

MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
January 17, 2017 AT 5:00 P.M.

**I. CALL TO ORDER**

Mayor Williams called the meeting to order at 5:01 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas

*Those Present:*

Mayor Jay Williams  
Councilwoman Laurie Rosenbaum  
Councilman Jay Smyre  
Councilman Jay Janecek  
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  
Laurie Gantt, Utility/Permit Clerk  
Valerie Cantu, Muni Court Admin/Asst. City Sec

Councilman Robert Lord was absent

**II. PLEDGE OF ALLEGIANCE**

Brooks Bell, a Life Scout who installed the flags outside of City Hall and the Memorial Villages Police Department, led the pledge.

**III. PROCLAMATION - *Andrew Brooks Bell, Eagle Scout Project***

Mayor Williams presented a proclamation to Andrew Brooks Bell, a Bunker Hill Resident and a Junior at Second Baptist School who approached the City of Bunker Hill regarding the opportunity to work with the City for his Eagle Scout Project. Brooks and the City worked together and proposed a project consisting of installing an entry feature consisting of a circle of flags for City Hall and the Memorial Villages Police Department. This included the purchase and assembly of two sets of the flag circles in addition to building the bases where the flags would be placed. Brooks organized the project and manpower and implemented the plan during the months of December 2016 and final installation was Saturday, January 14, 2017.

Karen Glynn added that the City plans to manage installing the flags for the national holidays such as Presidents Day, Memorial Day, Flag Day, 4th of July, Labor Day and Veteran's Day. We also want to work with the Beautification Committee on other flags we could display for possible holiday times.

**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.

Mrs. Donna Freedman of 11930 Surrey Lane talked about a document she received as part of an Open Records Request from October 2016. This document was an email between Mayor Williams and Klotz Associates regarding a project for TIRZ 17.

## **V. POLICE COMMISSIONER REPORT**

### **A. Update on Activities**

Commissioner Jay Smyre presented this item. He outlined items on the report provided including:

- There will be a change in leadership at the Memorial Villages Police Department when Chief Sanders leaves March 31, 2017; Assistant Chief Ray Schultz will then become Police Chief.
- Brooks Hamilton from Hunters Creek is the new Chairman of the Police Commission
- 
- At the end of 2016, the police department came in at 99.2% of their budget or \$80,000 under budget which is unaudited at this time.
- V-LINC has improved enhancements so that the residents can register their alarms online for the new year.
- The police department has updated photo badges for their personnel.
- There is one vacancy at the police department. Sergeant Sessions went on administrative duty as of December 16, 2016

Commissioner Smyre also noted the update on the investigation of several crimes that had taken place in the area.

- ### **B. Consideration and Possible Action to approve a Request from the Commission to Amend the 2017 Police Department Budget to appropriate \$62,000 from the Auto Replacement Fund for the purchase of two additional vehicles.**

Commissioner Smyre presented the item.

The Police Commission passed a motion to amend the 2017 Budget unanimously at the November meeting. This amendment takes funds from auto surplus (funds from the sale of surplus vehicles) and transfers that money to capital projects in order to purchase 2 unmarked vehicles for administrative use by the Department for the detectives. Because it was at the end of the year, it was decided to request the cities to act on this amendment in 2017.

A motion was made by Councilwoman Susan Schwartz and seconded by Councilman Jay Janacek to approve amending the 2017 Police Department Budget in the amount of \$62,000 to purchase two additional vehicles. The motion carried 4-0.

The Mayor asked Jay Janacek to share his report on the City's Public Safety Committee at this time since the Police and Fire Commission was present.

*Chairman Jay Janecek presented the item:*

There are basically two Committees underway right now:

- **Bunker Hill's Public Safety Committee** - The Committee met last week and outlined plans for the year including the Virtual Gate/Camera Project, Training Opportunities, Street Lighting which may tie to the Camera Project. It was decided to also include EMS Response Times this year. The Committee has set bi-monthly meetings for 2017.
- **The Tri-Cities Public Safety Committee** -- The Tri-Cities Public Safety committee will be meeting Wednesday, January 25, 2017 at 5:30 p.m. at Hunters Creek and will be outlining the meeting schedule to provide oversight to the Staff and Shrader for the Virtual Gate Preliminary Engineering Study. The Committee is also working to share information with the public. There will be a discussion next week regarding a public meeting in February. The Shrader Study will take 60 - 90 days to complete.

