

MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
August 21, 2018 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  
Councilmember Robert Lord-*absent*  
Councilmember Susan Schwartz  
Councilmember Jay Smyre  
Councilmember Jay Janecek  
Councilmember 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**

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.

Brian T. Muecke, Mayor of Hedwig Village, 811 Hedwig Way signed up to speak and asked that he address the City Council during Item V - Fire Commissioner Report.

**IV. POLICE COMMISSIONER REPORT**

**A. Update on Activities**

Police Commissioner Jay Smyre highlighted items on the Monthly Report including:

- In July, the Department responded to 13,865 total calls; Bunker Hill Village had 5,477 of those calls.
- There were three accidents in July.
- There were eight emergency calls with an average response time of 4:22.
- Officers wrote 386 citations total from all three cities; Bunker Hill had 100 citations.
- There were 40 new V-LINC registrations added in July, a total of 18 for Bunker Hill

- The Department is 10% below the budget due to open positions at this time
- The Commission is working on re-structuring/re-writing a new Finance Policy for Capital Improvements. Two gifts were made by citizens as donations to the Police Officers Association (now called Police Officers Foundation). One gift was a drone \$16,000 and also a car \$25,000. These items have to be accounted for properly. The foundation then gave the items to the Police Department. The Department is very thankful for these very generous citizens.
- The Village of Hunters Creek has not approved the Villages Interlocal Agreement at this time. The item was tabled pending resolution of other outstanding items.
- Office Terry White started on 07/30/18. There were two resignations in dispatch. Currently, the Department is down two patrol officers and two dispatch officers.
- Chief Schultz explained there will eventually be a shortage of police officers but MVPD only hires senior/tenured officers so the Department is in a much better position. The new pay structure along with incentives that have been put in place at the MVPD will make it easier to hire officers. A new 20 year plan has been developed that builds on the different phases of a new employee's career.

#### B. Receive Report on the 2017 Annual Audit

Commissioner Smyre reported that the annual audit is now complete. The staff has done a great job this year. MVPD received very positive feedback from the auditor. This is the first time they have not received a management letter.

#### C. Report on National Night Out

Chief Ray Schultz reported that the MVPD Officers will be going out into the neighborhoods on October 2<sup>nd</sup> between 6 and 8 p.m. for National Night Out. This is a change from recent years when we hosted one big event. The idea is to go out and be in the neighborhoods with the residents, to meet and greet the folks around them. MVPD is in the planning stages of this event.

#### D. Presentation and Direction on the Tri Cities Smart Cities Project

Jay Janecek, the City's Tri-Cities Public Safety Committee Representative presented the Tri-Cities Smart Cities Project. The purpose for the presentation was to share the latest information/recommendations from the Tri-Cities Committee and gain City Council support, budget commitment and project direction.

The presentation included the Project History since it began in 2016 and included an interlocal agreement for a Preliminary Engineering Report (P.E.R.). In 2018, the P.E.R. was rescoped with new parameters and assumptions for a less expensive system.

The Tri-Cities Committee Members have all concluded that use of ALPR technology would be good for the residents of the Villages including a comprehensive, 100% perimeter system providing coverage for every resident. This would include 25 ALPR locations with up to 125 Cameras and a partnership with the City of Houston. This would improve the cost of the system and bring the HPD Data Base of suspect vehicles to MVPD.

The Villages are a pass-through community, importing 99% of our property crime offenders because they have to drive into and out of our Villages. This technology targets this aspect of crime.

Two years ago, the cost of this project was \$3 Million and possibly more. The cost is now \$1.2 Million or \$400,000 per Village and would include final design and project management during construction. The Maintenance & Operations costs are projected to be \$100K (\$34,000 year per village). This includes the system maintenance and service plan; communications, power and I.T. Services.

The Committee sees a good Return on Investment. The ALPR project costs per household (based on 4,000 homes for a 5 year project - total expenditures for installation and M&O) is \$85 annually per household or \$7.08 per month

Councilmember Janecek outlined the “Action Items/Decision Points” for the three cities to consider. The first item will be approval of the 2019 Annual Budgets for each City including the project funding. With the approval, the cities can move forward with interlocal agreements for final design and construction and pursue any other inter-local agreements.

Karen Glynn reported that Bunker Hill’s proposed 2019 Budget includes funding of \$200,000 and also \$200,000 in 2020 in the City’s 5 Year Capital Projects Plan.

The Mayor then polled each Councilmember for input. Councilmember Rosenbaum generally supports the project but still has some more questions. All other Councilmembers support the project.

## **V. FIRE COMMISSIONER REPORT**

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

Both Fire Commissioners were not able to attend the Meeting.

Mayor Williams noted that there was an event on Vanderpool this weekend at 10:30 p.m. and the travel time was 6:59. Adding in dispatch and turnout time results in about a 10 minute total response time. The police responded within 2-3 minutes. Mayor Williams added that the City will be reviewing this information and other response times during the next 30 days.

