

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
October 20, 2020 at 5:30 P.M.**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order at 5:36 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Those Present:

Mayor Robert Lord at City Council Chambers
Councilmember Eric Thode at City Council Chambers
Councilmember Susan Schwartz at City Council Chambers
Councilmember Jay Smyre via Zoom
Councilmember Keith Brown via Zoom
Councilmember Laurie Rosenbaum via Zoom

Also in Attendance:

Karen Glynn, City Administrator at City Council Chambers
Steve Smith, Dir. of Public Works/Bldg. Official at City Council Chambers
Loren Smith, City Attorney at City Council Chambers
Jennifer Namie, Assistant to the City Secretary via Zoom
Ray Schultz, MVPD, Chief of Police at City Council Chambers
Susan Grass, Finance Manager at City Council Chambers

II. PLEDGE OF ALLEGIANCE

Boy Scouts, Owen and Jake Duggan led the Pledge of Allegiance.

III. PROCLAMATION HONORING WILLIAM R. "BILL" PURIFOY

Mayor Lord recognized the passing of Mr. William R. "Bill" Purifoy. Mayor Lord read a proclamation honoring and thanking Mr. Purifoy for his 25 plus years of service to the City through his volunteer efforts on the Planning and Zoning Commission, as an Election Judge and on the Zoning Board of Adjustment. Mayor Lord shared the proclamation with Mr. Purifoy's Family and announced that the City will be dedicating a bench in his honor along Memorial Drive near his home for over 28 years. Members of the Council as well as Former Mayor Jay Williams added their appreciation for Mr. Purifoy.

IV. CITIZEN COMMENTS

There were no citizen comments.

V. POLICE COMMISSIONER REPORT

A. Update on Activities - Commissioner, Jay Smyre, and Chief Schultz gave an update on activities, including personnel and calls for service. Chief Schultz highlighted some major incidents MVPD handled including an identity theft ring involving the Texas Workforce Commission.

VI. FIRE COMMISSION LIAISON REPORT

A. Update on Activities - Fire Commission Liaison, Keith Brown gave an update on activities including the budget, the reconstruction of the Fire Station and the new Fire Engine.

VII. MAYOR'S REPORT

A. Report on Activities

- Mayor Lord attended the Spring Branch Independent School District (SBISD) - School Board Meeting in September. The School Board approved the Interlocal Agreement for the well site at Bunker Hill Elementary School.
- Mayor Lord attended the Mayors Luncheon on Wednesday, October 14, 2020. The Mayors are working closely together to see if there are some services that can be consolidated and made more efficient for the Cities.
- Mayor Lord and Susan Schwartz attended the Harris County Mayors and Council Association Meeting on Thursday, October 15, 2020. Susan Schwartz was sworn in as the new Treasurer for the Association.
- The City provided cookies and a proclamation to Bunker Hill Elementary and Frostwood Elementary Schools for World Teachers Day on October 5, 2020.
- The City provided breakfast and a proclamation for the Village Fire Department for each shift in celebration of National Fire Prevention Week October 4 – 10, 2020.

B. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NUMBER 20-535, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, EXTENDING A PUBLIC HEALTH EMERGENCY AND EXTENDING A STATE OF DISASTER DUE TO THE OUTBREAK OF COVID-19; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

The Mayor, Public Safety Officials and the City Administrator continue working with various agencies in monitoring the impact of the COVID-19 Virus and the impact to the City of Bunker Hill Village. An Ordinance Declaring an Emergency was approved by the City Council on March 24, 2020 and later extended. The proposed ordinance includes an additional extension and ensures that any support needed from other agencies would be available to the City.

A motion was made by Councilmember Schwartz and seconded by Councilmember Thode to adopt Ordinance Number 20-535 to extend the Public Health Emergency and State of Disaster due to the outbreak of COVID-19.

The motion carried 5– 0.

VIII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

City Administrator Karen Glynn provided updates:

- The upgrades for cameras and sound system in the Council Chamber were completed.
- The City will be holding Court via Zoom on Thursday, October 22 following approval of the City's plan to safely provide this service. This is a small docket to work out any issues.
- The City's Annual Twinkle Light Parade is set for December 17, 2020. The City is planning for the parade but will not hold the event at the Church. Mayor Lord asked Ms. Glynn to contact the other Cities and share the information.
- Ms. Glynn reminded Council that in early 2020, the City had offered an item to both Frostwood and Bunker Hill Elementary Schools for their school auctions. This included

riding on the City’s Float in the July 4th and the Twinkle Light Parades. The City will offer these items again this school year.

