

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
FEBRUARY 17, 2015 AT 5:00 P.M.

I. PLEDGE OF ALLEGIANCE

Boy Scouts, Matthew Garvin, Payton Harris, Parker Taylor, Will Shields, and Alec Abrams led in the pledge of allegiance.

II. CALL TO ORDER

Mayor Williams called the meeting to order at 5:00 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas

Present:

Mayor Jay Williams

Councilman Keith Brown

Councilman John Glover

Councilman Jay Janecek

Councilwoman Laurie Rosenbaum

Councilwoman Susan Schwartz

Also in Attendance:

Karen Glynn, City Administrator

Kelly Johnson, City Secretary/Dir of Finance

Steve Smith, Dir of Public Works/Bldg Official

Loren Smith, City Attorney

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. FIRE COMMISSION REPORT

A. Update on activities

Commissioner Teel said the fire department is 91.6% finished with the budget, meaning they are running about 5% under budget for 2014. He said the major line item that is over budget is overtime. Commissioner Teel said he sent out an attrition schedule to help see the history of the vacancies. He reported there are currently three vacancies at the fire department.

The Village Fire Department through December 2014 had 2,019 calls with 252 calls being from Bunker Hill Village. Commissioner Teel also reported the fire department is requesting bids over the next two months for a facilities assessment on code compliance, structural integrity of all the buildings, and facility adequacy for current staffing requirements.

Councilman Brown asked if Commissioner Teel knew of the number of calls reported how many were fire calls. Councilman Brown also asked the response time of EMS versus fire response time. Commissioner Teel did not have that information but would get it from the fire department.

V. POLICE COMMISSION REPORT

A. Update on activities

Chief Sanders talked about the fire at Chapelwood United Methodist Church and the working relationship between the fire and police departments. He said the fire happened while there was a wedding happening at the church. Chief Sanders also said the 9-1-1 call came in during shift change and because of the increase in their fleet they were able to deploy more officers to the fire.

Chief Sanders said currently the police department is working on the 2016 Budget. He also reported as part of their auto replacement program they had purchased and received three new police vehicles.

Assistant Chief Schultz said on February 1st the police department experienced their first of many phone outages. He said the many phone outages happened all during shift change. He did report that it did not affect the 9-1-1 line. He said after the first outage they immediately contacted AT&T only to find out it was a challenge to find anyone that would take responsibility for their service. Assistant Chief Schultz said only after Chief Sanders threatened to have a press conference regarding the lack of confidence the police department had in AT&T did then AT&T start to respond and try to find a solution to the outages.

Assistant Chief Schultz reported on February 5th they met with local representatives from AT&T. Assistant Chief Schultz said after AT&T tried to sell them new equipment, the police department responded with they needed to first make the existing equipment work. AT&T again assured the police department they had fixed the problem. Unfortunately on February 9th the phone system went out again. AT&T traced the problem and said it was not the police departments equipment and AT&T again assured the police department they had fixed the problem. The phone system went down again the next morning for three minutes and it seemed to correct itself only to go out again that evening. AT&T again responded and fixed a switch and again assured the police department the phone system was fixed. The next day, February 11th, the phone system went out again. Another team of technicians came out and replaced a switch at the main control center. On February 12th there were four technicians at every switching point between the police department and AT&T's main control center and they think finally they have the problem fixed. Assistant Chief Schultz said they continue to monitor the phone system and was happy to report everything seems to be finally fixed.

Assistant Chief Schultz said they are meeting with AT&T tomorrow to discuss some other phone line options. He said our current phone lines are copper and with technology changing there are some better solutions and they will discuss that tomorrow.

Assistant Chief Schultz reported on a purse snatching that occurred this past Friday at Gessner and Memorial. A lady was getting off a Metro bus and two black males were watching her and jumped out of a car and snatched her purse. Assistant Chief Schultz said the police department thinks it was a crime of opportunity. The victim was working with the police department in trying to get a sketch of the perpetrator.

Commissioner Essary wanted to report the potential conflict between the three villages regarding the hiring guidelines within the police department. There is a commissioner that is proposing strict hiring guidelines within the police department. Commissioner Essary said the position that Bunker Hill is taking is they have hired a competent Chief of Police and the experience level the Chief selects for certain positions is his choice. Commissioner Essary asked council if that direction was still the direction council wanted him to follow. It was unanimous to follow that direction.

