

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
September 17, 2019 AT 5:30 P.M.

I. CALL TO ORDER

Mayor Lord called the meeting to order at 5:30 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Those Present:

Mayor Robert Lord
Councilmember Eric Thode
Councilmember Susan Schwartz - *absent*
Councilmember Jay Smyre
Councilmember Keith Brown
Councilmember Laurie Rosenbaum- *absent*

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 Lord asked Chief Ray Schultz, of the Memorial Villages Police Department 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.

There were no public comments.

IV. PRESENTATION AND DISCUSSION ON THE PROPOSED BUDGET FOR 2020 AND THE PROPOSED 2019 TAX RATE TO SUPPORT THE BUDGET - Karen Glynn, City Administrator

Karen Glynn, City Administrator presented this item.

Ms. Glynn presented the 2020 Proposed Budget as a result of the Council Workshop on Tuesday, August 13, 2019 and the budget filing with the City Council on August 20, 2019. The Council voted to proceed with a tax rate of \$0.277/\$100 to support the budget keeping the tax rate the same as in 2018.

The proposed 2020 Budget is 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 and new water wells as well as streets and drainage. In addition, the City Council is focusing on public safety projects for Fire, EMS and Police. Ms. Glynn explained that this is the second of two public hearings on the tax rate and the first public hearing on the budget. The adoption of the 2019 tax rate and the 2020 Budget is set for October 1, 2019 at 11:30 a.m.

V. PUBLIC HEARINGS

THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE 2020 PROPOSED BUDGET

Mayor Robert Lord opened the public hearing at 5:47 p.m.

No members of the public spoke at the meeting.

Mayor Robert Lord closed the public hearing at 5:47 p.m.

THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE INPUT FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE 2019 PROPOSED PROPERTY TAX RATE TO SUPPORT THE 2020 BUDGET

Mayor Robert Lord opened the public hearing at 5:48 p.m.

No members of the public spoke at the meeting.

Mayor Robert Lord closed the public hearing at 5:48 p.m.

VI. POLICE COMMISSIONER REPORT

A. Update on Activities

Councilmember/Commissioner Jay Smyre presented this item. He started his report by congratulating the Police Department for being ranked as the “Safest City in Texas” once again.

Councilmember/Commissioner Smyre outlined items on the monthly report which included:

- The Department responded to 11,936 total calls; Bunker Hill Village had 4,337 of the calls.
- The average response time was 2:28 for priority calls; there were 4 priority events.
- Officers wrote 351 citations in Bunker Hill.
- The Department observed approximately 9,977 house watches (3,776 of the total are Bunker Hill).
- The Police Department is managing at 62% of the annual budget at 67% of the 2019 fiscal/calendar year.
- There are 2 openings in MVPD; these positions have been challenging to fill.

The highest complaint in the Villages is speeding traffic. Regarding crimes in the Villages, the Department is seeing “contractors targeting contractors” – theft on work sites. The Chief has also met with the District Attorney regarding acceptance of charges and bond reform.

The Department has been working on the following projects:

- The Automated License Plate Readers – the first 18 cameras are in final testing and will be here in the coming weeks.
- The In Car Video Systems are starting to be placed in the vehicles.
- The Finance Manager sought RFQ’s for Audit Services. Three audit firms submitted proposals. A Sub-Committee of the Commission is reviewing the submissions.

B. Report on Plans for National Night Out - *October 1, 2019*

Commissioner Smyre reported that the Police Department will be out in the neighborhoods on National Night Out which is October 1, 2019 from 6:00 p.m. to 8:00 p.m. The focus is to get residents out and have a meet and greet in their own neighborhoods. The Police Department is asking residents to register their group so officers can stop by and visit. Officer Frank Lerma is keeping track of all the events that will be taking place in the Villages. A list of registered events will be distributed to the council and staff.

