

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
June 21, 2016 AT 5:00 P.M.

I. 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

Those Present:

Mayor Jay Williams
Councilman Robert Lord
Councilman John Glover
Councilman Jay Janecek
Councilwoman Laurie Rosenbaum
Councilwoman Susan Schwartz

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
Valerie Cantu, Muni Court Admin/Asst. City Sec

II. PLEDGE OF ALLEGIANCE

Boy Scouts Russell Burrow, Binz and Andrew Dewalch lead the meeting with the pledge.

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

The position of Mayor Pro-tem is selected on an annual basis. With the resignation of Councilmember and Mayor Pro-tem, Keith Brown in November, Councilmember Jay Janecek has served in the Mayor Pro-tem Position to complete the term ending May 2016.

The Mayor has asked Councilmember Janecek if he is interested in continuing to serve in this position for the new term. Councilmember Janecek agreed to continue to serve if approved by the Council.

A motion was made by Councilman Glover and seconded by Councilwoman Rosenbaum to approve Councilman Janecek as Mayor Pro-Tem for another year and the motion carried 5-0.

IV. 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.

There were no citizens signed up for comments.

V. PRESENTATION OF 2015 FINANCIAL AUDIT CONDUCTED BY BELT HARRIS PECHACEK, LLP – *Nathan Krupke, Belt Harris Pechacek, LLP and Britique Williams, City Secretary/Finance Director*

Mayor Williams asked Karen Glynn to introduce this item. Mrs. Glynn introduced Nathan Krupke with Belt Harris Pechacek and informed the Council that once again the City is very pleased to report that the City has received an unmodified opinion which is the highest level of assurance a city can receive from the audit process. Mrs. Glynn then turned the presentation over to Mr. Krupke.

Nathan Krupke, with Belt Harris Pechacek, presented the year end December 31, 2015 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. Nathan Krupke said the City is in great shape financially. Nathan Krupke said he wanted to bring to Council's attention a new accounting requirement that took effect this year. He said that we are now required to show our pension liability on our governmental balance sheet which will also include the Police and Fire Departments.

Mayor Williams said the Audit Committee, consisting of himself, Karen Glynn, Susan Schwartz, and Britique Williams all met yesterday and went over the audit and made a few changes.

Mrs. Glynn added that transfers to the reserve account can now be made based on finalizing the audit for 2015 year end. This will be on the August agenda.

No action was taken.

VI. FIRE COMMISSIONER REPORT

A. Update On Activities.

Commissioner Teel said that the 2016 budget is about \$5.15 million and as of May, the YTD expenditures are 1.75% under budget. There were line items that were over budget such as \$12,494 due to hiring another firefighter and a \$4,268 onetime payment to Belt Harris CPA firm for the 2015 Audit (total audit was \$11,992).

Through May 2016, all villages combined had 926 incidents (129 in City of Houston). Calls for Bunker Hill Village were 115 (12.4% of total). Fire Alarm calls total 68 (59% of call) and 47 EMS calls (41% of call). The average response time was 4:06 minutes for all calls and Bunker Hill's time was 5:06 minutes.

Mr. Teel said the Department is fully staffed. They will be conducting a survey and study on salaries and benefits on the surrounding cities so that we can stay competitive. They will introduce the study in 2017.

Commissioner Teel said that they are recommending the 100 ft. ladder truck with no bucket to save money and possibly put the savings toward establishing a "Replacement of Facilities Fund."

They feel that the truck will meet the needs of the Villages and if not, there is a Mutual Aid Agreement with the City of Houston if a larger ladder truck with a bucket is needed. The ladder truck is about \$931,000 which is under budget.

- B. Consideration and Possible Action Regarding a Request from the Commission to Utilize Surplus from the 2015 Budget in an amount of \$58,653.00 to initiate a Reserve Fund for Physical Facilities to be included in the 2017 Budget.

Commissioner Teel said that the Fire Department is recommending starting a "Replacement of Facilities Fund" in the near future that will include a five year plan. There are several issues with the condition of the facilities that have prompted a need for this fund. A recommendation was made to transfer the monies left over from 2015 budget which was about \$58,000 to start the Replacement of Facilities Fund.

A motion was made to utilize the 2015 savings and transfer these funds and begin a Replacement of Facilities Fund. The motion was made by Councilwoman Schwartz and seconded by Councilman Lord. The motion carried 5-0.

- C. Consideration and Possible Action Regarding the Proposed 2017 Village Fire Department Budget in the amount of \$5,562,581.00 with Bunker Hill Village's 2017 Assessment being \$1,045,746.32.

Commissioner Teel presented the proposed 2017 Budget as shown on the attached powerpoint presentation. He said that the 2017 budget as compared to the 2016 budget is a 2.99% increase. He spoke about the budgeting of the new line item for IT services for future computer and software expenses.

A motion was made to approve the 2017 Budget by Councilman Glover and seconded by Councilman Janecek and the motion carried 5-0.

