

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
August 15, 2017 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

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

II. PLEDGE OF ALLEGIANCE

Mayor Williams 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.

Mrs. Irma Cantu of VF Waste Services, Inc. introduced herself and VF Waste Services, Inc. to the Mayor and City Council.

Mr. Jay Mood, who resides at 14 Bayou Shadows, spoke regarding trees that were cut down on Gessner Road. The Mayor asked Steve Smith to respond to Mr. Mood.

IV. POLICE COMMISSIONER REPORT

A. Update on Activities

Commissioner Jay Smyre outlined items on the July monthly report provided which include:

- The Department responded to 11,633 calls in July.
- Bunker Hill Village had 4,043 of those calls.
- The average response time was 4:54 min.
- Officers wrote 703 citations total from all three cities.
- Bunker Hill had 144 citations.
- There are 2 openings in Patrol.

B. Report on National Night Out

Commissioner Jay Smyre gave details on the upcoming event. National Night Out is planned for Tuesday, October 3, 2017. Piney Point will serve as the host City for this year. It will be held at the Memorial Drive Presbyterian Church. The time is from 5:00 p.m. to 8:00 p.m. and it is expected to be as big as prior years with a lot of the same vendors.

Councilman/Commissioner Smyre asked that the following items, both C & D, be tabled until the end of the year.

- C. Consideration and Possible Action Regarding a Request from the Commission to utilize \$5,606.37 in funds ordered forfeited by the Court to the Memorial Villages Police Department to be placed into the MVPD Capital Contingency Account.

No action taken.

- D. Consideration and Possible Action Regarding a Request from the Commission to utilize a refund received totaling \$14,226.24 from the sale of Prudential Shares owned by the Village Mutual Insurance Group to be placed into the MVPD Capital Contingency Account.

No action taken.

V. FIRE COMMISSIONER REPORT

A. Update on Activities

Commissioner Gerald Teel presented this item. He outlined items on the report provided including:

- In July there were 1278 events
- Bunker Hill had 146 calls: 87 Fire and 59 EMS
- Response time in Bunker Hill was 4:45 min which is showing improvement
- The Fire Department is 2.21% under their budget year-to-date

VI. CONSIDERATION AND POSSIBLE ACTION ON AWARDING CHANGE ORDERS TO THE CITY'S EXISTING CONTRACT WITH T CONSTRUCTION INC. FOR THE CITY'S 2017 WASTEWATER REHAB PROJECT - Steve Smith, Director of Public Works/ Building Official

Steve Smith presented these items:

The City awarded the 2017 Wastewater Rehab Construction Project to T. Construction, LLC in March 2017. The reconstruction has been going very well; however, unexpected field conditions were encountered which could not be addressed by the bid items in the contract. Staff is requesting approval of the following change orders. Funding to accomplish this additional work is available in the contingency for the 2017 Wastewater Rehab Project. Contract quantities and consulting costs are being monitored to keep this project within the budgeted limitations.

- A. Change Order No. 2 - Increase contract amount by \$4,382.00 and approving a time extension of 5 calendar days

Change Order No. 2 removes some previously installed pipe liner that required additional repair. In addition, 5 working days is requested to make this repair and is requested as part of this change.

- B. Change Order No. 3 - Increase the contract amount by an additional \$10,218.00

Change Order No. 3 addresses an unexpected pipe size that was encountered along Strey Lane. This change order will add an item for 10" pipe.

- C. Change Order No. 4 – Increase the contract amount by an additional \$ 5,980.00

Change Order No. 4 will address a constructability issue for accessing the back lot wastewater line between Lazee Trail and Tall Oaks. This item will provide access across W151 for cleaning and televising this line. Once televised, it will be determined how best to handle the rehab process.

A motion was made by Councilman Janecek and seconded by Councilwoman Schwartz to approve change orders 2, 3, and 4. The motion carried 5-0.

