (RFP) and she received four back. She said they were very competitive proposals. In summary, it came down to the banking fees/charges, the earning credit ratio and the interest rate. BBVA Compass Bank came in with the best proposal.

After, meeting with the Finance Committee the recommendation was to continue the relationship with BBVA Compass Bank.

A motion was made by Councilwoman Laurie Rosenbaum and seconded by Councilwoman Susan Schwartz to approve a contract between The City of Bunker Hill Village and BBVA Compass Bank for the period of March 1, 2017 through February 28, 2020 as recommended by the Finance/Audit Committee.

The motion carried 5-0.

X. CONSIDERATION AND POSSIBLE ACTION REGARDING A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND ALLEGIANCE BANK TO SERVE AS THE CITY'S SUPPLEMENTARY BANK DEPOSITORY FOR THE PERIOD OF MARCH 1, 2017 THROUGH FEBRUARY 28, 2020 AS RECOMMENDED BY THE FINANCE/AUDIT COMMITTEE - Karen Glynn, City Administrator and Britique Williams, Finance Director/City Secretary

Britique Williams presented this item.

The Finance Committee is recommending that the City contract with an additional bank should there be any issues with the current bank depository. Through the RFP process, the Finance Committee and Staff are recommending that Allegiance Bank serve as the City's Supplementary Depository. Additionally the Committee is recommending that \$1,000,000 be deposited at Allegiance Bank. With this amount, there will be no fees charged and the City will earn interest on this account.

Valerie Gibbs and Logan Thibodeaux attended the City Council meeting representing Allegiance Bank.

A motion was made by Councilwoman Laurie Rosenbaum and seconded by Councilwoman Susan Schwartz to approve a contract between the City of Bunker Hill Village and Allegiance Bank to serve as the City's Supplementary Bank Depository for

the period of March 1, 2017 through February 28, 2020 as recommended by the Finance/Audit Committee.

The motion carried 5-0.

XI. FINANCIAL REPORT ON FISCAL YEAR 2016 UNAUDITED YEAR END RESULTS - Karen Glynn, City Administrator and Britique Williams, Finance Director/City Secretary

The Mayor asked to skip Item XI and take up at the latter part of the meeting as this may need more discussion time.

XII. CONSIDERATION AND POSSIBLE ACTION REGARDING RESOLUTION NO. 02-21-2017A OF THE CITY COUNCIL OF BUNKER HILL VILLAGE, TEXAS, OPPOSING LEGISLATION THAT CAPS LOCAL REVENUES AND INTERFERES WITH CITY SERVICES - Karen Glynn, City Administrator and Britique Williams, Finance Director/City Secretary

Karen Glynn and Robert Lord presented this item.

Karen Glynn stated that Senate Bill 2 has been filed during the 2017 State Legislative Session. This impacts the ability for local city governments to set their tax rate. Approval of this bill would require cities to hold an election in order to increase operating revenues received via ad valorem taxes above 4%. It is recommended that Bunker Hill join other Cities in providing opposition to this legislation.

Mayor Williams added that this bill would negatively impact Bunker Hill's 10 Year Infrastructure and Finance Model whereby we have been working to fund needed capital improvements.

Councilwoman Schwartz and Councilman Lord attended the Harris County Mayors' and Councils' Association Meeting and said that HCMCA along with most cities are concerned with this legislation. Councilman Lord went on to say that HCMCA also passed a Resolution opposing the legislation. Mayor Williams asked Councilman Lord to please read the Resolution.

A motion was made by Councilwoman Laurie Rosenbaum and seconded by Councilman Jay Smyre to approve the Resolution Opposing Legislation That Caps Local Revenues and Interferes with City Services.

The motion carried 5-0.

XIII. CONSIDERATION AND POSSIBLE ACTION TO FUND AND PROCEED WITH IMPROVEMENTS AND NEEDED REPAIRS TO THE CITY'S OPERATIONS FACILITIES - Steve Smith, Director of Public Works/ Building Official

Karen Glynn asked that this Item be discussed with the discussion on the 2016 Financial Report. This item was moved to the latter part of the agenda.

