

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
FEBRUARY 18, 2014 AT 5:00 P.M.

I. PLEDGE OF ALLEGIANCE

The mayor suspended with the pledge.

II. CALL TO ORDER

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

Present:

Mayor Jay Williams

Councilman Keith Brown*

Councilman John Glover

Councilman Jay Janecek*

Councilwoman Laurie Rosenbaum

Councilwoman Susan Schwartz

Also in Attendance:

Karen Glynn, City Administrator

Kelly Johnson, City Secretary/Dir of Finance

Steve Smith, Dir of Public Wrks/Bldg Official

Loren Smith, City Attorney

*did not stay for the Joint Meeting with Board of Adjustments

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.

Donna Freedman, at 11930 Surrey Lane, talked about the food bank and the collection drive they do through the postal service. She requested the city participate and help by getting the word out and possibly putting banners up.

IV. POLICE COMMISSIONER REPORT

A. Update on Activities

Chief Sanders reported CAPERS is here and should be finished in two weeks. He said in two to three weeks they will have their first CAD run to see how things work out. Chief said last Friday they sent a test CodeRED Alert out to everyone they had numbers for. He said it went very well and they are encouraging all residents to sign up.

Chief Sanders said they still are having traffic issues at Frostwood Elementary. He said he wanted council to be aware as they work through those problems.

The Chief said that Bunker Hill Village has two sexual predators. He said he has spoken to one of the predators and the other predator he had talked with the neighborhood association on things they could do. Chief Sanders said they will continue to work with the neighborhoods to make them feel safe.

Chief Sanders reported from the last Police Commission Meeting they gave a directive that they want financial reporting for year-end 2013 and then January thru February 2014 by next commission meeting. He said the commission said to get whatever resources needed to make that happen. Chief also reported that two officers announced retirement. One officer retires the end of February and the second officer retires in July. He said we also have made some changes in shifts to help with the work flow.

Karen Glynn said we are teaming up with the Memorial Villages Police Department and the City of Piney Point for the statewide Annual Warrant Round Up. She said we will have a judge at city hall the first two Saturdays in March if anyone wants to turn themselves in. She said the police department went last week to the kick off meeting.

V. FIRE COMMISSIONER REPORT

A. Update on Activities

Discussed under item V. B.

B. Consideration and Possible Action on reallocation of 2013 Fund Surplus for Compensation Purposes

Councilman Janecek said that the commission met and formed a Compensation Committee. The Committee is made up of the Fire Commission Chairman, Fire Commission Vice-Chairman, and the Fire Chief. The mission of the Compensation Committee is to review compensation practices of the entire METRO area and to make recommendations on a regular basis to the board. Councilman Janecek said the commission recommended to implement a salary adjustment and a payment to employee's 457 deferred compensation plan. He reminded everyone this is to improve the competitiveness of the VFD as we have already lost staff because of this.

Councilman Janecek said the revenues that are needed for the salary adjustment and payment to employee's 457 deferred compensation plan is coming from the VFD 2013 Budget surplus. He said \$221,454 will be applied to salary adjustments and \$73,039 will be a one-time 2% payment of 2013 salaries into each employee's 457 deferred compensation plan. The remaining surplus of \$94,584 will be absorbed into the 2014 Budget. Councilman Janecek said that the Fire Commission approved the adjustments and the one-time payment, 2% of their 2013 salaries, into employee's 457 deferred compensation plan.

Councilman Janecek distributed handouts showing the recommended salaries and total compensation packages for VFD and surrounding agencies. Councilman Janecek said the salary increases would be retroactive to January 1st.

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Glover to approve the recommendation to increase salary compensation and contribute into employee's 457 deferred compensation plan. Motion carried 5-0.

VI. UPDATE ON EAST SIDE DRAINAGE PROJECT - KLOTZ ASSOC

Gary Struzick, with Klotz Engineering said at the last council meeting they were 60% complete with the East Side Drainage Plans. Since then he said they have met with the city staff and reviewed the plans and walked the area to see what trees they can save. He said they should be at 90% complete with the plans by February 28 and will meet with city staff again.

Gary Struzick said the detention system that they are recommending to be put in is like a tinker toy type system. You can pick and choose the size and depth depending on what room you have. He said this type of system gives us the flexibility to work around trees so we can save as many trees as possible.

Karen Glynn, the City Administrator, said we have an on-call contract with a tree arborist that we can use as needed.

VII. DISCUSSION AND POSSIBLE ACTION REGARDING AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NOS. 1 THROUGH 6 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2013; PROVIDING DETAILED LINE ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT - *Kelly Johnson, City Secretary/Finance Director*

Kelly Johnson summarized budget amendments 1-6. She said most of these are clean up items and this process is routine and done every year.

