

**MINUTES OF A SPECIAL MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
August 4, 2022, at 8:00 a.m.**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order at 8:05 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 at City Council Chambers
Councilmember Keith Brown at City Council Chambers
Councilmember Laurie Rosenbaum at City Council Chambers

Also in Attendance:

Karen Glynn, City Administrator/Acting City Secretary at City Council Chambers
Steve Smith, Dir. of Public Works/Bldg. Official at City Council Chambers
Loren Smith, City Attorney at City Council Chambers
Susan Grass, Finance Director at City Council Chambers

II. CITIZENS' COMMENTS

There were no citizen comments.

III. FILE THE PROPOSED 2023 ANNUAL BUDGET - Karen Glynn, City Administrator and Susan Grass, Finance Director

City Administrator Karen Glynn and Finance Director, Susan Grass shared information on the proposed 2023 Budget and 2022 Tax Rate to support the Budget. The presentation was based on the certified tax roll from Harris County CAD received in July and the calculations provided by Spring Branch Independent School District who serves as the City's Tax Assessor Collector.

Staff also reviewed the proposed 2023 Budget based on City Council comments during the Budget Workshop in June:

- 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

In addition, adjustments were made to the debt service fund following receipt of the pre-certified tax rate. The Certified Tax Roll was 6.5% versus the Preliminary Tax Roll which was 7.28%. The resultant reduction (*less than 1% difference between preliminary and certified*) was taken from the Debt Service Fund reducing the proposed fund balance.

In addition, the revenues for the Utility Fund were adjusted based on the "average year" as reviewed over the last few weeks. In addition, the TMRS percentage was recommended by TMRS to remain the same as in 2022. This was adjusted.

The Council discussed the proposed tax rate and the future needs of the City. City Council provided consensus with the budget changes and to proceed with the next item and publication for the adoption process. There was no action needed on this item.

In accordance with the Local Government Code, Texas cities are required to file and adopt an annual budget. This item confirms the filing of the 2023 Budget.

IV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING THE PROPOSED TAX RATE CONTAINED IN THE CITY'S PROPOSED 2023 MUNICIPAL BUDGET AS THE CITY'S PROPOSED 2022 TAX RATE TO BE CONSIDERED FOR ADOPTION AT A PUBLIC HEARING HELD FOR THAT PURPOSE; DESIGNATING THE OFFICIAL WHO SHALL MAKE THE CALCULATIONS AND PROVIDE THE INFORMATION ASSOCIATED WITH THE CONSIDERATION AND ADOPTION OF THE CITY'S 2022 TAX RATE; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT - Karen Glynn, City Administrator

The new truth in taxation process includes Council action on a proposed tax rate for public comment. The County will send postcards in accordance with the requirements of the tax law which will direct property owners to the County website to understand the tax implications on an individual's property. In addition, the City will post the requirements on the City's website.

Ms. Glynn noted that the tax rate will actually be adopted in September; however, the actual adopted tax rate in September cannot be higher than the proposed tax rate approved at this meeting.

A motion was made by Councilmember Brown to approve the proposed tax rate for 2022 as set out in the Proposed 2023 Budget and Resolution No. 08-04-2022 at \$0.275. Councilmember Thode seconded the motion.

A Roll Call Vote was taken:

Councilmember Moerer - YES

Councilmember Thode - YES

Councilmember Brown – YES

Councilmember Rosenbaum-YES

Councilmember Schwartz – YES

The motion carried by a vote of 5 to 0.

V. UPDATE ON ACTIVITIES

A. Report on Activities and Upcoming Events

- Planning and Zoning Commission Meeting in July – Specific Use Permit for Frostwood Elementary School was presented to light the athletic fields at school. A public hearing will be held at the August CC Meeting and the matter will come before Council in September.
- The City is in full construction mode this summer:
 - The old Public Works Building has been taken down piece by piece

- Bunker Hill Elementary – the school building is ready for students to begin August 15. Sidewalks are being poured. The City’s Detention Project is well underway. Calendars have been updated for the Grand Opening of the School on Wednesday, September 14, 2022 at 4:00.
- The water line along Taylorcrest is nearing completion. Taylorcrest is scheduled to open soon. In addition, the pump is scheduled to be placed next week at the well site.
- Staff is working with residents on Taylorcrest Court regarding a plan to re-establish landscaping and the fence adjacent to the school.
- Chapel Belle and Tamerlaine Reconstruction and Change Orders – this project and the change order projects are on schedule and within budget.
- The Public Works Team have been busy programming flashers and getting crosswalks striped for the start of school on August 15, 2022.
- The Mayor and City Administrator will be attending a Meeting with SBISD, Village Mayors, and Police Chiefs for a Security Update.
- Staff has not heard back to date on the Proposal from American Tower Regarding the Cell Tower at City Hall
- Kimberly Aguirre will be leaving the City. Her last day is August 12. Summer Intern, Jack Hillihunt is still here for until August 19; Kayla Yi had her last day July 29. An offer has been extended for the part time Management Assistant.

IV. EXECUTIVE SESSION

THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.074 OF THE TEXAS GOVERNMENT CODE TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, OR DUTIES OF THE CITY ADMINISTRATOR.

Mayor Lord convened into closed executive session at 9:12 a.m.

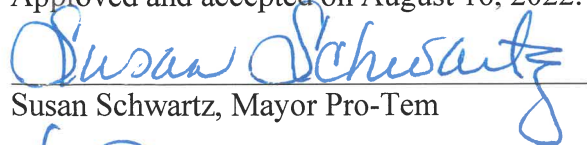
Mayor Lord reconvened the meeting at 9:52 a.m.

VI. ADJOURN

A motion was made by Councilmember Brown and seconded by Councilmember *Schwartz* to adjourn the meeting at 9:53 a.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