

MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
JUNE 16, 2015 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

Present:

Mayor Jay Williams  
Councilman Keith Brown  
Councilman Jay Janecek  
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

Absent:

Councilman John Glover  
Councilwoman Laurie Rosenbaum

**II. PLEDGE OF ALLEGIANCE**

Scott Holcomb, a boy scout, lead in the pledge of allegiance.

**III. STATEMENT OF OFFICER - Mayor Jay Williams**

Mayor Jay Williams signed his Statement of Officer Form.

**IV. OATH OF OFFICE - Mayor Jay Williams**

Mr. Loren Smith administered the Oath of Office to Mayor Jay Williams.

**V. DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF MAYOR PRO TEM FOR A TERM OF ONE YEAR**

Mayor Williams proposed to continue with Councilman Brown as Mayor Pro Tem.

Motion was made by Councilman Janecek and seconded by Councilwoman Schwartz to approve Councilman Brown as Mayor Pro Tem for a term of one year. Motion carried 3-0.

**VI. 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.

Requests were deferred to agenda item.

**VII. PRESENTATION OF 2014 FINANCIAL AUDIT CONDUCTED BY BELT HARRIS PECHACEK, LLLP - Robert Belt, Belt Harris Pechacek, LLP and Kelly Johnson, City Secretary/Finance Director**

Robert Belt, with Belt Harris Pechacek, presented the year end 12/31/14 audit. He said their firm was giving the city an unmodified opinion, which is the highest opinion an auditing firm can give. He said a fund balance is the primary indicator of the health of a government entity and typically you want to see a 60-90 day reserve of expenditures and the City of Bunker Hill Village has a reserve in excess of one year. Robert Belt said the city is in great shape financial.

Robert Belt said he wanted to bring to council’s attention a new accounting principle that is taking effect next year. He said that we will now be required to show our pension liability on our governmental balance sheet which will include police and fire.

Mayor Williams said the Audit Committee, consisting of himself, Karen Glynn, Susan Schwartz, and Kelly Johnson all met a couple weeks ago and went over the audit and made a few changes.

Motion was made by Councilman Brown and seconded by Councilman Janecek to accept the 2014 Financial Audit. Motion carried 3-0.

**VIII. POLICE COMMISSIONER REPORT**

**A. Discussion And Possible Action Regarding A Request From The Board To Utilize The 2014 Surplus For The 2016 Budget in an amount of \$52,359.00.**

Commissioner Smyre presented a PowerPoint presentation on the 2016 Budget and how the 2014 Surplus applies. The proposed budget by category:

Category	2015 Budget	2016 Proposed Budget	% Change
Maintenance & Operations	\$4,535,740	\$4,595,757	1%
Fleet Replacement	\$ 135,000	\$ 155,000	15%
Capital Outlay	\$ 21,000	\$ 52,359	149%
Total	\$4,691,740	\$4,803,116	2%

*Note:* the 2014 Surplus is being applied to the 2016 Capital Outlay.

Commissioner Smyre said some of the focus areas are as follows:

- Continue vigilant stewardship of the budget
- Upgrade, as appropriate, infrastructure items
  - Replace phone system
- Develop police station facility master plan
- Complete recognition process using Texas Best Practices/Standardization of Law
- Enforcement of Policies
- Evaluate crime and traffic monitoring systems
- Enhance community relations

Commissioner Smyre said they also are planning three town hall meetings for the villages. The meetings are an opportunity for the citizens to meet the police and talk about things like home security and other areas of concern.

Motion was made by Councilman Brown and seconded by Councilwoman Schwartz to approve the 2014 Surplus being applied to the 2016 Capital Outlay. Motion carried 3-0

- B. Discussion And Possible Action Regarding The Proposed 2016 Memorial Villages Police Department Budget In The Amount Of \$4,803,116.00 With Bunker Hill Village’s 2016 Assessment Being \$1,583,585.67.

Was discussed under item VIII A.

Mayor Williams said he wanted to commend the commission for only coming in with a 2% increase in the 2016 Budget.

Motion was made by Councilman Janecek and seconded by Councilman Brown to approve the 2016 Budget. Motion carried 3-0

**IX. FIRE COMMISSIONER REPORT**

- A. Update On Activities.

Discussed under item IX B.

- B. Discussion And Possible Action Regarding The Proposed 2016 Village Fire Department Budget In The Amount Of \$5,343,931.00 With Bunker Hill Village’s Annual Assessment Being \$1,015,346.90.