B. Update and Direction on COVID Related Expenditures

Karen Glynn shared that the City submitted the first round of COVID expenses to the Harris County Small Cities reimbursement program. The County is moving forward with taking these requests to Commissioner’s Court. The City is proceeding with the website update. With the reimbursements, the City does recommend moving forward with the “smart board” to improve online opportunities for Committees and Resident Pre-Development Meetings and with blinds in the Council Chambers. This will also be submitted for reimbursement to make the online meetings held during the daytime work better visually. In addition, this area was used during COVID for emergency needs for the Police Department allowing them to social distance. This will provide privacy for both daytime and night-time uses.

C. Public Works Director - Report on Projects

Steve Smith shared the following reports:

- Water Well No 5 – Staff is working to submit the application process with TCEQ to ensure the construction of the well coincides with the construction plans for Bunker Hill Elementary. In addition, there is a water line needed along Taylorcrest Court.
- The Water Tank Rehabilitation Project at City Hall is out for bid and should be back to the City Council in November.
- The new water line on Taylorcrest Court is out for bid and should be back to the City Council in November.
- Staff continues to work with SBISD and Bunker Hill Elementary on traffic plans for construction which will begin in January.
- Staff is working on getting pricing to repair the right turn lane for westbound Memorial at the Gessner intersection.
- The City has been working to place new trees through the City’s Dedication Program and also the Offsite Tree Program. Council discussed the option of planting larger trees and possibly providing two options and fees for the Tree Dedication Program.

D. City Hall Holiday Schedule

Karen Glynn shared the City Hall schedule for the upcoming holidays.

IX. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 20-538 AMENDING THE CITY OF BUNKER HILL VILLAGE, TEXAS ANNUAL BUDGET FOR THE YEAR 2021 BASED ON THE APPROVAL OF THE 2020 TAX RATE, MAKING APPROPRIATIONS FOR THE CITY FOR SUCH YEAR AS REFLECTED IN SAID BUDGET; ESTABLISHING THE PROCEDURE FOR INTRA-BUDGET TRANSFERS; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT – Karen Glynn, City Administrator

Karen Glynn, City Administrator, presented this item, answered questions and took comments: At the September Meeting, City Council approved the tax rate at \$.275 per \$100 valuation; however, the budget was adopted at \$.277. For this reason, staff is recommending that the City Council approve

a budget amendment to reflect the revised revenue to be collected for the 2021 tax year. The change impacts and is reflected in the General Fund Property Taxes and Fund Balance.

Adopting a revised budget more accurately reflects the City's financial position as well as ensures a more accurate depiction of the fund balance for use in the Fiscal Year 2021 original budget.

A motion was made by Councilmember Brown and seconded by Councilmember Smyre to approve Ordinance 20-538.

The motion carried 5 – 0.

X. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 20-532 OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NOS. 1 THROUGH 9 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2020; PROVIDING DETAILED LINE ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT – *Karen Glynn, City Administrator*

Karen Glynn, City Administrator, presented this item, answered questions and took comments:

At the September Meeting, City Council approved the Budget for 2021. This budget was based on projections in the 2020 Budget. As a result, staff is recommending the City Council adopt a revised budget for 2020 to more accurately reflect the City's financial position year to date as well as ensure a more accurate depiction of the fund balance for use in the preparation of the Fiscal Year 2021 proposed budget.

Amendments 1-9 compare the Fiscal Year 2020 Adopted Budget passed by City Council in September 2019 to the recommended Fiscal Year 2020 year-end projections, including both revenues and expenditures/expenses, for all funds, in order to see the change from the adopted budget. Based on actuals-to-date, there have been some changes between line-item detail projections, but the net impact have remained the same as used in the Fiscal Year 2021 budget document.

Ms. Glynn also shared that with 3 more months left in the fiscal/calendar year for 2020, amended line-item budgets will more accurately reflect expenditures/expenses that staff can rely upon when making purchases.

One item discussed included the transfers projected from the Utility Fund to the Capital Projects Funds which included a signification increase. Ms. Glynn explained that the transfers to the Capitals Funds had not been made in 2019 and this was a correction for both years.

