

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
November 16, 2021, at 5:00 P.M.**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order at 5:13 p.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Those Present:

Mayor Robert Lord

Councilmember Keith Brown - *left meeting at 7:45 p.m.*

Councilmember Laurie Rosenbaum

Councilmember Susan Schwartz

Councilmember Jay Smyre

Those Absent:

Councilmember Eric Thode

Also in Attendance:

Karen Glynn, City Administrator at City Council Chambers

Loren Smith, City Attorney at City Council Chambers

Ray Schultz, MVPD, Chief of Police at City Council Chambers

Susan Grass, Finance Manager at City Council Chambers

Jennifer Namie, Assistant to the City Secretary at City Council Chambers

EXECUTIVE SESSION

THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.089 OF THE TEXAS GOVERNMENT CODE TO DELIBERATE AN ITEM CONCERNING CRITICAL INFRASTRUCTURE OF THE CITY: EMERGENCY PREPAREDNESS PLANS FOR THE CITY'S WATER SYSTEM

THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.071 OF THE TEXAS GOVERNMENT CODE TO CONSULT WITH THE CITY ATTORNEY REGARDING POTENTIAL LITIGATION OR A MATTER WHICH THE DUTY OF THE CITY ATTORNEY REQUIRES TO BE HELD IN CLOSED SESSION.

Mayor Lord convened into closed executive session at 5:14 p.m.

Mayor Lord reconvened the meeting at 5:34 p.m.

II. PLEDGE OF ALLEGIANCE

Finance Director, Susan Grass led the Pledge of Allegiance.

III. CITIZEN COMMENTS

There were no citizen comments.

IV. CONSIDERATION AND POSSIBLE ACTION REGARDING ACCEPTANCE OF A SETTLEMENT OFFER FROM LAYNE CHRISTENSEN COMPANY FOR A PUMP FAILURE AT WATER PLANT NO. 1 – Loren Smith, City Attorney

The City Council met in Executive Session to discuss the settlement offer submitted to the City Attorney. Upon reconvening into open session, the following action was taken:

A motion was made by Councilmember Brown and seconded by Councilmember Smyre to accept the settlement offer in the amount of \$10,000.00.

The motion carried 4 to 0.

V. POLICE COMMISSIONER REPORT

A. Update on Activities

Commissioner, Jay Smyre, gave an update on October activities, including personnel and calls for service.

- The Department expects to be under budget by the end of the year.
- The Department sold a vehicle.
- Chief Schultz met with the Chiefs of Hedwig and Spring Valley Village Police Departments to discuss radio contingency plans for dispatchers. This is an ongoing process.
- Two officers resigned.
- The Department is in the middle of the hiring process for a dispatcher. So far there is one candidate that looks promising.
- On October 6, 2021, the Department hosted a group of detectives and the United States Postal Inspector. There are currently 26 active mail thief gangs operating in the Houston area.
- Officers have begun leaving door hangers regarding various items. These have been well received.

- B. Consideration and Possible Action to Approve an Amendment to the 2022 Budget for the Memorial Villages Police Department to increase the Employee Health Insurance Benefits by \$60,000.00 to Cover 75% for Dependent Care and to direct City Staff to Submit an Amendment to the City's 2022 Budget for \$20,000.00 for the City's Share.**

Chief Schultz presented this item.

A motion was made by Councilmember Brown and seconded by Councilmember Rosenbaum to approve an amendment to the 2022 Budget for the Memorial Villages Police Department to increase the Employee Health Insurance Benefits by \$60,000 to cover 75% for Dependent Care and to direct City Staff to submit an amendment to the City's 2022 Budget for \$20,000.00 for the City's share and direct Karen Glynn to prepare the correct documents to present to Council at the January 2022 meeting.

The motion carried 4 to 0.

VI. FIRE COMMISSION LIAISON REPORT

Liaison, Keith Brown, gave an update on the Commission and Department activities, staffing, calls for service and response times, and the 2021 Budget to date.