VII. POLICE COMMISSIONER REPORT

- A. Update On Activities.

Commissioner Jay Smyre gave an update on activities in the City. The Villages YTD had 22,801 event/responses; Bunker Hill had 7,918 (includes house watch checks) of the total. In May, the three Villages had 4,989 events and 1,679 were Bunker Hill. The average response time (911 CFS events) for all Villages was 5:54 minutes; Bunker Hill was 5:20 minutes.

Commissioner Smyre spoke of Randy Chastain's retirement after 19 years of service as a Sergeant. The Chief will not be replacing this position. The YTD budget includes expenditures of \$1,813,987 which is 9% below budget. They have purchased two bicycles and have used them to patrol some of the construction areas throughout the cities. The Department has also purchased a 2016 Taurus. Commissioner Smyre spoke about the increase on the V-link usage. Bunker Hill is at 62.8% and on June 13th, officers are going door to door to those currently not signed up to encourage residents to sign on to V-link.

- B. Consideration and Possible Action Regarding the Proposed 2017 Memorial Villages Police Department Budget in the amount of \$ 4,989,253.00 with Bunker Hill Village's 2017 Assessment being \$ 1,663,084.34

Commissioner Smyre discussed the 2017 goals for the department. He read a thank you letter from a resident and says that type of feedback is what they are working toward. He said that Memorial Villages covered by the Memorial Villages Police Department are rated the third safest City in the State of Texas according to a safe wise report. The report is based on FBI and police reports by Homeland Security.

Commissioner Smyre gave a brief discussion (attached powerpoint) of the budget which increased by 3.9% over the FY 2016 adopted budget. The goal in 2017 is to increase the V-link users by 25%, implement electronic citation writers, increase the clearance rate for property crimes by 5%, achieve recognition in the Texas Best Practices Program and evaluate a crime and traffic monitoring system.

The Mayor is encouraging the Commission to consider adding a Replacement Reserve Fund for the purpose of future purchases, repairs and such for the building, cars, and equipment.

A motion to approve the 2017 Memorial Villages Department budget was made by Councilwoman Rosenbaum and seconded by Councilman Glover and the motion carried 5-0.

- C. Consideration and Possible Action Regarding a Request from the Commission to utilize surplus from the 2015 Budget in an amount of ~ \$111,000 (~\$37,000 per City) to be placed into the Capital Replacement Fund for physical facilities and field equipment.

A motion to approve the 2015 surplus amount of \$37,000 to be placed in the 2017 Budget for the Capital Replacement Fund was made by Councilman Janecek and seconded by Councilman Glover and the motion carried 5-0.

Items VIII through X were presented together as follows:

Karen Glynn recommended combining the three next agenda items and present together as these items are all part of the agreement with the City of Piney Point regarding participation in the Piney Point Drainage Project. She also provided an update on the project as well as the details and additions to the project:

The City Council has previously agreed to proceed with the agreement with Piney Point in an amount not to exceed \$150,000. This includes traffic, drainage, and water line improvements and a \$3,000 contingency. Although both Councils have approved the agreement, it was noted that execution will follow after Bunker Hill obtains an easement from the Memorial Drive Presbyterian Church to construct the water line. This easement will accommodate the relocation of the water line which is necessary to accommodate the drainage work. This is also an old water line that needs to be reconstructed to PVC. This is the best opportunity for Bunker Hill to get this water line completed.

Water Line Easement with Memorial Drive Presbyterian Church

Ms. Glynn presented the Resolution and Easement Description that was developed and approved by Memorial Drive Presbyterian Church for a utility easement to construct the water line on the church

property (under the sidewalk). In discussion with the church, staff is recommending making this a public access easement as well. Bunker Hill will assume maintenance responsibility for the sidewalk which is in good condition. We would like to tie this segment to the trail system with Piney Point and provide for the potential of additional sidewalk along Blalock Road in the future. This is also a benefit to the church in exchange for the easement.

Approve and request an amendment to the inter-local agreement to extend the reconstruction of the water line along Blalock Road

Piney Point had some construction problems over the past month requiring the contractor to dig another bore pit at the intersection. When staff was out on the site with HDR, we found that they have ended up uncovering even more of our water line as a result of the additional work. In discussions with HDR, staff expressed our desire to replace as much of our old water line as possible while the pipe is exposed. HDR said that there will be no additional cost for the engineering. The result is approximately an additional 100+ feet of water line.

Approve and request an amendment to the inter-local agreement to reconstruct the median noses at the intersection of Memorial Drive and Blalock Road (3 medians)

As previously approved, staff has authorized Kimley Horn to proceed with the design of the median adjustments on Memorial Drive/Briar Forest and Blalock to make this intersection work more efficiently. Staff has also authorized Kimley Horn to work with the Harris County to get approval. Since Council does not have a July meeting, we wanted to gain authorization to proceed with this work once approved by the County and submit an amendment to the interlocal agreement to Piney Point for their approval. In discussion with Kimley Horn, it is recommended to add an additional \$ 5,000 to this project for the construction pending further discussion with HDR and the contractor. An additional area of concern is needed traffic control depending on when this work can be incorporated into the project. Kimley Horn is recommending a traffic control contingency of \$ 6,500.

