

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
JANUARY 19, 2016 AT 5:00 P.M.**

**I. CALL TO ORDER**

Mayor Williams called the meeting to order at 5:02 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas

***Present:***

Mayor Jay Williams  
Councilman Robert Lord  
Councilwoman Susan Schwartz  
Councilman John Glover  
Councilman Jay Janecek  
Councilwoman Laurie Rosenbaum

***Also in Attendance:***

Karen Glynn, City Administrator  
Victoria Bowman, Interim City Sec/Dir of Fin  
Steve Smith, Dir of Public Works/Bldg Official  
Loren Smith, City Attorney  
Valerie Cantu, Muni Court Admin/Asst. City Sec

**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 one signed up for public comment.

**IV. POLICE COMMISSIONER REPORT**

**A. Update on Activities**

Commissioner Jay Smyre gave an update on the five patrol officer positions that were vacant and the dispatcher openings: Four of the patrol officer positions have been filled. We have made the two part time dispatchers fulltime. Another officer has given notice; leaving two patrol officer positions still vacant and one dispatcher. He explained the changes made in order to recruit new applicants. The approved 2016 budget included a 1 ½ % increase in salary for entry level officers. The Department has also implemented a STEP program. He explained that the STEP program is designed to allow officers to earn an additional 1% of their base salary per year of service up to 20 years. This has picked up more applicants. Ads will run in the "Blues" magazine. He also said that the Commission voted unanimously to give the Chief of Police and Assistant Chief a 2% salary increase in addition to the 1 ½ % and this is already budgeted.

Commissioner Smyre said that the three Villages have had a total 63,201 events/responses year to date and Bunker Hill has had 22,078 of the 63,201. This includes house watch checks. Operations in December from the three Villages totaled 5045 events/responses and Bunker Hill had 1689 (includes house watch checks). The December average response time for all Villages was 2:32 minutes; Bunker Hill was 2:02 minutes. Commissioner Smyre commented that the House Watch Program has increased by 34% from 2014 until present.

An unaudited review of the financials shows the Department to be 3.9 % under budget which is a savings for 2015.

The new phone system is now working. The Alarm Registration Software for Bunker Hill is now live and the other cities will be live in February.

Commissioner Smyre mentioned that the Police Department is going to be involved and attending the pre-construction meetings about the bridge construction project. There are now multiple patrol strategies designed for both sides of the construction site to assure the maximum patrol coverage.

## **V. FIRE COMMISSIONER REPORT**

### **A. Update on Activities**

Commissioner Teel said the November numbers for the 2015 budget of 4.9 million is at 3.12 % under budget and that monies will be returned to the cities once the audit is complete.

As of October 2015 there were 1790 calls; 209 being in Houston and 255 in Bunker Hill Village. There were 110 fire alarm calls and the others were EMS. Response time remains the same at 4:10 minutes average for all of the cities; Bunker Hill remains at 4:56. Councilmember Rosenbaum asked for the response times for each city.

EMS revenue collections are approximately 20% of those costs which are billed.

Commissioner Teel then updated about the ladder truck. It will be ordered in July 2016 and delivered in 2017 and adequate funds should be available by the time of delivery.

They hired a new fire medic and a new dispatcher. Commissioner Teel spoke about the Fire Department not qualifying for an HSA (health savings account) but will offer a HRA (health reimbursement account) and was able to save \$40,000.00 in the budget by changing to an HRA.

The Mayor mentioned the extra dispatcher that was discussed at the Mayors Dispatch Meeting. Commissioner Teel said that he does not have anymore information but it will be on the agenda and discussed at their next meeting.

## **VI. CONSIDERATION AND POSSIBLE ACTION REGARDING AUTHORIZATION UNDER THE CITY'S ON-CALL CONTRACT WITH RPS KLOTZ ASSOCIATES TO DEVELOP AN UPDATE TO THE CITY'S MASTER DRAINAGE PLAN IN AN AMOUNT NOT TO EXCEED \$76,700.00 - Steve Smith, Director of Public Works/ Building Official**



