

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
September 16, 2014 AT 5:00 P.M.

I. CALL TO ORDER

Mayor Williams called the meeting to order at 5:01p.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 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
Valerie Cantu, Asst/City Sec./Court Admin.

Absent:

Councilwoman Laurie Rosenbaum

II. PLEDGE OF ALLEGIANCE

The mayor suspended with the pledge.

III. CITIZENS' COMMENTS

This is an opportunity for citizens to speak to council relating to agenda and non-agenda items. Comments are limited to three minutes. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer comments until such time the item is discussed. Speakers are required to address council at the microphone and give their name and address prior to voicing their concerns.

Note: To comply with provisions of the Open Meetings Act, the City Council may not deliberate on items discussed under this agenda item. Items that cannot be referred to the city staff for action may be placed on the agenda of a future City Council meeting.

No comments

IV. PUBLIC HEARING

THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE INPUT FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE 2014 PROPOSED PROPERTY TAX RATE TO SUPPORT THE 2015 BUDGET

Mayor opened the Public Hearing at 6:02 p.m.

City Administrator, Karen Glynn, presented a PowerPoint presentation.

Resident Ed Johnson of 214 Stoney Creek, commented that the 11% increase on property taxes is too large of an amount and was asking for consideration to lowering the amount.

The Mayor closed the Public Hearing at 6:06 p.m.

V. POLICE COMMISSIONER REPORT

A. National Night Out - October 7, 2014

Officer Oscar Miller discussed details on National Night Out that will be held on October 7, 2014. The location was changed from Bunker Hill City Hall to the Memorial Drive Presbyterian Church parking lot at 11612 Memorial Drive, for the purpose of parking and

to expand. There will be many family friendly activities planned. Together with all three cities, the PTA and schools are working to get the word out to the residents. Officer Miller said they are estimating 700 to 800 people to attend the event. Several branches of law enforcement, fire department and community businesses are donating food, drinks and planning activities for the youth.

B. Update on the DARE Program

Officer Michelle Owens gave a brief overview on the DARE curriculum. The program reaches out to approximately 2,400 students from kindergarten to sixth grade. It teaches the younger children about safety, Say No Program, and drugs. Fifth and Sixth grade curriculum is to educate on drugs, tobacco, alcohol, peer pressure, communications, bullying, helping others, and laws as they apply to them. They are hoping to expand the program with more help, currently they have three officers.

C. Update on Activities

Officer Michelle Owens and Chief Sanders discussed implementing a new policy manual as part of the accreditation process. These guidelines were developed by the Texas Police Chief Association. This process will be divided into three phases and is estimated to take up to 12 months.

Phase One: Updating the policy manual from the beginning to the end. Once finalized it's turned over to the police commissioners and legal department for review and approval.

Phase Two: "Compliance"- this requires every officer to be trained on every policy and will include physical training as well.

Phase Three: Once the policy manual is approved, then the Texas Best Practices representative will come and do a soft inspection to point out any problems. Once everything is corrected then they will start on the final inspection. Completion should be around twelve months.

Chief Sanders discussed an event leading to an arrest of four gang suspects linked to robberies from the past twelve months in Bunker Hill Village and the immediate surrounding areas. Chief Sanders elaborated on the fantastic job done by the Memorial Police Department and our citizens. Communication and working together was a key factor to the success of this arrest.

D. Discussion and Possible Action Regarding an Amendment to the 2013 Budget

No action was taken.

VI. FIRE COMMISSIONER REPORT

A. Update on Activities

Commissioner Gerald Teal reported the 2014 Budget is about .5% under budget. EMS collections was \$222,000 with Bunker Hill's share being \$42,500. Through July there were a total of 1,221 calls for all six villages; 148 were Bunker Hill's which makes about 12.2% of the calls. From the calls 87 were fire alarms and 61 were EMS. Response time for all the calls averaging 4:04 minutes.

There was a resolution that was approved appointing Chief David Foster as designated Public Information Coordinator.

Commissioner Teal and Commissioner Essary asked for approval to discuss the possibility of routing the dispatch calls between the police and fire departments. The target is to save time that is spent by the police department dispatch having to call the fire department dispatch so the fire department can send out the trucks. The recommendation is possibly looking into Capers new technology that will allow for the police department to communicate directly to the personnel electronically allowing the response to be immediately instead of one dispatch calling the other department dispatch wasting the time for line pick up and having to verbally give all the details. Mayor and Council were all in agreement to allow this approach.