XIV. CONSIDERATION AND POSSIBLE ACTION REGARDING PROPOSED 2017 BEAUTIFICATION PROJECTS AS RECOMMENDED BY THE BEAUTIFICATION COMMITTEE - Laurie Rosenbaum, Committee Chair and Steve Smith, Director of Public Works/ Building Official

Councilwoman Laurie Rosenbaum presented this item.

The Beautification Committee has met and has developed a list of priority projects to accomplish this fiscal year. There is currently \$25,000 budgeted in the 2017 Budget and \$ 3,495.00 was requested to be carried over from 2016. A summary of improvements made to date include:

- Added trees: An olive tree in front of City Hall and two trees by Norvell Court and the bridge.
- Approved and ordered black railing to replace galvanized piping along the sidewalks that have a steep adjacent area for pedestrian safety.
- Added two carriage lights to the Gessner brick sign and the Blalock brick sign.
- Ordered two new trash bins to be installed on Memorial at the Memorial Drive Presbyterian Church and one at Strey Lane to replace the old trash bin. One new bench will be installed on Memorial at Branch Bend at the church.
- Replaced the solar light at the Strey esplanade.
- Will be replacing the solar lights at Branch Bend soon.
- Removed old and damaged trees in front of City Hall.

Councilwoman Rosenbaum also reported that the concern with the sign bases is still pending. The company that supplied the poles has indicated that they have replaced 50 bases and they are still failing. They do not understand since none of their other clients have reported any problems. Since this did not help the problem, they will refund \$4,000 back to the City to address the issue. The Mayor asked that our City Attorney review our contract and see if there is anything else we can do to resolve the issue.

XV. CONSIDERATION AND POSSIBLE ACTION REGARDING RECOMMENDATIONS FOR PROJECTS BY THE CITY'S DRAINAGE COMMITTEE - Robert Lord Committee Chair and Karen Glynn, City Administrator

Karen Glynn presented this item

The Drainage Committee has met following the adoption of the City's Master Drainage Plan Update and is recommending Council's consideration and approval of the following list of priority projects:

The first two items are in reference to a localized project as well as a partnership project on Wood Lane. There is a home under construction and they have approached the City and are interested in piping the ditch in front of their new home. In addition, there is a back lot easement available to add storm sewer to redirect drainage away from Winshire directly to W146. The first item approves the project and the funding needed. The next item will authorize Klotz to develop the Engineering Plans to be able to bid the project. Once bid, the project will come back to the Council for award and to begin construction. Funding is available in the 2017 Capital Projects Plan for Drainage.

Williams Conlan, Klotz Associates confirmed that this project will improve the drainage for both Wood Lane and Winshire Circle for various level storms.

The Mayor then took the items for action:

- Authorization to fund the Wood Lane Drainage Improvements as a Localized Project in an amount not to exceed \$263,200.00.

A motion was made by Councilman Robert Lord and seconded by Councilman Jay Smyre to approve Recommendations for Projects by the City's Drainage Committee. The motion carried 5-0.

- Authorization to proceed under the City's On-Call Contract with RPS Klotz Associates to develop Engineering Plans and Specifications to bid the Wood Lane Drainage Project in an amount not to exceed \$ 31,200.00

A motion was made by Councilman Jay Janacek and seconded by Councilwoman Laurie Rosenbaum to approve Authorization to proceed under the City's On-Call Contract with RPS Klotz Associates to develop Engineering Plans and Specifications to bid the Wood Lane Drainage Project in an amount not to exceed \$31,200.00. The motion carried 5-0.

Karen Glynn explained that the next two items are a Policy Project and will address the minimum slab elevation where we have identified slabs that meet the City's criteria but continue to flood as a result of the hydraulic grade line. These areas have been referred to as "bowls." Klotz modeled the watersheds and we now have the hydraulic grade line available. We recommend adding these exhibits to the City's Drainage Criteria Manual which is included in the Resolution. In addition, we recommend an ordinance to amend the current drainage ordinance to reference the hydraulic grade line as an additional requirement.

- Authorization to approve a Resolution to amend the City's Drainage Criteria Manual

A motion was made by Councilwoman Laurie Rosenbaum and seconded by Councilman Robert Lord to approve a Resolution to amend the City's Drainage Criteria Manual.

The motion carried 5-0.

- Authorization to approve an Ordinance to amend the City's Drainage Ordinance

A motion was made by Councilwoman Laurie Rosenbaum and seconded by Councilman Robert Lord to approve amending the City's Drainage Ordinance. The motion carried 5-0.

