

**MINUTES OF THE SPECIAL MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
June 29, 2022, at 11:30 A.M.**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order at 11:37 a.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 Carl Moerer via Zoom
Councilmember Keith Brown at City Council Chambers
Councilmember Laurie Rosenbaum at City Council Chambers

Also in Attendance:

Karen Glynn, City Administrator via Zoom
Steve Smith, Dir. of Public Works/Bldg. Official at City Council Chambers
Susan Grass, Finance Director at City Council Chambers

II. DISCUSSION AND DIRECTION ON THE CITY'S PROPOSED FISCAL YEAR 2023 BUDGET AND 2022 TAX RATE - Karen Glynn, City Administrator and Susan Grass, Finance Director

Karen Glynn, City Administrator, and Susan Grass, Finance Director made a presentation on the Proposed 2023 Budget including the proposed tax rate, utility rates, details on all funds and the updated 5 Year Financial and Infrastructure Management Model.

General Fund/Debt Service Fund

The 2023 Budget for revenues and updated 5-year model included a projection for a 7.28% increase in property values for the 2022 tax year. This was based on the preliminary tax roll from Harris County CAD and analysis of past information received (preliminary to certified). The City's model continued the cap of 3.5% for the out years in accordance with state law.

Ms. Glynn recommended the City's tax rate remain flat at \$.275 per \$100 of assessed value as discussed at the City Council Budget Presentation on assumptions on June 21, 2022. In addition, she discussed the current cost of living/inflation impact to the budget and to projects.

To address the current cost of living/inflation increases, the General Fund included significant increases as proposed by the Memorial Villages Police Department (9.92 %) and Village Fire Department (17%) which included staffing a second ambulance. A merit pool for City Employees was recommended at 4% in addition to a 4% cost of living adjustment. As a result of these priorities, the General Fund Maintenance & Operation Expenses exceed the City's policy of capping the annual increase to expenditures at 4 %.

Utility Fund

The Budget included a 6% increase for Utility Rates. The Maintenance & Operation Expenses meet the annual cap at 4% including the 4% merit pool and 4% cost of living adjustment proposed to wages as noted in the General Fund.

Solid Waste Fund

The new contract with Texas Pride was included in the 2023 Budget. There is sufficient fund balance to fund this increase without including an increase to residents. Staff recommended keeping this rate flat for 2023.

Finance Director Susan Grass stepped through the details of the budget for the Debt Service, General Fund, Utility Fund and all other funds.

Capital Projects

Ms. Glynn then discussed the details on the capital projects including the current 2022 projects, those proposed for 2023 and projected through 2027. This included completing the new water well and transmission line. The plan continues to show the rehabilitation of water and wastewater lines. In addition, the plan shows funding the Public Works and Disaster Operations Building. This cost is shared 35% in the General Fund and 65% in the Utility Fund.

The Bunker Hill Elementary School Detention will be completed in 2022 along with Chapel Belle and a segment of Tamerlaine. Priorities included for 2023 included the Gessner Road and Memorial Final Design and Asphalt Rehab. The City is submitting the Gessner Road and Memorial Project for grant funding for the construction.

There was also discussion on other funding sources for projects including Metro Funds for Memorial and Gessner Construction and Federal Funds through the CARES Act for water and wastewater rehab. These have been included in the plan.

The City Council concurred with the proposed budget and tax rate and provided input into finalizing the Proposed 2023 Budget for filing:

- Increase the cost of living to 6% for City Staff; continue merit pool at 4%
- Raise Non-Residential Water/Wastewater Rates to 8% increase
- Include a Sidewalk Project in the 2023 Capital Projects Plan

Ms. Glynn concluded that staff would continue to work through the details of the Proposed Assumptions for the 2023 Budget based on Council's direction and the final tax roll to be received by Harris County Appraisal District. Staff plans to file the budget at the August 4, 2022, Special City Council Meeting when the Council will take a record vote on the Proposed Tax Rate as required by Senate Bill 2.

III. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO APPROVE AN AMENDMENT TO THE EXISTING CONTRACT WITH AMERICAN TOWER FOR THE CELL TOWER AT CITY HALL AS RECOMMENDED BY THE TECHNOLOGY COMMITTEE - *Steve Smith, Director of Public Works/Building Official*

The City received a requested amendment to the existing lease for the cell tower site at City Hall. The amendment is requesting authorization to add antennas for Dish Network onto the tower. The City would be compensated an additional \$400.00 per month to the \$15,984.00 annual payment the City receives or a total of \$20,784 per year. The current agreement expires in 2024.

The amendment proposal was circulated to the members of the Technology Committee for their comments and recommendations. All members who responded recommended accepting the proposed amendment. One member recommended that the City request an annual escalation factor on the \$400.00. In addition, staff recommended requiring American Tower to fence the site to delineate the leased space and to shield the view of the tower equipment. These requests have been sent to American Tower and it is under consideration.

This item authorized the Mayor to sign the amendment to the existing lease agreement with these provisions.

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to authorize the Mayor to sign the amendment to the existing lease agreement with American Tower to add antennas for Dish Network to the Tower in addition to the installation of a fence around the site and an escalation factor, similar to the existing escalation rate, to the new monthly fee.

The motion carried 5 – 0

IV. UPDATE ON ACTIVITIES

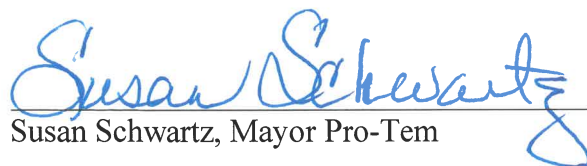
City Administrator, Karen Glynn reported that the Planning and Zoning Commission would be meeting on July 26, 2022 for a Public Hearing for an amendment to the Frostwood Elementary School Specific Use Permit to add lighting to the existing athletic fields on Plantation. In addition, Houston-Galveston Area Council has announced the call for submittal of project interest. Karen Glynn is working with the City's Consultant to submit the project interest for Memorial and Gessner. Lastly, Ms. Glynn reported she would be on vacation next week.

V. ADJOURN

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to adjourn the meeting at 2:12 p.m.

The motion carried 5 – 0.

Approved and accepted on August 16, 2022.


Susan Schwartz, Mayor Pro-Tem

ATTEST:


Karen H. Glynn, Acting City Secretary/City Administrator