



# Bunker Hill Village

## NEWSLETTER

PUBLISHED BY THE CITY OF BUNKER HILL VILLAGE ■ WWW.BUNKERHILL.NET



### Happy New Year!!

December 2013

#### ELECTED CITY OFFICIALS

Mayor Jay Williams  
Mayor Pro Tem D. Keith Brown  
Councilmember Susan B. Schwartz  
Councilmember John Glover  
Councilmember Jay Janecek  
Councilmember Laurie Rosenbaum

#### CITY STAFF

Karen Glynn City Administrator  
Kelly Johnson City Sec/Dir of Finance  
Steve Smith Dir Public Works/Bldg Official  
Valerie Cantu Court Admin/City Sec & Clerk  
Laurie Gantt Utility Billing/Permit Clerk  
Gama Escamilla Public Works Team Leader  
Oziel Reyna Public Works/Animal Control  
Alfredo Garza Public Works

#### OFFICE HOURS

7:30 a.m. to 4:00 p.m.\*

Monday through Friday  
We may be reached at

**713 - 467 - 9762**

Municipal Court: 713-827-1772

Fax: 713-827-8752

#### AFTER HOURS EMERGENCIES

Call Memorial Villages Police Department

**713 - 365 - 3700**

Visit

[www.bunkerhill.net](http://www.bunkerhill.net)



Sign up for our Email Newsletter & Crime Report

\* Please note our new office hours  
beginning January 1  
to better meet your needs

#### Frequently Asked Question

**What are the City's Construction Hours?**

**I keep hearing work late at night!**

**What do I do?**

The hours for construction are:

**Weekdays - Monday through Friday**

7:00 A.M. to 6:00 P.M.

**Saturdays 8:00 A.M. to 5:00 P.M.**

**Sundays and City Holidays**

*No work allowed*

If you hear construction outside of these allowable hours, please contact the Memorial Villages Police Department at 713 365-3700 and they will assist you.

### From the Mayor

Dear Residents,

I am honored to be your new Mayor. Our new City Administrator, Karen Glynn and I have big shoes to fill in replacing Ruthie Sager and Derry Essary. We have been very busy in 2013, and have several goals to accomplish in 2014. We want to complete the East Side Drainage Project, complete the review and revisions to our Subdivision Ordinance, Zoning and Drainage Ordinances, and begin a study on our building permit process.

Bunker Hill has a strong set of volunteers filling our boards and committees and we are always looking for more talent, so let me know if you would like to get involved. Bunker Hill was ranked by *Forbes* as one of the ten best places to retire rich, but I think it is a great place to work and raise a family too!

Jay Williams  
Mayor

### From the City Administrator

Dear Residents,

It is great to be here in Bunker Hill Village as your City Administrator! I certainly appreciate the warm welcome from residents and the great staff. There has been a lot of hard work this year and several accomplishments we wanted to highlight:

- Strey Lane Drainage and Roadway Improvements were completed in June; we continue to monitor during our one year warranty period.
- Overlay projects were completed on Taylorcrest Road and Knipp Road as well as miscellaneous roadway repairs, sidewalk improvements, restriping and signage.
- Landscaping improvements were made along Gessner Road and the Tealwood/Bill Marshall Park area in addition to tree plantings in our medians and more new doggie waste stations.
- Ditch regrading and tree trimming was completed on the Blalock Ditch as part of the Eastside Drainage Project.
- New decorative sign posts are beginning to be installed city-wide.

We see 2014 as a very busy year as well. The budget was passed in October. Page 3 provides a summary of expenditures and the goals for the new year. The 2014 Budget was based on the adopted tax rate of \$ 0.297855 per \$100 value, which remained the same as 2013. Values in Bunker Hill increased 5.66% and the City saw new value added at \$22.8 million.

The 2014 Budget included a rate increase for water and solid waste. The solid waste increase is 2.9% and is a contractual obligation with Republic Waste Services based on the annual Consumer Price Index. The water rate increase is highlighted in the table on page 3. The water increase is designed for conservation and to ensure we have a Utility Fund that is self supporting and meets our surface water mandate. Please join us in conservatively using this valuable resource.

In addition to numerous projects, the City will also welcome back the faculty and students of Frostwood Elementary School on January 7! Please be mindful of the school zones on Gessner Road and Memorial Drive as they are re-activated.

Please note our "**Frequently Asked Questions**" that we wanted to share (to the left and on page 6) as well as our new office hours. And most importantly, please go online at [www.bunkerhill.net](http://www.bunkerhill.net) to join our e-mail list. This provides a great opportunity for us to share important information and for you to stay informed!