XVI. CONSIDERATION AND POSSIBLE ACTION REGARDING RECOMMENDATION TO FUND AN AMOUNT NOT TO EXCEED \$ 75,000.00 FOR THE REPLACEMENT OF A WATER LINE ON LIBERTY BELL CIRCLE AS PART OF THE CITY'S 2017 WATER REHABILITATION PROJECT - -
Steve Smith, Director of Public Works/ Building Official

Steve Smith presented this item

The City Council funded several projects in the 2017 Budget to continue our rehabilitation of water and wastewater lines. During the development process a water line was identified for rehabilitation working in partnership with the builder. This area is Liberty Bell Circle which is a private street. As part of the construction of the new home, the builder constructed storm sewer to accommodate the 100 year rain event. In addition, he paid for the conflicts with both water and wastewater lines and rehabilitated/installed the lines needed for his project. There is currently a 2 inch cast iron water line (that now connects to the recently installed 6 inch PVC water line) that serves the entire street.

Working with John Davis, we are recommending the water line be replaced with an 8 inch PVC line with additional fire hydrants. The estimated cost for the construction is estimated to be \$59,000. The engineering is expected to be an additional \$7,500.00. Because of the cost, this project will require the public bidding process.

Staff is recommending the City Council approve funding the Liberty Bell water line from the 2017 Water Line Rehab Project in an amount not to exceed \$75,000 which includes the engineering and construction including a 10% contingency. In addition, it is recommended to award a contract with John Davis to prepare construction plans, bid the project and once awarded by City Council, provide construction phase services in an amount not to exceed \$7,500.00. Preliminary Engineering has been provided to understand the budget and has been paid under the City's on-call contract. With approval, it is expected that we could bid the project in March. The construction is expected to be completed in early summer.

A motion was made by Councilman Jay Janacek and seconded by Councilwoman Laurie Rosenbaum to approve recommending to fund an amount not to exceed \$75, 000, and 00 for the replacement of a Water Line on Liberty Bell Circle as Part of The City's 2017 Water Rehabilitation Project. The motion carried 5-0.

XVII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE LANGFORD ENGINEERING IN AN AMOUNT NOT TO EXCEED \$7,500.00 TO PROCEED UNDER THE CITY'S ON-CALL CONTRACT TO DEVELOP ENGINEERING PLANS AND SPECIFICATIONS TO BID THE LIBERTY BELL CIRCLE WATER LINE PROJECT AND PROVIDE CONSTRUCTION PHASE SERVICES
- Steve Smith, Director of Public Works/ Building Official

Steve Smith presented this item as noted under Item XVI...

A motion was made by Councilman Jay Janacek and seconded by Councilwoman Laurie Rosenbaum to approve Authorizing Langford Engineering in an amount not to exceed \$7,500.00 to proceed under the City's On-Call Contract to Develop Engineering Plans and Specifications to Bid the Liberty Bell Circle Water Line Project and Provide Construction Phase Services. The motion carried 5-0.

XVIII. CONSIDERATION AND POSSIBLE ACTION ON AWARDING CHANGE ORDER NO. 4 AND FINAL TO THE CITY'S EXISTING CONTRACT WITH HORSESHOE CONSTRUCTION INC. FOR THE CITY'S 2016 WASTEWATER REHAB PROJECT TO RECONCILE QUANTITIES AND COMPLETE THE PROJECT
- Steve Smith, Director of Public Works/Building Official

Steve Smith presented this item.

A budget request has previously been presented to Council in which we maximized the amount of work to be performed under the Horseshoe 2016 Waste Water Rehabilitation project. The project is now complete. Change Order No. 4 is the fourth and final change order that reconciles all quantities and finals the project. In addition, final documents include the recommended acceptance by our Engineer, Langford Engineering, the warranty bonds and a letter outlining Horseshoe's responsibility for a few items with residents that are pending completion do to timing of plants and outside contractors.

We are very pleased to have this first project completed. The total included 8,132 linear feet of Wastewater Line at a total cost of \$60.30 per linear foot.

A motion was made by Councilman Robert Lord and seconded by Councilman Jay Janacek to approve Awarding Change Order No. 4 and Final to the City's Existing Contract with Horseshoe Construction Inc. for the City's 2016 Wastewater Rehab Project to Reconcile Quantities and Complete the Project.