Motion was made by Councilman Janecek and seconded by Councilman Glover to approve amendment nos. 1 through 6 to the original budget of the City of Bunker Hill Village, Texas, for the fiscal year 2013. Motion carried 5-0.

VIII. DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO CONTRACTS FOR ON-CALL INSPECTION SERVICES - *Steve Smith, Director of Public Works/Building Official and Karen Glynn, City Administrator*

Steve Smith said historically the city has used contract inspectors to do various inspections as part of the building process. The mayor said that Karen Glynn felt these were a lot of money and wanted to make council aware by having on-call contracts for inspections. Karen Glynn said she would like the council's permission to enter into these on-call contracts for inspection services as needed.

Motion was made by Councilwoman Schwartz and seconded by Councilman Janecek to approve Karen Glynn, the City Administrator, to enter into On-Call Contracts for Inspection Services as needed. Motion carried 5-0.

IX. CONSIDERATION AND POSSIBLE ACTION TO PROCEED WITH WATER LINE PROJECTS - *Steve Smith, Director of Public Works/Building Official*

A. Memorial Bridge Reconstruction

Steve Smith said the reconstruction of the Memorial Bridge is due to start in 2015. He said one of the obstacles with that is we have a water line attached to the bridge that will have to be removed and out of the way before the bridge construction starts. He said what we are proposing is not re-attaching the water line to the bridge but put a new water line under W151. This is not something new for the city, we did that very recently with a water line running from water plant #2 under W151 to Stoney Creek. What we are talking

about today is starting that process so it will be complete before the reconstruction of the Memorial Bridge. The estimated cost of the project is \$161,000.

Motion was made by Councilman Brown and seconded by Councilwoman Rosenbaum to approve proceeding with the water line project. Motion carried 5-0.

B. Monica Lane

Steve Smith said this is something we have been working on for a very long time. He said what we are seeing is two homes on Blalock Forest, which is a dead end street, not getting the quality of water that we like to deliver to them on a consistent basis. He said what we are doing is flushing lines on a monthly basis, which the state requires, but we have gone to flushing this line weekly and still not able to deliver the quality of water we would like.

The challenge is to figure out how to tie in or loop the dead end water line. Steve Smith said two of the property owners on Monica have consented to give the city easement between their properties which will enable the city to continue the dead end line on Blalock Forest and tie in to a continuous line on Monica. Steve Smith said the work is estimated at a cost of \$45,000.

Steve Smith said as we are having to take more and more surface water there is a mixing of different kinds of disinfectants that have to be used and those chemicals have a shelf life. He said what happens on dead-end lines is the water does not flow very much and the chemicals start to break down and that causes a rotten egg smell. By continuing the dead end line between the two properties on Monica that line will have continual flow, eliminating the rotten egg smell.

Mayor Williams said by pushing three capital projects out and redirecting those funds we would be able to do both the water line relocation under W151, at an estimated cost of \$161,000, and tying in the dead-end water line on Blalock Forest, at an estimated cost of \$45,000.

Motion was made by Councilwoman Rosenbaum and seconded by Councilwoman Schwartz to approve the construction of the water line on Monica. Motion carried 5-0.

X. AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS BY AMENDING SECTION 10-71, DEFINITIONS, OF ARTICLE IV, MISCELLANEOUS NUISANCES, OF CHAPTER 10, OFFENSES AND MISCELLANEOUS PROVISIONS BY ADDING CITY RECOGNIZED HOLIDAYS TO THE DEFINITION OF *AUDITORY* OR *NOISE NUISANCE*; PROVIDING FOR A PENALTY IN THE AMOUNT OF NOT MORE THAN \$2,000.00 FOR EACH VIOLATION OF ANY PROVISION HEREOF, WITH EACH DAY CONSTITUTING A SEPARATE VIOLATION, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; AND PROVIDING FOR SEVERABILITY - *Karen Glynn, City Administrator*

Karen Glynn said at the last council meeting it was discussed, and council gave staff direction to amend our current ordinance limiting third party contractors to the same hours of operation as building contractors. Karen Glynn said third party contractors would include site contractors, landscape companies, and general maintenance companies.

Karen Glynn said also in the amended ordinance we cleaned up the wording on what are the city holidays. She said for example the day after Thanksgiving generally is a work day but is

a city holiday and the current ordinance states contractors cannot work. She said the wording changed to say City Recognized Holidays to include New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

Councilwoman Rosenbaum asked about summer hours being extended for contractors. Council decided to leave the ordinance as presented.