C. Consideration and Possible Action to Approve the Proposed Amendment to the Interlocal Agreement for the Memorial Villages Police Department related to Intra-Budget Transfers of Funds

Commissioner Smyre presented the following:

The Department is requesting an amendment to the Memorial Villages Police Department Interlocal Agreement for Intra-Budget Transfer of Funds.

The current limit on transfers without having the Cities’ approvals is \$10,000. The Police Department and Commission is asking that the limit in the agreement be raised to one percent (1%) of the total budget. This change would not affect the approved budget amount.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve the amendment to the interlocal agreement.

The motion carried 3 - 0

D. Discussion and Possible Action concerning budgeting for MVPD 457 plan.

Chief Ray Schultz presented this item. He shared that a request to begin a 457 Plan for the Police Department was originally proposed in the 2020 Police Department Budget but was removed in the adopted budget. Chief Schultz expects that the Department will

end the 2019 Fiscal Year with a surplus and would like the opportunity to have this proposal reconsidered and possibly funded by this surplus. Chief Schultz stated that this could be a hiring incentive. The Department does not participate in Social Security so he has worked to identify other opportunities for benefits. A 457 Plan could help bridge the gap for health insurance premiums for officers that retire before the age to receive Medicare.

VII. FIRE COMMISSIONER REPORT

A. Update on Activities

Commissioner Bert Rosenbaum presented the meeting held on August 28, 2019. Councilmember/Commissioner Keith Brown reported on the Commission Meeting held on September 11, 2019.

The reports included:

- The Department is over budget about 1% through July 2019.
- Response times are 3:43 minutes average for July - August
- The Commission is requesting a 2020 Budget amendment for \$1.5M for the Facilities Fund for the reconstruction of the Fire Station.
- Dispatch will be relocating to the building in back of the Fire Station as a permanent move with the planned reconstruction.
- The primary ambulance is being repaired.
- There is one vacancy for a Fire/ Medic Position. The Department received six applications for the position.
- Motorola is discontinuing services effective October 31, 2019 for the radio consoles that the Dispatch Center currently utilizes. The expected replacement cost is \$150,000.
- The Fire Chief is proposing a Medical Leave for Staff.

B. Update on Fire Service Agreements

EXECUTIVE SESSION: The City Council will convene into closed executive session pursuant to Section 551.071 of the Texas Government Code to deliberate with the attorney for the City on a matter which the duty of the attorney requires to be discussed in closed session.

Mayor Lord convened into closed executive session at 7:23 p. m.

Mayor Lord reconvened the meeting at 8:13 p. m.

CONSIDERATION AND POSSIBLE ACTION REGARDING:

- i. Authorization for the Mayor to sign the Interlocal Agreement for Fire Protection and Emergency Services Between the City of Bunker Hill Village, Texas and the Village Fire Department when deemed appropriate
- ii. Authorization for the Mayor to sign the Mutual Release Agreement between the City of Bunker Hill Village, Texas and the Village Fire Department, the City of Hunters Creek Village, Texas, the City of Piney Point Village, Texas, the City of Hedwig Village, Texas, the City of Spring Valley Village, Texas, and the City of Hilshire Village, Texas when deemed appropriate
- iii. Authorization for the Mayor to sign the Amendment #5 to the 1978 Interlocal Agreement creating the Village Fire Department when deemed appropriate.

No action was taken on Items i, ii, or iii.

VIII. MAYOR'S REPORT

A. Report on Activities

Mayor Lord reported that he continues to be very busy with numerous meetings. Mayor Lord attended the Mayors Luncheon, where topics discussed included the renovations at the Fire Department, the Interlocal Agreements and the Metro Bond Election.

Mayor Lord and Karen Glynn attended the Winshire Homeowners Annual meeting on September 8, 2019. It was a nice gathering with a lot of participation. The Police Department was also there to discuss the drone program.

Mayor Lord informed Council that there are two parcels of property that have the potential for redevelopment under new ownership. This includes 11646 Memorial Drive (the former Babar Property) and the Christian Church. The Mayor and Staff will be meeting with new property owners at 11646 Memorial Drive on Wednesday, September 18, 2019.