The motion carried 5-0.

XIX. CONSIDERATION AND POSSIBLE ACTION ON AWARDING A CONTRACT WITH LLOYD, SMITHA & ASSOCIATES, LLC FOR PLANNING SUPPORT AND CONSTRUCTION FIELD SERVICES FOR THE CITY'S 2017 WASTEWATER REHAB PROJECT IN AN AMOUNT NOT TO EXCEED \$ 65,000.00 - Steve Smith, Director of Public Works/ Building Official

Steve Smith presented this item

The City Council provided funding to continue the City's wastewater rehabilitation plan in the 2017 Budget with a budget of \$1,000,000. A contract was awarded in November 2016 to our Utility Engineer, John Davis with Langford Engineering to begin the design and bid package so we would be ready for construction in early 2017. The bid package is being prepared and we are currently on schedule to bid the project in late February.

Ed Lloyd, Lloyd Smitha & Assoc. provided the construction and field services for the 2016 project. After using Lloyd Smith & Assoc. for various projects over the past several years, they certainly understand the City's expectations and those of our residents. Mr. Lloyd played a significant role in the 2016 project and we are recommending we continue to contract with Lloyd Smitha & Assoc. for the 2017 project. In addition, we are recommending awarding this contract at the planning stages to gain the incite and support of Mr. Lloyd and provide value engineering before bidding the project.

Staff has requested a proposal from Lloyd Smitha and Associates, LLC. The proposal has been provided for an amount not to exceed \$65,000.00.

A motion was made by Councilman Jay Janacek and seconded by Councilwoman Susan Schwartz to approve Awarding a Contract with Lloyd, Smitha & Associates, LLC for Planning Support and Construction Field Services for the City's 2017 Wastewater Rehab. The motion carried 5-0.

XX. CONSIDERATION AND POSSIBLE ACTION REGARDING AUTHORIZATION TO PROCEED UNDER THE CITY'S ON-CALL CONTRACT WITH RPS KLOTZ ASSOCIATES TO DEVELOP A PRELIMINARY ENGINEERING REPORT FOR KILTS, WARRENTON, VALLEYSTAR AND GESSNER STREET REHAB PROJECT IN AN AMOUNT NOT TO EXCEED \$46,600.00 - Steve Smith, Director of Public Works/ Building Official

Steve Smith presented this item

The 2017 Budget included funding for a Preliminary Engineering Report (PER) to develop the engineering options and to ultimately recommend a specific plan for the rehabilitation of streets in the Kilts, Warrenton, Valleystar and Gessner Road areas. These streets were deemed the most critical areas for street rehab in the City as part of our 2015 Street Assessment provided by Lloyd Smitha & Associates.

RPS Klotz Associates has submitted a proposal for performing the PER. Staff is recommending approval of an amount not to exceed \$ 46,600.00 with RPS Klotz Associates as outlined in the proposal.

There are also additional funds estimated and included as placeholders in amounts of \$6,500.00 for other consulting support to include the City's Traffic and Construction Management Engineers. This cost would be paid directly by the City under on-call contracts but should be budgeted as part of the project cost.

The PER is estimated to be completed in 45 days.

A motion was made by Councilwoman Laurie Rosenbaum and seconded by Councilman Jay Smyre to approve Proceeding under the City's On-Call Contract with RPS Klotz Associates to Develop a Preliminary Engineering Report for Kilts, Warrenton, Valleystar and Gessner Street Rehab Project in an Amount Not to exceed \$46,600.00.

The motion carried 5-0.

XXI. CONSIDERATION AND POSSIBLE ACTION ON AWARDING A CONTRACT WITH YARDWORKS, INC. FOR LANDSCAPE SERVICES INCLUDING RIGHT-OF-WAY MAINTENANCE, ESPLANADES, AND CITY HALL/MEMORIAL VILLAGES POLICE DEPARTMENT FACILITIES EFFECTIVE APRIL 1, 2017 THROUGH MARCH 31, 2019 WITH THE OPPORTUNITY FOR TWO ADDITIONAL ONE-YEAR EXTENSIONS FOR A BASE AMOUNT OF \$95,697.00 AND A NOT TO EXCEED AMOUNT OF \$10,000 FOR ADDITIONAL WORK/MOWINGS AS DEEMED NECESSARY - *Steve Smith, Director of Public Works/ Building Official*

Steve Smith presented this item

The City solicited proposals for landscaping services for the contract period beginning April 1, 2017 and ending March 31, 2019. Three proposals were received and two contractors were selected to be interviewed. Public Works Director Steve Smith and Councilwoman Laurie Rosenbaum, Chair of the Beautification Committee conducted the interviews.