- A. Update on Activities
- The Department approve a purchase order for a second ambulance which will be manned full-time.
 - The Department is currently 2% under budget.
 - COVID calls have dropped significantly.
- B. Renovation of Fire Station, Move In and Expected Final Completion
- The firefighters moved in on October 25, 2021.
 - The new station looks good and the contractor expects to be finished with construction by December. Councilmember Brown noted that January 2022 may be a more realistic date for completion.
- C. Consideration and Possible Action on Implementation of Agreements Including Escrow Payment of \$74,556 for Employee Post Retirement Liability.

Councilmember Brown made a motion to approve the escrow payment of \$74,556.00 to be delivered to the Fire Department at the appropriate time. Councilmember Schwartz seconded the motion.

**The motion carried 3 to 0.
Councilmember Rosenbaum did not vote.**

- D. Review and Discussion on Dispatch Responses

Councilmember Brown and Councilmember Smyre met last week to discuss delays in dispatch responses. An independent study may be recommended to be done with other Village Police Departments. Chief Schultz will speak at the Fire Commission meeting to be held on November 17, 2021.

- E. Deadline for Decision Regarding the Village Fire Department

The City's deadline to decide whether or not to rejoin the Fire Department is May of 2022. The other Villages are on board for the City to rejoin and would like to see the City reenter in early 2022.

The next Commission Meeting is Wednesday, November 17, 2021.

VII. MAYOR'S REPORT

- A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 21-562, 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

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 through January 2022 and ensures that any support needed from other agencies would be available to the City. The open meetings provision is no longer included; therefore, all open meetings must include members in person.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to approve Ordinance 21-562.

The motion carried 4 to 0.

- B. Consideration and Possible Action Regarding an Appointment for the Planning and Zoning Commission for an Eighteen Month Period Ending June 30, 2023.

Items B&C were discussed together:

Karen Glynn presented these items. The June timeframe, following the annual election in May, provides the opportunity to organize as a City Council and is also the timeframe for appointments to the City's Boards and Commissions. In June 2021, there were several appointments made for a 6-month timeframe:

Planning & Zoning Commission

Jean Krivan asked to step down but was willing to serve the next six months as we worked to fill her vacancy. Paul Reinbolt has offered to fill this position. Mr. Reinbolt currently serves on the Drainage Committee.

A motion was made by Councilmember Brown and seconded by Councilmember Smyre to appoint Paul Reinbolt to the Planning and Zoning Commission for an Eighteen Month Period Ending June 30, 2023.

The motion carried 4 to 0.

- C. Consideration and Possible Action Regarding Appointments for Municipal Court: Judge and Magistrate, Associate Judge, Prosecutor, and Associate Prosecutor for an Eighteen Month Term Ending June 30, 2023

Municipal Court

Judge Carl Moerer submitted his letter of resignation effective January 1, 2022. In addition, Prosecutor Stanley Topek has also shared that he would like to step down from his assignment. The City has had two Associate Judges to assist Judge Moerer. Given the current number of dockets, Staff recommends one Associate Judge and one Associate Prosecutor. Associate Judge Kelly Benavides has agreed to serve as Judge and also serve as the City's On-Call Magistrate. Brian Chandler will continue as the Associate Judge. Chris Gore is recommended to continue to serve as Prosecutor. Mr. Gore has served in this role during the pandemic. In addition, Robert Goleg is recommended as the Associate Prosecutor.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to appoint Kelly Benavides as Judge and Magistrate;

Brian Chandler as Associate Judge; Chris Gore as Prosecutor and Robert Goleg as Associate Prosecutor.

The motion carried 4 to 0.

D. Report on Activities and Upcoming Events

- Mayor's Meeting – The Mayors Luncheon was held on Monday, November 15, 2021. The Mayors discussed various items including Bunker Hill's re-entry into the Fire Department.
- Village Fire Station Tour – Mayor Lord and Commission Liaison Brown toured the Fire Station Project and shared highlights. The Mayor and Council will join the other Cities at a ribbon cutting in December.
- Candidates for Local Offices
Multiple candidates have approached Mayor Lord to speak at a City Council meeting. After input from Council, he will decline these requests.
- Other Updates
Mayor Lord has been receiving regular updates from CenterPoint regarding what they have learned from the Winter Storm and Freeze.