Commissioner Shuford said the 2016 Proposed Budget was approved by the Fire Commission. He said the budget is made up of three funds:

Fund	2016 Proposed Budget
General Budget	\$5,085,931
Capital Replacement Reserve	\$ 228,000
Compensated Absences	<u>\$ 30,000</u>
Total	\$5,343,931

The board is recommending that \$160,000 be placed into the Capital Replacement Fund and \$30,000 be placed into the Compensated Absence Fund. The budget also includes a 2% salary increase and a 2% base salary contribution into the employees 457 Plan.

Bunker Hill’s share of the budget is 19%, or \$1,015,346.90.

Motion was made by Councilman Brown and seconded by Councilwoman Schwartz to approve the 2016 Proposed Budget. Motion carried 3-0

**X. PRESENTATION AND DISCUSSION ON THE MAY 26, 2015 FLOOD AND RESULTING IMPACT TO RESIDENTS IN BUNKER HILL VILLAGE AND POSSIBLE DIRECTION ON THE CITY'S CAPITAL PROJECTS:**

Steve Smith presented a PowerPoint presentation of the rain event that happened over the Memorial Day Holiday. He compared the May 2015 event to the rain event in 2009.

- The April 2009 Storm was considered to be a 100 year event. There was a prior rainfall the day before which saturated the soil.

- The May 2015 Storm exceeded the 100 year event; Approximately 5-6 inches fell within a two hour timeframe. Added to this, the soil was already saturated from previous rains during the month and after the two hour period, it continued to rain for several hours.

***Map of the Houses Flooded in the 2009 Storm -***

Following the Spring Storm in April 2009, the city put together a map showing houses that had reported flooding. Based on the map and analysis, projects were determined to best address the flooding. At that time, there were approximately 40 houses that were shown. As a result the following drainage projects were approved; Carolane Trail, the Strey Lane Project and the Eastside Drainage Project.

Following the May 26, 2015 Flood, staff found additional homes that were also impacted in 2009 but had not been reported or included. Based on this information, there are approximately 60 homes impacted by the 2009 Flood.

***Map of the Houses Flooded in the 2015 Storm -***

A similar map was put together based on the data collected from the 2015 Storm. This includes homes that were reported by residents and field observations. Staff then followed up with a survey to determine the magnitude of damage and asked the question if they also flooded in 2009. Staff found some homes that had little impact classifying this as "seepage," some had flooding in garages or converted garages, some flooded as a result of roof damage and some residents openly said it was a result of their own backyard drainage. These were classified separately. The homes shown on this map included water in homes in single or multiple rooms. There are 32 homes on this list.

***Analysis and List of Houses Flooded in the 2015 Storm -***

This exhibit lists the 32 homes that were impacted in 2015 based on resident input and field observation. The city is seeing a concentrated area of homes in the Taylorcrest, Cobblestone, and Williamsburg areas. This is the upper end of both the Bunker Hill Drainage System and the Strey Lane Drainage System. Since both systems reached their capacity so quickly, this area had significant ponding for a longer timeframe.

Staff then looked at the date each house was built and analyzed the value of the property and improvements. There are several properties that have indicated that they are planning to sell their home for redevelopment. In fact, one property had already had their pre-development meeting prior to the storm.

Analysis shows that all 32 houses were built between 1950 and 1980.

Based on the analysis of values, staff have identified 12 homes that HCAD has valued the house/improvements over 21% of the total property value. The other 20 homes are highlighted and categorized below:

- 10 ---- Value of Structure/ Improvements is less than 10% of the Entire Value
- 6 ---- Value of Structure/ Improvements is 10 to 20% of the Entire Value
- 3 ---- Value of Structure/ Improvements is 20 -21% of the Entire Value
- 1 ---- Under redevelopment Planning/ Pre-Development Meeting Completed
- 20 Homes

Staff is recommending the following:

- Delay any work on Chapel Belle.
- Consider approving Change Order 6 with AAA Asphalt Paving, Inc. to improve inlet capacity on Rhett and Tara.
- Consider approving a contract with Klotz and Associates Inc. to conduct a drainage study for Taylorcrest, Cobblestone, and Williamsburg areas to identify potential drainage improvements.
- Consider approving a contract with Klotz and Associates Inc. to review the Winshire area.

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
<b>Sub –TOTALS These 3 Projects</b>	\$640,000		\$640,000

Gary Struzick, of Klotz and Associates, said Bunker Hill Village had more water from the May 2015 than in the rain event in 2009. He said in 2009 the city experienced 3-1/2 – 4 inches of rain in a two hour period and in 2015 we experience 5-1/2 -7 inches of rain in two hours.