A final budget amendment will be submitted in the spring following the annual audit.

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve Ordinance 20-532.

The motion carried 5 – 0.

XI. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 20-536 AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING SECTION 16-26, (1) - (4) OF ARTICLE II OF CHAPTER 16

THEREOF AND SUBSTITUTING THEREFORE A NEW SECTION 16-26, (1) - (4); ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR WATER AND SANITARY SEWER SERVICES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY - *Karen Glynn, City Administrator*

Karen Glynn, City Administrator, presented this item, answered questions, and took comments:

Each Fall, following adoption of the Fiscal Year Budget, the City Council sets the annual utility rates for Water and Wastewater Services. With approval of the 2021 Budget, no fee increase was included for water and wastewater services. Approval of the ordinance will set the rates for 2021.

A motion was made by Councilmember Schwartz and seconded by Councilmember Brown to approve Ordinance 20-536.

The motion carried 5 – 0.

XII. CONSIDERATION AND POSSIBLE ACTION REGARDING A ONE YEAR CONTRACT EXTENSION WITH TEXAS PRIDE FOR SOLID WASTE (TRASH AND RECYCLING) SERVICES INCLUDING SERVICING THE DUMPSTER AT CITY HALL FOR THE TIME FRAME JANUARY 1, 2021 THROUGH DECEMBER 31, 2021 AT A BASE AMOUNT OF \$29.39 PER HOUSEHOLD PER MONTH AND \$293.52 PER MONTH FOR SERVICING THE CITY’S DUMPSTER - *Karen Glynn, City Administrator*

Karen Glynn, City Administrator, presented this item, answered questions and took comments:

In February 2018, the City Council approved the transfer for Solid Waste and Recycling Services from Republic Services to Texas Pride under the same conditions and pricing. At the time, the City was in year 4 of a 5-year contract with Republic Services for these services. The existing (transferred) contract period ended in December 2019 with the option to extend for two additional 1 - year options.

This item recommends approving the second 1 – year option with Texas Pride.

Texas Pride officially took over in mid-March of 2018 and the transition went very well. The City has been very pleased with the services provided by Texas Pride especially considering the COVID 19 situation. There have been no interruption to the City’s service.

Staff has been in discussion with Texas Pride to evaluate rates as discussed during the City’s budget process. Texas Pride has agreed to continue services in 2021 at an increase of 3.5% based on the City’s contract and the Consumer Price Index for Garbage.

Ms. Glynn shared the following rates charged by the provider over this contract period and the proposed rate submitted by Texas Pride for 2020:

Rate with Republic Services <i>2018 Rate per Contract</i>	Rate with Texas Pride <i>June 2018 – December 2020</i>	Proposed Rate with Texas Pride <i>2021</i>
\$ 35.99	\$ 28.40	\$ 29.39

The proposed rate for 2021, with the increase per contract, continues to be lower than the rate charged by Republic Services in 2015.

The actual rate submitted for adoption by Council included the rate calculated for two months as this is billed bi-monthly with the City's water and wastewater utilities. The rate also includes required taxes and an administration cost. The administration cost is remaining flat resulting in an overall increase of 3% as shown in the 2021 Budget.

The cost to service the City's dumpster will remain at \$293.52 per month.

This item included the action to approve the second 1 - year contract extension with Texas Pride.

****This item was presented with Item XIII and was approved in one motion.*

XIII. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 20-537 AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING SECTION 16-26 (5) OF ARTICLE II OF CHAPTER 16 THEREOF AND SUBSTITUTING THEREFORE A NEW SECTION 16-26 (5); ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR SOLID WASTE AND RECYCLING SERVICES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; AND PROVIDING FOR SEVERABILITY- *Karen Glynn, City Administrator*

Karen Glynn, City Administrator, presented this item, answered questions and took comments: Ms. Glynn explained that this item is in conjunction with the action taken on item XII which approved the second 1 - year contract extension with Texas Pride. Adoption of Ordinance No. 20-537 will set the rate that will be charged to residents for 2021.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to approve a contract with Texas Pride for another year along with Ordinance No. 20-537 and the respective fees.

The motion carried 5 – 0.