October is National Fire Prevention month. The fire department sent out information that they will have an open house on the 17th from 3 p.m. to 7 p.m. offering tours, refreshments, and kid activities.

- B. Discussion and possible action regarding the proposed 2015 Village Fire Department Budget in the amount of \$5,097,372.00 with Bunker Hill Village's Annual Assessment \$968,500.68

Motion was made to approve the 2015 Village Fire Department Budget by Councilwoman Schwartz and seconded by Councilman Glover. Motion carried 4-0.

VII. DISCUSSION AND POSSIBLE ACTION REGARDING AN ORDINANCE AMENDING CHAPTER 3, ANIMALS, OF THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS AMENDING ARTICLE II, DOGS AND CATS, OF DIVISION 1, IN GENERAL, TO AMEND THE DEFINITION OF *AT LARGE* TO INCLUDE CARETAKERS; AMENDING SECTION 3-29, MAXIMUM NUMBER TO BE KEPT, OF DIVISION 1, IN GENERAL, BY DELETING SECTION 3-29 AND SUBSTITUTING IN ITS PLACE A NEW SECTION 3-29; AMENDING DIVISION 2, LICENSE, OF ARTICLE II, DOGS AND CATS, BY DELETING DIVISION 2, LICENSE, IN ITS ENTIRETY; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; PROVIDING A PENALTY OF NOT LESS THAN \$25.00 AND NOT MORE THAN \$500.00 FOR ANY VIOLATION HEREOF; AND PROVIDING FOR SEVERABILITY. - Karen Glynn, City Administrator

Karen Glynn said this will remove the animal registration and fee. This amended ordinance is to cleanup and to clarify on the number on animals allowed in a household. The change allows up to four animals.

Motion was made by Councilman Janecek and seconded by Councilman Glover to approve the ordinance as presented. Motion carried 4-0.

VIII. DISCUSSION AND POSSIBLE ACTION REGARDING AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS BY AMENDING SECTION 8-82, FALSE ALARMS, OF ARTICLE III, BURGLAR AND FIRE ALARM SYSTEMS, OF CHAPTER 8, LICENSES AND BUSINESS REGULATIONS, TO MAKE REIMBURSEMENT FOR FALSE BURGLAR AND FIRE ALARMS IN EXCESS OF FIVE (5) FALSE ALARMS DURING ANY 12-MONTH PERIOD TO BE DETERMINED AT THE DISCRETION OF THE FIRE CHIEF OR POLICE CHIEF, AS APPLICABLE; REPEALING ALL ORDINANCES IN CONFLICT HERewith; AND PROVIDING FOR SEVERABILITY. - Karen Glynn, City Administrator

Karen Glynn said the current ordinance imposes a fee if there is an excess of five false alarms in a twelve month period. Because of recent changes at the police department for no longer calling off on false alarms because previously when a resident called and said to disregard the alarm because it was accidentally set off the police officer would disregard. The concern was how many false alarms and do we impose a fee. With the proposed ordinance the change will allow the police and fire chiefs to have discretion in imposing the false alarm fees to someone in violation and changed the language in the ordinance from shall to may impose fees.

Motion was made by Councilman Glover and seconded by Councilman Janecek to approve the ordinance as presented. Motion carried 4-0.

IX.

CONSENT AGENDA

“ALL MATTERS LISTED UNDER CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION, THERE WILL NOT BE SEPARATE DISCUSSION OF THESE ITEMS. IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.”

- A. Minutes of the August 19, 2014 Council Meeting.
- B. Minutes of the August 28, 2014 Special Budget Workshop Meeting.
- C. August 2014 Financials.
- D. Interlocal Agreement with Harris County in the amount of \$1,925.49 for administration and implementation of a regional watershed protection education program effective from September 1, 2014 to August 31, 2015.
- E. Klotz Associates, Invoice No. 814100 in the amount of \$1,549.89 for professional services rendered from July 16, 2014 to August 15, 2014 under on-call services including GIS support and Drainage Ordinance development.
- F. Klotz Associates, Invoice No. 814101 in the amount of \$2,412.36 for professional services rendered from July 16, 2014 to August 15, 2014 for Environmental Engineering Services for TPDES MS4 Storm Water Permit Renewal.
- G. Klotz Associates, Invoice No. 814102 in the amount of \$25,100.00 for professional services rendered from July 16, 2014 to August 15, 2014 in connection with Chapel Belle Lane, Rhett Drive, and Tara Drive Improvements.
- H. Klotz Associates, Invoice No. 814119 in the amount of \$2,011.00 for professional services rendered from July 16, 2014 to August 15, 2014 in connection with East Side Drainage Project.
- I. Langford Engineering, Inc., Invoice No. 17942 in the amount of \$177.45 for professional services rendered through August 1, 2014 for on-call services.
- J. Langford Engineering, Inc., Invoice No. 17943 in the amount of \$3,269.06 for professional services rendered through August 1, 2014 for the Memorial Bridge Water Line Project.