William Conlan, of Klotz and Associates, said in the May Event we saw triggers of a 250 year rain event. Mayor Williams asked William Conlan to explain rain events. William Conlan said Harris County Flood Control establishes rainfall during duration. For example, a ten year event is 3-1/2 inches of rain in two hours. He said we saw in the May Event 5-7 inches of rain in a two hour period. William Conlan said most of our systems are designed for a ten year event. When

we exceed our ten year event, water backs up in our storm drains and when they are full, the water backs up in the streets and/or the lowest point possible.

Mayor Williams asked what can the city do to mitigate a hundred year event. William Conlan said that Buffalo Bayou is lower than the streets in Bunker Hill so there is the potential of sheet flow cascading the water out. He said a lot of the streets in Bunker Hill Village don't have those cascading points to get the water out to the bayou. The options are to create volume storage under the streets, individual houses to store their own water, or elevating structures. He said again, water will find the lowest point to drain.

Mayor Williams said we need to prioritize our drainage projects. Out of the Strey Lane, Bunker Hill, and 146 Drainage Systems the 146 Drainage System has the lowest rain event at a 7 year event.

Bill Sherwood of 11708 Cobblestone asked questions regarding the May 2015 Event. His house was one that flooded. He wanted to know how the drainage flowed on his street. He also wanted the drains to be cleaned out on his street.

Steve Smith said remember that Bunker Hill Village is land locked and we have to drain through another city and Harris County Flood Control restricts the volume of water we can drain into Buffalo Bayou.

Mayor Williams said the Cobblestone and Williamsburg house flooding was a big surprise and something we need to look at further. He said that area doesn't have tear down houses and 1/3 of the houses flooded in that area. That area needs to be our top priority. He said we also need to look and see if there is anything else we can do on Winshire. After the recent improvements we still had houses flood on that street.

Mayor Williams said all capital projects are frozen and flooding/drainage is our top priority.

Marcus Yi of 90 Williamsburg said he flooded and hopes the city comes up with a solution to the flooding issues.

The Mayor said we had sixty homes flood and we hope to get that number down to zero. He said from 2009 to now we decreased the number of homes from sixty to forty. The mayor said he just doesn't know if we can get that number down to zero but we are going to try.

- A. Consideration And Possible Action Regarding Change Order No. 6 With AAA Asphalt Paving, Inc. For The East Side Drainage Project For An Increase To The Contract To Construct Rhett And Tara Inlet Improvements Not To Exceed \$30,000 – *Steve Smith, Director of Public Works/Building Official*

Karen Glynn said this is one area we have studied. She said we do not recommend up sizing the pipe into W151. She said we believe upsizing the inlets is the fix for these streets.

Motion was made by Councilman Janecek and seconded by Councilwoman Schwartz to approve the contract to construct Rhett and Tara Inlet Improvements not to exceed \$30,000.  
Motion carried 3-0

- B. Consideration And Possible Action Regarding Authorization To Contract With Klotz Associates Inc. to conduct a drainage study for Taylorcrest, Cobblestone, and Williamsburg to identify possible drainage improvements in an amount not to exceed \$45,000 - *Karen Glynn, City Administrator and Steve Smith, Director of Public Works/Building Official*

William Conlan, with Klotz Associates, said the proposed study is to review existing drainage systems, review the recent improvements/projects which include Strey Lane and Bunker Hill, evaluate the Taylorcrest, Cobblestone, and Williamsburg Systems, evaluate Flintdale and Flint Forest Systems, prepare details hydraulic models of those areas, and finally prepare a preliminary engineering report (P.E.R.) for construction plan layouts/options with cost estimates.

Mayor Williams asked with the completion of the study, will there be some options? William Conlan said yes, that is their only goal to come up with some options and cost to help the city with their budgeting and prioritization. William Conlan said this study would definitely be a combined coordination with city staff.

Funds for the study will be reallocated from the Chapel Belle Project.

Motion was made by Councilman Janecek and seconded by Councilman Brown to approve a contract with Klotz Associates Inc. to conduct a Drainage Study for Taylorcrest, Cobblestone, and Williamsburg to identify possible drainage improvements in an amount not to exceed \$45,000. Motion carried 3-0

- C. Consideration And Possible Action Regarding Authorization To Contract With Klotz Associates Inc. To Conduct A Drainage Study For The Winshire Area In An Amount Not To Exceed \$16,000 – *Karen Glynn, City Administrator and Steve Smith, Director of Public Works/Building Official*

Williams Conley, with Klotz Associates, said we have constructed a Detail Swim Model of W146 which includes Winshire. The model is a one dimensional model that includes storm sewers and ponding. William Conley said what the proposed study would do is create a two dimensional model using the existing information and truly look at sheet flow and how it interfaces with adjacent streets. He said from the study we will see the impact of sheet flow flooding and how we can mitigate that. That could be something like additional storage or re-grading of a lot to change the direction of the sheet flow.