Council Member Rosenbaum and Staff are recommending Yardworks, Inc. be awarded the contract based on a combination of price, interview and methodology, as well as references and quality of work. Yardworks, Inc. has been providing services for the City and has been doing an excellent job. Yardworks, Inc. was not the lowest bidder; however, during the interview process Yardworks, Inc. provided the best understanding of the City's expectations and needs.

A motion was made by Councilman Jay Janacek and seconded by Councilwoman Laurie Rosenbaum to approve awarding a contract with Yardworks, Inc. for Landscape Services effective April 1, 2017 through March 31, 2019 for a base amount of \$95,697.00 and a not to exceed \$10,000 for additional work.

The motion carried 5-0.

XXII. 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 January 17, 2017 Regular Council Meeting
- B. December 2016 Financials - *Before Audit Adjustments*
- C. January 2017 Financials
- D. Lloyd, Smitha & Associates, LLC, Invoice No. CMBH1601-04 in the amount of \$8,710.00 for work completed from November 1, 2016 through December 28, 2016 on the Wastewater Rehabilitation Project
- E. Lloyd, Smitha & Associates, LLC, Invoice No. CMBH1601-05 in the amount of \$2,990.00 for work completed from January 2, 2017 through February 6, 2017 on the Wastewater Rehabilitation Project
- F. Langford Engineering, Inc., Invoice No. 20037 in the amount of \$487.09 for professional services rendered through January 27, 2017 for On-Call General Engineering Services for Document Development
- G. Langford Engineering, Inc., Invoice No. 20041 in the amount of \$1,213.13 for professional services rendered through January 27, 2017 for On-Call General Engineering Services for Liberty Bell Circle Waterline
- H. Langford Engineering, Inc., Invoice No. 20038 in the amount of \$5,384.88 for professional services rendered through January 27, 2017 for the final design of the Taylorcrest Water Plant Expansion Project
- I. Langford Engineering, Inc., Invoice No. 20039 in the amount of \$ 3,378.93 for professional services rendered through January 27, 2017 for the 2016 Sanitary Sewer Rehab Project
- J. Langford Engineering, Inc., Invoice No. 20040 in the amount of \$9,717.77 for professional services rendered through January 27, 2017 for the 2017 Sanitary Sewer Rehab Project
- K. Horseshoe Construction Inc., Pay Estimate No. 6, in the amount of \$ 57,803.21 for work completed from December 1, 2016 thru December 31, 2016 for the **City's** Wastewater Rehab Project.
- L. RPS Klotz Associates, Invoice No. 1216096 in the amount of \$6,159.18 for professional services rendered from December 3, 2016 to December 31, 2016 under on-call services for Drainage Site Development Review
- M. City of Piney Point Village - S. Piney Point Project, Invoice dated September 30, 2016, in the amount of \$64,110.00 for Construction and Engineering for the City of Bunker Hill Village's Improvements
- N. City of Piney Point Village - S. Piney Point Project, Invoice dated January 15, 2017 in the amount of \$ 32,997.50 for Construction and Engineering for the City of Bunker Hill Village's Improvements
- O. Northwest Pest Control Contract for Fiscal Year 2017 Mosquito Spraying
- P. Annual Contribution to the Village Independence Festival in the amount of \$ 5,000.00.

A motion was made by Councilwoman Susan Schwartz and seconded by Councilman Robert Lord to approve the consent agenda.
The motion carried 5-0.

XXIII. MAYOR'S REPORT

A . Report on Villages' Mayors Luncheon

Councilman Jay Janacek attended the Mayors' Luncheon and shared items of discussion. One item discussed including installing Historical Site Markers in the Cities to produce a cohesive Hike & Bike Trail in the Villages. The Mayors also discussed the Virtual Gate Project. The City of Hedwig Village is aware of the Virtual Gate Project but does not want to participate at this time.