VI. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE FUNDING AND RATIFY EXPENDITURES IN AN AMOUNT NOT TO EXCEED \$30,000 FOR REPAIRS TO THE CITY'S WASTEWATER SYSTEM ON COBBLESTONE DRIVE. THIS ITEM IS AUTHORIZED BY SECTION 252.002 OF THE TEXAS LOCAL GOVERNMENT CODE BECAUSE IT IS NECESSARY TO PRESERVE OR PROTECT THE PUBLIC HEALTH OR SAFETY OF THE RESIDENTS - Steve Smith, Director of Public Works/ Building Official

Steve Smith said the city responded to a sewage problem on Cobblestone and found the line had collapsed. The line was an older concrete pipe and had met its useful life. This line was televised several years ago and appeared to be operating properly when the city replaced another line on Cobblestone last year.

The city proceeded with the repair of this line as an emergency after consulting with the city engineer, Langford Engineering Inc., and the contractor we utilized last year. A non-excavation replacement method called "pipe bursting" was used. This includes pushing apart the old pipe into the surrounding soil and a new line is pulled from manhole to manhole to take its place.

Motion was made by Councilman Janecek and seconded by Councilman Glover to approve the funding and ratify expenditures in an amount not to exceed \$30,000 for repairs to the City's wastewater system on Cobblestone Drive. Motion carried 5-0.

VII. FINANCIAL REPORT ON FISCAL YEAR 2014 UNAUDITED YEAR END RESULTS - Kelly Johnson, City Secretary/Finance Director

Kelly Johnson presented an unaudited summary of the City's 2014 Fiscal Year which ended December 31, 2014.

Available Balances at year end 12/31/14:

General Fund -	\$2,020,263
Debt Service Fund -	\$ 624,507
Utility Fund -	\$ 907,782
Metro -	\$ 347,087
2011 Bond Fund -	<u>\$1,133,473</u>
TOTAL	\$5,033,113

Formal Reserves at year end 12/31/14:

General Fund – Replacement Schedule -	\$ 205,452
General Fund – Emergency -	\$ 620,000
General Fund – Infrastructure Management -	\$1,000,000
Utility Fund – Replacement Schedule -	\$1,987,880
Utility Fund – Infrastructure Management -	<u>\$ 300,000</u>
TOTAL	\$4,113,332

VIII. DISCUSSION AND POSSIBLE ACTION REGARDING AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NOS. 1 THROUGH 6 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2014; PROVIDING DETAILED LINE ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT - *Kelly Johnson, City Secretary/Finance Director*

Throughout the year, there were some areas where actual revenues and expenditures decreased or increased over budgeted numbers as well as items/projects that were brought to Council's attention for implementation. Kelly Johnson went through each budget amendment and explained the net effect to the budget.

Motion was made by Councilman Brown and seconded by Councilwoman Rosenbaum to approve an ordinance of the City of Bunker Hill Village, Texas adopting amendment Nos. 1 through 6 to the original budget of the City of Bunker Hill Village for the fiscal year 2014. Motion carried 5-0.

IX. CONSIDERATION AND POSSIBLE ACTION ON BEAUTIFICATION COMMITTEE'S RECOMMENDATION FOR 2015 PROJECTS - *Karen Glynn, City Administrator*

Karen Glynn reviewed an outline that was included in the council's packet. Karen Glynn said the Beautification Committee met and prioritized the projects for fiscal year 2015. She said the budget for the Beautification Committee is \$25,000.

Karen Glynn said the first priority was the Arbor Tribute Walk. She said they are wanting to add two additional locations, one being on Taylorcrest from Strey to Huntington Park Circle, and secondly the new Greenbay sidewalk area. She said in both areas they would need to add sprinkler systems and signage at a projected cost of \$5,100.

The next areas fall under Landscape Projects. The City has already installed the black entry sign and lighting on Memorial west of Gessner. Also installed is a black entry sign on Gessner south of Memorial. Proposed is to add landscaping and sprinkler systems to these areas at an estimate cost of \$14,500. In addition, the installation of solar lighting for the Gessner sign. With the landscaping there will be on-going maintenance costs of \$3,600. Also under the Landscape Projects is to fix up the esplanades and paver repairs to the esplanades at Memorial at Strey and Memorial at Briar Forest at an estimated cost of \$2,000.