Motion was made by Councilman Glover and seconded by Councilwoman Schwartz to approve the consent agenda. Motion carried 4-0.

X. MAYOR'S REPORT

A. Winshire HOA Meeting

The Mayor said the residents were worried about ordinances that may impact their lots with new construction affecting the drainage. Steve Smith, Dir of Public Works/Bldg

Official, explained that the requirements implemented are to prevent drainage issues. He thanked Karen Glynn, City Administrator and Steve Smith, Dir of Public Works/Bldg Official for coming on their day off to attend the meeting.

B. Houston TIRZ 17 Open House

The mayor said TIRZ talked about annexing Gessner Road up to the City of Bunker Hill Village City limits for future improvements on the road, medians and drainage. They also discussed possible improvements on Memorial Drive from the City of Bunker Hill Village to Beltway 8 but at the moment they are not pursuing it any time soon.

C. Casting the City's Vote for the Texas Municipal League Intergovernmental Risk Pool Board of Trustee's Election

The mayor recommended to vote for candidate Peter Vargas who is the incumbent. He also recommended voting for the three candidates unopposed.

Motion was made by Councilman Glover and seconded by Councilman Janecek to approve the mayors recommendations. Motion carried 4-0

D. Appointments to Boards and Commissions

The Mayor asked if anyone had any suggestions or recommendations for vacant positions on the Planning and Zoning Commission or the Zoning Board of Adjustment Commission.

XI. CITY ADMINISTRATOR'S REPORT

A. Update on East Side Drainage Project

Karen Glynn said that the project is set to begin next week. She said we will be keeping the residents informed on the progress and information will be available on our website.

B. Update on the Memorial Bridge Project and Water Line Relocation

Karen Glynn said the project is out for bids and she will update the progress in the October meeting.

C. Update on the Agreement with Piney Point to add a Right Turn Lane on Blalock

Karen Glynn said they are conducting a traffic study with HDR which will take 45 days to complete. She will update the progress at the November meeting. This project is not only the right turn lane, it's looking at adding more pavement and possibly restriping that whole intersection to make it work as efficiently as possible.

D. Update on the City's Solid Waste Contract and Recycling Upgrade

Karen Glynn said we will be distributing the large recycle carts to all the residence all at one time. They will order the carts in October and in November we will start a communication plan with our residents to make this a smooth transition. She said by December we will begin.

E. Update on the Ordinance Review Process

Karen Glynn commented that they have been reviewing the ordinances and have scheduled a Planning & Zoning Meeting Thursday at city hall at 5:00 p.m. After the meeting the recommendations will be forwarded to the mayor and council for further review. If all goes well a recommendation for a public hearing will be scheduled in

October. In some of the recent meetings the residents seem to be in agreement with the changes and particularly the predevelopment meeting.

F. Upcoming 2015 Budget Schedule

The next public hearing will be scheduled on Tuesday September 23, 2014 at 8:00 a.m. The tax rate will be open for discussion. The following Tuesday, September 30th will be the public hearing for the budget and both the tax rate and budget could be adopted at that time.

G. Upcoming Annual TML Conference

Karen Glynn commented on the TML conference. It is in Houston at the George R. Brown Convention Center. It will begin on Wednesday, October 1st at 10:30 a.m. and last thru Friday. Packets with helpful information will be given out to the participants.


H. Preview of the City's draft Website and Branding Project

Karen Glynn and Steve Smith presented a PowerPoint presentation of the city's new website that will begin in January. Karen said, we will be working together with our police and fire departments to create a database for alarm registrations on the website so the residents can update and enter their information as needed.

XII. ADJOURN

Motion was made by Councilman Glover and seconded by Councilman Brown to adjourn the meeting at 6:37 p.m. Motion carried 4-0.

Approved and accepted on October 21, 2014.



Jay Williams, Mayor

ATTEST:



Valerie Cantu, Assistant City Secretary