### **B. Consideration and Possible Action Regarding Resolution 08-21-2018 A for the Village Fire Department Commission to Utilize the Surplus from the 2017 Budget in an Amount of \$62,906 to be Placed in Fund 4 Facilities to be used for the additional maintenance, alteration, remodel, reconstruction and other improvements to the premises and to modernize the facilities**

Brian Muecke, Mayor of Hedwig Village spoke on this item. Mayor Muecke has strongly encouraged his City Council to adopt the requests from the Fire Commission to utilize the FEMA Funds for the Fire Facilities. He also encouraged the Council to approve the items funding the Fire Facilities.

Mayor Muecke also referenced the Mutual Aid Inter-Local Agreement between the six Villages and the Police and Fire Departments. At this time, Hunters Creek has not acted on the agreement. All other Cities have approved the Agreement. Loren Smith, City Attorney, stated that the agreement is now in place with those Cities that have approved it even if Hunters Creek does not approve. Mayor Williams added that this could be confusing for the Police Department.

Mayor Muecke added that there is a new phone app for a 311 system. You hit a button and you can report a pot hole or down tree limb. The app knows your location and routes the call to the right place. Hedwig Village's Consultant, LJA has developed this software. Pricing should be made available in September. Mayor Muecke just wanted to share this information and was not looking for any feedback. He will let us know when it may be available.

Mayor Williams recommended this item and the next item be tabled as discussions continue on Fire Department response times.

- C. Consideration and Possible Action Regarding Utilizing the FEMA Reimbursement Funds to be Placed in Fund 4 Facilities to be used for the additional maintenance, alteration, remodel, reconstruction and other improvements to the premises and to modernize the facilities

A motion was made by Councilmember Jay Janacek and seconded by Councilmember Susan Schwartz to table Items B and C.

The motion carried 4-0.

**VI. CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF THE FOLLOWING ITEMS FOR THE PROPOSED GRANT APPLICATION FOR THE MEMORIAL DRIVE AND GESSNER ROAD RECONSTRUCTION:**

- A. Presentation, Discussion, and Approval of the Schematic Design and Budget for the Memorial Drive and Gessner Road Reconstruction
- B. Approval of an Interlocal Agreement between the City Of Bunker Hill Village and the Memorial City Redevelopment Authority for the Joint Project Development, Grant Application, Design And Reconstruction for Memorial Drive and Gessner Road
- C. Approval of a Resolution No. 08-21-2018 B by the City Council of the City of Bunker Hill, A "Type A" General-Law Municipality Created Pursuant to the Laws of the State of Texas, for the Support and Funding Commitment for Memorial Drive Reconstruction Project from Tallowood to Gessner with the Memorial City Redevelopment Authority, A Local Government Corporation Created by the City of Houston

Steve Smith and Karen Glynn along with Sean Middleton with the Goodman Corporation presented the following:

At the April City Council Meeting, the City Council discussed an Interlocal Agreement between the City of Bunker Hill Village and the Memorial City Redevelopment Authority (MCRA). This agreement allows the City to move forward with a grant application for improvements to Memorial Drive and the Gessner Road Area. The agreement also includes the organizational

items for the project, and outlines the estimated costs and the pro-rata share for each entity. The consensus of the Council was to approve an agreement with a cap of \$1,200,000 for the General Fund Improvements to match the City's long range financial and infrastructure plan. The City of Bunker Hill will also serve as the Project Sponsor and MCRA will fund the cost for the Goodman Corp. to provide needed support.

The Mayor and Staff have worked to review the City's project and ensure the scope and costs will be within budget for this project. Steve Smith presented the revised project at the meeting and shared information on the scope of the project with and without the grant funding.

At the June Meeting for the Memorial City Redevelopment Authority, the Board voted to approve the revised agreement and a resolution of support. The call for projects will begin in September with notification expected in the spring of 2019.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Jay Janecek to approve the Schematic Design and Budget for the Memorial Drive and Gessner Road Reconstruction; to approve an Interlocal Agreement between the City of Bunker Hill Village and the Memorial City Redevelopment Authority for the Joint Project Development, Grant Application, Design and Reconstruction for Memorial Drive and Gessner Road; and to approve Resolution No. 08-21-2018 B to show the City's Support and Funding Commitment for the Memorial Drive Reconstruction Project from Tallowood to Gessner with Memorial City Redevelopment Authority.

The motion carried 4-0.

**VII. CONSIDERATION AND POSSIBLE ACTION TO CONSTRUCT BACKLOT DRAINAGE IMPROVEMENTS BETWEEN GREEN OAKS AND BLALOCK LANE IN AN AMOUNT NOT TO EXCEED \$130,000 AS RECOMMENDED BY THE CITY'S DRAINAGE COMMITTEE - Steve Smith, Director of Public Works/ Building Official**

Steve Smith presented the following:

The Drainage Committee and Staff are recommending the City Council's consideration and action to construct back lot drainage improvements between Green Oaks and Blalock Lane. This project is considered a priority local project and has been under discussion with the Drainage Committee over the past few years.