The total of all proposed projects add up to \$25,200. Karen Glynn said if there is still money in the budget, there are several projects on the shelf that need to be done including: landscaping at the water well on Taylorcrest and at City Hall, and a metal fence for vines behind the black entrance sign on Gessner at Memorial.

Karen Glynn said the committee talked about allowing some of the neighborhood signs. She said it might be something we work through the permitting process. Councilwoman Rosenbaum said the neighborhood signs they are talking about is for example HOA meetings, ice cream festival, and Santa is coming Sunday. She said they don't have a problem with neighborhood signs but want to continue with prohibiting advertising signs.

X. DISCUSSION AND DIRECTION ON PAVEMENT AND DRAINAGE PRIORITIES FOR FISCAL YEAR 2015 - *Karen Glynn, City Administrator*

Staff has been working with our consultants Lloyd, Smitha & Associates, Inc. and Klotz Associates to develop the list of priority projects to accomplish in fiscal year 2015. During the budget process, which took place August through September, there were many discussions regarding the City's Infrastructure Management Program. The Council approved the budget with several projects included. However, staff has worked over these last few months to ensure priorities are addressed as several projects have come up since that time.

Karen Glynn reviewed the 2014 projects that are continuing into 2015. She also reviewed the projects that are budgeted for 2015 and talked about the recommended changes for 2015.

2015 Budgeted Projects	Budget	Reallocate to:	Funding
Public Safety Master Plan <i>General Fund</i>	\$ 25,000	Kilts, Warrenton, Valley Star - Preliminary Engineering Report	\$ 25,000
Tara & Rhett <i>General Fund</i> <i>Utility Fund</i>	\$300,000 15,000	Tara, Rhett and Chapel Belle – Drainage Improvements with limited pavement; utility adjustments if needed	\$300,000 \$15,000
Bunker Hill Road Overlay <i>Metro Fund</i>	\$ 300,000	Bunker Hill - Point Repairs Bunker Hill & Memorial Safety Improvements/Design	\$150,000 \$150,000
Sub –TOTALS These 3 Projects	\$640,000		\$640,000

All the projects will have to come before council for approval.

XI. 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 January 20, 2015 City Council Meeting.
- B. December 2014 Financials.
- C. January 2015 Financials.
- D. Klotz Assoc., Invoice No. 115044 in the amount of \$ 2916.50 for professional services rendered from December 16, 2014 to January 15, 2015 in connection with East Side Drainage Project.

- E. Lloyd, Smitha, & Associates, LLC, Invoice No. CMBH14-05 for professional services rendered from January 1, 2015 to January 31, 2015 in the amount of \$4,485.00 for professional services related to East Side Drainage Project.
- F. Truss Plumbing Contractors, Inc., Invoice No. 15088 for relocation of a gas line on Powderhorn as part of the East Side Drainage Project in the amount of \$2,300.00.
- G. AAA Asphalt Paving, Inc. Application No. 5 in the amount of \$198,762.09 for construction services rendered for January 2015 in connection with East Side Drainage Project.
- H. Langford Engineering, Inc., Invoice No. 18299 in the amount of \$6,467.44 for professional services rendered through January 30, 2015 for the Memorial Bridge Water Line Project.
- I. Alcott, Inc. dba TCH Change Order No. 1 to the Memorial Bridge Water Line Project to adjust quantities for a decrease to the contract in the amount of \$3,375.00.
- J. Alcott, Inc. dba TCH Invoice No. 1 and Final Payment in the amount of \$97,630.00 for construction services rendered for the Memorial Bridge Water Line Project.
- K. Bank Depository Agreement with Compass Bank for the period of March 1, 2015 through February 28, 2016.
- L. Agreement with the City of Hunters Creek to provide for Animal Control services.

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

XII. MAYOR'S REPORT

A. Report on Meeting with Warrenton & Whispering Oaks Homeowner's Associations

The mayor said he met with Warrenton & Whispering Oaks group. He said their main concern was the bridge and the timing of how long the project is going to take. The police department was also at the meeting and said they will put an officer on the other side of the bridge during the whole duration of the project. Mayor Williams said we need to encourage TXDOT to do the project as quick as possible.

Mayor Williams said the other big concern was the widening of Gessner. He said City of Houston is widening Gessner from Richmond all the way to Buffalo Bayou. Mayor Williams said we have heard talk that the TIRZ is going to annex Gessner all the way to Frostwood Elementary. He said Oliver Pennington, District G Councilman, is going to run for Mayor of Houston and that project has been put on hold. Basically he has killed that project in its tracks.