Steve Smith and William Conlan, with RPS Klotz Associates, explained to the Mayor and Council that the City's Master Drainage plan was updated last in 2005. Projects in the last plan are now complete and the City's needs have changed since the study. The focus in the previous plan had been conveyance. Now, the focus has changed to detention as we cannot release any more flow. In discussion with the Drainage Committee, the Committee and Staff recommend we take the time and review the needs of the city, city-wide. With this data, we would then be able to recommend future projects. The recommendation is to contract with RPS Klotz Associates for \$76,700.00 to develop the update. It will take Klotz about two to three months to complete the draft plan and then we would have an extensive public process for approval. The goal is to have the plan completed by the 2017 budget process. The Mayor commented about future updates and is requesting that we develop a process to ensure updates are made to the GIS files more frequently. A motion was made by Councilman Glover and seconded by Councilman Lord to approve the contract. The motion carried 5-0

**VII. DISCUSSION AND POSSIBLE ACTION REGARDING AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS PROVIDING FOR THE HOLDING OF A GENERAL ELECTION TO BE HELD ON SATURDAY, MAY 7, 2016, FOR THE PURPOSE OF ELECTING THREE COUNCIL MEMBERS (POSITION NOS. 1, 2, AND 3); PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT - Karen Glynn, City Administrator**

Karen Glynn announced that it is time to call our next election to be held on May 7, 2016 for the three council member positions 1, 2, and 3. The filing date starts tomorrow (January 20, 2016) for these openings. The last day to file is February 19, 2016. A motion was made by Councilman Janecek and seconded by Councilman Glover to approve the ordinance and the motion carried 5-0.

**VIII. DISCUSSION AND POSSIBLE ACTION TO DELETE KEITH BROWN AND ADD ROBERT LORD AS AUTHORIZED SIGNERS ON THE CITY'S BANK ACCOUNTS AT BBVA COMPASS BANK - Karen Glynn, City Administrator**

Karen Glynn reported that we need to change our authorized signatures after the resignation of Councilman Keith Brown and the appointment of Robert Lord.

A motion was made by Councilwoman Schwartz and seconded by Councilman Glover to approve. The motion carried 5-0

**IX. DISCUSSION AND POSSIBLE ACTION REGARDING AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING CHAPTER 2, ARTICLE I, SECTION 2.4 OF THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS BY DELETING ALL OF SECTION 2.4 OF CHAPTER 2, ARTICLE I AND ADDING A NEW SECTION 2.4 OF CHAPTER 2, ARTICLE I, SAID SECTION DESIGNATING THE HOUSTON COMMUNITY NEWSPAPER AS THE OFFICIAL NEWSPAPER OF THE CITY; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT -Karen Glynn, City Administrator**

Karen Glynn explained that this is a two step process that we must do annually: we set our official newspaper by ordinance and then need to approve the contract which is on the consent agenda.

A motion was made by Councilwoman Schwartz and seconded by Councilman Janecek to approve the ordinance. The motion carried 5-0.

**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 November 17, 2015 Regular Council Meeting
- B. November 2015 Financials
- C. RPS Klotz Associates, Invoice No. 1115029 in the amount of \$ 3,196.10 for professional services rendered from October 31, 2015 - November 27, 2015 under on-call services including the Drainage Committee Support, MS4 Report, and Misc. Projects.
- D. RPS Klotz Associates, Invoice No. 115040 in the amount of \$2,163.50 for professional services rendered from October 31, 2015 - November 27, 2015 under on-call services for Drainage Site Development Review.
- E. Kimley Horn, Invoice No.67787100-1115 in the amount of \$3,300.00 for professional services rendered through November 30, 2015 for on call traffic services for the Blalock and Memorial Drive Intersection Striping, Strey Lane reconfiguration, Meeting Support.
- F. PreJean & Co. Inc., Invoice 264-22 in the amount of \$4,800.00 for surveying services rendered through December 8, 2015 in connection with the Taylorcrest Water Plant Improvement Project.
- G. PreJean & Co. Inc., Invoice 264-21 in the amount of \$1,750.00 for surveying services rendered through December 2, 2015 in connection with the Taylorcrest/Strey Lane Right of Way Boundary.
- J. Agreement between Harris County and the City of Bunker Hill to house and quarantine animals found within the city limits of Bunker Hill pursuant to the Rabies Control Act, Chapter 826 of the Texas Health and Safety Code.
- K. Houston Community Newspaper Contract for publishing notices or other matters required by law for the period of January 1, 2016 through December 31, 2016.
- L. Harris-Galveston Subsidence District, Fee No. HG-262595 in the amount of \$98,943.00 for participation in the District's Annual Water Wise Program for the 2015-2016 school year in accordance with the City's contract.