E. Committee Reports/Updates

- Beautification Committee – *Councilmember Laurie Rosenbaum, Chair*
CenterPoint is installing streetlights on Memorial. More lights will be installed in 2022. Staff is working to get the trees planted, funded from the offsite tree program. Water meters are being installed for new irrigation. The Committee is working with a Boy Scout to do an Eagle Scout project. The plan is to build a small pocket park with a dog watering station. There has been an uptick in dedicated items. Two dedicated trees will be planted soon.
- Drainage Committee – *City Admin Karen Glynn*
At last week's meeting there was discussion on the FEMA rating system. Steve Smith will work with RPS to fill out the form and submit to FEMA. This could allow the City to have a reduction on insurance rates. The Committee will be evaluating the Master Plan in 2022 to share recommendations for a possible update in 2023.
- Technology Committee – *City Admin Karen Glynn*
American Tower wants to add more property to the existing tower property located at City Hall. A meeting with American Tower is set for December 6, 2021 to get details. Staff wants to ensure that this is a beneficial decision for all as well as the City being compensated for any extra property.
- Public Safety Committee – *Councilmember Keith Brown*
The Committee met last week. They will meet again in either January or February of 2022. Discussion will continue on mailbox security, finishing the widening of the sidewalks (on Memorial in front of the water plant). Feedback was positive regarding the new streetlights on Memorial Drive. The Committee is interested in the safety improvements being made at the Taylorcrest and Bunker Hill Road Intersection.

VIII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

- Planning and Zoning Commission Meeting
The Planning and Zoning Commission will meet on November 18, 2021 and continue the process for the Specific Use Permit Application for the Memorial Forest Club and an Amendment to the SUP for Paratus Memorial to add a perimeter fence around the property. This will be a public hearing with the Commission for Paratus Memorial. Both items will include further consideration and possible action on a recommendation to City Council. Staff expects both of these applications to come before the Council in early 2022.
- End of the Year Events for 2021
 - Thanksgiving Holidays are November 24 – November 26, 2021; City Hall will close at noon on Wednesday, November 23, 2021.
 - The Holiday Volunteer Appreciation Event will be Tuesday, December 14, 2021 at Jonathon's The Rub on Memorial.
 - The Twinkle Light Parade will be Thursday, December 16, 2021.
 - Christmas & New Year's Holidays are set for December 23 and 24 and December 30 and 31, 2021. City Hall will be opened both weeks Monday through Wednesday and closed Thursday and Friday.

B. Report on Capital Projects

- Water Well No. 5 Sitework and Bunker Hill Elementary School Progress -
The City issued the notice to proceed on the site work. Langford Engineering has been designing the transmission line.
- Improvements to the Intersection of Bunker Hill Road and Taylorcrest -
Staff is working with the City's traffic engineer and will have a report by the end of the week. A new streetlight was ordered and will hopefully be installed by the end of the year.
- Schedule for the Reconstruction of Chapel Belle and Tamerlaine -
The first neighborhood meeting was held. Staff hopes to have a bid opening in December and be able to award the contract in January. Staff estimates a 9-month timeline on this project.
- Pavement Failures on Bunker Hill Road -
Staff has asked the City's Engineer to look at the Northbound Lane of Bunker Hill Road to determine other locations in need of repair.

IX. CONSIDERATION AND POSSIBLE ACTION TO INCREASE THE CITY'S EMPLOYEE HEALTH INSURANCE BENEFITS TO COVER 75% FOR DEPENDENT CARE AND TO DIRECT CITY STAFF TO SUBMIT AN AMENDMENT TO THE CITY'S 2022 BUDGET TO REFLECT THIS INCREASE

- Karen Glynn, City Administrator

The City partners with the Memorial Villages Police Department for Employee Insurance Coverage, contracting for Health, Vision, and Dental Insurance. As noted in Item V-B, the Police Department requested an increase for dependent coverage. The Council discussed the opportunity to consider this request for City Employees as well.