## **VI. FIRE COMMISSIONER REPORT**

### **A. Update on Activities**

Commissioner Gerald Teel presented this item. He outlined items on the report provided including:

- The fire department is 4.3% under budget - roughly \$220,000.00
- There were 274 events – 160 were fire alarms
- Response time to Bunker Hill was five minutes
- EMS renewed their medical policy

Commissioner Gerald Teel also volunteered to be a member of the City's Public Safety Committee especially with the topic on response times.

## **VII. CONSIDERATION AND POSSIBLE ACTION REGARDING AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS PROVIDING FOR THE HOLDING OF A GENERAL ELECTION TO BE HELD ON SATURDAY, MAY 6, 2017 FOR THE PURPOSE OF ELECTING THE MAYOR AND TWO COUNCIL MEMBERS (POSITION NOS. 4 AND 5); PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT - Britique Williams, City Secretary/Finance Director**

Britique Williams presented this item:

The City of Bunker Hill Village holds its election for the Mayor and City Council on the May General Election Date for 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 6, 2017 and accordingly, will be for the Mayor and Positions 4 and 5. Filing for a position on the ballot will begin January 18, 2017 and will conclude February 17, 2017.

The attached Ordinance outlines all election information including polling locations, early voting, etc. and also names the Election Officers. Officers to be named include Clara Towsley as the Presiding Judge and Tom Rigamonti as the Alternate Presiding Judge. Both were named last year; however, no election was held. Both have agreed to serve again this year if needed.

A motion was made by Councilwoman Laurie Rosenbaum and seconded by Councilman Jay Smyre to approve the ordinance as presented.  
The motion carried 4-0.

**VIII. CONSIDERATION AND POSSIBLE ACTION REGARDING AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS PROVIDING FOR THE HOLDING OF A SPECIAL ELECTION TO BE HELD ON SATURDAY, MAY 6, 2017, FOR THE PURPOSE OF ELECTING ONE COUNCIL MEMBER (POSITION NO. 3); PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT - *Karen Glynn, City Administrator and Britique Williams, City Secretary/Finance Director***

Britique Williams presented this item:

In addition, a Special Election will be held for Position 3. In August 2016, John Glover resigned as Councilmember and Jay Smyre was appointed. Per the Local Government Code, the City needs to hold a Special Election for this position in conjunction with the scheduled election (Mayor and Positions 4 and 5) in May 2017 since Position 3 was elected in May 2016 and appointed within the year. The last day to filing for a position on the ballot for the special election is Monday, March 6, 2017. All other items will be the same in coordination with the General Election.

A motion was made by Councilwoman Laurie Rosenbaum and seconded by Councilwoman Susan Schwartz to approve the ordinance as presented.  
The motion carried 4-0.

**IX. CONSIDERATION AND POSSIBLE ACTION REGARDING AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING CHAPTER 2, ARTICLE I, SECTION 2.4 OF THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS BY DELETING ALL OF SECTION 2.4 OF CHAPTER 2, ARTICLE I AND ADDING A NEW SECTION 2.4 OF CHAPTER 2, ARTICLE I, SAID SECTION DESIGNATING THE HOUSTON COMMUNITY NEWSPAPER AS THE OFFICIAL NEWSPAPER OF THE CITY; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT - *Karen Glynn, City Administrator***

Karen Glynn presented the item.

State Law requires that cities shall designate an official newspaper for all official publications for the year. The City of Bunker Hill Village has utilized the Houston Community Newspaper as the official newspaper of the city in years past and staff is recommending we continue with this publication.

On the consent agenda is a contract with the Houston Community Newspaper. This contract provides set costs for the year. These costs are the same as in 2016.

A motion was made by Councilman Jay Janacek and seconded by Councilman Jay Smyre to approve the ordinance as presented.  
The motion carried 4-0.