Mayor Williams asked about the drainage on a tear down house. Steve Smith said we typically don't have a problem with a tear down that sits vacant for any length of time. He said what the city has started is requiring two inspections when a house is being demolished, one of those inspections is a drainage inspection. The drainage inspection would be prior to the house be demolished.

Motion was made by Councilman Brown and seconded by Councilwoman Schwartz to approve a contract with Klotz Associates Inc. to conduct a Drainage Study for the Winshire Area in an amount not to exceed \$16,000. Motion carried 3-0

**XI. DISCUSSION AND POSSIBLE ACTION ON A RESOLUTION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING THE HARRIS COUNTY MULTI-HAZARD MITIGATION PLAN - *Karen Glynn, City Administrator***

Karen said this is another resolution with Harris County as part of our emergency mitigation plan.

Motion was made by Councilman Janecek and seconded by Councilwoman Schwartz to approve the resolution as presented. Motion carried 3-0

**XII. DISCUSSION AND POSSIBLE ACTION REGARDING A MUNICIPAL SETTING DESIGNATION (MSD) NOTICE FROM CITY OF HOUSTON FOR THE PROPERTY LOCATED AT 7547 WESTHEIMER ROAD, HOUSTON TEXAS - Steve Smith, Director of Public Works/Building Official**

No action taken.

**XIII. 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 19, 2015 Council Meeting.
- B. May 2015 Financials.
- C. Klotz Associates, Invoice No. 315081R in the amount of \$2,210.20 for professional services rendered from February 16, 2015 to March 15, 2015 in connection with Development Review, Drainage Committee Work, and Chapel Belle and Tara/Rhett Planning.
- D. Klotz Associates, Invoice No. 415112 in the amount of \$1,403.91 for professional services rendered from March 16, 2015 to April 15, 2015 for Development Review, City Council Meeting and Associated Work, and Chapel Belle and Tara/Rhett Planning.
- E. Klotz Associates, Invoice No. 415046 in the amount of \$1,228.00 for professional services rendered from March 16, 2015 to April 15, 2015 in connection with East Side Drainage Project.
- F. Klotz Associates, Invoice No. 515082 in the amount of \$17,280.00 for professional services rendered from April 16, 2015 to May 15, 2015 for Chapel Belle and Tara/Rhett Improvements.
- G. Klotz Associates, Invoice No. 515083 in the amount of \$2,175.66 for professional services rendered from April 16, 2015 to May 15, 2015 in connection with East Side Drainage Project.
- H. Klotz Associates, Invoice No. 515023 in the amount of \$1,812.57 for professional services rendered from April 16, 2015 to May 15, 2015 for Development Review, City Council Meeting and Associated Work, and Chapel Belle and Tara/Rhett.
- I. Lloyd, Smitha, & Associates, LLC, Invoice No. CMBH14-09 for professional services rendered from May 1, 2015 to May 31, 2015 in the amount of \$4,257.50 for professional services related to East Side Drainage Project.
- J. AAA Asphalt Paving, Inc. Application No. 9 in the amount of \$21,412.05 for construction services rendered for May 2015 in connection with East Side Drainage Project.
- K. AAA Asphalt Paving, Inc. Change Order No. 4 to the East Side Drainage Project for the intersection redesign at Bunker Hill Road at Memorial and Bunker Hill base repair and Powderhorn base repair, for an increase to the contract in the amount of \$299,453.40.
- L. AAA Asphalt Paving, Inc. Change Order No. 5 to the East Side Drainage Project for reconciliation of items for the construction of detention pods, additional sanitary sewer lines, modification of inlets, and replacement of a driveway for an increase to the contract in the amount of \$15,209.00.
- M. Two Year Contract with Spring Branch ISD in the amount of \$8,000 annually for Tax Collection Services beginning September 1, 2015 and ending on August 31, 2017.
- N. Accept Resignation of Mr. Henry Houston, Zoning Board of Adjustment.

Motion was made by Councilman Janecek and seconded by Councilman Brown to approve the consent agenda. Motion carried 3-0

#### **XIV. MAYOR'S REPORT**

A. Discussion And Possible Action Regarding Appointments For The Planning And Zoning Commission For A Two Year Period Ending June 30, 2017.

