

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
JULY 15, 2014 AT 5:00 P.M.

I. CALL TO ORDER

Mayor Williams called the meeting to order at 5:01 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present:	Also in Attendance:
Mayor Jay Williams	Karen Glynn, City Administrator
Councilman Keith Brown	Kelly Johnson, City Secretary/Dir of Finance
Councilman John Glover	Steve Smith, Dir of Public Wrks/Bldg Official
Councilman Jay Janecek	Loren Smith, City Attorney
Councilwoman Laurie Rosenbaum	
Councilwoman Susan Schwartz	

II. PLEDGE OF ALLEGIANCE

The mayor suspended with the pledge.

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.

No Comments

IV. POLICE COMMISSIONER REPORT

A. Update on Activities

Chief Sanders reported they are re-doing their website and expect it to be up and running by August 1st.

Chief Sanders also reported they are planning a reception to recognize officers that have retired or are soon planning to retire.

B. Discussion and possible Action Regarding the Proposed 2015 Memorial Villages Police Department Budget in the amount of \$4,691,740 with Bunker Hill Village's Annual Assessment being \$1,563,913

Chief Sanders talked about a few highlights of the 2015 Proposed Budget. He said the biggest difference from the 2014 Budget is in personnel. He said personnel/benefit costs have increased \$85,000, with \$74,000 being for healthcare. He said we will not know the actual numbers for healthcare until November. The 2015 Proposed Budget has no pay or merit increases.

Chief Sanders said they are requesting \$135,000 in auto replacement. The police department is preparing a Fleet Management Plan but it's not finalized as of yet. Chief Sanders said under the capital line it has dropped dramatically. He said they are requesting \$21,000 for equipment.

The mayor asked for confirmation about no raises in the proposed budget. Chief Sanders again said there are no raises budgeted in the proposed budget. He said internally they expect to free up some funds from retirement and not filling some positions. He said they will evaluate mid-year and see if salary increases might be warranted.

Motion was made by Councilman Glover and seconded by Councilman Janecek to approve the 2015 Proposed Budget as presented. Motion carried 5-0.

V. FIRE COMMISSIONER REPORT

- A. Discussion and Possible Action on Resolution 07-15-2014A of The City Council of The City of Bunker Hill Village, Texas, Naming Said City's Commissioner, Gerald Teel, on The Board of Commissioners of The Village Fire Department.

Mayor Williams said that Jay Smyre is stepping down and requesting Gerald Teel as our new fire commissioner.

Motion was made by Councilwoman Schwartz and seconded by Councilman Glover to approve Gerald Teel as our new fire commissioner. Motion carried 5-0.

- B. Update on Activities

Councilman Janecek reported year-to-date they were slightly below budget. He also reported there are no openings at the fire department, all openings have been filled. He said they believe that the pay adjustments that were given the first part of the year had a lot to do with that.

Councilman Janecek reported EMS collections through the month of May with Bunker Hill's share coming to approximately \$33,000. Calls in the month of May totaled 180 with Bunker Hill's totaling 5 for fire and 12 for EMS.

Councilman Janecek said there has been a change in the TMRS Retirement calculation formula and the result being the fire department's unfunded liability increased to \$1,359,000 from \$651,000. This means instead of being funded at 95.6% the fire department is now funded at 91%.

- C. Discussion and Possible Action regarding a request from the Board of the Village Fire Department to approve the 2014 Amendment based on the 2013 Audit

Councilman Janecek said there was an underage from the 2013 Budget and the amendment is to have the underage of \$244,033 be applied to the 2014 Budget.

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Glover to approve the 2014 Budget Amendment based on the 2013 Audit. Motion carried 5-0.

- D. Discussion and Possible Action regarding the Proposed 2015 Village Fire Department Budget in the amount of \$5,097,372 with Bunker Hill Village's Annual Assessment \$968,500.68

Councilman Janecek said there has been many meetings to discuss the Proposed 2015 Budget. Councilman Janecek said both himself and Commissioner Smyre felt the proposed budget was a sufficient budget and met the needs of the fire department. He said however there are a few key components that cause concern for them. He said they offered raises this year to become competitive. The new budget does not allow for any salary increases for 2015. It is their belief to stay competitive they should at least have the ability to offer salary increases if they deemed it necessary and in this proposed budget it's not even an option.

The other concern they had was the 457 contribution is not listed as such, it's included in base salaries. This was the specific goal of certain cities because they did not want it to come across as an entitlement, which in fact it is. Councilman Janecek said they believe it should be listed separately as a 457 contribution not only for accounting reasons but to be transparent so the employees are fully aware of the base salary and what is the 457 contributions. The Proposed 2015 Budget did pass 4-2 with the City of Piney Point and the City of Bunker Hill Village voting against for those two reasons.