**X. CONSIDERATION AND POSSIBLE ACTION REGARDING AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING SECTION 16 - 26, (5) OF ARTICLE II OF CHAPTER 16 THEREOF AND SUBSTITUTING THEREFORE A NEW SECTION 16 - 26, (5); ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR SOLID WASTE SERVICES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY - *Karen Glynn, City Administrator***

Karen Glynn presented this item.

The City Council set the annual utility rates for Water and Wastewater in November; however, at the time, the increase for solid waste services had not been provided by Republic Services. Republic Services has since provided the City the increase in accordance with our contract. The new rate is 1.77% higher than 2016 and is proposed at \$ 81.05. The 2016 rate was \$79.65. (a difference of \$1.40) The 2017 budget included a 3% increase. This rate is for two months as this is billed bi-monthly with the City's water and wastewater utilities. This rate is the same per residential unit, school, church, public building, or similar use.

A motion was made by Councilwoman Laurie Rosenbaum and seconded by Councilman Jay Smyre to approve the ordinance.  
The motion carried 4-0.

**XI. CONSIDERATION AND POSSIBLE ACTION REGARDING A RESOLUTION OF THE CITY COUNCIL OF BUNKER HILL VILLAGE, TEXAS, ADOPTING THE CITY OF BUNKER HILL VILLAGE'S MASTER DRAINAGE PLAN UPDATE AS RECOMMENDED BY THE CITY'S DRAINAGE COMMITTEE FOR THE PLANNING, DESIGN AND CONSTRUCTION OF DRAINAGE FACILITIES WITHIN THE CITY - *Karen Glynn, City Administrator and Steve Smith, Director of Public Works/ Building Official***

Karen Glynn presented this item.

As the Council is very aware, we have been working with the Drainage Committee over the past year to update the Master Drainage Plan. This plan will provide an overall city-wide comprehensive plan to identify projects needed over the next 10 years or more. The City's Drainage Committee has played a significant role in overseeing this update including meeting with residents at their Committee Meetings and hearing these public comments. The Committee and City Council have met in special joint meetings and discussed the criteria. In addition, an open house for residents was held in November to review and share comments. All exhibits have remained as presented at the Open House with the

exception of the Project Summary Map. The projects remain the same; however, three additional properties were added to the map as "concerns" given the public comments.

The Drainage Committee, Staff and our Consultant RPS Klotz Associates are recommending approval of the Resolution adopting the Master Drainage Plan Update dated January 2017.

William Johnson, a member of the Drainage Committee (11705 Fidelia Court) gave positive feedback regarding the Master Drainage Plan.

Jack Christiansen, a member of the Drainage Committee (11606 Oak Shadows) was extremely pleased with the process and the work of the Drainage Committee and the end result.

A motion was made by Councilwoman Susan Schwartz and seconded by Councilwoman Laurie Rosenbaum to approve the resolution as presented.

The motion carried 4-0.

**XII. CONSIDERATION AND POSSIBLE ACTION REGARDING AUTHORIZATION UNDER THE CITY'S ON-CALL CONTRACT WITH RPS KLOTZ ASSOCIATES TO DEVELOP A PRELIMINARY ENGINEERING STUDY FOR DRAINAGE IMPROVEMENTS FOR THE NORTHERN AREA OF THE CITY WHICH INCLUDES THE TAYLORCREST, WILLIAMSBURG, COBBLESTONE, REBECCA PINES, ETC. AS OUTLINED IN THE CITY'S MASTER DRAINAGE PLAN AND RECOMMENDED BY THE DRAINAGE COMMITTEE IN AN AMOUNT NOT TO EXCEED \$94,000.00 -**  
*Steve Smith, Director of Public Works/ Building Official*

Steve Smith presented this item.

The Drainage Committee and Staff are recommending to begin the implementation of the Master Drainage Plan Update with the highest priority regional project being the Drainage and Detention Improvements for Taylorcrest Road (from Bunker Hill Elementary to Blalock Road) and adjacent areas including Williamsburg Lane, Rebecca Pines and Cobblestone Drive. A Preliminary Engineering Report (PER) is the first step in developing the engineering options and ultimately recommending a specific plan for the project.