Mr. Smith has been working with a Utility Contractor under the Interlocal Agreement with Texas City to get pricing for this project. It is recommended that the City contract with T Construction for labor costs and purchase the materials directly. This is the most cost effective method with limited engineering costs.

Funding is available in the Capital Improvement Program under Drainage – Local Projects. The Drainage Committee has reviewed the project and recommends City Council approve for construction.

Mr. Smith explained that there are three items for consideration and action:

- A. Approval of a Work Order with T Construction under the City’s Interlocal Agreement with Texas City in an estimated amount of \$100,000
- B. Approval for the City Administrator to Purchase Materials in an estimated amount of \$25,000
- C. Approval for the City Administrator to contract with Lloyd Smitha & Associates in an estimated amount \$5,000 to provide Construction Management and Inspection Services

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Jay Smyre to approve a Work Order with T Construction under the City’s Interlocal Agreement with Texas City in an estimated amount of \$100,000; approve the City Administrator to Purchase Materials in an estimated amount of \$25,000; and approval of the City Administrator to contract with Lloyd Smitha & Associates in an estimated amount of \$5,000 to provide Construction Management and Inspection Services.

The motion carried 4-0.

**VIII. CONSIDERATION AND POSSIBLE ACTION TO CONSTRUCT STREET AND DRAINAGE IMPROVEMENTS ON BLALOCK WOODS STREET IN AN AMOUNT NOT TO EXCEED \$55,000 AS RECOMMENDED BY THE CITY’S DRAINAGE COMMITTEE - *Steve Smith, Director of Public Works/ Building Official***

Steve Smith presented the following:

Staff is recommending the City Council’s consideration and action to contract with AAA Asphalt under the City’s interlocal agreement with Harris County to construct street and drainage improvements on Blalock Woods Street. Removal and replacement of the cul-de-sac was previously awarded as an “add alt” for the 2018 Water Rehab Project in the amount of \$24,500. As the Water Rehab Project has proceeded and in working with the contractor and residents, staff is recommending a more comprehensive approach for improvements to this street.

The proposed scope includes reconstruction of the cul-de-sac in addition to reconstructing the street (approximately 100 feet of pavement) and needed drainage improvements (~120 of 18 inch storm sewer and inlets) as requested by the residents. The improved drainage is recommended by the Drainage Committee. This project also eliminates a cul-de-sac island which improves safety concerns by the Fire Department.

Staff has worked with AAA Asphalt to get pricing for this project. This work continues our “synergy” approach with the water line project and results in the most cost effective method with limited engineering costs. :

Funding is available in the Capital Improvement Program under Street Rehab.

Mr. Smith explained that there are three items for consideration and action:

- A. Approval of Work Order #3 with AAA Asphalt under the City’s Interlocal Agreement with Harris County in an estimated amount of \$45,000

B. Approval for tree removal in an estimated amount of \$5,000

C. Approval for the City Administrator to contract with Lloyd Smitha & Associates in an estimated amount \$5,000 to provide Construction Management and Inspection Services

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Laurie Rosebaum to approve Work Order #3 with AAA Asphalt under the City's Interlocal Agreement with Harris County in an estimated amount of \$45,000; approve the tree removal in an estimated amount of \$5,000; and approve the City Administrator to contract with Lloyd Smitha & Associates in an estimated amount of \$5,000 to provide Construction Management and Inspection Services.

The motion carried 4-0.

**IX. CONSIDERATION AND POSSIBLE ACTION REGARDING AUTHORIZATION TO PROCEED UNDER THE CITY'S ON-CALL CONTRACT WITH RPS INFRASTRUCTURE TO DEVELOP FINAL ENGINEERING DESIGN DOCUMENTS FOR KILTS, WARRENTON, AND VALLEY STAR STREET REHAB PROJECT IN AN AMOUNT NOT TO EXCEED \$200,530.00 - Steve Smith, Director of Public Works/ Building Official**

Steve Smith presented the following:

The 2018 Capital Improvements Budget includes funding for the Final Engineering Design for the rehabilitation of streets in the Kilts, Warrenton, and Valley Star areas. These streets were identified as the most critical areas for street rehab in the City as part of the 2015 Street Assessment provided by Lloyd Smitha & Associates. The construction is budgeted in the City's CIP for 2019 and 2020.

RPS conducted a preliminary engineering report in 2016 outlining the proposed scope of the project. Warrenton and Kilts will include full reconstruction. Valley Star will include panel improvements. Staff has reached out to the City of Houston to coordinate improvements to Valley Star.

RPS has submitted a proposal for performing the final design which includes survey and geotechnical services in addition to the bid phase of the project in an amount not to exceed \$200,530.

Staff will also coordinate with the City's Traffic and Construction Management Engineers under the City's on-call contracts. This cost would be paid directly by the City.

The design is estimated to be completed in 120 days. The bidding process will take two months. Construction is projected to begin in the summer of 2019.

Staff is recommending approval of a contract with RPS Klotz Associates in the amount of \$200,530 for the Final Engineering Design Documents for Kilts, Warrenton and Valley Star.