VII. CONSIDERATION AND POSSIBLE ACTION ON AUTHORIZING A CHANGE ORDER TO THE CITY'S EXISTING CONTRACT WITH W. W. PAYTON CORP. FOR THE TAYLORCREST WATER PLANT REHAB PROJECT TO INCREASE THE CONTRACT AMOUNT BY AN ADDITIONAL \$17,800.00 AND APPROVING A TIME EXTENSION OF 14 CALENDAR DAYS - Steve Smith, Director of Public Works/ Building Official

Steve Smith presented the item:

The City awarded the reconstruction of the Taylorcrest Water Plant Project to WW Payton in November 2016. Construction is currently underway. During the construction, the existing underground piping was found to be in poor condition and would not meet current TCEQ requirements. Change Order No. 1 has been submitted to replace the existing valves which are failing and reconfigure the piping as required.

John Davis, Langford Engineering and Staff are requesting approval of Change Order No. 1 in the amount of \$17,800. In addition, a time extension of 14 calendar days is requested for the additional work.

Funding to accomplish this additional work is available in the contingency for the 2017 Wastewater Rehab Project.

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

VIII. CONSIDERATION AND POSSIBLE ACTION ON AWARDING A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND RELIANCE CONSTRUCTION FOR CONSTRUCTION OF DRAINAGE IMPROVEMENTS ON WOOD LANE AS PART OF THE CITY'S LOCALIZED DRAINAGE PROJECTS IN THE AMOUNT OF \$210,605.20 AS RECOMMENDED BY THE CITY'S DRAINAGE COMMITTEE - *Steve Smith, Director of Public Works/ Building Official*

Steve Smith presented the following:

At the City Council Meeting on February 21, 2017, the City Council approved funding for the Wood Street and Winshire Circle Drainage Improvements as part of the City's efforts to address local drainage needs and partner with new development. A budget of \$263,200 was established for design and construction based on the Engineer's Estimate. In addition and as part of the construction of a new home, the property owner will be contributing \$20,000 to the front lot project.

The project scope includes two segments: covering the southern drainage ditch on Wood Lane and installing back lot drainage between Wood Lane and Winshire Circle. The project was designed and advertised for bids. Staff was concerned about the project budget based on engineer's updated estimate following final design. A pre-bid meeting was held and the contractors were invited to join the staff to walk the project in particular the back lot portion between Wood Lane and Winshire Circle. Following this meeting, an addendum was submitted which revised the bid date and separated the two segments of the project, making the front segment the base bid and the back lot segment an additional alternate.

Bids were accepted and opened on July 26, 2017. There were 4 bids accepted as outlined in the attached bid tabulation. The bids were reviewed with the City's Drainage Committee and the Committee recommends moving forward with the front segment only and recommends awarding the project to Reliance Construction in the amount of \$210,605.20. The \$20,000 participation from the homeowner will offset the City's costs.

A motion was made by Councilman Lord and seconded by Councilwoman Rosenbaum to approve a contract with Reliance Construction for front lot drainage improvements to on Wood Lane. The motion carried 5-0.

IX. CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE A SHORT FORM FINAL PLAT FOR THE PROPERTY AT 302 BELIN MANOR AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION – *Steve Smith, Building Official/Director of Public Works*

Steve Smith presented this item.

Plans for construction of a new home at 302 Belin Manor was submitted in January 2017. During the plan review, it was found that the Belin Manor Subdivision had received approval but the final plat was never recorded by Harris County. As a result, Probstfeld & Associates, the property owner’s representative has submitted the attached final plat for the Planning and Zoning Commission and ultimately, the City Council’s approval. This plat is considered a short form final under the City’s Subdivision Ordinance whereby the plat can be considered without a preliminary plat since it is only one lot and does not include or alter any public right of way or has any zoning changes.

Staff has reviewed the plat and after revisions, finds the plat meets all requirements of the City’s Ordinances. The Planning and Zoning Commission discussed this item at the July 25, 2017 Meeting and voted unanimously to recommend the plat be approved by the City Council.

A motion was made by Councilman Janecek and seconded by Councilwoman Rosenbaum to approve the plat for 302 Belin Manor. The motion carried 5-0.

Items X and XI were presented together.