The project costs were summarized based on these items to show costs to date. HDR indicated that the construction costs noted were final costs to be incorporated into the change order for the contractor. Given the sensitivity of the project timing and not having a July City Council, staff recommended City Council consider increasing the contingency to the overall project for any unforeseen items. The City Administrator would contact the Mayor to discuss and authorize.

After the overall project summary and discussion, the Mayor took motions on the items as outlined on the agenda:

VIII. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF RESOLUTION NO. 6-21-2016 OF THE CITY COUNCIL OF BUNKER HILL VILLAGE, TEXAS, ACCEPTING A WATER LINE AND PEDESTRIAN ACCESS EASEMENT FROM MEMORIAL DRIVE PRESBYTERIAN CHURCH - *Karen Glynn, City Administrator*

A motion was made to approve the Resolution for the waterline and pedestrian access easement from Memorial Drive Presbyterian Church by Councilman Janecek and seconded by Councilwoman Schwartz and the motion carried 5-0.

IX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE PROJECT AMENDMENTS AND BUDGET INCREASES FOR PARTICIPATION IN THE CITY OF PINEY POINT VILLAGE'S DRAINAGE PROJECT LOCATED AT THE INTERSECTION OF MEMORIAL DRIVE AND BLALOCK ROAD - Karen Glynn, City Administrator

- A. Extend Water Line Improvements by 100+ feet.
- B. Increase the Budget for the Median Noses by \$11,500 to include a Traffic Control Contingency.
- C. Increase the Project Contingency by \$10,000.

A motion was made by Councilman Janecek and seconded by Councilman Glover to extend the waterline improvements by 100+ feet, increase the budget for the median noses by \$11,500, and increase the project contingency by \$10,000. The motion carried 5-0.

X. CONSIDERATION AND ACTION TO REQUEST AN AMENDMENT TO THE INTER-LOCAL AGREEMENT WITH THE CITY OF PINEY POINT VILLAGE TO EXTEND THE RECONSTRUCTION OF THE WATER LINE IMPROVEMENTS ALONG BLALOCK ROAD AND TO RECONSTRUCT THE MEDIAN NOSES AT THE INTERSECTION OF MEMORIAL DRIVE AND BLALOCK ROAD - Karen Glynn, City Administrator

A motion was made to amend the interlocal agreement with Piney Point to extend the reconstruction of the water line and the median noses by Councilman Janecek and seconded by Councilman Glover and the motion carried 5-0.

Items XI and XII were presented together as follows:

Steve Smith introduced a resident named Dr. Garcia from Godsey Court who had some flooding with Tax Day Storm. Mr. Garcia addressed the Council. He said in the last 44 years he has flooded seven times and is concerned about a new home being built next door with an elevated foundation. The Mayor asked for him to attend the next Drainage Committee meeting so that the issue can be addressed.

Karen Glynn then presented the items and explained that the City Council held a Drainage Workshop on June 1, 2016 with the Drainage Committee to review the work completed over the last 6 months for the update to the City's Drainage Master Plan. During the Master Plan Update timeframe, the City experienced another extreme rain event (the "Tax Day Storm") - this storm is a 200 year event. The results of this storm were also presented at the June workshop meeting.

The City Council provided direction to the Drainage Committee at that meeting. In summary, there are two areas for the Drainage Committee to further review and submit recommendations to address:

- Tactical -- address current needs by means of projects and the update to the Master Plan
- Strategic -- address and plan for the future by means of regulations and standards, for example, recommending amendments to the current Drainage Ordinance or minimum slab elevations.

These items should be evaluated based on the recommended "Design Criteria" for Bunker Hill. The Council provided the following direction for this criteria which included streets and house slab elevations:

Streets: Address Water Ponding on Neighborhood Streets – The consensus was to allow up to 18 inches of ponding in the streets to ensure access by public safety vehicles.

Slabs: Address Water Breaching the Slab Elevation of Homes -- The goal for our Drainage System, (in aggregate) is to accommodate the recent Memorial Day 250-year flood event with no structures having water breach the slab elevation. This does not include garages or garage conversions that were built at lower slab elevations than the primary houses. It was noted that some homes were surveyed and experienced water even though the house met the City's current minimum slab elevation (a minimum 12 inches above the street, inlet, and/or wastewater manhole elevation - the most conservative of the three). The immediate focus should be on these homes.

Based on this direction, the following outlines the scope of work and costs to complete and submit a final draft of the Drainage Master Plan to the City Council by recommendation of the Drainage Committee:

Additional surveying will be needed to evaluate the slab elevations. PreJean has conducted some slab surveying to date which has been very helpful. There are approximately 25 - 30 more houses to survey. PreJean's cost is approximately \$300 per house to perform these surveys. This would equate to ~\$9,000.00.