Councilman Janecek said both himself and Commissioner Smyre recommend not approving the Proposed 2015 Budget based on the two reasons outlined.

Mayor Williams said he was against approving the Proposed 2015 Budget for the reasons outlined. Mayor Williams said if three of the cities do not pass the Proposed 2015 Budget it goes back to the fire commission for a new budget and vote. If the Proposed 2015 Budget passes as presented by four of the six cities it will come back to Bunker Hill to vote again. He said basically we would not have a choice at that point, if we wanted to remain in the fire department we would have to vote in favor of the budget or withdraw from the fire department.

Loren Smith, the City Attorney, said as part of the interlocal agreement if a city disapproves the budget they are required to send notice of disapproval to all cities according to the interlocal agreement within three days and within seven days they are required to send notification of the reason or reasons of disapproval. Loren Smith also said the fire department has until September 30th to bring back the budget for another vote.

Motion was made by Councilman Brown and seconded by Councilman Janecek to approve the Proposed 2015 Budget in the amount of \$5,097,372. Motion failed 0-5. (all voted to disapprove)

Motion was made by Councilman Brown and seconded by Councilman Janecek to instruct the Mayor and Fire Commissioner Janecek to send all the fire commissioners and each mayor a letter expressing our no vote on the 2015 Proposed Budget for the following reasons:

- a. Lack of salary increases in the 2015 Proposed Budget
- b. The inclusion of the 457 amounts in base salaries and not a separate line item

Motion carried 5-0.

VI. DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND BLUE ATLAS MARKETING FOR THE CITY'S

WEBSITE PROJECT IN AN AMOUNT NOT TO EXCEED \$10,000 - Karen Glynn, City Administrator

Karen Glynn said the Website Committee, consisting of Councilwoman Schwartz, Tom Rigamonti, Kelly Johnson, Steve Smith, and herself, have interviewed seven firms. She said we are recommending to council for approval Blue Atlas Marketing to upgrade our website. She said one of the things that got our attention with Blue Atlas Marketing was they came to us with a proposal that included branding.

Motion was made by Councilwoman Schwartz and seconded by Councilman Glover to approve Blue Atlas Marketing for the city's website project in an amount not to exceed \$10,000. Motion carried 5-0.

VII. EAST SIDE DRAINAGE PROJECT UPDATE AND SCHEDULE - Steve Smith, Director of Public Works/Building Official & Klotz Associates

Steve Smith made a powerpoint presentation explaining the anticipated project and how the bids came in and how that affected the project.

Steve Smith said the East Side Project is a result of the flooding along W-146. Our engineer came up with six areas to improve drainage; along Flintwood, Powderhorn, Brandon Way, Winshire Circle, Greenbay, and Wink. We budgeted \$1,733,900 but the bids came in higher with the lowest bid at \$2,393,291.25.

Steve Smith said they went back and looked at what they could do to stay within the budget. He said a smart thing they did when they bid the project was separately bid each area giving them the ability to pick and choose areas so they could stay within the budget.

He said on Flintwood they would do everything they originally proposed but take out the pod detention, reducing detention by .15 acre feet at a savings of \$227,000. Another area they looked at was Wink. He said the city was getting a lot of complaints from the residents along Wink not wanting the project. Taking Wink out of the project would reduce detention by .75 acre feet at a savings \$660,000. He said by modifying or deleting those two areas it brings the project down to \$1,506,292, under budget.

He said they still need to continue working with the consultants and contractors and will be ready next month for an action item.

VIII. DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT FOR AN EMERGENCY REPAIR AT TWO LOCATIONS FOR WASTEWATER COLLECTION LINES ON WENDOVER AND COBBLESTONE FOR AN AMOUNT NOT TO EXCEED \$80,000 - Steve Smith, Director of Public Works/Building Official & Karen Glynn, City Administrator

Steve Smith said these are two sewer lines in the city that need to be replaced

Motion was made by Councilman Glover and seconded by Councilwoman Schwartz to approve as presented. Motion carried 5-0.