There is one vacancy (resignation of Mr. Bob Croyle) on the Planning & Zoning Commission that is available to be filled. The Mayor has asked Monica Muschalik if she would be interested and she has responded positively. Monica Muschalik was on the Zoning Board of Adjustments.

As follows are the proposed appointments:

William Purifoy  
Jean Krivan  
Catherine Wile  
Andrew Newton  
Bill Going  
Robert Lord  
Monica Muschalik

Motion was made by Councilwoman Schwartz and seconded by Councilman Janecek to approve the appointments to Planning and Zoning as presented. Motion carried 3-0

B. Discussion And Possible Action Regarding Appointments For The Zoning Board Of Adjustment For A Two Year Period Ending June 30, 2017.

With Monica Muschalik moving to P&Z and the vacancies of Greg Nelson and Henry Houston, Mayor Williams is recommending that we move one of the alternates on the Zoning Board of Adjustment to actual members. We will need to fill the 3 remaining. At this time, they will remain vacant with Carter Breed serving in one of the positions.

As follows are the proposed appointments:

Jennifer Rigamonti  
Mark Worthen  
Michelle Belco  
Mark Allen  
David W. Light III

Alternates:

J. Carter Breed  
Vacancy  
Vacancy  
Vacancy

Motion was made by Councilman Janecek and seconded by Councilwoman Schwartz to approve the appointments to Zoning Board of Adjustment as presented. Motion carried 3-0

- C. Discussion And Possible Action Regarding Appointments For Municipal Court: Judge, Associate Judge, Prosecutor, And Associate Prosecutor For A Two Year Period Ending June 30, 2017.

Karen Glynn said we are recommending that we add an Associate Prosecutor as we have needed to use a substitute at times during the past few years. Mr. Christopher Gore has done an excellent job serving as needed.

As follows are the proposed appointments:

Carl Moerer – Presiding Judge  
Brian Chandlers – Associate Judge  
Stanley Topek – Presiding Prosecutor  
Christopher Gore – Associate Prosecutor

Motion was made by Councilwoman Schwartz and seconded by Councilman Brown to approve the appointments as presented. Motion carried 3-0

- D. Discussion And Possible Action Regarding Designation Of The City's Finance Committee.

In addition, there is also a Finance Committee that is established to review the City's Audit, Investment Policy, and other Financial matters. This Committee is typically the Mayor, a Councilmember and the City Administrator. The Mayor has asked Susan Schwartz if she would be interested in continuing to serve on this Committee.

As follows are the proposed appointments:

Jay Williams  
Susan Schwartz

Motion was made by Councilman Janecek and seconded by Councilman Brown to approve the City's Finance Committee as presented. Motion carried 3-0

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

- A. Update on East Side Drainage Project.

Karen Glynn said we need dry weather. She said all the drainage has been complete. She said currently they are working on the point repairs on Bunker Hill Road and then they will start the overlay.

Carl Smitha said the project will be done by the end of the month, weather permitting.

- B. Introduction of Summer Interns.

Karen Glynn introduced the City's two summer interns, Mary Claire Phillips and Eric Touma.

- C. Update on the City's New Recycling Program.

Karen Glynn said the new recycling program is going great. June 1<sup>st</sup> was the change out date for recycle bins and we only had 3 requests.

- D. Legislative Update and Meeting Hosted by Bunker Hill Village.

Karen Glynn said our sexual predator bill for small cities did not make it through in the last legislative session. She said in talking to Representative Murphy's office they said basically they ran out of time. She said they will be ready for the next legislative session.

Karen Glynn said we are hosting a meeting for Representative Jim Murphy on July 14<sup>th</sup> with snacks at 5:30 p.m. and the meeting will start at 6:00 p.m. He will be presenting the update from this last session.

E. Update on the Village Independence Festival.

It's two weeks away! Karen Glynn said it gets better every year. She said the parade starts at 9:00 a.m. and staff is busy working on our float.

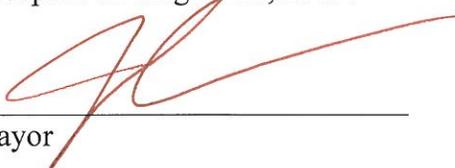
F. Update on 2016 Budget Development and Schedule.

Karen Glynn said we are starting on our 2016 Budget schedule and asked council to email her their August and September vacation schedules.

**XVI. ADJOURN**

Motion was made by Councilman Janecek and seconded by Councilwoman Schwartz to adjourn the meeting at 7:09 p.m. Motion carried 3-0.

Approved and accepted on August 18, 2015.

  
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Jay Williams, Mayor

ATTEST:

  
\_\_\_\_\_  
Kelly Johnson, City Secretary/Dir. of Finance