Staff has met with RPS Klotz Associates to review the costs associated with the original scope of the project as well as the work that has been done to date. In addition, the costs needed to complete all work in order to submit a final draft to the City Council were identified. Klotz provided the costs for Council's consideration and authorization which includes additional meetings with the Drainage Committee; incorporating the data from "Tax Day Storm" into the modeling and analysis; reviewing approximately 25 slab surveys; and completing the additional analysis citywide based on Council's direction on the criteria. The proposal does not include the final approval process which could possibly include public meetings and additional presentations.

The proposal for Klotz totals an additional cost of \$37,230.00 and the update is still scheduled to be submitted to the City Council for the budget process in August.

There is \$14,390 included in the contract for final approval/adoption. This will be authorized after the final draft is submitted and the Drainage Committee and City Council determine the process desired for adoption.

After the overall project summary and discussion, the Mayor took motions on the items as outlined on the agenda:

- XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN AMOUNT NOT TO EXCEED \$10,000 FOR SURVEY INFORMATION TO BE COMPLETED BY PREJEAN & CO. INC. FOR THE UPDATE TO THE CITY'S DRAINAGE MASTER PLAN - Karen Glynn, City Administrator**

A motion was made to approve \$10,000 for surveying by Prejean & Co. for the Drainage Master Plan by Councilman Glover and seconded by Councilman Lord and the motion carried 5-0.

XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN AMOUNT NOT TO EXCEED \$37,230.00 FOR ADDITIONAL WORK TO BE COMPLETED BY RPS KLOTZ ASSOCIATES TO COMPLETE THE FINAL DRAFT OF THE DRAINAGE MASTER PLAN - Karen Glynn, City Administrator

The Mayor asked if this money is approved for the Master Drainage Plan would we be done. Ms. Glynn said that this will take us to the final draft through recommendation from the Drainage Committee. There is about \$14,000 or \$15,000 (budgeted from the first \$75,000) for the approval process. We will then determine if we would like to pursue multiple public hearings/meetings on the plan or if City Council feels comfortable finalizing the plan based on the public input received.

A motion was made to approve an amount not to exceed \$37,230.00 for Klotz Associates to complete the final draft for the Drainage Master Plan. The motion was made by Councilwoman Rosenbaum and seconded by Councilman Glover and the motion carried 5-0.

XIII. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF ORDINANCE NO. 16 - 465 AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS BY DELETING FROM SECTION 4-171, STANDARDS APPLICABLE TO ALL RESIDENTIAL CONSTRUCTION, OF DIVISION 4, FLOOD HAZARD REDUCTION, OF ARTICLE V, DRAINAGE AND FLOOD DAMAGE PREVENTION, OF CHAPTER 4, DEVELOPMENT, BUILDING AND CONSTRUCTION, CERTAIN EXCEPTIONS APPLICABLE TO SLAB ELEVATION; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 FOR ANY VIOLATION OF THIS ORDINANCE, WITH EACH DAY CONSTITUTING A SEPARATE VIOLATION; AND PROVIDING FOR SEVERABILITY - Karen Glynn, City Administrator

Karen Glynn presented the item and explained that this Ordinance is designed to follow the guidelines of FEMA so that there is not a conflict with the FEMA Flood Insurance Program. The City currently has a provision in the Code of Ordinances allowing an exception to the minimum slab elevation for homes being reconstructed at more than 50%. This exception was allowed with an affidavit showing that the property owner was aware that the slab elevation does not meet the current requirements. Following the recent extreme rain events and discussions with FEMA, staff and our City Attorney are recommending that this provision be removed. This item was discussed with both the City's Drainage Committee and the City's Planning and Zoning Commission. Both of these Committees recommend approving the amendment.

A motion was made to approve Ordinance No 16-465 that requires property owners to follow the requirements of FEMA. The motion was made by Councilman Glover and seconded by Councilman Lord and the motion carried 5-0.

XIV. DISCUSSION AND POSSIBLE DIRECTION ON A RECOMMENDATION FROM THE PLANNING AND ZONING COMMISSION REGARDING THE CITY'S CURRENT NOISE ORDINANCE. - Karen Glynn, City Administrator

Karen Glynn presented this item and reminded the City Council of a resident complaint regarding noise. At that time, the Mayor and City Council asked that the Planning and Zoning Commission review the

City's current Noise Ordinance to see if any recommendations were warranted. The resident also referred to the City of Hunters Creek Ordinance as being "better" from an enforcement stand since it referenced decibel levels.

The Planning and Zoning Commission met on Tuesday, May 24, 2016. The Commission reviewed the City's Noise Ordinance as well as those of the other villages and some benchmark cities. The City's original Noise Ordinance was established in 1993 and was amended in 2013 and 2014 regarding construction noise. In addition, Assistant Chief Ray Schultz attended the meeting and discussed the enforcement issues.