Mayor Lord will meet with Metro Officials on Thursday, September 19, 2019. Metro is having a Bond Election in November and is seeking support of the Villages. The Mayor plans to discuss the Sales Tax Agreement along with the Bus Rapid Transit Lane currently shown on Gessner.

Councilmember Schwartz and Mayor Lord attended the Harris County Mayors and Councils Meeting. The bylaws and the Port Authority were discussed. In addition, Harris County is proposing an 8% tax increase for the Rainy Day Fund. There will be three public hearings. Mayor Lord asked Ms. Glynn to add these hearings to the calendar.

B. Committee Reports/Updates

- Beautification Committee – *Councilmember Laurie Rosenbaum, Chair*

Steve Smith, Director of Public Works/Building Official, reported that the Beautification Committee meeting for Wednesday, September 18, 2019 has been cancelled and will be rescheduled at a later date.

- Drainage Committee – *Mayor Robert Lord, Chair*

Mayor Lord gave a brief update on the Drainage Committee. The Committee met on September 10, 2019.

The Committee is continuing with reviewing current policies including the detention ordinance, the cost of detention and drainage to the builders/residents as well as the costs of engineering.

Mayor Lord stated that there has been 10-acre feet of detention constructed between public and private improvements in the last five years.

- Technology Committee – *Councilmember Eric Thode*

Councilmember Thode share that the members have been selected for the Technology Committee. The first meeting will be scheduled in October.

- Public Safety Committee – *Councilmember Keith Brown*

Councilmember Brown shared that the Public Safety Committee held its first Public Forum to exchange information with residents on September 5, 2019 at 6:00 p.m. at City Hall. Both the Fire Chief and Police Chief attended along with some of their staff. The Chiefs and all of the staff did an excellent job. Councilmember Brown would like to plan another Public Forum prior to Christmas.

IX. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

Karen Glynn, City Administrator reported the following events:

- A listing of the National Night Out parties will be sent to all of the Council Members when received from the Police Department
- Mayor Lord, Susan Schwartz, Jay Smyre, Keith Brown and Karen Glynn will be attending the Annual TML Conference in San Antonio set for October 8 - 11, 2019.
- The City's Holiday Party to honor volunteers will be December 17, 2019. The location is still being finalized.
- The 3rd Annual Twinkle Light Parade will be December 19th at 6:00 p.m.

B. Public Works Director - Report on Projects

Steve Smith, Director of Public Works/Building Official, provided an update on the following projects, answered questions and took comments:

- Paving Repairs – The City’s on-call contractor has completed the work.
- Warrenton, Kilts and Valley Star – The project is going amazingly well. The Contractor is on schedule.
- Forest Club Lighting - Staff is looking for a Lighting Consultant to take readings of the existing lights and hoping to get the situation resolved soon.
- Street Lights -- Street Lights have been ordered from CenterPoint for Memorial and Williamsburg. CenterPoint is waiting on delivery of the poles.
- Hot Spots for the Sprinkler Systems- Staff has begun to install mobile hot spots in the traffic islands. This will allow the control of the sprinkler systems electronically.
- Pre-Development Meeting - Steve Smith held a pre-development with potential buyers of the Church Site on Memorial to discuss the City’s Regulations and Zoning Ordinances.
- Water Well Replacement – Work continues to identify the best site and plan for the replacement of Water Well #3. Discussion is underway with Spring Branch School District to discuss placing the well on the Bunker Hill Elementary Campus as a potential site with the upcoming reconstruction.
- School Zone Flasher – A new school zone flasher was replaced on Memorial as a result of an accident. Staff has received the police report which identified the driver and insurance company. Staff has been in contact with the insurance company for reimbursement.