**Happy 2014!**

Karen Glynn  
City Administrator

## Mayor and City Council

The City of Bunker Hill Village is considered a Type A General Law City and is governed by a Mayor and five City Council Members elected at large. A Type A General Law City is one that had at the time of its incorporation 600 or more inhabitants. General Law Cities have a population less than 5,000 and are authorized to do only what the State Constitution or Legislature has authorized.

### **General Election Information**

The City of Bunker Hill Village holds its election for the Mayor and City Council on the second Saturday in May of each year. The election for Positions 1, 2, and 3 are held in even numbered years, while the election for Mayor and Positions 4 and 5 are held in odd numbered years. The next scheduled City Election is Saturday, May 10, 2014 and accordingly, will be for Positions 1, 2, and 3.

### **Qualifications for Mayor and City Council Members**

In General Law Municipalities, the qualifications for the Office of Mayor and City Council Members are:

- Be a United States citizen
- Have been a resident of Texas for at least 12 months, as of the deadline for filing for the office
- Have resided in the City for at least 6 months preceding election day
- Have a current voter registration certificate
- Be 18 years of age or older upon the commencement of the term to be filled at the election
- Not have been convicted of a felony for which he or she has not been pardoned or otherwise released from the resulting disabilities
- Not have been deemed mentally incompetent by a final judgment of a court

Filing for a position on the ballot will begin January 29, 2014. Visit the website or contact the City Secretary for more information.

**Mayor Jay Williams**

sjwilliams@bunkerhill.net

Mayor Williams will be  
presenting  
the  
**State of the City**  
in the Spring of 2014



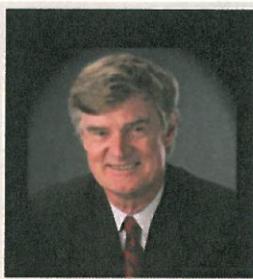
**Keith Brown**  
Mayor Pro Tem  
Position 1

dkbrown@bunkerhill.net



**Susan Schwartz**  
Position 2

sschwartz@bunkerhill.net



**John Glover**  
Position 3

jglover@bunkerhill.net



**Jay Janecek**  
Position 4

jjanecek@bunkerhill.net



**Laurie Rosenbaum**  
Position 5

lrosenbaum@bunkerhill.net

The City Council holds its regular meetings on the third Tuesday of every month at 5:00 p.m. The agendas are posted on the website 72 hours prior to the meetings. Minutes of the meetings are also posted on the website after approval by the City Council.

The March 2014 council meeting will be held on March 25, 2014 to accommodate Spring Break.

**Utility Rates for 2014**

Billed Bi-Monthly in  
February, April, June, August, October & December

**Water**

Minimum charge based on water usage up to 4,000 gallons plus charges based on each additional 1,000 gallon increment

**Residential:**

0-4,000 (minimum)	\$37.80
4,001-10,000	\$2.42 per 1,000 gallons
10,001-20,000	\$2.68 per 1,000 gallons
20,001-30,000	\$2.89 per 1,000 gallons
30,001-40,000	\$3.31 per 1,000 gallons
40,001-60,000	\$4.41 per 1,000 gallons
60,001-70,000	\$5.50 per 1,000 gallons
70,001 and over	\$6.60 per 1,000 gallons

**Non-Residential:**

0-4000 (minimum)	\$43.58
4,001-10,000	\$3.15 per 1,000 gallons
10,001-20,000	\$3.47 per 1,000 gallons
20,001-30,000	\$3.68 per 1,000 gallons
30,001-40,000	\$4.20 per 1,000 gallons
40,001-60,000	\$4.73 per 1,000 gallons
60,001-70,000	\$5.50 per 1,000 gallons
70,001 and over	\$6.60 per 1,000 gallons

All Water Meter Sizes

**Sanitary Sewer**

Minimum charge based on water usage up to 1,000 gallons plus charges based on each additional 1,000 gallons up to 40,000 gallons

**Residential:**

Minimum charge up to 1,000 gallons	\$19.20
1,001 to 40,000 gallons	\$1.50 per 1,000 gallons

**Non-Residential:**

Minimum charge up to 1,000 gallons	\$22.40
1,001 gallons and over	\$2.45 per 1,000 gallons