A motion was made by Councilmember Laurie Rosebaum and seconded by Councilmember Susan Schwartz to approve a contract with RPS Klotz Associates in the amount of \$200,530 for the Final Engineering Design for Kilts, Warrenton and Valley Star.

The motion carried 4-0.

**X. CONSIDERATION AND POSSIBLE ACTION REGARDING AUTHORIZATION TO PROCEED UNDER THE CITY'S ON-CALL CONTRACT WITH LAYNE CHRISTIANSEN FOR REPAIR OF WATER WELL NUMBER 1 LOCATED AT THE TAYLORCREST WATER PLANT IN AN AMOUNT NOT TO EXCEED \$200,000 - Steve Smith, Director of Public Works/ Building Official**

Steve Smith presented the following:

In late March, staff reported that the well at City Hall had failed. That well is now repaired and in service. Unfortunately, the City has experienced another well failure. This problem is at the Taylorcrest Well (Well #1). Staff had our on-call contractor, Layne Christiansen inspect the well. Layne Christiansen recommended the well be pulled for inspection. The well was pulled in July and our consultant, John Davis has been working with Layne Christiansen to provide a recommendation to fix the problem. The rotating assembly was inspected and the pump and line shaft have substantial wear requiring replacement.

As previously discussed with the Council on the City Hall Water Well, staff is recommending that the well be converted to a submersible configuration. Well No. 1 has more complexities than the City Hall Well and the estimated cost is \$200,000 to repair.

There is funding available in the 2018 Capital Improvements Program for Utilities. Expected repair time is 4 weeks.

A motion was made by Councilmember Susan Schwartz and seconded by Councilmember Jay Smyre to approve authorization to proceed under the City's On-Call Contract with Layne Christiansen for repair of Water Well Number 1 located at the Taylorcrest Water Plant in an amount not to exceed \$200,000.

The motion carried 4-0.

**XI. CONSIDERATION AND POSSIBLE ACTION ON CHANGE ORDER NO. 2 TO THE CONTRACT WITH FUSED INDUSTRIES LLC FOR CONSTRUCTION OF THE CITY'S REGIONAL DRAINAGE PROJECT ON TAYLORCREST, WILLIAMSBURG, BUNKER HILL AND COBBLESTONE IN AN AMOUNT NOT TO EXCEED \$32,957.50 FOR ADDITIONAL DRAINAGE AND UTILITY EXPENSES - Steve Smith, Director of Public Works/ Building Official**

Steve Smith presented the following:

Regional Drainage Project No. 1 is currently underway in the area of Taylorcrest, Bunker Hill Road, Williamsburg and the Cobblestone. The project will result in an addition 1.7 acre feet of



detention in this area in addition to the additional conveyance. The City awarded the construction contract to Fused Industries in April.

The project is progressing very well. As with most projects, field conditions often require changes to the design. Change Order No. 2 has been presented to RPS and Staff. This change order includes a custom built junction box at the intersection of Taylorcrest and Bunker Hill (north to I-10) in addition to piping and coring required to tie in to the existing yard drains. In addition, there was more tree trimming needed along the limits of the project. The change order also includes several reductions including piping quantities and ground water control.

The cost of Change Order No. 2 is \$32,957.50 and will be funded from the project contingency.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Laurie Rosebaum to approve Change Order No. 2 in the amount of \$32,957.50 for the Regional Drainage Project No. 1.

The motion carried 4-0.

**XII. CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION FROM THE PLANNING AND ZONING COMMISSION TO THE CITY COUNCIL TO APPROVE A SHORT FORM FINAL PLAT FOR THE FOLLOWING PROPERTIES -**  
*Steve Smith, Director of Public Works/ Building Official*

- 38 Carolane Trail
- 721 Ourlane Circle
- 822 Ourlane Circle

Steve Smith presented the following:

Plans for construction of new homes were recently submitted for review. During the plan review, it was found that several subdivisions had received approval but the final plats were never recorded with Harris County. As a result, Probstfeld & Associates, the property owner's representative has submitted the attached final plats for the Planning and Zoning Commission and ultimately, the City Council's approval.

These plats are considered as short form final plats under the City's Subdivision Ordinance whereby the plat(s) can be considered without a preliminary plat since it is only one lot and does not include or alter any public right of way or has any zoning changes.

Staff has reviewed the plats and after revisions, finds the plats meet all requirements of the City's Ordinances. The Planning and Zoning Commission met in July and voted unanimously to recommend the plats be approved by the City Council.

A motion was made by Councilmember Laurie Rosebaum and seconded by Councilmember Susan Schwartz to approve a short form final plat for 38 Carolane Trail, 721 Ourlane Circle and 822 Ourlane Circle.

The motion carried 4-0.

**XIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONSENT TO ENCROACH AGREEMENT FOR THE PROPERTY AT 12015 TAYLORCREST COURT IN THE CITY OF BUNKER HILL VILLAGE - Steve Smith, Director of Public Works/ Building Official**

Steve Smith presented the following:

The City was contacted by a local realtor who was working with a client to purchase a home in Bunker Hill Village. Review of the property by the title company found that the single story garage and a part of the two-story brick and frame residence are in violation of the City’s setback requirements.

