

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
September 19, 2017 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-*absent*
Councilman Jay Smyre
Councilman Jay Janecek
Councilwoman Susan Schwartz
Councilwoman Laurie Rosenbaum

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

II. PLEDGE OF ALLEGIANCE

Mayor Williams invited Spencer Teel, a Boy Scout in the audience, to lead all in 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.

Mr. Jack Christiansen, a resident of 11603 Oak Shadows, addressed the Mayor and Council about the excellence job Council has done with drainage efforts in the City. The establishment of the Drainage Committee has been very effective. Mr. Christiansen went on to say that as a result of the work being done, the City was very prepared and knowledgeable about our issues and there was minimal impact by Hurricane Harvey to Bunker Hill Village. Mr. Christiansen ended with the suggestion that the process of the City's drainage efforts be documented for other agencies to learn from.

IV. PRESENTATION AND DISCUSSION ON HURRICANE HARVEY - *Steve Smith, Director of Public Works/ Building Official & Ray Schultz, Chief of Police Memorial Villages Police Department*

Mayor Williams recognized Public Works Employees, Gama Escamilla and Oziel Reyna for their dedication and hard working during and after Hurricane Harvey.

Steve Smith along with Chief Ray Schultz of the Memorial Villages Police Department and RPS Infrastructure made a presentation and lead a discussion on Hurricane Harvey and the resulting impact and analysis in Bunker Hill Village.

Houses Impacted in the Hurricane

There was one homeowner that reported flooding in the house. This home is located at 218 Vanderpool Lane in the southern most area of Zoning District B.

An additional resident has contacted the City regarding some water in the home. This home is located at 11747 Taylorcrest.

Rain Data

The City had over 40 inches of rain during the entire storm event. This storm was very different from the Memorial Day and Tax Day events as the City was able to manage the amount of rainfall because it came in bands. The City saw about 6 -7 inches in each band but was able to drainage before the next band of 6-7 inches. The City of Bunker Hill was very lucky as our elevation is higher than that of Buffalo Bayou. There was also good communications with our residents and the Police Department regarding areas of concern. Residents did a great job in checking their storm sewer inlets and lowering their pool levels. This was discussed with the Drainage Committee on Tuesday, September 12, 2017. The Committee agreed that our plans for Regional Project 1 currently under design for Taylorcrest, Williamsburg, Bunker Hill, and Cobblestone remains the City's top priority as it will add detention/storage in the upper area of the City. The Committee also discussed the opportunity for local projects as funding is proposed in the 2018 Budget. Two local projects discussed include the installation of the proposed back lot storm sewer between Wood Street and Winshire as well as installation of back lot storm sewer between Green Oaks and Blalock Lane.

Traffic

Another impact to Bunker Hill was grid lock traffic as a result of numerous major roadways closed following the storm.

The Mayor and City Council all thanked Chief Schultz and the Police Department for their efforts during the storm along with the Village Fire Department and the City Staff.

V. PRESENTATION AND DISCUSSION ON THE PROPOSED BUDGET FOR 2018 AND THE PROPOSED 2017 TAX RATE TO SUPPORT THE BUDGET - Karen Glynn, City Administrator

Karen Glynn presented a PowerPoint presentation on the 2017 proposed property tax rate and the 2018 Budget:

The annual budget process is the single most important financial responsibility of a local government. The 2018 Budget is proposed in accordance with the Local Government Code for adoption of an annual budget.

A budget workshop was held with the Mayor and City Council on August 24, 2017, to present and file the proposed budget for 2018. The budget filed at this workshop

continues to be based on the City's 10 - year financial model that focuses on the rehabilitation and management of our public infrastructure including water and wastewater lines as well as streets and drainage. Specific projects and funding allocations were identified following an Infrastructure Management Workshop held with the City Council at the May City Council Meeting.

On August 31, 2017, the Council voted on a tax rate to support the budget which balances the short and long term needs of the city and takes into account the financial implications to our residents. The council voted to proceed with a flat tax rate of 0.277 to support the budget as presented and add any additional revenue to the replacement reserve for projects as identified. All maintenance and operations costs have been limited to less than 4% increase and the budget proposes a 7% increase to Utility Rates.

The City then held public hearings in accordance with the Local Government Code to receive input from the public, either oral or written, regarding the 2017 proposed property tax rate to support the 2018 Budget at the approved rate of \$ 0.277 per \$100 valuation.