Mrs. Glynn summarized the Planning and Zoning Commission's recommendations to the City Council which included the following:

- Review and "update" the Ordinance to remove older terms and add the new, i.e. remove phonograph, jukebox, nickelodeon adding items such as electronic devices, I-pod systems, etc.
- Add "reasonable timeframes" to the Ordinance whereby a common understanding is provided for the City as a whole. This is currently shared by the MVPD verbally when they are dispatched to a noise complaint. Direction is requested on the following times to be included and considered as reasonable:
 - Sunday thru Thursday (evenings prior to work days) 9:00 - 10:00 p.m.
 - Friday thru Saturday 11:00 p.m.
- Consider establishing a "special event permit" should a homeowner/property owner desire to extend beyond the reasonable hours for a special occasion. The "special event permit" should include a process whereby the homeowner/property owner must contact all adjacent and affected neighbors to inform them of their special occasion and address concerns for potential noise and other nuisance concerns such as parking. This would be a no-cost permit for homeowners/property owners.
- Include a mediation provision to the Ordinance should any concerns arise between property owners and neighbors. This would require that a mediation process be required for resolution of noise concerns.

The Mayor and Council agreed that an update was needed and concurred with the recommendations. The Mayor suggested that this be given back to the Planning and Zoning Commission for recommendations on reasonable times and for the special event permit. He suggested comparing and discussing this with the other cities for their feedback regarding the process.

XV. 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 17, 2016 Council Meeting.
- B. Minutes of the June 1, 2016 Special Council Meeting.

- C. May 2016 Financials.
- D. RPS Klotz Associates, Invoice No. 416081 in the amount of \$2,454.06 for professional services rendered from April 1, 2016 to April 29, 2016 under on-call services for Drainage Site Development Review.
- E. RPS Klotz Associates, Invoice No. 416133 in the amount of \$3,723.56 for professional services rendered from April 1, 2016 to April 29, 2016 under on-call services for MS4 Annual Report
- F. Cardinal Pavement Services, Invoice No. 3387 in the amount of \$1,750.00 for professional services rendered on May 25, 2016 for the striping of the left turn lane on Bunker Hill @ Barryknoll
- G. Metropolitan Custom Homes, Invoice No. 9263 in the amount of \$5,198.21 for professional services through June 3, 2016 for the Liberty Bell Sanitary Sewer extension.
- H. Lloyd, Smitha & Associates, LLC, Invoice No. CMBH1601-01 in the amount of \$1,852.50 for work completed through April 30, 2016 on the Wastewater Rehabilitation Project.
- I. Langford Engineering, Inc., Invoice No. 19353 in the amount of \$399.26 for professional services rendered through April 29, 2016 for Liberty Bell Water Line.
- J. Langford Engineering, Inc., Invoice No. 19354 in the amount of \$3,802.03 for professional services rendered through April 29, 2016 for the Sanitary Sewer Emergency Repair on Bunker Hill Road.
- K. Langford Engineering, Inc., Invoice No. 19355 in the amount of \$1,153.42 for professional services rendered through April 29, 2016 for the Water Well #2 City Hall.
- L. PreJean & Co. Inc., Invoice 264-24 in the amount of \$2,070.00 for surveying services rendered through May 20, 2016 in connection with the Memorial Presbyterian Church, and Blalock/Memorial Drive.
- M. PreJean & Co. Inc., Invoice 264-24A in the amount of \$2,225.00 for surveying services rendered through May 24, 2016 in connection with various elevation throughout the city.
- N. Accept Resignation of Mr. Carter Breed, Zoning Board of Adjustment

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

XVI. MAYOR'S REPORT

A. Update on Meeting Activities

The Mayor commented that there are two new mayors in the villages and feels encouraged that they are a good group and eager to work together.

B. Consideration and Possible Action on Appointments to the Public Safety Committee:- Donna Marshall

A motion was made to approve Donna Marshall's appointment to the Public Safety Committee by Councilman Janecek and seconded by Councilman Glover and the motion carried 5-0.

C. Discussion and Possible Action Regarding Appointments for the Zoning Board Of Adjustment for a period ending June 30, 2017: - Ryan West

A motion was made to appoint Ryan West to the Zoning Board Of Adjustment for a period ending June 30, 2017 by Councilman Glover and seconded by Councilwoman Schwartz and the motion carried 5-0.

- D. Discussion and Possible Action Regarding Designation of the City's Finance Committee:
- Mayor Jay Williams
 - Councilwoman Susan Schwartz

A motion was made to Designate Councilwoman Susan Schwartz to the City's Finance Committee by Councilman Janecek and seconded by Councilman Glover and the motion carried 5-0.