The City has reviewed the information and can provide the future property owner an Encroachment Agreement whereby the City acknowledges the encroachment. Wording in the agreement specified that this is considered as “in kind, same kind” and there shall be no expansion of the structures as detailed in the City’s Development Code.

Mayor Williams offered concerns about the impact of this type agreement and recommended that this be reviewed by either the Planning and Zoning Commission or Zoning Board of Adjustment for a recommendation. Councilmembers did not want to negatively impact this purchase but agreed that in the future, all consent to Encroach Agreements should be sent to the Planning and Zoning Commission for recommendation to the City Council.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Jay Smyre to approve a Consent to Encroach Agreement for the Property at 12015 Taylorcrest Court in the City of Bunker Hill Village.

The motion carried 4-0.

**XIV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 18-498 AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, SECTION 9-250, CHAPTER 9, MOTOR VEHICLES AND TRAFFIC, NO RIGHT TURN ON RED DURING SCHOOL ZONE HOURS; 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; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY - Steve Smith, Director of Public Works/ Building Official**

Steve Smith presented the following:

In September 2017, the Council approved an ordinance for a “no right turn on red during school zone hours” to improve the pedestrian safety at Memorial Drive and Gessner Road. In June, the City changed the morning school zone hours. As a result, this ordinance must be

changed as well since school zone hours were previously noted. It is recommended that no specific hours be noted in this section of the code. It is recommended that the ordinance reference “designated school zone times.”

A motion was made by Councilmember Jay Smyre and seconded by Councilmember Laurie Rosenbaum to approve Ordinance No. 18-498.

The motion carried 4-0.

**XV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT WITH BELT HARRIS PECHACEK, LLLP TO CONDUCT A DETAILED AUDIT FOR THE CITY’S PERMITTING PROCESS IN AN AMOUNT NOT TO EXCEED \$10,000 - Britique Williams, City Secretary/Finance Director**

*Britique Williams presented the following:*

Over the past few years, the City has included funds in the annual budget for a detailed audit to be conducted on various processes. The intent was to take a department every year and do a more in-depth internal audit to see if there are areas that can and/or need to be improved. Municipal Court was our first detailed audit in 2015. Because of staffing changes with the Finance Director in 2016 and last year’s hurricane, the additional audit was not completed. A detailed audit for the City’s permitting process is recommended for 2018.

The Finance Committee discussed this with the City’s current auditor, Belt Harris Pechacek, LLLP and the firm has provided a proposal for these services. The cost is not to exceed \$10,000 and the audit will be conducted in the September / October time frame and cover December, 2017 and January, 2018.

*Councilmember Rosenbaum left the room at 7:16pm and returned at 7:18pm.*

A motion was made by Councilmember Susan Schwartz and seconded by Councilmember Jay Janecek to approve a Contract with Belt Harris, Pechacek, LLLP to Conduct a Detailed Audit for the City’s Permitting Process in an Amount Not to Exceed \$10,000.

The motion carried 4-0.

**XVI. PRESENTATION ON FEMA REIMBURSEMENT TO THE CITY FOLLOWING HURRICANE HARVEY - Steve Smith, Director of Public Works/ Building Official**

Steve Smith presented the following:

It has been one year since the Houston area and the State experienced the devastation of Hurricane Harvey. Staff has been working with FEMA over the past year to outline, detail, and submit the City’s expenses for reimbursement consideration. Staff has prepared a summary outlining the submittals from the City. The expected reimbursement includes two utility line construction projects, expenses for staff time and storm preparations/recovery, as well as debris removal and City Hall carpet. To date, the City has received funds totaling \$18,792.98. The City continues to monitor our application and expects to receive the remaining funds in 4 – 6

weeks. Staff will be reconciling these reimbursements with the City's accounting of these expenses. Karen Glynn added that the reimbursement received included staff overtime costs. The City will be reimbursing Piney Point and Hunters Creek since these Cities provided funding to us for these expenses.

**XVII. CONSIDERATION AND POSSIBLE ACTION ON THE PURCHASE OF REPLACEMENT VEHICLES -- Steve Smith, Director of Public Works/ Building Official**

- A. Ford Explorer in an amount not to exceed \$35,500.
- B. GMC Dump Truck in an amount not to exceed \$63,000

Steve Smith presented the following:

Staff has been working through HGAC for the selection and replacement of two current city vehicles:

**Ford Hybrid Escape:** The City's Ford Hybrid Escape was purchased in 2006 and has begun developing air conditioning and transmission issues. Staff has been anticipating the replacement for several years. The battery is also beginning to fail and a new battery is \$8,500. The local Ford dealer has indicated that due to the age of the vehicle (12 years), some replacement parts are no longer available after a nationwide search through the dealer network.

A Ford Explorer is recommended as the replacement vehicle based on the current intended City use of the vehicle and need for a vehicle with a higher ground clearance for weather related needs. This was discussed with the Memorial Villages Police Department and coordinated with their vehicle selection for higher ground clearance vehicles.