X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 17-477 AMENDING SECTION 4-82, STORMWATER DRAINAGE MANAGEMENT PROGRAM AND THE LANDS TO WHICH ORDINANCE APPLIES, OF DIVISION 1, IN GENERAL, OF ARTICLE V. DRAINAGE AND FLOOD DAMAGE PREVENTION, OF CHAPTER 4, DEVELOPMENT, BUILDING, AND CONSTRUCTION, OF THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS TO CHANGE REQUIRED STORMWATER RUNOFF DETAINING REQUIREMENTS FOR LOTS 25,000 SQUARE FEET AND LESS AS RECOMMENDED BY THE CITY’S DRAINAGE COMMITTEE AND PLANNING AND ZONING COMMISSION -- *Steve Smith, Building Official/Director of Public Works*

XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION 08-15-2017A OF THE CITY COUNCIL OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AN AMENDMENT TO THE CITY OF BUNKER HILL VILLAGE

DRAINAGE CRITERIA MANUAL TO BE USED IN COORDINATION WITH CHAPTER 4, DEVELOPMENT, BUILDING AND CONSTRUCTION OF THE CODE OF ORDINANCES FOR THE REQUIRED STORMWATER RUNOFF DETAINING REQUIREMENTS FOR LOTS 25,000 SQUARE FEET AND LESS AS RECOMMENDED BY THE CITY’S DRAINAGE COMMITTEE AND PLANNING AND ZONING COMMISSION-- *Steve Smith, Building Official/Director of Public Works*

Steve Smith presented this item.

The City’s Development, Subdivision and Zoning Update approved in 2015 included a new Chapter 4 Development Code which includes the City’s Drainage Ordinance and references the City’s Drainage Criteria Manual. There is one area of concern which deals with additions during the construction timeframe for new homes. Staff has found that many houses are permitted by a builder and then sold during construction at which time the new owner is ready to add the pool, sports court and/or an outdoor kitchen. There are other times when modifications are made following construction. Typically, the drainage detention is permitted based on the approved plans prior to any of these additions or modifications. The drainage detention and system are then redesigned, resubmitted, and reapproved to accommodate the additional items. We believe that the drainage should be planned in a better way for existing and future improvements.

Over the past few years, staff has found that the average detention design is based on approximately 42% of the lot for lots 25,000 sf or less that include swimming pools. The maximum impervious cover is 45%. As a result, it is recommended that the City require that all new construction on lots 25,000 sf or less must design their detention based on 45% lot coverage minus the existing cover based on the “no net new provision.” This would ensure the detention is already in place for any additional improvements and additional design and review costs would not be necessary.

This item has been discussed and is recommended for approval by the Drainage Committee and the Planning and Zoning Commission.

A motion was made by Councilman Janecek and seconded by Councilman Smyre to approve both the ordinance and resolution as presented. The motion carried 5-0.

XII. REPORT ON THE FEDERAL FUNDING APPLICATION AND IMPROVEMENTS TO MEMORIAL DRIVE AND GESSNER ROAD -- *Karen Glynn, City Administrator and Steve Smith, Director of Public Works/ Building Official*

Karen Glynn reported on these items. These items were for informational purposes and no action was taken by the City Council.

- A. City Administrator authorized RPS Klotz Associates in an amount not to exceed \$25,940.00 (previous authorization was \$65,000.00) to develop the cost estimate and exhibits for a Federal Funding Grant Application and Budget Planning

The City Council previously awarded a contract between the City and RPS Klotz Associates in an amount not to exceed \$65,000 to develop a Preliminary

Engineering Report for Memorial Drive from the City’s Western City Limit through the Gessner Road Intersection to Plantation and Gessner Road from the City’s Southern City Limit to Beauregard Drive to include the Proposed

Pedestrian Improvements as Prepared by Kimley Horn. RPS Klotz will take the information from Kimley Horn and prepare a Preliminary Engineering Study for the whole project including the estimated costs for pavement, drainage, utility, and pedestrian improvements. After meeting with the Goodman Corporation, the project was scaled back some and the cost of the PER is estimated not to exceed \$25,940.00 and can be completed to meet our timeframe. The City Administrator authorized approval of the reduced contracted amount.

- B. Mayor Jay Williams authorized contract with the Goodman Corporation in an amount not to exceed \$27,121.00 (previous authorization was \$50,000 based on a pro-rata share of the total contract amount of \$66,150.00) to develop an application for a Federal Funding Grant

The City Council also authorized the Mayor to Contract with the Goodman Corporation in an amount not to exceed a pro-rated share of \$66,150.00 to develop an Application for Federal Funding for the Proposed Memorial Drive and Gessner Road Improvements and Other Area Improvements. In discussions and negotiations with the Goodman Corporation regarding a joint application, the Mayor has signed the agreement with a cost to the City of Bunker Hill Village at \$27,121.00.