- E. Update on Committees:
- Beautification Committee - *Laurie Rosenbaum, Chair*
 - Drainage Committee - *John Glover, Chair*
 - Public Safety Committee - *Jay Janecek, Chair*

Councilwomen Rosenbaum spoke about the plants and lighting added to some of the landscaped islands. We are working with the solar lighting to ensure it works as expected. We have also installed sprinkler systems in some areas. Metro has installed two new shelters and we are continuing to work with Metro on new benches. We will also be switching out galvanized poles to keep the look consistent.

Councilman Glover had no comments on the Drainage Committee as this was discussed earlier in the meeting.

Councilman Janecek commented that with Donna Marshall on board there are seven on the Public Safety Committee. The committee will have their first meeting tomorrow, June 22. The agenda will have the discussion of the camera demonstration to be held in Hunters Creek later this month.

XVII. CITY ADMINISTRATOR'S REPORT

A. Update on the Village Independence Festival

Karen Glynn reminded Council that this year the event is on Saturday, July 2, 2016. She also asked for some student volunteers to help with the float entourage.

B. Update on 2016 Budget Development and Schedule

Karen Glynn provided a brief update stating we would have a workshop in August. We are working on items and expect to maintain the 4% M&O, Infrastructure and Utility models that were developed last year.

C. Update on Memorial Bridge Project

Karen Glynn stated that she continues to be hopeful that the contractor will meet the deadline to have the bridge open for the first day of school. Peers and decking should be poured by the end of June.

D. Update on Wastewater Rehab Project

Karen Glynn stated that we have completed all of our televising. John Davis is reviewing the tapes and we are hoping to get busy on replacing more wastewater lines on the east side of the bridge to finish up the contract.


E. Update on Miscellaneous Projects

There were no other projects to report.

XVIII. ADJOURN

Motion was made to adjourn the meeting by Councilman Lord and seconded by Councilman Glover at 7:41 p.m. and the motion carried 5-0.

Approved and accepted on August 16, 2016.



Jay Williams, Mayor

ATTEST:



Britique Williams, City Secretary/Dir. of Finance

Attachments:

Village Fire Dept 2017 Budget Presentation
Memorial Villages Police Department Presentation

VILLAGE FIRE DEPT 2017 BUDGET



CAPITAL EXPENDITURES

VILLAGE FIRE DEPARTMENT GENERAL BUDGET
2017 BUDGET WORKSHEETS - Draft 9b

8-Jun-16

FUND 1	2014 ACTUAL EXPENDITURES	2015 ACTUAL EXPENDITURES	2015 BUDGET	2016 BUDGET	2017 PROPOSED BUDGET	DELTA	PERCENT INCREASE/ DECREASE
CAPITAL EXPENDITURES:							
CONTINGENCY - FACILITY	0.00	33,511.00	35,000.00	55,000.00	35,000.00	0.00	0.00%
TOOLS & EQUIP HOSE	0.00	10,781.03	5,000.00	10,000.00	10,000.00	0.00	0.00%
PROTECTIVE GEAR	0.00	0.00	0.00	20,000.00	20,000.00	0.00	100.00%
COMMUNICATION COMPUTER EQUIPMENT	2,746.74	2,949.94	0.00	0.00	0.00	(3,000.00)	-100.00%
CAPITAL EXPENDITURE TOTAL	23,134.14	47,189.92	63,000.00	68,000.00	65,000.00	(3,000.00)	-4.41%

see notes

see notes

PERSONNEL EXPENDITURES

	2014 ACTUAL EXPENDITURES	2015 ACTUAL EXPENDITURES	2015 BUDGET	2016 BUDGET	11 PROPOSED BUDGET	DELT	PERCENT DIFFERENCE DELT/15
PERSONNEL EXPENDITURES:							
SALARIES							
Base Salary	3,027,781.11	3,016,111.14	3,061,313.00	3,108,501.00	3,143,115.00	35,614.00	1.0%
Deferral Compensation Benefit	81,070.07	47,776.12	0.00	11,200.00	64,383.00	2,187.00	4%
Parttime	8,551.20	5,411.25	10,000.00	12,000.00	0.00	(12,000.00)	-100.00%
Locality	25,510.00	11,001.00	27,000.00	25,000.00	22,000.00	(6,000.00)	-21.4%
Higher Class	21,061.11	20,190.82	25,000.00	25,000.00	25,000.00	0.00	0%
TOTALS	3,123,974.51	3,120,590.33	3,123,313.00	3,271,701.00	3,255,508.00	(16,203.00)	-0.5%
STIPENDS - OVERTIME							
Public Certification Compensation	107,120.50	101,623.61	70,000.00	100,000.00	105,000.00	5,000.00	5.0%
Compensation Allowances - Pay	0.00	13,752.27	0.00	0.00	0.00	0.00	0.0%
TOTALS	107,120.50	115,375.88	70,000.00	100,000.00	105,000.00	5,000.00	5.0%
LIFE/ LTD INSURANCE							
Life/LTD Insurance	20,227.00	20,710.02	25,000.00	24,000.00	22,000.00	(2,000.00)	-8.3%
RETIREMENT							
Contribution - 6.75% (Estimate)	271,117.01	266,497.21	231,132.00	240,190.00	293,000.00	52,810.00	20.4%
HOSPITALIZATION INSURANCE - 1.15% (Estimate)							
Hospitalization Insurance - 1.15% (Estimate)	405,611.00	406,227.00	440,000.00	440,000.00	470,000.00	30,000.00	6.8%
MEAL ALLOWANCE							
Meal Allowance	31,120.00	31,120.00	31,120.00	31,120.00	31,120.00	0.00	0.0%
WORKMEN'S COMPENSATION INSURANCE							
Workmen's Compensation Insurance	10,000.00	10,000.00	20,000.00	45,000.00	35,000.00	(10,000.00)	-22.2%
PERSONNEL EXPENDITURES TOTAL	4,343,375.92	4,320,855.80	4,374,465.00	4,641,921.00	4,732,218.00	90,297.00	1.9%