A motion was made by Councilmember Smyre and seconded by Councilmember Brown to increase the City’s Employee Health Insurance Benefits to cover 75% for Dependent Care and to direct City Staff to submit an amendment to the City’s 2022 Budget to reflect this increase.

The motion carried 4 to 0.

X. PRESENTATION ON PRIMARY PROJECT DELIVERY OPTIONS FOR DESIGN AND CONSTRUCTION OF THE CITY'S PUBLIC WORKS AND DISASTER OPERATIONS BUILDING - Karen Glynn, City Administrator
Items X and XI were presented together.

Karen Glynn, City Administrator, and the City’s Consultant, Jeff Gerber presented these items, answered questions and took comments:

In September 2021, the City Council approved the final design contract with PGAL Architects for the City’s Public Works and Disaster Operations Building. Jeff Gerber with PGAL has been working with staff on the planning efforts for the project. Mr. Gerber shared various means of proceeding with the final design and ultimately with construction, taking into account the uncertainties with current construction costs and acquisition of materials. Mr. Gerber shared a presentation with the Council outlining the various delivery methods that other cities have been utilizing:

- Design – Bid – Build
- Competitive Sealed Proposal
- Construction Management at Risk

Mr. Gerber and Staff recommended the City Council consider the Construction Management at Risk Option for the design and construction of the building. This allows the City to select a contractor through a competitive process upfront. The contractor knows and understands the budget and timeframe. The contractor then works with the City and the Architect during the design phase and provides input into constructability, provides value engineering and assists with scheduling. Should the City determine, during the design process, that the project should not proceed with the selected contractor, the contract can be cancelled, and the project proceed as the normal “design-bid-build” approach.

This process would be a change from the traditional design – bid – build method and therefore, would need Council’s authorization via a resolution.

XI. CONSIDERATION AND POSSIBLE ACTION ON RESOLUTION NO. 11-16-2021 C, A RESOLUTION OF THE CITY COUNCIL OF BUNKER HILL VILLAGE, TEXAS, APPROVING THE CONSTRUCTION MANAGER-AT-RISK PROCESS FOR CONSTRUCTION OF THE NEW PUBLIC WORKS AND DISASTER OPERATIONS BUILDING - Karen Glynn, City Administrator

See discussion summary under item X.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to adopt Resolution 11-16-2021C.

The motion carried 3 to 0.

XII. CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF THE FOLLOWING ITEMS FOR A JOINT PROJECT WITH THE MEMORIAL CITY REDEVELOPMENT AUTHORITY FOR THE RECONSTRUCTION OF MEMORIAL DRIVE AND GESSNER ROAD INCLUDING PRELIMINARY ENGINEERING AND THE DEVELOPMENT OF A GRANT APPLICATION – *Karen Glynn, City Administrator*

Karen Glynn, City Administrator presented the items, answered questions and took comments:

Over the last 5 plus years, the City Council proceeded with several actions to address the pedestrian safety concerns at the intersection of Memorial Drive and Gessner Road in addition to pursuing the reconstruction of Memorial Drive and a portion of Gessner Road. These actions resulted in a schematic layout and preliminary costs for improvements to Gessner Road and Memorial Drive to development a grant application for Federal Funding.

In 2018, the Memorial City Redevelopment Authority representing TIRZ 17 and the City of Bunker Hill approved an Interlocal Agreement and submitted a joint application to continue improvements from Tallowood and including the segments in Bunker Hill. At that time, Memorial Drive from Beltway 8 to Tallowood was approved for Federal Funding with the MCRA providing the 20% match. The Beltway 8 to Tallowood section is currently under construction. Unfortunately, the project from Tallowood to Gessner was not approved for funding in 2018.

The City has been made aware that another call for grant projects will be held in 2022. As a result, TIRZ 17 has approached the City to once again, submit the joint project.