Karen Glynn also noted that the City of Houston Annexation is proceeding. A public hearing was held last week and the item is on the Houston City Council Agenda tomorrow.

- C. Update on intersection improvements for the new school year – striping and sidewalk installation

In June, the City Council authorized staff to install a sidewalk along the western side of Gessner Road from Memorial Drive to Beauregard Drive in an amount not to exceed \$31,000 with outside participation for the City of Houston portion of the project. The Frost wood Elementary School Dad’s Club has provided funding in the amount of \$10,000 to cover the City of Houston portion. The sidewalk installation and the striping work are currently underway and will be ready for the start of the school year.

XIII. CONSIDERATION AND POSSIBLE ACTION ON RESOLUTION NO. 08-15-2017B, A RESOLUTION AUTHORIZING THE MAYOR TO ACT FOR THE CITY ESTABLISHING AND MAINTAINING A RELATIONSHIP WITH ALLEGIANCE BANK AS THE CITY’S SUPPLEMENTARY DEPOSITORY BANK - Britique Williams, Finance Director/City Secretary

Britique Williams presented this item:

At the February City Council Meeting, the Council voted to enter into an agreement with Allegiance Bank to serve as the City's Supplementary Depository. The Finance Committee recommended that \$1,000,000 be deposited at Allegiance Bank. With this amount, there will be no fees charged and the City will earn interest on this amount.

In working with Allegiance on setting up the new account, the following documents are needed:

- Authorization to give the Finance Director authority to manage the account
- Authorization for signatures on the account.

This Resolution has been developed giving the Mayor authorization by way of a vote from City Council to establish this account and authorize management of the funds.

A motion was made by Councilwoman Rosenbaum and seconded by Councilman Smyre to approve the resolution as presented. The motion carried 5-0.

XIV. 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 June 20, 2017 City Council Meeting
- B. June 2017 Financials
- C. July 2017 Financials
- D. RPS Klotz Associates, Invoice No. 317089 in the amount of \$3,601.02 for professional services rendered from February 25, 2017 to March 31, 2017 under on-call services for drainage analysis along Blalock Road and Green Oaks Street.
- E. RPS Klotz Associates, Invoice No. 617072 in the amount of \$7,421.25 for professional services rendered from June 3, 2017 to June 30, 2017 under on-call services for the Preliminary Engineering Report for Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone and Bunker Hill Road.
- F. RPS Klotz Associates, Invoice No. 617073 in the amount of \$2,452.78 for professional services rendered from June 3, 2017 to June 30, 2017 under on-call services for the Miscellaneous Needs including the Drainage Committee Meetings and Drainage Analysis following recent storms.
- G. RPS Klotz Associates, Invoice No. 617075 in the amount of \$3,313.50 for professional services rendered from June 3, 2017 to June 30, 2017 under on-call services for Site Development Review.
- H. RPS Klotz Associates, Invoice No. 617094 in the amount of \$7,962.91 for professional services rendered from June 3, 2017 to June 30, 2017 under on-call services for the Preliminary Engineering Report for Memorial Drive and Gessner Road.
- I. RPS Klotz Associates, Invoice No. 617095 in the amount of \$22,597.12 for professional services rendered from June 3, 2017 to June 30, 2017 under on-call services for the Final Engineering Design for Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone and Bunker Hill Road.
- J. RPS Klotz Associates, Invoice No. 517018 in the amount of \$1,946.70 for professional services rendered from April 29, 2017 to June 2, 2017 under on-call services for the Preliminary Engineering Report for 2017 Water Rehab.