A motion was made by Councilwomen Schwartz and seconded by Councilman Glover to approve the consent agenda and the motion carried 5-0.

**XI. MAYOR'S REPORT**

- A . Report on January Mayor's Luncheon  
*The Mayor discussed this item under item B below.*



- B. Discussion and possible action on the appointment of Kyle Sears to serve on the Harris - Galveston Subsidence District for another term.

The Mayor reported that Kyle Sears attended the last Mayors' meeting and gave them an update on all that is going on with the Subsidence District. Mr. Sears is going to arrange a meeting with the head of the Subsidence District to discuss if there is a possibility of us being a pilot area to be able to increase our pumpage of water out of the ground and monitor it to see if it affects the water tables. In exchange, they could attach some conservative conditions. Our target is to get some relief on pumping. The Mayor recommended Kyle Sears to serve another term on the Subsidence District Board. A motion was made by Councilwoman Schwartz and seconded by Councilman Glover to approve the appointment and the motion carried 5-0.

- C. Discussion and possible action on Rescheduling the Regular City Council Meeting for March 2016 and holding the City's Annual State of the City

The Mayor recounted that we typically move the March meeting to accommodate Spring Break. The Mayor recommended to change the regular City Council Meeting to March 22, 2016 and to hold both the State of the City and regular council meeting at the same time. A motion was made by Councilman Lord and seconded by Councilman Glover to approve and the motion carried 5-0.

- D. Discussion and possible action on Summer City Council Meetings

The Mayor noted that we also cancel one meeting during the summer months to accommodate vacation schedules. The Mayor recommended that we cancel the July meeting again this summer. A motion was made by Councilman Janecek and seconded by Councilwomen Schwartz to approve and the motion carried 5-0.

- E. Update on Volunteer Applications and Appointments

The Mayor mentioned we had 12 volunteer applicants credited to the city's newsletter article and application. He said that there are going to be openings in various areas and we will be filling in the spaces with some of these volunteers.

## **XII. CITY ADMINISTRATOR'S REPORT**

- A. Update on City of Piney Point Drainage Project

Karen Glynn said that the Piney Point Project has been delayed. They have re-designed a two-way traffic plan for southbound Piney Point Road that has now been approved by Harris County. The new target date is early February to start.

- B. Update on the Memorial Bridge Project

Karen Glynn reported that we have put together a communications plan. A meeting was held with Frostwood Elementary School and another is planned for February 1, 2016. We are working to ensure that the schools, the City of Houston, TXDOT, Metro and Republic Waste, and USPS have all been contacted and are aware of the project and the closure. The bridge project will begin on or about April 6<sup>th</sup>. The City will be getting out the news about the project by posting signs, using door hangers for adjacent neighborhoods, and sharing information in the Memorial Examiner and other

media. The City will work together closely with the bridge contractor and allow them to office in our building.

C. Update on the Wastewater Rehab Project

Karen Glynn explained that we have been working with John Davis on this project. We are working through our specifications and plan to go out for proposals in February. We plan to advertise in the newspaper on February 11<sup>th</sup> and the 18<sup>th</sup> and are hoping to award the project at the March meeting. We may be working with Carl Smitha to help with the project.

D. Recommendation to Proceed with Extending the City's Landscape Contract with Yardworks Inc. for one additional year

Karen Glynn reported that Yardworks, Inc. is doing a good job in the city and they have agreed to honor their prices for another year. We have an opportunity for a one year extension based on the current contract. We have added a few other areas with our beautification projects.

Councilmember Rosenbaum, Chair of the Beautification Committee agreed that Yardworks has been doing a good job. A motion was made by Councilman Janecek and seconded by Councilwoman Schwartz and the motion carried 5-0.

E. Report on Filling the City Secretary/Finance Director Position

Karen Glynn reported that we are looking at resumes, interviewing and hoping to fill the position soon.

**XIII. 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.**

The Mayor and Council went into Executive Session at 6:15.

**XIV. ADJOURN**

The Council reconvened. A motion was made by Councilman Glover and seconded by Councilwoman Rosenbaum to adjourn the meeting at 6:42 p.m. The motion carried 5-0.

Approved and accepted on February 16, 2016.



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Jay Williams, Mayor

ATTEST:

  
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Karen Glynn, City Administrator