



CITY OF BUNKER HILL VILLAGE

NOTICE IS HEREBY GIVEN OF A MEETING OF THE BUNKER HILL VILLAGE CITY COUNCIL TO BE HELD ON TUESDAY, JUNE 20, 2017 AT 5:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS AT 11977 MEMORIAL DRIVE, HOUSTON, TEXAS, FOR THE PURPOSE OF DISCUSSION, AND IF DEEMED ADVISABLE BY THE CITY COUNCIL, ACTION ON THE FOLLOWING:

“The Mayor, City Council and Staff of Bunker Hill Village are committed to governing with integrity and fiscal responsibility. We are dedicated to creating a sense of community, ensuring the safety and well-being of our citizens, and preserving our unique character and quality of life so that we can pass on a greater and more beautiful city to future generations.”

I. CALL TO ORDER

II. 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.

IV. FIRE COMMISSIONER REPORT

- A. Update On Activities
- B. Discussion And Possible Action Regarding The Commission's Request to Approve the 2016 Intra-Budgetary Transfers Based on the 2016 Audit
- C. Consideration and Possible Action Regarding a Request from the Commission to Utilize \$70,095.00 in surplus from Fiscal Year 2016 to be placed in Facility Fund 4 for the 2017 Budget
- D. Consideration and Possible Action Regarding a Request from the Commission to Utilize a refund received totaling \$13,274.77 from the sale of Prudential Shares owned by the Village Mutual Insurance Group to be placed in Hospitalization Insurance Line Item for the 2017 Budget
- E. Consideration and Possible Action Regarding the Proposed 2018 Village Fire Department Budget in the amount of \$5,639,696.00 with Bunker Hill Village's Annual Assessment being \$1,071,542.24

V. POLICE COMMISSIONER REPORT

- A. Update On Activities
- B. Consideration and Possible Action Regarding the Proposed 2018 Memorial Villages Police Department Budget in the amount of \$5,169,525.00 with Bunker Hill Village's 2018 Assessment being \$1,723,175.00

- VI. PRESENTATION OF 2016 FINANCIAL AUDIT CONDUCTED BY BELT HARRIS PECHACEK, LLLP - Robert Belt, Belt Harris Pechacek, LLP and Britique Williams, City Secretary/Finance Director**
- VII. REVIEW AND DISCUSSION ON POSSIBLE IMPROVEMENTS AND GRANT APPLICATION PACKAGE FOR THE RECONSTRUCTION OF MEMORIAL DRIVE AND GESSNER ROAD – Mayor Jay Williams and Karen Glynn, City Administrator**
- VIII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE STAFF TO INSTALL A SIDEWALK ALONG THE WESTERN SIDE OF GESSNER ROAD FROM MEMORIAL DRIVE TO BEAUREGARD DRIVE IN AN AMOUNT NOT TO EXCEED \$31,000 - Steve Smith, Director of Public Works/ Building Official**
- IX. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE CITY ADMINISTATOR TO ENTER INTO AN "ON-CALL" SITE AND PLAN REVIEW AND APPROVAL SERVICES CONTRACT WITH PROBSTFELD & ASSOCIATES, AT A SET HOURLY RATE OF \$150.00 PER HOUR - Steve Smith, Director of Public Works/ Building Official**
- X. 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 April 18, 2017 Regular Council Meeting
 - B. Minutes of the May 9, 2017 Joint City Council Meeting with the Cities of Piney Point, Hunters Creek and Memorial Villages Police Commission.
 - C. Minutes of the May 16, 2017 Council Meeting.
 - D. May 2017 Financials.
 - E. RPS Klotz Associates, Invoice No. 1216097 in the amount of \$2,677.35 for professional services rendered from December 3, 2016 to December 31, 2016 under on-call services the Update to the Drainage Master Plan.
 - F. RPS Klotz Associates, Invoice No. 417018 in the amount of \$2,781.00 for professional services rendered from April 1, 2017 to April 28, 2017 under on-call services for the Preliminary Engineering Report for 2017 Water Rehab.
 - G. RPS Klotz Associates, Invoice No. 417137 in the amount of \$16,245.15 for professional services rendered from April 1, 2017 to April 28, 2017 under on-call services for the Preliminary Engineering Report for Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone.
 - H. RPS Klotz Associates, Invoice No. 417138 in the amount of \$3,556.80 for professional services rendered from April 1, 2017 to April 28, 2017 under on-call services for the Final Design for Wood Lane.
 - I. RPS Klotz Associates, Invoice No. 417139 in the amount of \$1,401.74 for professional services rendered from April 1, 2017 to April 28, 2017 under on-call services for the Miscellaneous Needs including the Drainage Workshop for Engineers.
 - J. RPS Klotz Associates, Invoice No. 417141 in the amount of \$4,155.85 for professional services rendered from April 1, 2017 to April 28, 2017 under on-call services for Site Development Review.