**Solid Waste Collection**

Per residential unit, school, church, public building, or similar use, including sales tax	\$ 63.75
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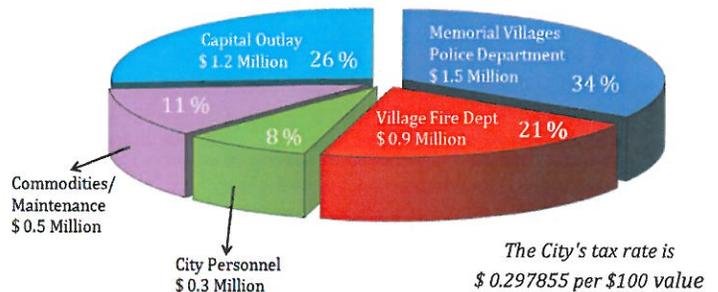
All rates shown are the Bi-Monthly Charge

The Budget for fiscal year 2014 continues to symbolize a top quality level of city services for our residents and visitors alike. On behalf of the staff of the City of Bunker Hill Village, we uphold our pledge to continue to inspire trust and confidence in providing these services and look forward to another successful fiscal year ahead.

The City completed its annual audit ending December 31, 2012. Belt Harris Pechacek, LLLP, the auditing firm, gave the city the highest level of assurance with another clean audit. The City also continues to maintain a AAA Bond Rating.

An added confidence is the City's commitment to maintain reserves for maintenance and operations. The City Council formalized the General Fund Operating Reserve preserving a 6 month operating fund for emergencies such as severe weather conditions. To review the Budget or the Annual Audits, please visit our website at <http://www.bunkerhill.net>.

**2014 Major Budgetary Expenditures**



**Goals for Fiscal Year 2014**

- To continue our excellent City services including Police, Fire, Utilities, Public Works, Development Services, Administration, and Customer Service - we will be working to improve our communications - please see page 4 and 5 as we introduce our services
- To complete the projects approved in the 2011 Bond Referendum for Drainage Improvements - design is now underway on the eastside with construction planned in the Spring/Summer
- To work toward improvements for our City through technology enhancements, review of our ordinances, and efforts in the beautification of the City - we will be focusing on our website to make things easier for residents to handle on-line, working with the Police Department on improving communications, as well as improving our development processes and enhancing our beautification city-wide
- To continue to maintain a professional and competitive work force - please see page 4 and 5 as we introduce our staff
- To ensure we are sustainable for the future through an investment in our infrastructure management systems - this will include an extensive mapping program that will be eventually linked to the website

## Meet Your City Staff

The City of Bunker Hill Village consists of approximately 1,350 single-family dwellings, one privately owned recreational center, two elementary schools, four churches and one retreat center. Our population at the 2010 Census was 3,759 residents. The City currently has eight (8) full-time employees who carry out the City operations. Your City Staff is proud to serve this City by providing utilities and public works such as water and sewer; street repairs and signage; right-of-way mowing; managing our solid waste contract; etc. We work to maintain our beautiful City through code enforcement and facilitating the development process and providing inspections on your behalf. We provide utility billing and collections and handle Municipal Court for citations for our local traffic and City ordinances. We work diligently to manage the finances of the City, maintain our records, and manage our municipal governmental processes. The City contracts with the Memorial Villages Police Department and Village Fire Department for our Public Safety Services. In addition, the City contracts with Spring Branch Independent School District for tax assessment and collections. As you can see, the staff wear many different "hats" as they work together to best serve you.



**KAREN H. GLYNN, P.E.**  
*City Administrator*  
 kglynn@bunkerhill.net

Karen joined the City in May of 2013, coming from the City of Sugar Land where she worked for almost 18 years. Prior to that, Karen worked for the City of Austin, TxDOT and Turner Collie and Braden Consulting Engineers. Karen is a graduate of the University of Texas at Austin, a Texas registered professional engineer and a member of the International and Texas City Manager's Associations. Karen is married and has 3 children.

As the City Administrator, Karen oversees the day to day operations of the City and manages the staff and budget.



**KELLY JOHNSON**  
*City Secretary/  
 Director of Finance*  
 kjohnson@bunkerhill.net

Kelly has been with the City of Bunker Hill Village for 7 years working to ensure the City Finances are in order as well as managing the City's records and City processes. Kelly also handles all City elections. She worked previously for the City of Spring Valley Village for 18 years where she started off as the utility clerk and worked her way up to the City Treasurer. Kelly is a member of the Government Finance Officers Association of Texas and the Texas Municipal Clerk's Association.

Kelly has one daughter.