An inter-local agreement is needed between the Memorial City Redevelopment Authority and Bunker Hill to move forward with the grant application process. This agreement includes the organizational items for the project and outlines the estimated costs and the pro-rata share for each entity. The agreement has been drafted and mirrors the terms of the agreement from 2018, editing the agreement regarding the final design and cost elements.

In addition, both entities will contract with the Goodman Corp. to develop the grant application and handle this process. A Contract with the Goodman Corporation for the City's Pro-Rata Share for the Development of the Grant Application was presented and recommended at a cost of \$ 15,500.00. The TIRZ portion for the grant submittal is \$34,500.00.

The Goodman Corp. has recommended that Bunker Hill again serve as the project "sponsor" since the City has never submitted a grant application before and since Bunker Hill is a municipality. In exchange for the City serving as sponsor, the MCRA has agreed to fund all costs incurred with the Goodman Corp (including Bunker Hill's share) to manage the project should the project be selected for funding. Bunker Hill and MCRA will provide oversight. In addition, the Goodman Corporation also recommended that the City and the TIRZ fund the final design for the project; therefore, the project would be considered "shovel ready." In

addition, it is recommended that the TIRZ and the City utilize one engineering firm for the engineering design. Staff is recommending that the City contract with Gauge Engineering to serve in this role as Gauge has been the engineer for the project from the Beltway to Tallowood. RPS would develop and provide the drainage analysis and also provide oversight on the City's behalf.

In order to submit the grant application, the preliminary engineering needs to be updated based on current pricing and also the drainage criteria updates with ATLAS 14. As a result, the following contracts were recommended for approval:

- A Contract with Gauge Engineering for the Preliminary Engineering for the City's Portion of Memorial Drive and Gessner Road in an amount not to exceed \$58,640.00
- A Contract with RPS for the Analysis of Drainage Infrastructure for the City's Portion of Memorial Drive and Gessner Road in an amount not to exceed \$10,500.00

The City's Capital Projects and Financial Model includes \$100,000 in 2021 for the updates and grant application. Funding needs were projected in the 2022 Budget and the 2021 Budget Amendment. In addition, there is funding for design and for construction planned in the 5-Year Plan for Fiscal Years 2023 and 2024. Utilities will be funded in the Utility Fund and are planned for Fiscal Years 2023 and 2024 as well. These dates coincide with the grant process for actual construction.

At the October 26, 2021 Meeting for the Memorial City Redevelopment Authority, the Board voted to approve the agreement. The Board had previously contracted with the Goodman Corporation and Gauge Engineering for their portion of the project.

The following items were recommended for approval:

- A. 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 of Memorial Drive and Gessner Road.
- B. A Contract with the Goodman Corporation for the City's Pro-Rata Share for the Development of the Grant Application for Memorial Drive and Gessner Road in an amount not to exceed \$15,500.00.
- C. A Contract with Gauge Engineering for the Preliminary Engineering for the City's Portion of Memorial Drive and Gessner Road in an amount not to exceed \$58,640.00.
- D. A Contract with RPS for the Analysis of Drainage Infrastructure for the City's Portion of Memorial Drive and Gessner Road in an amount not to exceed \$10,500.00.

A single motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to approve items A through D above.

The motion carried 3 to 0.

XIII. CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF THE FOLLOWING ITEMS FOR THE BUNKER HILL ELEMENTARY SCHOOL DETENTION PROJECT FINAL DESIGN – *Karen Glynn, City Administrator*

Karen Glynn, City Administrator presented the items, answered questions and took comments:

On October 19, 2021, the City Council approved an Interlocal Agreement with Spring Branch Independent School District (SBISD) to allow the City the opportunity to construct additional detention at Bunker Hill Elementary School as part of the school reconstruction project. The City's modeling exercise found significant results with the added detention and as a result, the Drainage Committee recommended the project to be the highest priority project at this time noting this opportune timing.