- K. RPS Klotz Associates, Invoice No. 417144 in the amount of \$20,378.60 for professional services rendered from April 1, 2017 to April 28, 2017 under on-call services for the Preliminary Engineering Report for Gessner Road, Warrenton Drive, Kilts Drive and Valley Star Drive.
- L. Kimley-Horn and Associates, Inc., Invoice No. 067787100-0317 in the amount of \$4,243.00 for professional services through March 31, 2017 for traffic evaluations at various locations including Blalock Road Ped Crossing, Briar Forest and Memorial, and Right Turn Signal at Memorial and Gessner.
- M. Probstfeld & Associates, Invoice No. 54403 in the amount of \$525.00 for professional services rendered in May 2017 for surveying services for the City's Water Well Site.
- N. Langford Engineering, Inc., Invoice No. 20288 in the amount of \$905.37 for professional services rendered through April 28, 2017 for General Engineering Services.
- O. Langford Engineering, Inc., Invoice No. 20289 in the amount of \$717.83 for professional services rendered through April 28, 2017 for the Taylorcrest Water Plant Expansion Project.
- P. Langford Engineering, Inc., Invoice No. 20290 in the amount of \$1,981.04 for professional services rendered through April 28, 2017 for the 2017 Sanitary Sewer Rehab Project.
- Q. Langford Engineering, Inc., Invoice No. 20291 in the amount of \$1,057.22 for professional services rendered through April 28, 2017 for the Liberty Bell Water Line.
- R. Lloyd, Smitha & Associates, LLC Invoice No. CMBH1701-01 in the amount of \$7,150.00 for professional services rendered from February 13, 2017 through May 31, 2017 for the 2017 Sanitary Sewer Rehab Project.
- S. Neil Technical Services, Corp., Invoice No. 73321 in the amount of \$839.30 for repair for Water Well #3 SCADA Repair.
- T. Neil Technical Services, Corp., Invoice No. 73428 in the amount of \$ 3,236.95 for the City Hall Generator Repair.
- U. Spring Branch ISD in the amount of \$8,000 annually for Tax Collection Services for the 2016 tax year.
- V. Konica Minolta Business Solutions US in the amount of \$5,598.97 for a new City Hall copier/scanner/fax
- W. D.L. Elliott Enterprises, Inc. in the amount of 49,325.50 for the Construction of the Liberty Bell Water Line

XI. MAYOR'S REPORT

- A. Report on Activities
- B. Update on Committees
 - Beautification Committee - *Laurie Rosenbaum*
 - Drainage Committee - *Robert Lord*
 - Public Safety Committee & Tri Cities Public Safety Committee - *Jay Janecek*
- C. Discussion and Possible Action Regarding Appointment of Mayor Pro Tem for a Term of One Year
- D. Discussion and Possible Action Regarding Appointments for the Planning and Zoning Commission for a Two Year Period Ending June 30, 2019
- E. Discussion and Possible Action Regarding Appointments for the Zoning Board Of Adjustment for a Two Year Period Ending June 30, 2019
- F. Discussion and Possible Action Regarding Appointments for Municipal Court: Judge, Associate Judge, Prosecutor, and Associate Prosecutor for a Two Year Period Ending June 30, 2019
- G. Discussion and Possible Action Regarding Designation of the City's Finance Committee.
- H. Appointment of a Technology Committee

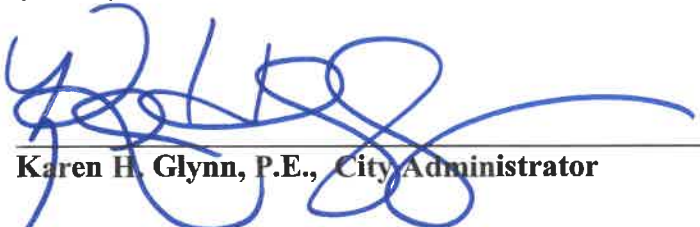
XII. CITY ADMINISTRATOR'S REPORT

- A. Introduction of Summer Interns
- B. Recommended Restriping Plans for Gessner Road and Memorial Drive
- C. Update on Activities & Projects
- D. Update on the Village Independence Festival
- E. Update on 2018 Budget Development and Schedule

XIII. ADJOURN

I, Karen Glynn, City Administrator of the City of Bunker Hill Village certify that the above notice of meeting was posted in a place convenient to the general public in compliance with Chapter 551, Texas government Code, on June 16, 2017 at 1:30 p.m.

(SEAL)



Karen H. Glynn, P.E., City Administrator

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive service must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 713-467-9762 for further information.