OPERATIONAL EXPENDITURES

	2014 ACTUAL EXPENDITURES	2015 ACTUAL EXPENDITURES	2015 BUDGET	2016 BUDGET	11 PROPOSED BUDGET	DELT	PERCENT DIFFERENCE DELT/15
OPERATIONAL EXPENDITURES:							
GENERAL AND MEDICAL SERVICES							
Building Supplies & Materials	4,267.72	41,397.77	41,397.77	41,397.77	41,397.77	0.00	0.0%
Computer	13,110.00	1,211.00	1,100.00	1,100.00	1,100.00	0.00	0.0%
Electricity	8,770.00	0.00	2,300.00	2,300.00	2,300.00	0.00	0.0%
Gas	1,510.00	6,000.00	7,400.00	6,500.00	6,500.00	(900.00)	-13.7%
Public Utilities	2,110.00	2,400.00	2,300.00	2,300.00	2,300.00	0.00	0.0%
Telephone	4,950.00	4,950.00	4,950.00	4,950.00	4,950.00	0.00	0.0%
Travel	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	0.0%
Printing	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	0.0%
Supplies	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	0.0%
TOTALS	42,817.72	59,158.77	55,697.77	55,697.77	55,697.77	0.00	0.0%
DEPARTMENTAL							
Departmental	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	0.0%
Medical	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	0.0%
Public Utilities	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	0.0%
Telephone	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	0.0%
Travel	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	0.0%
Printing	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	0.0%
Supplies	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	0.0%
TOTALS	7,700.00	7,700.00	7,700.00	7,700.00	7,700.00	0.00	0.0%
PROPERTY & EQUIPMENT							
Property & Equipment	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	0.0%
TOTALS	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	0.0%
PERSONNEL							
Personnel	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	0.0%
TOTALS	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	0.0%
MAINTENANCE EXPENDITURES							
Maintenance	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	0.0%
TOTALS	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	0.0%
OPERATIONAL EXPENDITURE TOTAL	49,627.72	67,158.77	64,497.77	64,497.77	64,497.77	0.00	0.0%

GRAND TOTAL 2017

	2014 ACTUAL EXPENDITURES	2015 ACTUAL EXPENDITURES	2016 BUDGET	2016 BUDGET	2017 PROPOSED BUDGET	DELTA	PERCENT INCREASE/ DECREASE
GRAND TOTAL	<u>\$4,643,448.18</u>	<u>\$4,878,809.35</u>	<u>\$4,937,372.00</u>	<u>\$5,153,931.00</u>	<u>\$5,205,928.00</u>	<u>144,997.00</u>	<u>2.81%</u>
CAPITAL REPLACEMENT FUND			160,000.00	150,000.00	160,000.00	0.00	0.00%
COMPENSATION ABSENCE RESERVE FUND			0.00	30,000.00	45,000.00	15,000.00	50.00%
Total including Capital Replacement Fund and Compensation Absence Reserve Fund			<u>5,097,372.00</u>	<u>5,143,931.00</u>	<u>5,503,928.00</u>	<u>159,997.00</u>	<u>2.89%</u>

OTHER FUNDS

	2017 AUDITED EXPENDITURES	2015 BUDGET
Capital Budget (Fund 2) 2017		
VEHICLE REPLACEMENT	0.00	0.00
MAJOR EQUIPMENT	0.00	0.00
CAPITAL BUDGET TOTAL	0.00	0.00
CAPITAL BUDGET DETAIL		
Fund Balance	455,627.23	510,432.10
Vehicle Expenditures	0.00	0.00
Major Equipment Expenditures	0.00	0.00
Sold Vehicles/Other Items	1,290.00	0.00
Interest Income	1,342.77	0.00
Additional Unbudgeted Contributions/Deposits	0.00	0.00
BUDGETED CONTRIBUTIONS/DEPOSITS	100,000.00	100,000.00
Compensated Absence (Fund 3)		
Compensated Absence Fund Balance	1,000.10	624.27
Expenditures	0.00	0.00
Interest Income	0.18	0.00
Service Charge	173.00	0.00
BUDGETED CONTRIBUTIONS/DEPOSITS	0.00	0.00
Facility Long Range Plan (Fund 4)		
Facility Fund Balance	0.00	0.00
Expenditures	0.00	0.00
Interest Income	0.18	0.00
Service Charge	0.00	0.00
BUDGETED CONTRIBUTIONS/DEPOSITS	0.00	5,175.00