VI. PUBLIC HEARINGS

Open Public Hearing

Mayor Williams opened the public hearing at 6:52 p.m.

THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE PROPOSED BUDGET FOR 2018

There were no public comments.

Close the Public Hearing

Mayor Williams closed the public hearing at 6:53 p.m.

Open the Public Hearing

Mayor Williams opened the public hearing at 6:53 p.m.

THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE INPUT FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE 2017 PROPOSED PROPERTY TAX RATE TO SUPPORT THE 2017 BUDGET

There were no public comments.

Close the Public Hearing

Mayor Williams closed the public hearing at 6:54 p.m.

VII. FIRE COMMISSIONER REPORT

A. Update on Activities

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

- In August there were 1556 events
- Bunker Hill had 186 calls: 119 Fire and 67 EMS
- Response time in Bunker Hill was 4.53

- The Fire Department is 2% under their budget year-to-date
- The Department is fully staffed

The ladder truck experienced some damage while rescuing residents near Farnham Park during the Hurricane. The truck has been repaired and the total damage was \$15,000.

Mayor Williams and the Council thanked the Fire Department for their efforts during the storm.

Discussion also included the proposed renovation and expansion of the existing Fire Station. The Mayor clarified that the City is in favor of needed maintenance of the building as outlined by the Chief after the storm. Bunker Hill continues to ask the Commission to address response times prior to any expansion at the existing site.

VIII. POLICE COMMISSIONER REPORT

A. Report on National Night Out

National Night Out is planned for Tuesday, October 3, 2017. Piney Point 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.

B. Update on Activities

Commissioner Jay Smyre outlined items on the monthly report provided which included:

- In August the Department responded to 9,100 calls.
- Bunker Hill Village had 3246 of those calls.
- The average response time was 4.22.
- Officers wrote 581 citations total from all three cities.
- Bunker Hill had 158 citations.
- There are two openings in patrol.

It was also noted that there were significant number of new vline registrations during the storm. Bunker Hill is now at 85% participation.

C. Consideration and Possible Action to Approve a Budget Amendment as Recommended by the Police Commission to Fund Emergency Expenses Associated with Hurricane Harvey in the amount of \$150,000 with Bunker Hill Village's share being \$50,000.

Commissioner Smyre explained that the Police Department is asking for a Budget Amendment from each City to help with the following costs associated with the Harvey Storm: \$61,000 overtime, \$30,000 carpet and \$59,000 in replacement uniforms and equipment. Commissioner Smyre stated that the funds would be placed in a separate line item and would be returned after reimbursement is received from FEMA. The Mayor noted that Bunker Hill has emergency funding for these items.

A motion was made by Councilman Janecek and seconded by Councilwoman Schwartz to approve the Budget Amendment for the Memorial Villages Police Department to Fund Emergency Expenses Associated with Hurricane Harvey in the amount of \$150,000 with Bunker Hill Village's share being \$50,000. The motion carried 4 - 0.

IX. CONSIDERATION AND POSSIBLE ACTION ON AUTHORIZING A CHANGE ORDER TO COMPLETE THE CITY'S EXISTING CONTRACT WITH D. L. ELLIOT ENTERPRISES, INC. FOR THE LIBERTY BELL WATER LINE REHAB PROJECT TO INCREASE THE CONTRACT AMOUNT BY AN ADDITIONAL \$8,486.50 BASED ON ACTUAL QUANTITIES - Steve Smith, Director of Public Works/ Building Official

Steve Smith presented the following:

The City Council funded several projects in the 2017 Budget to continue our rehabilitation of water and wastewater lines. One project included the reconstruction of a water line for Liberty Bell Circle in partnership with the builder. In February 2017 the City Council approved funding the project in an amount not to exceed \$75,000 which included the engineering and construction including a contingency. The project was bid and awarded in the March 2017 meeting to D. L. Elliot Enterprises, Inc. based on the costs received and references.

D. L. Elliot Enterprises, Inc. has completed the project. The following change order is requested based on actual quantities in the field.

Langford Engineering has review and is requesting approval of Change Order No. 1 in the amount of \$8,486.50 to reconcile quantities and accept the project.

Note the engineering costs were higher than expected as additional construction phase services were necessary due to field conditions. Based on project totals, the project was completed under budget by \$7,007.00.

A motion was made by Councilman Janecek and seconded by Councilman Smyre to authorize a change order with D.L. Elliot Enterprises, Inc. in amount of \$8,486.50. The motion carried 4 - 0.

X. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE CITY ADMINISTRATOR TO INCREASE THE EXISTING CONTRACTS WITH RPS INFRASTRUCTURE TO COMPLETE THE FINAL DESIGN OF THE CITY'S 2017 PROJECTS AS LISTED BELOW - Steve Smith, Dir. of Public Works/ Building Official

Steve Smith presented the following:

The City is currently under contract with RPS Infrastructure for the City's Regional Drainage Project for Taylorcrest, Williamsburg, Bunker Hill and Cobblestone. In addition, RPS is completing the final design for the City's first water rehab project along Blalock and Flint Forest. During the design of both projects, there were several items

that came up for discussion regarding the coordination and rehabilitation of water and wastewater utilities. The following authorizations are needed to complete the final design and ensure the rehab of all utilities in the drainage project area. Staff is still discussing whether to bid both projects together in order to ensure overall coordination for construction.

- A. Authorization to proceed under the City's Current Contract with RPS Infrastructure to include the development of final engineering plans and specifications for water and wastewater utilities in conjunction with Regional Drainage Project 1 currently under final design in an amount not to exceed \$23,400.00.
- B. Authorization to proceed under the City's Current Contract with RPS Infrastructure to develop easement documentation for the final engineering plans and specifications for the 2017 Water Rehab Project in an amount not to exceed \$16,695.00.

One motion was made for both items.

A motion was made by Councilwoman Rosenbaum and seconded by Councilwoman Schwartz to authorize proceeding with these contracts with RPS Infrastructure. The motion carried 4 - 0.

- XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY ADDING A NEW ARTICLE IX, TURNING, TO CHAPTER 9, MOTOR VEHICLES AND TRAFFIC, ADDING A NEW SECTION 9-250, NO RIGHT TURN ON RED DURING SCHOOL ZONE HOURS; ESTABLISHING A “NO RIGHT TURN ON RED,” FROM 7:30 A.M. TO 8:15 A.M., AND 2:45 P.M. TO 3:15 P.M., MONDAY THROUGH FRIDAY, ON DAYS THAT SCHOOL IS BEING HELD DURING THE SPRING BRANCH INDEPENDENT SCHOOL DISTRICT SCHOOL YEAR AT THE SIGNALIZED INTERSECTION OF MEMORIAL DRIVE AND GESSNER ROAD WITHIN THE CITY LIMITS OF THE CITY OF BUNKER HILL VILLAGE; AUTHORIZING AND DIRECTING THE PLACEMENT OF OFFICIAL TRAFFIC CONTROL DEVICES NOTIFYING THE PUBLIC OF THE ZONES ESTABLISHED HEREBY; PROVIDING A PENALTY IN AN AMOUNT OF NOT LESS THAN \$1.00 NOR MORE THAN \$200.00 FOR EACH VIOLATION OF ANY PROVISION HEREOF - Steve Smith, Dir. of Public Works/ Building Official**

Steve Smith presented the following:

Efforts have been underway to improve the pedestrian safety at Memorial Drive and Gessner Road. It is recommended that a **“no right turn on red during school zone hours”** be installed at this signalized intersection. This action must be established by Ordinance. The attached Ordinance No. 17-481 has been developed. Upon approval, signage will be installed as soon as the signs can be made.

A motion was made by Councilman Janecek and seconded by Councilwoman Rosenbaum to approve Ordinance 17-480. The motion carried 4 - 0.