IX. 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 May 27, 2014 Special Council Meeting
- B. May and June 2014 Financials
- C. Klotz Associates, Invoice No. 514129 in the amount of \$20,486.91 for professional services rendered from April 16, 2014 to May 15, 2014 in connection with East Side Drainage Project
- D. Klotz Associates, Invoice No. 514091 in the amount of \$7,499.65 for professional services rendered from April 16, 2014 to May 15, 2014 for Environmental Engineering Services for TPDES MS4 Storm Water Permit Renewal
- E. Klotz Associates, Invoice No. 514118 in the amount of \$5,656.88 for professional services rendered from April 16, 2014 to May 15, 2014 under on-call services including GIS support and Drainage Ordinance development
- F. Klotz Associates, Invoice No. 614033 in the amount of \$29,400.00 for professional services rendered from May 16, 2014 to June 15, 2014 in connection with East Side Drainage Project
- G. Klotz Associates, Invoice No. 614032 in the amount of \$1,694.70 for professional services rendered from May 16, 2014 to June 15, 2014 for Environmental Engineering Services for TPDES MS4 Storm Water Permit Renewal
- H. Langford Engineering, Inc., Invoice No. 17769 in the amount of \$491.26 for professional services rendered through May 30, 2014 for the Memorial Bridge Water Line Project
- I. Calco Contractors, Invoice No. MONICA1 in the amount of \$16,291.90 for the Monica Waterline Project
- J. Interlocal Agreement between The Harris-Galveston Subsidence District and The City Of Bunker Hill Village to jointly achieve water conservation goals for the 2014-2015 school year through participation in the District's Annual Water Wise Program
- K. Interlocal Mutual Aid Agreement between The City Of Bunker Hill Village and Harris County for Emergency Management Plans And Programs
- L. Joint Resolution between The City Of Bunker Hill Village (by Ordinance No. 04-304) and Harris County Commissioners Court establishing similar programs of Comprehensive Emergency Management which includes the Mitigation, Preparedness, Response and Recovery Phases of Emergency Management

Motion was made by Councilman Janecek and seconded by Councilman Glover to approve the consent agenda. Motion carried 5-0.

X. DISCUSSION AND POSSIBLE ACTION REGARDING DIRECTION TO PARTNER WITH THE CITY OF PINEY POINT TO INCLUDE A RIGHT TURN LANE ON BLALOCK SOUTH AT MEMORIAL DRIVE AS A PART OF THE CITY OF PINEY POINT VILLAGE'S DRAINAGE PROJECT - Karen Glynn, City Administrator

Karen Glynn said we received construction plans for review from the City of Piney Point, they are doing some drainage improvements at the intersection of Blalock and Memorial. We had Klotz review the plans on our behalf and sat down with Piney Point and went over some of our comments. We are looking at getting some lower depth with one of the storm sewer lines and that would help us with our drainage in the ditch off Blalock.

Karen Glynn said one of the things we continue to get calls about is a right turn lane going south bound on Blalock turning onto Memorial. We have a lot of backup traffic in that area. She said the church and Monica Drive are seeing a lot of cut through traffic. She said we asked Piney Point about adding this in their project and what the cost would be. Piney Point said they could do a change order in the project at a cost of a little over \$200,000.

Steve Smith said we looked at doing a left turn lane last year and the cost was \$500,000. Karen Glynn said we can get it done at a cheaper cost because the construction crew would already be mobilized because of the drainage project.

Karen Glynn said if we wanted to put the right turn lane in we need to go back to the City of Piney Point and let them know we are wanting to put the right turn lane in and get an agreement between Bunker Hill Village and Piney Point. Loren Smith, City Attorney, said we will also need to get an easement from the Memorial Drive Presbyterian Church.

Motion was made by Councilman Janecek and seconded by Councilwoman Rosenbaum to direct Karen Glynn and Steve Smith to continue negotiations with Piney Point Village and their contractor relating to the right turn lane as well as a potential stop sign. Motion carried 5-0.

XI. MAYOR'S REPORT

A. Village Independence Festival

Mayor Williams said it was the biggest and best. He said Councilwoman Schwartz did an outstanding job. The mayor also said that Karen Glynn and staff put together a float that won the eagle award for best float. The mayor said they really appreciated Gama, Oziel, and Alfredo for coming in on their off day and helping drive the float and dump truck.

XII. CITY ADMINISTRATOR'S REPORT

A. Ordinance Review Update

Karen Glynn said the ordinance review update is going very well. The Planning and Zoning Commission has completed their work and is ready to move forward with a public hearing and making their recommendations to the City Council.

Provided in the council's packet is an outline of what planning and zoning has been working on. She said we are recommending to rework our ordinances and put in a Development Section in our Building Code Section and put all those items in there. She said we will be working with Loren Smith on drafting those ordinances to bring them back to planning and zoning in September for a public hearing and recommendations to city council in October or November.

B. Update on 2015 Budget Development and Schedule

Completed the ordinance review and now are working on the criteria manual and should be finishing up the manual by the end of August.

C. Annual TML Conference

The annual conference will be October 1st through October 3rd.

XIII. WORKSHOP DEMONSTRATION ON THE CITY'S INFRASTRUCTURE MANAGEMENT/GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT - Karen Glynn, City Administrator & Summer Interns

The summer interns, John Glynn and Stephen Horacek, presented a powerpoint presentation on all the work they did during the summer gathering data to set up and put in a GIS system.

XIV. ADJOURN

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Janecek to adjourn the meeting at 7:05 p.m. Motion carried 5-0.

Approved and accepted on August 19, 2014.



Keith Brown, Mayor Pro-Tem

ATTEST:



Kelly Johnson, City Secretary