Memorial Villages Police Department



2017 Budget Recommendations

Memorial Villages Police Department

MISSION STATEMENT:

"Provide an environment of peacefulness and safety through strong emphasis on service"

Memorial Villages Police Department

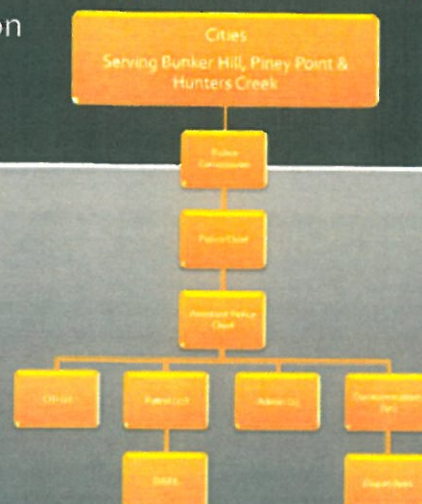
RESULTS:

Memorial Villages rank in the
top 5 safest cities in Texas

The SafeWise Report, The Top 50 Safest Cities in Texas

Memorial Villages Police Department

Organization



There are 32 Sworn Officers in the Police Department

Memorial Villages Police Department

2015/2016 Key Activities

Memorial Villages Police Department

2015/2016 HIGHLIGHTS

- Created New Community Notification System, V-LINC (Villages - Local Information Neighborhood Connection).
- Implemented an on-line No Soliciting Registration Program.
- Installed a new Primary Dispatch Console and upgraded 911 equipment.
- Replaced the aging internal MVPD phone system with a new IP based phone system.
- Implemented an on-line burglar/fire alarm registration program for Bunker Hill residents.
- Increased positive contact in the community.

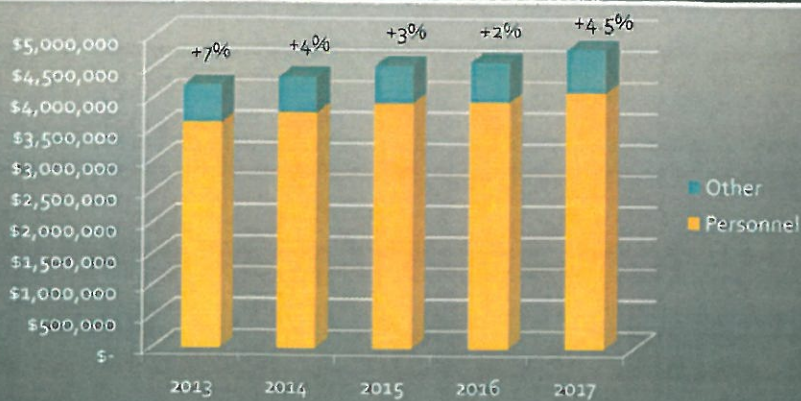
Memorial Villages Police Department

THE BUDGET CONSISTS OF TWO FUNDS

1. Maintenance and Operations (M&O)
 - Personnel
 - Fleet Maintenance
 - Contracts and Services
 - Operations
2. Capital Budget
 - Vehicles
 - Capital Contingency

Memorial Villages Police Department

5 YEAR OPERATING COSTS



Memorial Villages Police Department

5 YEAR PERSONNEL COSTS



Memorial Villages Police Department

2017 BUDGET SUMMARY

Category	2016 Budget	2017 Budget	Variance	% Change
M & O Expenditures	\$ 4,595,757	\$ 4,804,258	\$ 208,496	4.5%
Fleet Replacement	\$ 155,000	\$ 160,000	\$ 5,000	3%
Capital Outlay	\$ 52,359	\$ 25,000	\$ (27,359)	-52%
Combined Expenditures	\$ 4,803,116	\$ 4,989,258	\$ 186,137	3.9%

Increase to each city vs 2016 is \$62,045.66
 Total cost to each city is \$1,663,084.34

Memorial Villages Police Department

2015 BUDGET SURPLUS

\$111,000 (unaudited)

Commission proposes from each city:

- Permit \$111,000(\$37,000 each city) to be placed into capital replacement fund for physical facilities and field equipment

Memorial Villages Police Department

2016 / 2017 AREAS OF FOCUS

- Continued vigilant stewardship of the budget
- Increase the number of Households registered as V-LINC users by 25%.
- Implement Electronic Citation Writers
- Increase the Clearance rate for Property Crimes by 5%.
- Achieve Recognition in the Texas Best Practices Program.
- Evaluate Crime and Traffic Monitoring System

Memorial Villages Police Department

Questions