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. August 2017 Financials
- B. Kimley-Horn and Associates, Inc., Invoice No. 067787104-0717 in the amount of \$3,250.00 for professional services through July 10, 2017 for development of the re-striping plan for Memorial Drive.
- C. Probstfeld & Associates, Invoice No. 54998 in the amount of \$1,237.50 for professional services rendered in July 2017 for engineering services for the City’s Drainage Plan Review.
- D. Langford Engineering, Inc., Invoice No. 20642 in the amount of \$8,030.93 for professional services rendered through September 1, 2017 for the Taylorcrest Water Plant Improvements Project.
- E. Langford Engineering, Inc., Invoice No. 20643 in the amount of \$5,450.24 for professional services rendered through September 1, 2017 for the 2017 Sanitary Sewer Rehab Project.
- F. Langford Engineering, Inc., Invoice No. 20644 in the amount of \$780.30 for professional services rendered through September 1, 2017 for the Liberty Bell Water Line – *Final Bill*.
- G. Lloyd, Smitha & Associates, LLC Invoice No. CMBH1701-03 in the amount of \$13,390.00 for professional services rendered from July 1, 2017 through August 31, 2017 for the 2017 Sanitary Sewer Rehab Project.
- H. RPS Klotz Associates, Invoice No. 717145 in the amount of \$46,762.24 for professional services rendered from July 1, 2017 to July 28, 2017 under on-call services for the Final Engineering Design for Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone and Bunker Hill Road.
- I. RPS Klotz Associates, Invoice No. 717117 in the amount of \$2,152.65 for professional services rendered from July 1, 2017 to July 28, 2017 under on-call services for miscellaneous meetings and Gessner Sidewalk review.
- J. RPS Klotz Associates, Invoice No. 717116 in the amount of \$2,583.91 for professional services rendered from July 1, 2017 to July 28, 2017 under on-call services for Site Development Review.
- K. RPS Klotz Associates, Invoice No. 717136 in the amount of \$5,129.81 for professional services rendered from July 1, 2017 to July 28, 2017 under on-call services for the Final Design for Wood Lane and Winshire Circle.
- L. The Goodman Corporation, Invoice No. 8-2017-3 in the amount of \$782.48 for professional services rendered through August 31, 2017 for the Memorial Drive and Gessner Road Grant Application.
- M. Harris-Galveston Subsidence District, No. 284361 in the amount of \$4,642.00 for the Annual Permit Fee effective from October 1, 2017 to September 30, 2018

A motion was made by Councilman Smyre and seconded by Councilwoman Schwartz to approve the consent agenda. The motion carried 4 - 0.

XIII. MAYOR'S REPORT

A. Update on Meetings and Activities

Mayor Williams shared thoughts on Bunker Hill's support of the other cities during the storm. Bunker Hill did not have significant damage and as a result, we were able to help the other cities. He discussed the need to ensure we have agreements in place with the other cities and the emergency management team that address services, assets, and liabilities. He asked staff to review our current animal control agreements also.

B. Update on Committees:

- Beautification Committee - *Laurie Rosenbaum*

Councilwoman Rosenbaum reported that the Beautification Committee has rescheduled their meeting to drive the city.

- Drainage Committee – *Karen Glynn*

Karen Glynn stated that the Drainage Committee Report was discussed during the Harvey discussion.

- Public Safety Committee - *Jay Janecek*

Chairman Janecek presented this item.

The Public Safety Committee will meet next week. Virtual camera project is still moving along just a slower pace. The committee is looking heavy on an analytical approach. Chief Schultz and Stuart Marks, Chairman of the Tri Cities Committee are flying to a City in Florida where they have the camera project in place.

The RAD (Rape, Aggression, and Defense) training for the adults has been canceled and will be rescheduled. The training for the girls will take place on September 29-30, 2017, at Memorial Drive Presbyterian Church.

XIV. CITY ADMINISTRATOR'S REPORT

A. Update on Projects

Karen Glynn asked Steve Smith to update the Council on two emergency items. Mr. Smith shared that the City is reviewing a manhole failure at the corner of Knipp and Memorial. This occurred over the last few weeks during the storm recovery. In addition, the City had a water well issue at Water Plant #3 on Memorial as a result of lightning. Staff is working to get prices on these repairs.

Staff also has been working on an electronic agenda packet. The “test” packet was sent via email this week. After further discussion, the Council agreed that they really like the hard copy agenda book and would prefer this over an electronic version.

B. Report on Annual TML Conference

Karen Glynn stated that the TML Conference will be here in Houston in two weeks at the George R. Brown, October 4 - 6, 2017. The City registered Councilwoman Schwartz, Councilman Smyre, Steve Smith, Britique Williams and Karen Glynn to attend the conference. An email will be sent to all of council with any invitations to receptions since this is right here in Houston this year.

C. Calendar for the 2018 Budget Process

Karen Glynn stated that we have the following meetings to complete the budget process for 2018:

Wednesday, September 27 th	8:00 am	Public Hearing on the Tax Rate
Tuesday, October 3 rd	8:00 am	Public Hearing on the Budget Adoption of the Budget and Tax Rate

XV. ADJOURN

A motion was made by Councilwoman Rosenbaum and seconded by Councilman Schwartz to adjourn the meeting at 8:23 p.m. Motion carried 4 - 0.

Approved and accepted on October 17, 2017.



Jay Williams, Mayor

ATTEST:



Britique Williams, City Secretary/Dir. of Finance