- K. RPS Klotz Associates, Invoice No. 517019 in the amount of \$10,140.00 for professional services rendered from April 29, 2017 to June 2, 2017 under on-call services for the Final Engineering Design for 2017 Water Rehab.
- L. RPS Klotz Associates, Invoice No. 517089 in the amount of \$3,178.19 for professional services rendered from April 29, 2017 to June 2, 2017 under on-call services for miscellaneous meetings and documentation needs.
- M. RPS Klotz Associates, Invoice No. 517091 in the amount of \$4,265.42 for professional services rendered from April 29, 2017 to June 2, 2017 under on-call services for Site Development Review.
- N. RPS Klotz Associates, Invoice No. 517093 in the amount of \$389.40 for professional services rendered from April 29, 2017 to June 2, 2017 under on-call services for the Final Design for Wood Lane and Winshire Circle.
- O. RPS Klotz Associates, Invoice No. 517094 in the amount of \$870.82 for professional services rendered from April 29, 2017 to June 2, 2017 under on-call services for drainage analysis along Blalock Road and Green Oaks Street (Memorial Drive Presbyterian Church).
- P. RPS Klotz Associates, Invoice No. 517096 in the amount of \$7,432.52 for professional services rendered from April 29, 2017 to June 2, 2017 under on-call services for the Preliminary Engineering Report for Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone and Bunker Hill Road.
- Q. RPS Klotz Associates, Invoice No. 517148 in the amount of \$7,756.50 for professional services rendered from April 29, 2017 to June 2, 2017 under on-call services for the Preliminary Engineering Report for Gessner Road, Warrenton Drive, Kilts Drive and Valley Star Drive.
- R. RPS Klotz Associates, Invoice No. 517150 in the amount of \$8,197.25 for professional services rendered from April 29, 2017 to June 2, 2017 under on-call services for the Final Engineering Design for Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone and Bunker Hill Road.
- S. RPS Klotz Associates, Invoice No. 517151 in the amount of \$8,560.89 for professional services rendered from April 29, 2017 to June 2, 2017 under on-call services for the Preliminary Engineering Report for Memorial Drive and Gessner Road.
- T. Kimley-Horn and Associates, Inc., Invoice No. 067787103-0517 in the amount of \$19,757.50 for professional services through May 31, 2017 for traffic evaluation and recommendations for Memorial Drive and Gessner Road Intersection.
- U. Kimley-Horn and Associates, Inc., Invoice No. 067787100-0517 in the amount of \$650.00 for professional services through May 31, 2017 for traffic data collection at Memorial Drive and Gessner Road Intersection.
- V. Probstfeld & Associates, Invoice No. 54584 in the amount of \$380.00 for professional services rendered in May 2017 for engineering services for the City's Drainage Plan Review.
- W. Langford Engineering, Inc., Invoice No. 20474 in the amount of \$4,174.00 for professional services rendered through June 30, 2017 for the Taylorcrest Water Plant Improvements Project.
- X. Langford Engineering, Inc., Invoice No. 20475 in the amount of \$6,587.59 for professional services rendered through June 30, 2017 for the 2017 Sanitary Sewer Rehab Project.
- Y. Langford Engineering, Inc., Invoice No. 20476 in the amount of \$2,214.29 for professional services rendered through June 30, 2017 for the Liberty Bell Water Line.
- Z. Lloyd, Smitha & Associates, LLC Invoice No. CMBH1701-02 in the amount of \$5,720.00 for professional services rendered from June 1, 2017 through June 30, 2017 for the 2017 Sanitary Sewer Rehab Project.

- AA. T Construction, LLC Pay Estimate No. 2 in the amount \$60,993.07 for construction services rendered from May 8, 2017 to May 26, 2017 for the 2017 Sanitary Sewer Rehab Project.
- BB. T Construction, LLC Pay Estimate No. 3 in the amount \$122,045.36 for construction services rendered from May 27, 2017 to June 30, 2017 for the 2017 Sanitary Sewer Rehab Project.
- CC. W.W. Payton Corp. Pay Estimate No. 1 in the amount of \$198,337.50 for construction services rendered from March 20, 2017 to June 30, 2017 for the Taylorcrest Water Plant No. 1 Improvements.
- DD. W.W. Payton Corp. Pay Estimate No. 2 in the amount of \$86,328.00 for construction services rendered from July 1, 2017 to July 28, 2017 for the Taylorcrest Water Plant No. 1 Improvements.
- EE. Interlocal Agreement with Harris-Galveston Subsidence District for the administration and implementation of a regional watershed protection education program (Water Wise Program) effective from the effective date of the agreement until termination of the 2017-2018 school year.
- FF. Two Year Contract with Spring Branch ISD in the amount of \$8,000 annually for Tax Collection Services beginning September 1, 2017 and ending on August 31, 2019.