Mayor Williams encouraged all to get out there and talk with whoever is going to be the new District G Councilman in Houston about the widening of Gessner. He said especially City of Houston residents. Mayor Williams said he and the city attorney are looking at paths that could be taken to possibly stop any widening of Gessner.

XIII. CITY ADMINISTRATOR'S REPORT

A. Update on Eastside Drainage Project

Karen Glynn said they had an exciting day on Winshire. She said they were able to start with 3 of the 48 pods that are going to be installed. She said AAA Asphalt did a great job putting that together. She said several residents came out and watched with her and were very pleased. The end of March was the completion timeline to get all 48 pods installed.

Mrs. Glynn said there was an unfortunate incident with a resident that sewage backed up into his house. They are working through the insurance part now, it's just a slow process. Steve Smith, Dir of Public Works/Bldg Official, said when the contractor was boring under the residents

driveway there were no indications they hit the sanitary sewer line. Steve Smith said there was nothing indicating there was a line under the driveway. The sewage backed up into the residents part of the house they don't use very often so it was not noticed right away. It was just one of those unfortunate accidents that happen. The estimate we have been given is \$50,000 in damages.

Councilman Glover asked is there any way we can be notified when and where a service line is being put in. Steve Smith said it was an actual requirement by the state a few years ago but they came back and did away with that requirement. It was discussed about possibly making the requirement as part of Bunker Hill's ordinances.

Mayor Williams also asked that we do a better job with telling people when we are doing work in the area and have homeowners test their lines and watch for a few days for any potential problems.

The Mayor said regarding the homeowner's house that was flooded with the sewage backup, that if the resident has trouble with the gap from his insurance company it might be something that comes back to council for approval. He advised council to think about it.

Karen Glynn said there will be a change order next month to make adjustments for a water line loop. This action will adjust the water line loop that was originally proposed.

B. Update on Memorial Bridge Water Line Project

Karen Glynn said the water line project went very well. She said the project is complete and we saved about \$15,000 on the project.

C. Update on Recycling Program

Karen Glynn said the cutoff date to request smaller carts has past. She said we received 189 requests to receive the smaller carts. Mrs. Glynn said a flyer will go out with the next utility bills telling everyone about the last day for the bins and when the new carts will be delivered. She said the last recycling pickup for the bins will be March 25th. Starting on March 26th Republic Services will be going house to house picking up the old bins and delivering the new carts. The first recycling pickup with the new carts will be April 1st.

D. Report on Legislative Agenda Item for Sexual Predators in General Law Cities

Karen Glynn said she had been working with Loren Smith and Representative Murphy's office about drafting legislation regarding sexual predators in small cities. Loren Smith, the City Attorney, said this will be a local bill when it's submitted. The advantage of being considered a local bill means it's usually put on the consent agenda and the process is simpler.

E. Report on Contract with Memorial Villages Water Authority for Wastewater Treatment

Karen Glynn said our 30 year contract with Memorial Villages Water Authority (MVWA) for the treatment and disposal of our wastewater has expired. She said per a letter from the MVWA, we are on a month to month contract while they finish up their permitting process. As soon as they are finished with the permitting process we will start negotiating a new contract.

Councilman Glover said we own 18% of the wastewater treatment plant.

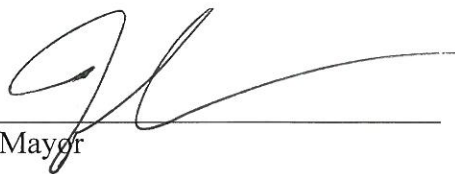
F. Report on March Meetings and State of the City Presentation

Karen Glynn said our regular council meeting in March will be on the fourth Tuesday, March 24th, instead of the third Tuesday of the month. She said we are also going to have the Board of Adjustment and Planning and Zoning Commission meet before the regular council meeting to tie things up for 2014. She also reminded council it will be our annual State of the City Meeting after the regular council meeting.

XIV. ADJOURN

Motion was made by Councilman Brown and seconded by Councilman Glover to adjourn the meeting at 7:15 p.m. Motion carried 5-0.

Approved and accepted on March 24, 2015.



Jay Williams, Mayor

ATTEST:



Kelly Johnson, City Secretary/Dir. of Finance