X. **CONSIDERATION AND POSSIBLE ACTION TO RATIFY THE EXPENSES INCURRED WITH T CONSTRUCTION FOR INSTALLATION OF THE CROSSWALK ON TAYLORCREST AND REIDEL STREET FOR THE 2019 SCHOOL YEAR IN AN AMOUNT NOT TO EXCEED \$12,000 - Steve Smith, Director of Public Works/ Building Official**

Steve Smith, Director of Public Works/Building Official, presented this item, answered questions and took comments.

In late July, the City was approached by the representatives from Bunker Hill Elementary to install a crosswalk on Taylorcrest at Reidel for students in this area. There had previously been a crossing at this location; however, there was no sidewalk or landing on the north side so the City had not moved forward with restriping the crosswalk. In discussion with the school and the City’s on call contractor, a short section of sidewalk could be installed to accommodate this

request. The City's on call contractor provided a cost estimate of \$12,000 and would be able to construct the sidewalk prior to the start of school.

In discussion with the Mayor and follow up with the school, the school agreed to add a crossing guard at this location. As a result, staff notified the Mayor and Council and moved forward with implementation to meet the first day of school on August 15, 2019. The crossing is working very well.

This item is to ratify the expenditure.

A motion was made by Councilmember Thode and seconded by Councilmember Brown to ratify the expenses incurred with T Construction for the installation of the sidewalk and crosswalk.

The motion carried 3 - 0

XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE FUNDING A JOINT PROJECT WITH THE CITY OF PINEY POINT TO INSTALL CROSSWALK IMPROVEMENTS ON BLALOCK ROAD AT THE GREENBAY PEDESTRIAN BRIDGE IN AN AMOUNT NOT TO EXCEED \$10,000 - *Steve Smith, Director of Public Works/ Building Official*

Steve Smith, Director of Public Works/Building Official, presented this item, answered questions and took comments.

Over the last few years, the City has discussed and budgeted funds in the Capital Improvements Program for pedestrian improvements on Blalock Road at the Greenbay Pedestrian Bridge as a joint project with the City of Piney Point. Staff received a letter from the City of Piney Point indicating their interest in proceeding with the project and outlining the project scope and the costs for improvements.

Improvements include the installation of an illuminated crossing sign and markings with an activation system. The City of Piney Point will handle the project and Bunker Hill will reimburse Piney Point at 50% of actual costs.

Staff projected funding of \$10,000.00 in the 2019 CIP Budget for the project. This amount is sufficient to fund the projected costs provided by the City of Piney Point.

Staff is requesting Council's authorization to contact the City of Piney Point and proceed with the joint project in an amount not to exceed the \$10,000.

A motion was made by Councilmember Smyre and seconded by Councilmember Thode to approve funding a joint project with the City of Piney Point Village, to install crosswalk improvements on Blalock Road at the Greenbay Pedestrian Bridge.

The motion carried 3 – 0.

XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 09-17-19A ADOPTING POLICIES AND PROCEDURES FOR NOTICES AND GRIEVANCES UNDER THE AMERICANS WITH DISABILITIES ACT - *Steve Smith, Director of Public Works/ Building Official*

Steve Smith, Director of Public Works/Building Official, presented this item, answered questions and took comments.

Staff has been working with the City's consultant, Kimley Horn and City Attorney, Olson and Olson to address the latest requirements for Cities regarding the Americans with Disabilities Act.

Attorney Loren Smith stated that the wording for this resolution came directly from the Department of Justice website.

A motion was made by Councilmember Smyre and seconded by Councilmember Brown to approve the Resolution as presented.

The motion carried 3 – 0.

XIII. DISCUSSION AND POSSIBLE ACTION REGARDING DESIGNATION OF A REPRESENTATIVE AND AN ALTERNATE TO THE GENERAL ASSEMBLY OF THE HOUSTON-GALVESTON AREA COUNCIL FOR 2020- *Robert Lord, Mayor*

Mayor Lord shared the following:

It is time to appoint the City's Representatives for the Houston-Galveston Area Council. These appointments serve a one-year time frame. Councilmember Susan Schwartz currently serves as the Representative for the City and Councilmember Laurie Rosenbaum serves as alternate.