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

XV. MAYOR'S REPORT

A. Update on Meetings and Activities

Mayor Williams shared the following information:

- The annual July 4th VIF was a great event – Thank you again to Marc and Susan Schwartz for chairing this event.
- Mayor Williams hosted the bi-monthly Mayor's luncheon in July.
- Tri-Cities Committee met with the Mayors in early August and discussed the project and the overall "smart cities" concept.
- A luncheon was held with the Fire Dept. to discuss the plans for the rehabilitation of the Fire Station. This continues the ongoing discussion for expansion of the station versus addressing response times.
- The Mayor is hosting a Hunting Safety Class at City Hall on Saturday. This could possibly be a good event for our Public Safety Committee to host.

B. Update on Committees:

- Beautification Committee - *Laurie Rosenbaum*

Councilwoman Rosenbaum reported on the Beautification Committee:

- A Committee meeting was held on August 3, 2017
- The Committee plans to meet and drive the City and see what else is needed especially for maintenance needs
- The Committee is working on recommendations for 2018

- Drainage Committee - *Robert Lord*

Councilman Robert Lord reported on the Drainage Committee:

- The last Committee Meeting was August 8, 2017. The Committee discussed the morning storm. The August 8th storm was just shy of a 100 year event and the City system worked well.
- The Committee is continuing to work through projects and recommendations as presented this evening on Wood Lane.
- The top priority is the Taylorcrest, Bunker Hill, Williamsburg, and Cobblestone Regional Project.
- The Committee continues to recommend the ability to partner with new development underway in the City

- Public Safety Committee - *Jay Janecek*

Chairman Janecek presented this item.

- The High School Girls Personal Training Pilot Class was held August 4, 2017 and received good evaluations.
- RAD (Rape, Aggression, Defense) Training was completed by our Police Officers in July (train the trainer).
- RAD pilot class is being planned for the high school girls and staff/adult females in the Fall.
- Meeting with the Mayors on the Tri-Cities Virtual Gate Project was very good with excellent feedback provided. The Committee will come back to the Mayors again with more information on the overall Smart Cities concept.
- The new principal of Bunker Hill Elementary has agreed to add D.A.R.E. to the curriculum for the 2017/2018 school year.

XVI. CITY ADMINISTRATOR'S REPORT

A. Update on Projects

Steve Smith stated that an update on the utility projects was given during the meeting and that he only had a few more items to add:

- Piney Point Project – To be opened Friday. Concrete has been poured.
- Liberty Bell Water Line - Is completed – A final quantities change order will come forward in September.
- The Water Line Project is going well. We should expect to go to bid in late September or October.
- The Monica Drainage – Front Lot Storm Sewer is Complete

B. Report on Back to School Preparations

Karen Glynn reported the following:

- There are new principals at both Frostwood and Bunker Hill Elementary Schools.
- Staff met with SBISD this week with Frostwood Elementary to go over the crossing guard needs at the signalized intersection of Memorial and Gessner.
- We will be testing school zone flashers and adding orange flags on Friday.

C. Report on Annual TML Conference

Karen Glynn stated that the Annual Conference will be here in Houston at the George R. Brown on October 4 -6, 2017. Councilman Smyre and Councilwoman Schwartz indicated they would like to attend.

D. Calendar for the 2018 Budget Process

There was discussion to set the 2018 Budget Calendar which included:

August 24th 11:30 to 1:30	Budget Workshop to discuss the details of the Budget and File the Budget
August 31 st - 8:00 am	Record Vote on the Tax Rate
September 19 th - 5:00 pm	Regular City Council Meeting and Public Hearing on the Budget and Tax Rate
September 27 th - 8:00 am	Public Hearing on the Tax Rate
October 3 rd - 8:00 am	Public Hearing on the Budget and Adoption of the Budget and Tax Rate

E. Save the Date! First Annual Christmas Parade – December 9, 2017

Staff is gearing up for December 9, 2017 for our First Annual Christmas Parade.

XVII. ADJOURN

A motion was made by Councilman Rosenbaum and seconded by Councilman Lord to adjourn the meeting at 7:45 p.m. The motion carried 5-0.

Approved and accepted on October 17, 2017.



Jay Williams, Mayor

ATTEST:



Britique Williams, City Secretary/Dir. of Finance