Working through the designated HGAC dealer, the current Hybrid Escape would be traded in and the net difference would not exceed \$35,500.

Funding for the vehicle would be through the vehicle replacement reserves of \$30,000 specifically for the Hybrid replacement and additional reserve savings realized for an earlier copier purchase.

**Dump Truck:** The City's GMC dump truck was destroyed during operations for Hurricane Harvey. This vehicle was used regularly by the City's Public Works Department. Since the loss of the vehicle, staff has been subcontracting any operations which would require the use of a dump truck. Replacement of the dump truck would be more efficient for the ongoing City operations.

Ford is the only current manufacturer that makes a < 26,000 GVWR (Gross Vehicle Weight Rating) single axle dump truck. This configuration is necessary due to the narrow streets in the Villages and driver licensing requirements.

The HGAC designated Ford dealer has provide a cost of a new dump truck in an amount not to exceed \$63,000.

As previously discussed with the City Council at the Budget Workshop, funding for the dump truck could be available through the following accounts:

Dump Truck Vehicle Replacement Fund	\$20,000
Insurance Payment for Totaled Vehicle	\$22,000
Expected FEMA Reimbursements	<u>\$21,000</u>
	\$63,000

Staff recommends the purchase of the replacement vehicle when the remaining expected FEMA reimbursements have been received and reconciled.

A motion was made by Councilmember Jay Smyre and seconded by Councilmember Susan Schwartz to approve the purchase of a Ford Explorer in an amount not to exceed \$35,500 and to approve a GMC Dump Truck in an amount not to exceed \$63,000 when the remaining FEMA reimbursements have been received.

The motion carried 4-0.

**XVIII. FILE THE 2019 ANNUAL BUDGET AND DISCUSS PROPOSED BUDGET CALENDAR**  
*- Karen Glynn, City Administrator*

Karen Glynn presented the revised 2019 Budget as a result of the budget workshop held with the Mayor and City Council on June 21, 2018. The budget presented was 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. In addition, there was significant discussion on Police and Fire and associated needs. A flat tax rate of \$0.277/\$100 is proposed for 2018 to support the 2019 Budget.

There were several items that were identified for further consideration following the budget meeting. The following were highlighted during the presentation:

- Utility Rates – Revenues included in the proposed budget were based on a 9% increase in Utility Rates; The Council direction was to present rates based on the 9% increase.
- Health Insurance – Staff has been in discussion with the Memorial Villages Police Department and has included a 15% increase in health insurance.
- Capital Projects – Staff revised the long range model for the Capital Improvements Plan and included a plan through Fiscal Year/Calendar Year 2025.

In accordance with the Local Government Code, this item confirms the filing of the 2019 Budget. Ms. Glynn added that the filed budget is based on the preliminary tax roll. The certified tax roll was received from Spring Branch ISD today (August 21, 2018). Staff will be reviewing the numbers but expects minimal change to the overall budget. However, the proposed tax rate will require public hearings as the proposed tax rate will exceed the roll back rate.

The next step will be a Special City Council Meeting set for Wednesday, August 29, 2018 at 8:00 a.m. to take the record vote on the proposed tax rate. A notice of the public hearings on the budget and tax rate will then be published in the local newspaper. The public hearing dates are scheduled for September 18 and 26. The City Council has set a special meeting to adopt the budget on October 2, 2018.

**XIX. 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 19, 2018 City Council Meeting
- B. Minutes of the June 21, 2018 Special City Council Meeting and Budget Workshop
- C. Minutes of the August 6, 2018 Special City Council Meeting
- D. June 2018 Financials
- E. July 2018 Financials
- F. RPS, Invoice No. 518035 in the amount of \$867.69 for professional services rendered from April 28, 2018 to June 1, 2018 under on-call services for Site Development Review.
- G. RPS, Invoice No. 518034 in the amount of \$6,256.63 for professional services rendered from April 28, 2018 to June 1, 2018 under on-call services for the Miscellaneous Needs including City Council and Drainage Committee Meetings, Final Engineering Design for Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone and Bunker Hill Road and Final Engineering Design for 2017 Water Line Rehab – Blalock Road and Wendover Lane
- H. RPS, Invoice No. 618083 in the amount of \$10,102.75 for professional services rendered from June 2, 2018 to June 30, 2018 under on-call services for Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone and Bunker Hill Road.
- I. RPS, Invoice No. 418005 in the amount of \$4,133.43 for professional services rendered from April 1, 2018 to April 27, 2018 under on-call services for Water Rehab on Blalock Road and Wendover Lane
- J. RPS, Invoice No. 618084 in the amount of \$3,238.38 for professional services rendered from June 2, 2018 to June 30, 2018 under on-call services for Water Rehab on Blalock Road and Wendover Lane
- K. Probstfeld & Associates, Invoice No. 57208 in the amount of \$380.00 for professional services rendered through June 2018 for site development and drainage review
- L. Probstfeld & Associates, Invoice No. 57042 in the amount of \$530.00 for professional services rendered through June 2018 for site development and drainage review
- M. Probstfeld & Associates, Invoice No. 57092 in the amount of \$80.00 for professional services rendered through June 2018 for site development and drainage review
- N. Probstfeld & Associates, Invoice No. 57091 in the amount of \$80.00 for professional services rendered through June 2018 for site development and drainage review
- O. Probstfeld & Associates, Invoice No. 57207 in the amount of \$305.00 for professional services rendered through June 2018 for site development and drainage review
- P. Probstfeld & Associates, Invoice No. 57319 in the amount of \$1,385.00 for professional services rendered for drainage improvements on Monica.
- Q. Langford Engineering, Inc., Invoice No. 21461 in the amount of \$4,746.17 for professional services rendered through June 30, 2018 for the Taylorcrest Water Plant Improvements Project
- R. Langford Engineering, Inc., Invoice No. 21460 in the amount of \$2,388.17 for professional services rendered through June 30, 2018 for General Services for Water Well No. 4 at City Hall and Sewer System GIS
- S. The Goodman Corporation, Invoice No. 6-2018-15 in the amount of \$2,294.30 for professional services rendered through June 30, 2018 for the Memorial Drive and Gessner Road Grant Application

