

MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
September 20, 2016 AT 5:00 P.M.

**I. 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

*Those Present:*

Mayor Jay Williams  
Councilman Robert Lord  
Councilman Jay Smyre  
Councilman Jay Janecek  
Councilwoman Susan Schwartz  
Councilwoman Laurie Rosenbaum- Absent

*Also in Attendance:*

Karen Glynn, City Administrator  
Britique Williams, City Secretary/Dir of Finance  
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. PRESENTATION ON THE PROPOSED BUDGET FOR 2017 AND THE PROPOSED 2016 TAX RATE TO SUPPORT THE BUDGET - Karen Glynn, City Administrator**

Karen Glynn reported that the annual budget process is proceeding in accordance with the Local Government Code. The Texas Tax Code requires cities that levy a property tax to approve their budgets by September 30 or by the 60th day after the taxing unit receives the certified roll, whichever date is later regardless of the date their fiscal year starts.

A budget workshop was held with the Mayor and City Council on August 24, 2016 to present and file the proposed budget for 2017. The budget filed at this workshop was based on a 10 - year financial model that focused on the rehabilitation and management of our public infrastructure including water and wastewater lines and streets and drainage. Specific projects

and funding allocations were identified following the City's Infrastructure Management Schedule that was developed last year.

On September 2, 2016, the City Council voted on a tax rate to support the budget which balances the short and long term needs of the City and takes into account the financial implications to our residents. The Council voted to proceed with a tax rate of 0.277000. This was a reduction from keeping the tax rate flat at \$0.277855 to the \$0.277 tax rate. This resulted in a reduction of \$18,051 in the Infrastructure Management Reserve.

In accordance with the required process, the City is holding public hearings at the September 20, 2016 Council Meeting to receive input from the public, either oral or written, regarding the 2016 proposed budget and proposed property tax rate.

## **V. PUBLIC HEARINGS**

THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE PROPOSED BUDGET FOR 2017.

Mayor Williams opened the Public Hearing at 5:01 p.m.  
There were no public comments.  
Mayor Williams closed the Public Hearing at 5:03.

THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE INPUT FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE 2016 PROPOSED PROPERTY TAX RATE TO SUPPORT THE 2017 BUDGET

Mayor Williams opened the Public Hearing at 5:03 p.m.  
There were no public comments.  
Mayor Williams closed the public hearing at 5:03 p.m.

## **VI. FIRE COMMISSIONER REPORT**

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

The City's Fire Commissioner and Alternate were both unavailable to attend the meeting. Karen Glynn presented the Fire Department's monthly report. She mentioned that the Fire Commission did not meet in August so the report is short. The Fire Department is at 63% of their budget year to date and at this time, under budget by 3%. Through the month of August they had combined calls of 1448 incidents. Cheryl Easley is retiring after many years with the Department and Teresa Liggin will be taking Cheryl's position. The Department is going through the hiring process to replace Teresa's position. The Fire Truck Committee will be going to Ohio to meet with the supplier of the new fire truck and the final price of the truck is expected to be under budget by about \$123,000. Delivery is expected in Spring of 2017.



## **VII. POLICE COMMISSIONER REPORT**

### **A. National Night Out - October 4, 2016**

Frank Lerma updated the Mayor and Council on the National Night Out events. It will take place on Tuesday, October 4, 2016 from 5 p.m. to 8 p.m. at Memorial Drive Presbyterian Church. Everything is on track and moving along. A traffic plan will be in place due to the Piney Point drainage construction project.

### **B. Update on Activities**

Commissioner/Councilman Smyre presented the report:

There is currently one opening at the patrol officer level. A sergeant was asked to step down from his position to go back to patrol officer and that was accepted. The promotion process will begin in November to fill the open sergeant position. There were five officers requesting realignment to a different shift and that has been worked out. An internal investigation resulted in one officer being suspended for 48 hours.

Year to date the Villages had 49,291 calls for service and of those Bunker Hill had 18,410 calls. Response was 4:31 and response time for Bunker Hill was 4:01. There were 40,000 house watches which is 14% more than 2015. Incident reviews for August were three personal crimes, 24 properties, 61 petty. There were 22 arrests. There were 188 citations issued and 30 were for speeding. Year to date, the budget spent is \$3,130,861 and is at 99% of the budget for the year to date period. This is right on track.

The Department has requested proposals for managing IT services. There were five proposals and the staff narrowed it down to one and will be signing the contract in the next week. A second quote from a proxy card reader vendor has also been received to improve the security at the Police Department. Some of the technology is outdated and this process will update that system.

Councilman Smyre said that all first aid kits have been updated and placed in all the patrol cars and an additional three new defibrillators have been ordered at \$5,100.

Bunker Hill leads the cities as far as residents that have signed up for V-LINC.

### **C. Consideration and action to amend the FY16 Budget to add revenue of \$49,500 (\$16,500 per city) for a capital purchase of electronic ticket writers**

The purchase of electronic ticket writers was previously discussed and approved by the City Council. This item formalizes the budget process for the Police Department.

