

## **CITY OF BUNKER HILL VILLAGE**

### **MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS OCTOBER 5, 2012 AT 8:30 A.M.**

#### **I. ROLL CALL**

Mayor Essary called the meeting to order at 8:30 a.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present:

Also in Attendance:

Mayor Derry D. Essary

Ruthie Sager, City Administrator

Councilman Keith Brown

Kelly Johnson, City Secretary/Dir of Finance

Councilwoman Susan Schwartz

Loren Smith, City Attorney

Councilman Jay Smyre

Councilman Jay Williams

Absent: Councilman John Glover

#### **II. EXECUTIVE SESSION**

**THE CITY COUNCIL WILL NOW CONVENE INTO CLOSED EXECUTIVE MEETING PURSUANT TO SECTION 551.074 OF THE TEXAS GOVERNMENT CODE TO DELIBERATE CONCERNING THE APPOINTMENT, EMPLOYMENT, OF A PUBLIC OFFICER OR EMPLOYEE, TO WIT: CITY ADMINISTRATOR**

Mayor and Council did not convene into closed executive session. They discussed the item in the open meeting.

#### **III. RECONVENE AND TAKE ACTION, IF ANY, ON ITEMS DISCUSSED IN EXECUTIVE SESSION**

Mayor Essary asked Councilman Brown to summarize what had been done in looking for a search firm to find a new City Administrator. Councilman Brown said he and Ms. Sager, the City Administrator, sent out and received back four requests for proposals. He said all are very qualified. He said after some research he felt comfortable in recommending Strategic Government Resources (SGR) and McGrath Consulting. Councilman Brown reminded council that McGrath Consulting is who they used to hire the fire chief.

Council discussed Councilman Brown's recommendations. Both Councilman Brown and Councilman Smyre spoke highly of McGrath Consulting with their previous interactions during the hiring of the fire chief. Mayor Essary said one thing that McGrath Consulting has that the others probably do not is the head person is a psychologist. McGrath Consulting spends a lot of time trying to match the person with the entity they are trying to sell. The mayor said he saw them do that very well in matching up the new fire chief.

Mayor Essary said the City of Piney Point Village used SGR and Mayor Butler was very pleased with them.

Motion was made by Councilman Brown and seconded by Councilwoman Schwartz to make an offer to McGrath Consulting and to come to the next council meeting to enter into a contract. Motion carried 4-0.

**IV. DISCUSSION AND POSSIBLE ACTION REGARDING MEMORIAL VILLAGES POLICE DEPARTMENT REQUEST FOR INTERBUDGETARY TRANSFERS**

A. 2012 Budget - Move \$20,000 from Health & Dental to the Legal & Professional Services line item

Chief Walpole said this is to cover the expenditures relating to the accounting firm hired due to the resignation of their financial person.

B. 2011 Budget – Move \$14,600 from Building to Automotive; \$4,900 from Office and Other Expenses to Automotive; \$1,200 from Insurance to Automotive; and \$2,253 from Personnel to Automotive


Chief Walpole said this is part of the audit clean up from the 2011 budget.

Motion was made by Councilman Smyre and seconded by Councilwoman Schwartz to authorize the interfund transfers. Motion carried 4-0


**V. ADJOURN**

Motion was made by Mr. Loren Smith and seconded by Councilman Smyre to adjourn the meeting at 8:51 a.m. Motion carried 4-0.

Approved and accepted on October 16, 2012.

  
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DERRY D. ESSARY, Mayor

ATTEST:

  
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Kelly Johnson, City Secretary