- T. Lloyd, Smitha & Associates, LLC Invoice No. CMBH1703-01 for professional services rendered from May 30, 2018 to July 30, 2018 in the amount of \$14,860.00 for Regional Drainage Project 1 and \$2055.00 for the Water Line Rehab Project
- U. Layne Christensen Company, Invoice No. 92089893 in the amount of \$24,801.00 for work completed through July 25, 2018 on the City Hall Water Well #4 Repair
- V. Layne Christensen Company, Invoice No. 92089260 in the amount of \$94,812.00 for work completed through June 28, 2018 on the City Hall Water Well #4 Repair
- W. G & A Boring Directional, Payment No. 1 in the amount of \$86,193.00 for work completed through July 20, 2018 for the Water Rehab on Blalock Road and Wendover Lane
- X. Fused Industries, Payment No. 1 in the amount of \$ 364,673.98 for work completed through June 30, 2018 for Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone and Bunker Hill Road
- Y. AAA Asphalt Paving, Inc., Invoice No. 1462-1 in the amount of \$21,069.20 through June 29, 2018 for on-call services to make various pavement repairs on Bunker Hill Road
- Z. AAA Asphalt Paving, Inc., Invoice No. 1462-2 in the amount of \$23,706.50 through June 31, 2018 for on-call services for excavation and sod for various ditches.
- AA. Neil Technical Services, Corp., Invoice No 81056 in the amount of \$1,455.20 through July 3, 2018 for Water Plant #1 Exhaust Fan
- BB. Neil Technical Services, Corp., Invoice No 81092 in the amount of \$8,378.70 through July 19, 2018 for Water Plant #4 New Conduit Wire
- CC. Neil Technical Services, Corp., Invoice No 81735 in the amount of \$15,000 through July 19, 2018 for Water Plant #4 Install Well Electronic Soft Start
- DD. Interlocal Agreement with Harris-Galveston Subsidence District for the administration and implementation of a regional watershed protection education program (Water Wise Program) effective from the effective date of the agreement until termination of the 2018-2019 school year.

Karen Glynn reported that this is a lengthy Consent Agenda as a result of not having the July Meeting and the number of projects currently underway. In addition, the Annual Interlocal Agreement for the Harris-Galveston Subsidence District's Annual Water Wise Program is on the Consent Agenda.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Susan Schwartz to approve the Consent Agenda.

The motion carried 4-0.

## **XX. MAYOR'S REPORT**

### **A. Update on Meetings and Activities**

Mayor Williams reported that Mayor Ramsey called a Mayors Meeting last week to try to mediate differences with regards to the City's response time concerns with the Village Fire Department. In summary, some of the Village Mayors are in favor of our efforts and some are not. Bunker Hill Village will need to take action by the end of September.

Mayor Williams had asked Mayor Kobelan to perform a test drive to see what the travel time would be to Piney Point's far side of town. On Friday, August 17 at 5:00 p.m., Mayor

Kobelan, Mayor Muecke and Chief Foster preformed a test run to this area with the travel time being 5 minutes. The type of vehicle used was not revealed. Mayor Williams has requested another test run for Friday, August 24 at 5:45 p.m. to be performed using an ambulance.

Mayor Williams also reported that on the evening of Friday, August 17 at 10:46 p.m., there was a service call to Vanderpool and the travel time reported was 6 minutes and 59 seconds. This would result in a total time of over 10 minutes with dispatch and turnout time included. This was during the non-rush hour timeframe.

Mayor Williams reported that Mayor Muecke did some records research on the incident that took place at Derry Essary's house a few years ago and found the response time was 9 minutes and 45 seconds not including the MVPD dispatch time, which has typically been 50 to 60 seconds. During non-rush hour, the west side response is showing a total (call to finish) between 10-11 minutes. We do not know what it would be during rush hour.