A motion was made by Councilman Janecek and seconded by Councilwoman Schwartz to approve the budget amendment of \$49,500 to the Memorial Villages Police Department FY16 Budget for the purchase of the ticket writers. The motion carried 4-0.

**D. Consideration and action to amend the FY16 Budget to add revenue for the purchase of an electric motorcycle (\$18,137) and 3 AEDs for new car outfitting (\$5,100) with the funds being transferred from the Auto Replacement Account.**

A motion was made by Councilman Janecek and seconded by Councilman Lord to approve to amend the Memorial Villages Police Department FY16 Budget to add revenue for the purchase of an electric motorcycle (\$18,137) and 3 AEDs for new car outfitting (\$5,100). Funding is available in the Department's Auto Replacement Account. The motion carried 4-0.

**VIII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE CITY ADMINISTRATOR TO INCREASE THE CITY'S EXISTING CONTRACT WITH LANGFORD ENGINEERING INC. IN AN AMOUNT NOT TO EXCEED \$30,000 TO COMPLETE THE CONSTRUCTION OF THE CITY'S 2016 WASTEWATER REHAB PROJECT AND ASSOCIATED CHANGE ORDER - *Steve Smith, Director of Public Works/ Building Official***

Mr. Smith reported that this item is related to the change order previously approved for the Wastewater Rehabilitation Project. Adjustments had previously been made to the contracts for the Contractor, Horseshoe Construction and to the City's Construction Management Consultant, Lloyd Smitha and Associates. The item presented tonight is for an adjustment to the City's engineering design contract with Langford Engineering for the project. The expansion was necessary as a result of inconsistencies in the city's original records. Approval of this item would authorize the City Administrator to increase the contract to Langford Engineering, Inc. by up to \$30,000.00. The Mayor asked that a presentation and an exhibit be prepared for the next council meeting to show the location of all of the work performed.

A motion was made by Councilman Janecek and seconded by Councilwoman Schwartz to increase the city's existing contract with Langford Engineering Inc. in an amount not to exceed \$30,000 to complete the construction of the City's 2016 wastewater rehab project and change order. The motion carried 4-0.

**IX. DISCUSSION AND POSSIBLE ACTION TO DELETE JOHN GLOVER AND ADD JAY SMYRE AS AN AUTHORIZED SIGNER ON THE CITY'S BANK ACCOUNTS AT BBVA COMPASS BANK - *Karen Glynn, City Administrator***

A motion was made by Councilman Lord and seconded by Councilman Janecek to delete John Glover and add Jay Smyre as an authorized signer on the City's bank accounts at BBVA Compass Bank and the motion carried 4-0.



**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 August 16, 2016 Council Meeting - *Asked to be Removed*
- B. Minutes of the August 24, 2016 Special Budget Meeting
- C. Minutes of the September 2, 2016 Special Budget Meeting
- D. August 2016 Financials
- E. RPS Klotz Associates, Invoice No. 716040 in the amount of \$27,393.40 for professional services rendered from July 1, 2016 to July 29, 2016 for the Master Drainage Plan Update
- F. RPS Klotz Associates, Invoice No. 716027 in the amount of \$2,748.07 for professional services rendered from July 1, 2016 to July 29, 2016 under on-call services for Drainage Site Development Reviews
- G. RPS Klotz Associates, Invoice No. 716026 in the amount of \$12,429.78 for professional services rendered from July 1, 2016 to July 29, 2016 in connection with on-call services for the analysis and evaluation of the Tax Day Storm on April 18, 2016
- H. Langford Engineering, Inc., Invoice No. 19570 in the amount of \$1,774.47 for professional services rendered through July 29, 2016 for Water Well #2 Repairs
- I. Langford Engineering, Inc., Invoice No. 19568 in the amount of \$500.00 for professional services rendered through July 29, 2016 for the preliminary engineering report for the Taylorcrest Water Plant Expansion Project
- J. Langford Engineering, Inc., Invoice No. 19569 in the amount of \$29,077.04 for professional services rendered through July 29, 2016 for the final design of the Taylorcrest Water Plant Expansion Project
- K. Kimley Horn and Associates, Inc., Invoice No 067787102-0716 in the amount of \$4,410.00 for professional services rendered through July 31, 2016 for the design and approval of the Blalock Median Nose Modifications
- L. Chief Solutions, Inc., Invoice No. 64195 in the amount of \$2,964.00 for work completed for the Wastewater Rehabilitation Project

Councilman Smyre requested that Item A be removed from the consent agenda. He is asked that an item be corrected.

A motion was made by Councilman Janecek to approve the consent agenda less item A. The motion was seconded by Councilwoman Schwartz and the motion carried 4-0.

Ms. Glynn stated that Councilman Smyre has proposed re-wording the minutes on page three for the Police Commission Report. It states that the Police Department "purchased" an electronic finger printing machine and that should say the Department has "proposed to purchase a finger printing machine."