Motion was made by Councilman Janecek and seconded by Councilwoman Schwartz to approve the amended ordinance as presented. Motion carried 5-0.

XI. 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 January 21, 2014 Regular Council Meeting
- B. December 2013 Financials
- C. January 2014 Financials
- D. Fiscal Year 2013 - Fourth Quarter Investment Report

Kelly Johnson, City Secretary/Dir of Finance, asked to remove item A off the consent agenda. She said there is a typo.

Motion was made by Councilman Brown and seconded by Councilwoman Schwartz to approve the consent agenda with removing item A. Motion carried 5-0.

Kelly Johnson, City Secretary/Dir of Finance, said on item A she omitted Councilwoman Schwartz from attending the January 21, 2014 meeting in error.

Motion was made by Councilwoman Schwartz and seconded by Councilman Janecek to approve item A on the consent agenda with the correction. Motion carried 5-0.

XII. MAYOR'S REPORT

- A. Appointment of Member to the Zoning Board of Adjustment

The mayor said we still have one spot left on the Zoning Board of Adjustment.

- B. Appointment of Member to the Drainage Committee

Mayor Williams said Councilman Glover is the only member on this committee. He said that Councilman Glover requested adding Jack Christiansen to the committee.

Motion was made by Councilman Janecek and seconded by Councilwoman Rosenbaum to appoint Jack Christiansen to the Drainage Committee. Motion carried 5-0.

- C. Frostwood Elementary School Grand Opening

Mayor Williams said the school was very complimentary of the City of Bunker Hill Village. He said they are having traffic issues. He said 90% of their problem is they are unloading only 3 vehicles at a time. He said if you have 300 cars that all are trying to drop kids off in a 20 minute time span, it simply doesn't work.

- D. Update on Council Committee and Liaison Work

Mayor Williams said Planning and Zoning (P&Z) has done a terrific job. He said I think we have given them enough input and ideas. He said P&Z is on a time restraint so he was asking city council to leave them alone and give them the time they need to come back to city council with their recommendations.

XIII. CITY ADMINISTRATOR'S REPORT

A. Run for the Arts Event

Karen Glynn said we have been working with the Spring Branch Education Foundation on the Run for the Arts Event. It's scheduled for the first Saturday in May. She said there has been some concerns, as the event has gotten larger and larger, with the loop/turn at Tara and Rhett. Residents can't get out of their driveways and they get blocked in. She said they are working on getting the route loop/turn re-certified to go through Frostwood Elementary. Karen Glynn said she should be hearing back from the committee in a couple weeks if they get it re-certified.

Karen Glynn said they came to council last year for a permit for the event. She said she felt if they get the event re-certified to loop/turn through Frostwood Elementary that staff could grant the permit request.

B. Landscape and Maintenance Contracts

Karen Glynn said we are out for RFP's on the landscape contracts. She said we packaged the RFP's a little different this time with 6 separate areas. The proposals are due back and will be opened on March 10th.

C. Beautification Committee Update

Karen Glynn said the Beautification Committee is up and running and working hard. She said we are getting all of our street signs and poles put up and seeing a lot of city spirit. She said the city monument sign at Taylorcrest and Bunker Hill that was damaged, will be replaced with a metal sign. She said we are working with the insurance company and the landscape company to get that all worked out.

She said the next Beautification Committee Meeting is on Thursday. She said they have been working on the Tree Ordinance and have met with an arborist. Councilman Rosenbaum said they are almost done with the Tree Ordinance.

D. Planning and Zoning Commission Review Update

Karen Glynn said they are getting ready to set their next Planning and Zoning Meeting the end of March. She said as the mayor reported, they are getting their recommendations ready to come back to city council.

XIV. JOINT WORKSHOP WITH THE CITY COUNCIL AND ZONING BOARD OF ADJUSTMENT TO OUTLINE ROLES AND RESPONSIBILITIES

A. Oath of Office

Loren Smith, the City Attorney, administered the Oath of Office.

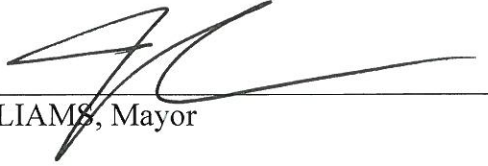
B. Orientation

Loren Smith, the City Attorney, had a slide presentation outlining the roles, responsibilities, and legal ramifications of the Zoning Board of Adjustments

XV. ADJOURN

Motion was made by Councilwoman Rosenbaum and seconded by Councilwoman Schwartz to adjourn the meeting at 8:25 p.m. Motion carried 3-0.

Approved and accepted on March 25, 2014.



JAY WILLIAMS, Mayor

ATTEST:



Kelly Johnson, City Secretary