Staff had worked with SBISD, the Engineers and Durotech (*Contractor for the new school*) to price the detention project, taking into account the timing of the project and constructability details. The City Council agreed to pursue the project and funded \$3.2 Million in the 2022 Capital Improvements Program.

SBISD now needs detailed construction drawings for Durotech to finalize all costs and develop the change order. Two engineering contracts were requested:

- A. A Contract with S&G Engineering Consultants, LLC for the Primary Final Engineering Design and Construction Phase Services in an amount not to exceed \$50,000
- B. A Contract with RPS for Supplementary Final Design and Construction Phase Services for the Junction Box and the Stormwater Lift Station in an amount not to exceed \$39,500.00

These contracts develop the final design drawings but are limited as the City will not need to bid the project.

Once completed, these design drawings will be submitted to the contractor. Staff will bring back the final costs and the Council will then have the opportunity to request SBISD to develop the change order. This is expected in January 2022. Payment to the school district will be expected following this decision. Although the detention will be constructed at the end of the project, there may be a need for lead time for the contractor to order materials.

Funding needs were projected in the 2022 Budget and the 2021 Budget Amendment. Both contracts also include Construction Management Services. These costs and services will only be authorized if the project proceeds to construction.

A motion was made by Councilmember Schwartz and seconded by Councilmember Rosenbaum to approve items A and B listed above.

The motion carried 3 to 0.

- XIV. 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, 2022 THROUGH DECEMBER 31, 2022 AT A BASE AMOUNT OF \$30.71 PER HOUSEHOLD PER MONTH AND \$293.52 PER MONTH FOR SERVICING THE CITY'S DUMPSTER - Karen Glynn, City Administrator**

Items XIV and XV were presented together.

Karen Glynn, City Administrator, presented the items, 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 three additional 1 - year options.

This item recommends approving the third and final 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.

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 2022 at an increase of 4.5% 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 2022:

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>	Proposed Rate with Texas Pride <i>2022</i>
\$ 35.99	\$ 28.40	\$ 29.39	\$ 30.71

The proposed rate for 2022, with the increase per contract, continues to be lower than the rate charged by Republic Services in 2018.

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

This item included the action to approve the third and final 1 - year contract extension with Texas Pride in addition to the Ordinance setting the rate.

A motion was made by Councilmember Smyre and seconded by Councilmember Rosenbaum to approve 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, 2022 through December 31, 2022 at a base amount of \$30.71 per household per month and \$293.52 per month for servicing the City’s dumpster.

The motion carried 3 to 0.

- XV. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 21-563 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**

See discussion under Item XIV

A motion was made by Councilmember Schwartz and seconded by Councilmember Smyre to adopt Ordinance No. 21-563.

The motion carried 3 to 0.

- XVI. CONSIDERATION AND POSSIBLE ACTION REGARDING RESOLUTION NO. 11-16-2021A, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH ALLEGIANCE BANK, TO PROVIDE DEPOSITORY AND RELATED BANKING SERVICES AND TO EXECUTE ALL REQUIRED CONTRACTS, AGREEMENTS, AND DOCUMENTATION FOR THE PERIOD OF MARCH 1, 2022 THROUGH FEBRUARY 28, 2024 AS RECOMMENDED BY THE FINANCE/AUDIT COMMITTEE - Karen Glynn, City Administrator and Susan Grass, Finance Director**

Items XVI and XVII were presented together.

Susan Grass, Finance Director, presented the items, answered questions and took comments:

The City's Bank Depository Contract with Compass Bank (PNC) will be completed at the end of February 2022. Accordingly, the City contracted with Valley View Consulting LLC to assist with the selection of a primary depository bank, award a contract, and execute the agreements necessary to bind the City and bank.

The City requested a two (2) year term to be executed March 1, 2022 and terminate on February 29, 2024. At the option of the City, the contract may be extended for three (3) additional one-year periods under the same terms and conditions.