Laurie Rosenbaum commented on the Historical Site Markers stating that two markers cost \$5,000.00. The Beautification Committee will be addressing this topic.

B . Report on TIRZ 17 Meeting

Laurie Rosenbaum commented that Karen Glynn and she attended the TIRZ 17 Meeting. There has not been any action by the City of Houston to annex part of Memorial Drive. There is no need for discussion by Bunker Hill until the decision on the annexation is made.

C . Report on Neighborhood Events

The Mayor noted that the Annual Tealwood HOA meeting is Tuesday February 28, 2017. Councilman Lord noted that he will be attending the Greyton Lane HOA Meeting on March 5, 2017.

XXIV. CITY ADMINISTRATOR'S REPORT

A. Report on Upcoming Events and State of the City Presentation

Karen Glynn reported that Friday February 17, 2017 was the last day to file for the General Election. The last day to file to run in the Special Election is March 6, 2017.

Karen Glynn reminded everyone that the March 21, 2017 City Council Meeting will be an Open House and the State of the City in addition to our Regular Meeting.

B. Update on Code Enforcement Concerns

Steve Smith reported on recent code concerns:

- The Financial Executor for the house at 318 Knipp will be working with the Fire Department to gain access to the house to get out whatever they desire to keep and then proceed to demolish the house. They are staying in close contract with the City and expect the demotion to be completed in about 6 months.
- Mr. Smith and Karen Glynn met with the homeowners along with their attorneys of 11646 Memorial. This property is in litigation and should go to court next month. We anticipate that this house will be demolished over time.
- The City received \$35,000 in response to citations issued after residents were allowed to move in to a new home without receiving a final inspection and a certificate of occupancy. The fine amount was \$50,000.00. The amount paid was worked out with the City Prosecutor.

C. Year 2017 Project Updates

Karen Glynn reported the following:

- The construction of the Taylorcrest Water Plant should be starting in March
- Planning is underway for the Wastewater and Water Line Rehab Projects
- Planning is underway for drainage project(s) in the Taylorcrest area
- There is coordination efforts underway with Harris County regarding the Memorial Drive Overlay Project
- The Streetlight Pilot Project is on hold waiting on the Virtual Gate Project. Staff met with Shrader Engineering regarding the Virtual Gate Project.

XI. FINANCIAL REPORT ON FISCAL YEAR 2016 UNAUDITED YEAR END RESULTS - Karen Glynn, City Administrator and Britique Williams, Finance Director/City Secretary

Karen Glynn and Britique Williams shared information on both the unaudited 2016 Year End Results for both the General Fund and the Utility Fund. The General Fund ended the year with savings of approximately \$400,000 that is available to be added to Infrastructure Reserves. Revenues and Expenditures were lower in the Utility Fund ending the year right at budget.

There was no action taken on this item.

XIII. CONSIDERATION AND POSSIBLE ACTION TO FUND AND PROCEED WITH IMPROVEMENTS AND NEEDED REPAIRS TO THE CITY'S OPERATIONS FACILITIES - Steve Smith, Director of Public Works/ Building Official

Steve Smith presented this item.

As discussed with the City Council at the October and November meetings, the ceiling in the City's Public Works Operations Building has recently collapsed in several areas. As a result, staff has been reviewing the options to fix the problem and also address other concerns such as the kennel area, the public records, and other opportunities to better utilize the space available. In addition, we have been working with the Police Department to better utilize our parking area and provide security for the site.

The Council approved staff moving forward with some planning and design dollars in an amount not to exceed \$1,500. In addition, analysis of the 2016 budget year end has allowed us an opportunity to develop a funding plan ensuring adequate reserves for future and unforeseen needs for our facilities.

After discussion, the Mayor asked that this project be incorporated into our Financial Model with the Virtual Gate Project as well as Public Safety Facilities to ensure funding for all of the City's priorities.

There was no action taken on this item.

XXV. ADJOURN

Motion was made by Councilwoman Laurie Rosenbaum and seconded by Councilman Robert Lord to adjourn the meeting at 7:58 p.m. Motion carried 5-0.

Approved and accepted on March 21, 2017.



Jay Williams, Mayor

ATTEST:



Britique Williams, City Secretary/Dir. of Finance