**VALERIE CANTU**  
*Municipal Court Admin./  
 City Secretary/Permit Clerk*  
 vcantu@bunkerhill.net

Valerie has worked with the City for a total of 11 years for the City's Municipal Court. She also assists with permits and utilities as needed. Valerie worked previously with the City of Katy Municipal Court and Harris County Precinct 3 Commissioner Raddack's office. Valerie is certified as a Court Clerk Level II through the Texas Municipal Court Clerk's Association.

Valerie has two daughters.



**LAURIE GANTT**  
*Utility Billing/  
 Permit Clerk*  
 lgantt@bunkerhill.net

Laurie has been with the city for 7 years, coming to us from a nearby city. Laurie is the voice behind your calls concerning your utility bill and building permits. With over 9 years combined in city service, she is the city's front line customer service professional. Laurie also has extensive experience in banking working for Texas Commerce and Chase banks.

Laurie is also known as the "trivia queen".

### Join our Team ... for the Summer!

The City is seeking a Bunker Hill College Student to join the City as our **Summer Intern**. Students working toward a degree in Business, Engineering, Government, Public Relations and /or Public Administration are preferred. As a small city, the projects and experience will be very broad and tailored to the selected applicant. Working hours are Monday through Friday during normal city office hours with some extended days possible for observing City Council Meetings, the City's Municipal Court Proceedings, and budget preparation. There will also be an opportunity to assist and participate in planning and hosting the Village's Independence Festival on July 4. This will be a paid position. Go to the website for an application. Applications are due by February 15, 2014.

## Meet Your City Staff

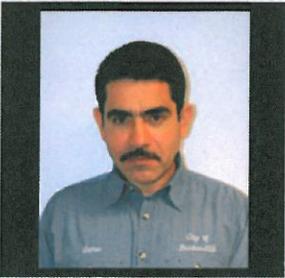


### **STEVE SMITH**

*Director of Public Works/Building Official*  
ssmith@bunkerhill.net

Steve has been with the City for over 7 years. He has worked in Engineering, Utilities and Management for 28 years. Steve was part of the senior management team of Severn Trent, one of the world's largest water companies and began his career designing subdivisions and water production facilities with CGS Engineering of Houston. He holds the highest licensing (AA) of the State of Texas for water and wastewater systems and is a Registered Environmental Professional.

As the Building Official, Steve is responsible for implementing the city's building ordinances. He is married with one daughter who is obtaining her nursing degree.



### **GAMA ESCAMILLA**

*Public Works Team Leader*  
gescamilla@bunkerhill.net

Gama has been with the City for 22 years. He has a level B Water System License. In addition, he has a Texas Wastewater Collection System License. Gama is responsible for the operation of the City's computer control system for the water production plants. He is very experienced with the operation of all of the City's maintenance equipment. Gama is married and has 2 children. He is an avid reader and enjoys fine art. His primary hobby is spending time with his family.



### **OZIEL REYNA**

*Public Works Operator*  
*Animal Control Officer*

Oz has been with the City for 15 years. He has a level C Water License and a Texas Animal Control License. His duties include operation of the City's excavation and maintenance equipment, system operation, and public works maintenance. Oz is married and has one child. Oz enjoys playing the guitar and is known as a good cook. He has begun a project to restore a Ford Mustang.



### **ALFREDO GARZA**

*Public Works Operator*

Alfredo is our newest employee starting in September of this year. Alfredo comes to us from Severn Trent and serves as a system operator for the City. He has extensive experience with the radio read water meters we currently use in the City. He has a level C Water License. He is married with one child. He enjoys working on motorcycles and loves sports and motorcycles.

## Meet the Chiefs



**DAVID FOSTER**  
*Fire Chief*  
foster@villagefire.org

**Fire Chief David Foster** has been with the Village Fire Department for 3 years. A native of Southern California, during Chief Foster's thirty plus year fire-rescue career, he has served the U.S. Air Force and fire departments in California, Portugal, Nebraska and Georgia. This year he has led the Department to achieving the highest fire suppression rating available from the Insurance Services Office (ISO). This rating is known as an "ISO Class 1."

**Police Chief J.D. Sanders** joined the Memorial Villages Police Department in July. Chief Sanders was the Chief of Police in Hobbs, New Mexico. Prior to that he served as Deputy Chief of Police in Franklin, Tennessee, Chief of the Columbus Police Department (Mississippi) and Chief of the Martin Police Department (Tennessee). He began his career in the University of Tennessee-Martin Police Department as a patrolman and dispatcher.