XIV. CONSIDERATION AND POSSIBLE ACTION REGARDING RESOLUTION NO. 10-20-20 OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING A SCHEDULING OF FEES, RATES, DEPOSITS, AND OTHER CHARGES FOR PUBLIC SERVICES, INCLUDING THOSE RELATING TO DEVELOPMENT, BUILDING AND CONSTRUCTION, ELECTRICAL, PLUMBING, LICENSING AND REGISTRATIONS, REGULATORY INSPECTIONS, PERMITTING, APPLICATIONS, HEARINGS AND OTHER MATTERS - *Steve Smith, Director of Public Works/ Building Official*

Karen Glynn, City Administrator recommended that this item come back to Council in November and no action be taken at this meeting. This allows Staff to follow up on comments made during the Tree Dedication discussion during Staff Reports.

No action was taken on this item.

XV. DISCUSSION AND POSSIBLE ACTION REGARDING DESIGNATION OF A REPRESENTATIVE AND AN ALTERNATE TO THE GENERAL ASSEMBLY OF THE HOUSTON-GALVESTON AREA COUNCIL FOR 2021 - 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 Thode 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 5 - 0.

XVI. 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 Financials
- B. September Financials
- C. Minutes of the September 15, 2020 Council Meeting
- D. RPS, Invoice No. 820034 in the amount of \$406.39 for professional services rendered from August 1, 2020 to August 28, 2020 under on-call services for Site Development Review
- E. RPS, Invoice No. 820031 in the amount of \$5,305.34 for professional services rendered from August 1, 2020 to August 28, 2020 under on-call services for miscellaneous services including Drainage Committee Planning, Meeting and Associated Assignments
- F. Probstfeld & Associates, Invoice No. 62098 in the amounts of \$155.00 for professional services rendered in September 2020 for engineering services for drainage site development review
- G. Probstfeld & Associates, Invoice No. 62099 in the amounts of \$80.00 for professional services rendered in September 2020 for engineering services for drainage site development review
- H. Probstfeld & Associates, Invoice No. 62100 in the amounts of \$80.00 for professional services rendered in September 2020 for engineering services for drainage site development review
- I. Kimley-Horn and Associates, Inc., Invoice No. 067787100-0820 in the amount of \$2,542.50 for professional services through August 31, 2020 for the Memorial Drive at Forest Club/Stoney Creek and Taylorcrest at Flintdale Sight Distance Studies
- J. Langford Engineering, Inc., Invoice No. 23610 in the amount of \$1,247.79 for professional services rendered through September 25, 2020 for General Engineering On Call Services Miscellaneous Assignments

- K. Langford Engineering, Inc., Invoice No. 23611 in the amount of \$23,846.67 for professional services rendered through September 25, 2020 for Construction Plans for the replacement of Water Well No. 2 (New Water Well No. 5)
- L. Langford Engineering, Inc., Invoice No. 23612 in the amount of \$1,923.29 for professional services rendered through September 25, 2020 for Site Improvements for the replacement of Water Well No. 2 (New Water Well No. 5)
- M. Langford Engineering, Inc., Invoice No. 23613 in the amount of \$6,955.34 for professional services rendered through September 25, 2020 for Site Improvements for Water Well No. 1 Taylorcrest Water Plant
- N. Langford Engineering, Inc., Invoice No. 23614 in the amount of \$18,880.71 for professional services rendered through September 25, 2020 for Water Plant No. 2 Ground Storage Tank Recoating
- O. CenterPoint Energy, Work Order No. 95294670 in the amount of \$7,786.00 for the relocation of CNP Facilities to accommodate the City Hall Water Tank Rehab Project
- 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 Schwartz and seconded by Councilmember Brown to approve the consent agenda.

The motion carried 5 – 0.

XVII. ADJOURN

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to adjourn the meeting 7:35 p.m.

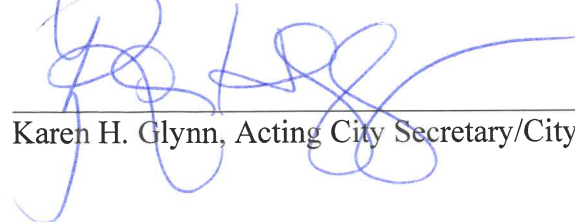
The motion carried 5 – 0.

Approved and accepted on November 17, 2020.



Robert P. Lord, Mayor

ATTEST:



Karen H. Glynn, Acting City Secretary/City Administrator