Councilmember Schwartz has indicated her interest in continuing to be the City's H-GAC Representative. Councilmember Rosenbaum has agreed to continue as alternate.

A motion was made by Councilmember Smyre and seconded by Councilmember Brown to approve Susan Schwartz as the City's Representative and Laurie Rosenbaum as an Alternate to the General Assembly of the Houston-Galveston Area Council for 2020.

The motion carried 3 - 0.

XIV. DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 09-17-19B NOMINATING OF A CANDIDATE FOR A POSITION ON THE BOARD OF DIRECTORS OF THE HARRIS COUNTY APPRAISAL DISTRICT - *Robert Lord, Mayor*

Karen Glynn, City Administrator reported the following:

It is time for Bunker Hill to nominate a candidate to serve on the Harris County Appraisal District's Board of Directors. The City received a letter from Mr. Mike Sullivan who is seeking re-election. The elected position serves a two-year term. This is the nomination process. Following the nomination process, the City will receive the election ballot.

A motion was made by Councilmember Smyre and seconded by Councilmember Thode to approve the Resolution nominating Mike Sullivan as a candidate for a position on the Board of Directors of the Harris County Appraisal District.

The motion carried 3 – 0.

XV. 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 2019 Financials
- B. Minutes of the August 13, 2019 Special City Council Meeting
- C. Minutes of the August 20, 2019 City Council Meeting
- D. Minutes of the September 10, 2019 Special City Council Meeting
- E. Probstfeld & Associates, Invoice No. 59595 in the amounts of \$5,025.00 for professional services rendered in July 2019 for surveying City of Bunker Hill City Hall and adjoining tracts
- F. Probstfeld & Associates, Invoice No. 59840 in the amounts of \$305.00 for professional services rendered in August 2019 for engineering services for drainage site development review
- G. Probstfeld & Associates, Invoice No. 59913 in the amounts of \$150.00 for professional services rendered in August 2019 for engineering services for drainage site development review
- H. Probstfeld & Associates, Invoice No. 59927 in the amounts of \$305.00 for professional services rendered in August 2019 for engineering services for drainage site development review
- I. Probstfeld & Associates, Invoice No. 59931 in the amounts of \$380.00 for professional services rendered in August 2019 for engineering services for drainage site development review
- J. Lloyd, Smitha & Associates, LLC Invoice No. CMBH1705-01 for professional services rendered from May 14, 2019 to July 30, 2019 in the amount of \$25,935.00 for

- K. Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- L. Southwest Signal Supply, Inc. Invoice No. 11694 in the amount of \$9,100.00 for work completed through August 2019 for the Installation of a Solar School Zine Flasher in front of Memorial Drive Lutheran Church
- M. AAA Asphalt Paving, Inc., Pay Request No. 3 in the amount of \$130,207.99 through August 31, 2019 for Construction of Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- N. Neil Technical Services, Corp., Invoice No 86511 in the amount of \$9,588.00 July 30, 2019 for repair to the City's Turbine Booster Pump
- O. T Construction, LLC Invoice No. 2019-004-04 in the amount of \$ 12,000.00 for Construction of Sidewalk on Taylorcrest Road and Riedel Street. This work is being done under the Interlocal Agreement with Texas City.
- P. Annual agreement between the City and Harris County Public Library to participate in funding certain library materials at the Spring Branch Memorial Library for the benefit of the residents of the City and the County at a cost of \$1,500.00

A motion was made by Councilmember Smyre and seconded by Councilmember Brown to approve the consent agenda.

The motion carried 3 – 0.

XVI. ADJOURN

A motion was made by Councilmember Thode and seconded by Councilmember Brown to adjourn the meeting at 8:14 p.m. The motion carried 3 - 0.

Approved and accepted on October 15, 2019.



Robert P. Lord, Mayor

ATTEST:



Britique Williams, City Secretary/Dir. of Finance