**J. D. SANDERS**  
*Police Chief*  
jsanders@mvpdtx.org

## Frequently Asked Questions

Please visit our website or call us with other questions!

### Do I need a permit for Construction or Remodeling?

Yes, you most likely do! Prior to beginning new construction or a remodel project, please go to our website and click on

#### [BUILDING INFORMATION - What Kind of Project?](#)

This information should greatly assist you.

### What about a fence?

If you are doing anything more than repairing 2 sections of your fence, you will need a fence permit.

### Do I need a permit to take down a tree? or to plant one?

A tree permit shall be obtained prior to **any** tree being cut down. There is no charge for a tree permit. The application can be obtained through our website. Please note that removing a tree without a permit could result in a costly citation being issued.

No permit is needed to plant a tree with the exception of new construction. New construction follows a site plan process which requires a certain number of trees per square foot of lot.

### Can I get my vehicle registration at City Hall?

The City's Municipal Court handles citations for violations of traffic laws and City Ordinances that are issued only in the City Limits of Bunker Hill. Vehicle registration is handled through Harris County. The nearest location is 1721 Pech Rd and the phone number is 713-224-1919.

### I keep seeing vehicles parked on the sidewalk/trail - especially with construction? Is this legal?

The City has an ordinance which states that all vehicles belonging to construction workers shall be parked on the job site. This prohibits the parking of these vehicles on the sidewalk/trail. Please contact us or the Memorial Villages Police Department to report violations.

### I have a lost pet!

#### Can I put a sign on the street sign poles?

*Please, please don't!!* We are installing new decorative signs and stop sign poles and would appreciate residents NOT taping signs to the new black poles.

If you have a lost pet or if you have found one, please call us! We will check our registration log, check the kennel, and put a notice on our website.

So if you have lost or found an animal, call us or check our website!

#### What happens to my trash pick-up on a holiday?

Trash is NOT picked up on the major holidays which include New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Unfortunately, that pick up is NOT made up. Normal trash pick-up resumes on your next scheduled trash day.

#### What time do I need to have my trash out and where?

Pick up begins at 7:00 a.m. All trash and recyclables should be out by this time to ensure pick up. All trash and the recycling bins must be visible from the street and NOT inside a garage, carport, building or behind a fence or gate.

#### What about Recycling? Do I need a special bin?

Yes, you do need to pick up a recycling bin at City Hall. The bin must be visible from the street by 7:00 am on Wednesdays which is the City wide recycling day. Acceptable Items include Grade 1 and 2 plastics, Aluminum, steel or bi-metal cans, newsprint, plastic containers, glass, and phone books.

#### What about things like old paint and pesticides?

Household hazardous waste can be taken to:  
Westpark Recycling - 5900 Westpark Drive 713-668-9551  
Harris Co. Hazardous Waste - 6900 Hahl Road 281-560-6200

## Interesting Tidbit - City Hall Art

The City of Bunker Hill Village has been featuring local artists on the walls of City Hall for over 10 years. Former Mayor Bill Marshall had called his friend, Susan Jackson to "come and look at these walls." The Mayor felt the plain white walls could be used to showcase local artists. He asked if Susan thought there were enough artists to make it work and then asked Susan if she would take on the project. Susan agreed and since then, the project has been a great success. Art is changed every 3 months. Bunker Hill Village's two elementary schools, Bunker Hill and Frostwood Elementary Schools will be coming up next in January.

Those with City Hall business as well as Municipal Court attendees have been surprised and entertained by the work. "It's a win-win! We love having the artwork and appreciate our local artists sharing their talents and helping us decorate City Hall," says City Administrator Karen Glynn. She adds, "This is a great program and I so appreciate the vision of former Mayor Bill Marshall and the efforts of Susan Jackson for making this happen for the past 10 years."

Artists can leave their contact information with the City Hall office staff; any visitor can contact the artist personally if interested in purchasing a piece. Anyone interested in displaying their artwork can contact Susan Jackson at [sjpaints@hotmail.com](mailto:sjpaints@hotmail.com).



The City was pleased to welcome local artist, Alice Roberts and her work to the walls of City Hall. Alice fell in love with art as a child and dreamed of becoming an artist "someday". Reality required her to get a "real job" but she did find a career where she could use her talents and interest in drawing by becoming a draftsman for an engineering firm in 1972. It was a satisfying compromise until she retired and was able to get back to her artwork, which she did four years ago.