Per the McGrath Study, taking out the double dispatch would save time and increase response time. The national standard response time is 6 minutes and Bunker Hill is not meeting this standard. Taking out dispatch and adding a secondary sub-station on the west side would allow Bunker Hill to meet the standard of six minutes.

The Mayor also reported that Derry Essary will be meeting with the City's Fire Consultant to see if Bunker Hill can start our own Fire and EMS and outline these costs. The City's Attorney sent a letter to Mayor Williams in response to the City's Special Meeting in August. Karen Glynn will share that letter with the City Council and will copy the attorney on all correspondence per Mayor Williams' request.

*Councilmember Schwartz left the room at 8:16pm and returned at 8:18pm.*

#### B. Discussion and Direction on Establishing Term Limits for Public Safety Commissions

Mayor Williams reported that term limits was an item of discussion at the Mayors Meeting. The Cities cannot establish term limits for council members because the Villages/Cities are all General Law Cities; however, establishing term limits for the Public Safety Commissions could be established.

After discussion with the Council, Mayor Williams asked that a resolution of recommendation for term limits for the Fire and Police Commissions be included on a future agenda.

#### C. Update on Committees

- Beautification Committee - *Laurie Rosenbaum*

Councilmember Rosenbaum reported that electrical work is being completed at Briar Forest for the esplanade lighting. The lights at Strey Lane have been converted to hard wire and are working much better. In addition, the sprinkler system is also using the hard wire versus battery. This will also be changed for Briar Forest and eventually Bunker Hill.



The brick sign at Bunker Hill and Taylorcrest was removed for the construction on Taylorcrest. Discussion is underway to possibly reassemble the sign and install it on

Gessner entering from the south. A new metal sign is proposed at Taylorcrest. This would result in the brick signs being on the bigger streets and the metal signs on the 2 lane roadways. Council agreed with this approach.

Councilmember Rosenbaum also noted that the new markers for the Arbor Tribute Walk have been installed and they are fabulous.

*Councilmember Janecek left the room at 8:25pm and returned at 8:27pm.*

*Councilmember Rosenbaum left the room at 8:28pm and returned at 8:32 pm.*

- Drainage Committee - *Robert Lord*

Karen Glynn reported for Councilmember Lord who was absent. Items VII and VIII included several drainage projects as recommended by the Drainage Committee. In addition, the Harris County Flood Control Bond Election is this weekend. Karen Glynn will send a reminder out on V-LINC about voting.

- Public Safety Committee & Tri Cities Public Safety Committee - *Jay Janecek*

Councilmember Janecek noted that this was discussed with the Police Department items earlier in the meeting.

- Technology Committee – *Mayor Jay Williams*

Mayor Williams noted that the Technology Committee has not met. A meeting will be scheduled in October or November once budgets are approved and there is more information to share based on the ALPR Project discussed earlier in the meeting.

- Court Security Committee – *Karen Glynn*

Karen Glynn reported that Steve Smith is working with a vendor to purchase the cameras and to install the panic buttons along with all of the wiring. Everything will be connected to the Memorial Village Police Department.

## **XXI. CITY ADMINISTRATOR'S REPORT**

### **A. Update on Activities & Projects**

Karen Glynn reported on the City's Construction Projects:

The Drainage Project is going very well. Last week, there were a few minor issues with utilities. The water had to be shut off several times. The City is also working with the contractor on traffic concerns and hours of operation with school back in session. There have been concerns with construction equipment blocking the streets and residents are having trouble getting their children to school on time. There is a construction meeting next Monday and this issue will be discussed and resolved.

The water line on Blalock has been completed and work continues on the side streets.

B. Public Works Director Report on Capital Projects

Steve Smith noted that all projects were discussed earlier in the meeting.

C. Report on Back to School Preparations

Karen Glynn reported that the first weeks of school have gone very well. Installation of the new flashers has been delayed for Strey Lane and Taylorcrest. However, the City put the orange flags out on the signs.

D. Report on Annual TML Conference

Karen Glynn noted that she will be attending the conference with Mayor Williams and Councilmember Schwartz. The TML Conference will be on October 10, 11 and 12 in Fort Worth, Texas.

E. Save the Date! Twinkle Light Parade – Thursday, December 20, 2018

Karen Glynn reported that the Twinkle Light Parade will be held on Thursday, December 20, 2018. The staff and Chief Schultz will be working on the route and making preparations for this event. She acknowledged the action taken earlier in the meeting to be able to include the dump truck! Karen Glynn will include a “save the date” in the newsletter and will get on the website.

Ms. Glynn reminded the Council about the holiday gathering to be held on Tuesday, December, 18 at Eddie V’s Prime Seafood Restaurant. The staff will start making these arrangements soon.

Ms. Glynn reminded the Council that the City Council Meeting for November will be on the 13, the week before Thanksgiving.

**XXII. ADJOURN**

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to adjourn the meeting at 8:36p.m.

The motion carried 4-0.

Approved and accepted on September 18, 2018.

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

ATTEST:

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