Six banks submitted proposals. An overall review was conducted for each financial institutional strength and ability to provide the services necessary to meet the City's current and future service needs. Based on the analysis results, evaluation criteria, bank demonstrations, and discussion with the Finance Committee and staff, it was determined that the application provided by Allegiance Bank offered the most advantageous overall opportunity to the City to enhance the City's depository relationship. Allegiance Bank has served as the City's secondary bank over the past few years which will also assist in the transition.

In addition, based on the applications submitted, staff recommended that the City contract with Independent Financial to serve as the City's Secondary Depository. An interview and demonstration were also provided by Independent Financial. Having a secondary depository has been very helpful over the past year in achieving interest income.

A motion was made by Councilmember Smyre and seconded by Councilmember Rosenbaum to approve Resolution No. 11-16-2021A.

The motion carried 3 to 0.

XVII. CONSIDERATION AND POSSIBLE ACTION REGARDING RESOLUTION NO. 11-16-2021B, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, SELECTING INDEPENDENT FINANCIAL TO SERVE AS THE CITY'S SECONDARY DEPOSITORY BANK AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE ALL REQUIRED CONTRACTS, AGREEMENTS AND DOCUMENTATION FOR THE PERIOD OF MARCH 1, 2022 THROUGH FEBRUARY 28, 2024 AS RECOMMENDED BY THE FINANCE/AUDIT COMMITTEE - Karen Glynn, City Administrator and Susan Grass, Finance Director

See discussion summary under item XVI.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to adopt Resolution 11-16-2021B.

The motion carried 3 to 0.

XVIII. CONSIDERATION AND POSSIBLE ACTION REGARDING RESOLUTION NO. 11-16-2021D, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ACKNOWLEDGING REVIEW OF THE PUBLIC FUNDS INVESTMENT POLICY AND THE ADOPTION THEREOF FOR THE CITY OF BUNKER HILL VILLAGE, TEXAS – Susan Grass, Finance Director

Susan Grass, Finance Director, presented the items, answered questions and took comments:

The City's Investment Committee includes Mayor Robert Lord, Councilmember Susan Schwartz, and City Administrator Karen Glynn. Finance Director, Susan Grass serves as the City's Investment Officer. The Committee met on Wednesday, November 10, 2021 to review the City's Investment Policy. This is required on an annual basis.

Valley View Consultants had reviewed the City's investment policy and offered recommendations within the policy to conform with legislature updates and best practices.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to approve Resolution 11-16-2021D.

The motion carried 3 to 0.

XIX. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 21 – 564 OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NOS. 2 THROUGH 11 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2021; PROVIDING DETAILED LINE-ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT – *Karen Glynn, City Administrator and Susan Grass, Finance Director*

Susan Grass, Finance Director, presented the items, answered questions and took comments:

City staff submitted a revised budget for Fiscal year 2021 based on year-end projections. Adopting a revised budget more accurately reflects the City's financial position as well as ensures a more accurate depiction of the fund balance as used in the preparation and adoption of the Fiscal Year 2022 Budget.

Amendments 2 - 11 were presented. The amendments compared the Fiscal Year 2021 Adopted Budget passed by City Council in September 2020 to the recommended Fiscal Year 2021 year-end projections, including both revenues and expenditures/expenses, for all funds, in order to see the change from the adopted budget.

In the past, City Council amended the budget based on year-end actuals. Since the following year's budget (2022) makes assumptions about the current year's available fund balance for use in the 2022 budget, staff is recommending that the City Council approve a budget amendment based on current year-end projections in order to ensure projected ending fund balance availability. Also, since there are only a few more months left in the fiscal/calendar year for 2021, line-item budgets will more accurately reflect expenditures/expenses that staff can rely upon when making purchases. This is helpful for the annual audit.

A motion was made by Councilmember Smyre and seconded by Councilmember Schwartz to adopt Ordinance No. 21-564.

The motion carried 3 to 0.

XX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 11-16-2021 E OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, CASTING ITS BALLOT FOR THE ELECTION OF A PERSON TO THE BOARD OF DIRECTORS OF THE HARRIS COUNTY APPRAISAL DISTRICT - *Karen Glynn, City Administrator*

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

It is time for the election of the Harris County Appraisal District's Board of Directors. Mr. Mike Sullivan is seeking re-election and is the only candidate.