A motion was made by Councilman Janecek and seconded by Councilman Smyre to approve the Minutes of the August 16, 2016 Council Meeting with the change proposed by Karen Glynn and the motion carried 4-0.

## **XI. MAYOR'S REPORT**

### **A. Report on Winshire HOA Meeting**

The Mayor commented that Steve Smith, Karen Glynn and the Mayor met with the Winshire Homeowners on Sunday evening for their annual meeting. It was a nice and critical meeting. They are focused on their drainage issues and Mr. Smith explained the work that is underway city-wide. They understood the situation and know that we are working to address concerns. Karen Glynn went over the budget process and tax rate.

### **B. Report on Monthly Mayor's Luncheon**

The Mayor reported that Representative John Culberson attended their monthly meeting. Two of the other Mayors did not attend.

The Mayor reported that there are plans for a global storm sewer solution being discussed with the various entities but it is very difficult for Rep. Culberson because he cannot earmark funds any more unless the earmark laws change.

### **C. Consideration and Possible Action on Appointment of Jay Smyre to the Public Safety Committee.**

The Mayor noted that since Councilman Glover has moved, there is a position on this committee. A motion was made by Councilman Janecek and seconded by Councilman Lord to appoint Councilmember Smyre to the Public Safety Committee. The motion carried 4-0.

### **D. Update on the Public Safety Committee - *Councilmember Jay Janecek***

Councilmember Janecek reported that the last meeting of the Committee was held on August 31, 2016. Councilman Janecek spoke on how the committee has had great participation with members being present at the meetings and the progress the committee has achieved. They have developed sub-committees for the three main focuses:

- Camera Project
- Street Lights
- Cyber Crime in the Schools

The Camera Project is a high priority. The Public Safety Committee recommends hiring a consultant through a request for qualifications (RFQ) process to conduct a preliminary engineering report (PER) for the entire three city area. Bunker Hill's Public Safety Sub-Committee will be meeting with the Public Safety Committees from Hunters Creek and Piney Point next week to go over this recommendation. The City Administrators have drafted an interlocal agreement for approval by the three cities and a RFQ that the committees will review. We will then be working through a proposed schedule for the RFQ and PER Process if approved.



Mayor Williams commented on his concern of cyber crimes and personal safety for young teens. He suggested to Councilman Janecek to coordinate and pick a date for the City to host a presentation and continue on a monthly basis.

The full committee will meet again in October.

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

### **A. Update on the Memorial Bridge Project**

Karen Glynn reported that TxDOT has indicated that the project should be substantially complete and ready to open on Friday, September 30. The staff will be meeting with TxDOT on Monday to go through all of the details.

This week the contractor is preparing the sub grade and the base and it will be ready for the asphalt later this week.

The staff is staying in close contact with Spring Branch ISD and the Memorial Forest Club as well as Metro to plan for the opening.

As soon as we are confident in the date, we will send a V-LINC to residents.

### **B. Report on the City of Piney Point's Drainage Project**

Karen Glynn reported that the City of Piney Point was waiting on AT&T to finish some work. That should be completed this week and the contractor will then be able to complete the storm sewer and pavement. They are expecting to be complete in 4 weeks, depending on the weather. This would provide for a finish date by mid to late October.

### **C. Update on the Drainage Master Plan Project**

Karen Glynn reported that the staff has submitted comments to Klotz and are waiting to get the revised plan back to share with the Drainage Committee for review. We are working to schedule a Drainage Committee Meeting the week of October 10th to finish the Master Plan for recommendation and presentation to Council in October.

### **D. Update on the Taylorcrest Water Plant Expansion Project**

Langford Engineering is working to receive approval from the City of Houston. Bid advertisement should be out next week. Staff is hoping to bring the construction contract to the City Council in November. There is currently prep work underway which includes: fence work, removing the bamboo in this area as well as some electrical work.

### **E. Upcoming Calendar and Meetings for the 2017 Budget Process**

The following Budget Meetings are set:

Tuesday morning, Sept 27 at 8:00 a.m. Public Hearing on the Tax Rate

Tuesday morning, October 4 at 8:00 a.m. Public Hearing on the Budget and Adoption

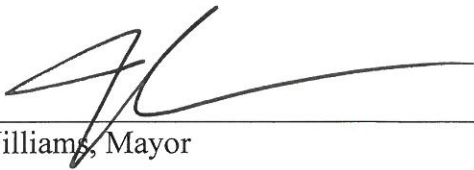
Karen Glynn reminded everyone about National Night Out:  
Tuesday, October 4th from 5:00 pm to 8:00pm  
Memorial Drive Presbyterian Church

She also shared that Susan Schwartz and Ms. Glynn would be attending the annual TML conference in Austin following National Night Out for the rest of that week.

**XIII. ADJOURN**

A motion was made by Councilman Janecek and seconded by Councilman Lord to adjourn the meeting at 5:55 p.m. and the motion carried 4-0.

Approved and accepted on October 18, 2016.

  
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Jay Williams, Mayor

ATTEST:

  
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Britique Williams, City Secretary/Dir. of Finance