The elected position serves a two-year term.

A motion was made by Councilmember Smyre and seconded by Councilmember Schwartz to adopt Resolution 11-16-2021E.

The motion carried 3 to 0.

XXI. 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 October 19, 2021, Regular Council Meeting
- B. October 2021 Financials
- C. Minutes for Finance Audit Committee
- D. RPS, Invoice No. 1021029 in the amount of \$2,063.20 for professional services rendered from October 2, 2021 to October 29, 2021 under on-call services for Miscellaneous Services including Winshire Circle, Flood Insurance Program, and Coordination and Inspection of Backfill Locations on Taylorcrest
- E. RPS, Invoice No. 1021028 in the amount of \$1,258.84 for professional services rendered from October 2, 2021 to October 29, 2021 under on-call services for Site Development Review for Drainage Impact
- F. RPS, Invoice No. 1021031 in the amount of \$920.52 for professional services rendered from October 2, 2021 to October 29, 2021 under on-call services for support to the Drainage Committee
- G. RPS, Invoice No. 1021030 in the amount of \$613.68 for professional services rendered from October 2, 2021 to October 29, 2021, under on-call services for Bunker Hill Detention Services
- H. RPS, Invoice No. 1021023 in the amount of \$33,495.00 for professional services rendered from October 2, 2021 to October 29, 2021 under on-call services for the Final Design for Reconstruction of Chapel Belle Lane
- I. Probstfeld & Associates, Invoice No. 64278 in the amount of \$305.50 for professional services rendered in October 2021 for engineering services for drainage site development review
- J. Probstfeld & Associates, Invoice No. 64363 in the amount of \$380.00 for professional services rendered in October 2021 for engineering services for drainage site development review
- K. Probstfeld & Associates, Invoice No. 64380 in the amount of \$305.00 for professional services rendered in October 2021 for engineering services for drainage site development review
- L. Probstfeld & Associates, Invoice No. 64445 in the amount of \$305.00 for professional services rendered in October 2021 for engineering services for drainage site development review
- M. Alsay, Inc., Monthly Pay Estimate No. 6 in the amount of \$20,250.00 for services rendered through October 27, 2021 for the Construction of Water Well No. 5
- N. Neil Technical Services, Corp., Invoice No. 103031-5 in the amount of \$2,874.00 dated October 28, 2021 for the monthly rental fee (9/17/21-9/28/21) for a temporary generator at the Taylorcrest Water Plant and for Generator Removal
- O. Neil Technical Services, Corp., Invoice No. 106431 in the amount of \$1,075.00 dated October 26, 2021 to investigate GST Over-Flow at the City Hall Water Plant
- P. Renewal agreement (36 months) with ALSCO Linen and Uniform Rental Services for the City’s Public Works Staff with no increase in pricing for the term January 1, 2022 through December 31, 2024

- Q. 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
- R. Renewal agreement between the Harris County Sheriff's Office and the City of Bunker Hill Village to house, support, maintain, and confine city prisoners under the same terms and conditions with no increase in pricing for the term January 1, 2022 through December 31, 2022

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

The motion carried 3 - 0.

XXII. ADJOURN

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to adjourn the meeting at 8:50 p.m.

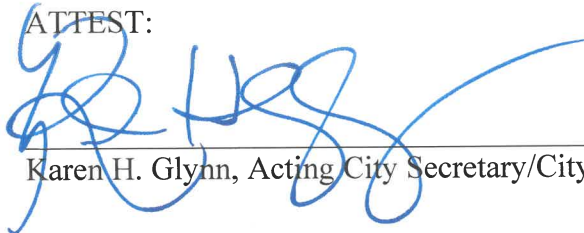
The motion carried 3 to 0.

Approved and accepted on January 18, 2022.



Robert P. Lord, Mayor

ATTEST:



Karen H. Glynn, Acting City Secretary/City Administrator