RPS Klotz Associates has submitted a proposal for performing the PER along with a schedule of cost. The Drainage Committee and Staff are recommending approval of an amount up to \$94,000.00 (\$76,000.00 Engineering + \$18,000.00 Surveying) for the RPS Klotz Associates' portion of the PER. The proposal and cost includes the time needed for Klotz to attend meetings with Staff, the Committee, and adjacent entities to outline extensive coordination needs.

There are also additional funds estimated and included as placeholders in amounts of \$10,000.00 for other consulting support to include the City's Traffic and Construction Management Consultants. This cost would be paid directly by the City under on-call contracts but should be budgeted as part of the project cost.

The Drainage Committee has met and discussed the project schedule and has scheduled meetings to provide oversight over this project. The PER is estimated to be completed in April 2017.

A motion was made by Councilman Jay Janacek and seconded by Councilwoman Susan Schwartz to approve the item as presented. The motion carried 4-0.

**XIII. CONSIDERATION AND POSSIBLE ACTION ON AWARDING A CHANGE ORDER TO THE CITY'S EXISTING CONTRACT WITH HORSESHOE CONSTRUCTION INC. FOR THE CITY'S 2016 WASTEWATER REHAB PROJECT TO ADD AN ADDITIONAL LINE ITEM NEEDED TO COMPLETE THE PROJECT - *Steve Smith, Director of Public Works/Building Official***

Steve Smith presented the item.

A budget request has previously been presented to Council in which we maximized the amount of work to be performed under the Horseshoe Waste Water Rehabilitation project. Change Order No. 3 is already included in the increase in work and will not exceed the previously authorized 25% increase.

Change Order No. 3 specifically adds a service connection item to the contract which was originally not included in the bid items. This item was not expected and is requested to address a specific field condition encountered.

The project is substantially complete and we expect at least one additional change order to reconcile actual field quantities with the contract. Future change orders also will not exceed the previously authorized 25% increase.

A motion was made by Councilman Jay Janacek and seconded by Councilwoman Susan Schwartz to approve the item as presented.

The motion carried 4-0.

**XIV. 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 November 7, 2016 Special City Council Meeting
- B. Minutes of the November 15, 2016 Regular Council Meeting
- C. Minutes of the December 13, 2016 Special City Council Meeting
- D. November 2016 Financials
- E. Langford Engineering, Inc., Invoice No. 19918 in the amount of \$478.27 for professional services rendered through December 2, 2016 for On-Call General Engineering Services for Liberty Bell Circle Waterline
- F. Langford Engineering, Inc., Invoice No. 19741 in the amount of \$19,732.85 for professional services rendered through September 30, 2016 for the final design of the Taylorcrest Water Plant Expansion Project
- G. Langford Engineering, Inc., Invoice No.19919 in the amount of \$6,033.38 for professional services rendered through December 2, 2016 for the final design of the Taylorcrest Water Plant Expansion Project
- H. Langford Engineering, Inc., Invoice No. 19742 in the amount of \$24,351.30 for professional services rendered through September 30, 2016 for the 2016 Sanitary Sewer Rehab Project
- I. Langford Engineering, Inc., Invoice No. 19920 in the amount of \$1,090.08 for professional services rendered through December 2, 2016 for the 2016 Sanitary Sewer Rehab Project
- J. Langford Engineering, Inc., Invoice No. 19921 in the amount of \$9,000.00 for professional

- services rendered through December 2, 2016 for the 2017 Sanitary Sewer Rehab Project
- K. RPS Klotz Associates, Invoice No. 1116012 in the amount of \$ 5,239.63 for professional services rendered from October 29, 2016 - December 2, 2016 under on-call services including the Drainage Committee Support and Drainage Master Plan Open House
  - L. RPS Klotz Associates, Invoice No. 1116013 in the amount of \$3,649.28 for professional services rendered from October 29, 2016 - December 2, 2016 under on-call services for Drainage Site Development Review
  - M. Houston Community Newspaper Contract for publishing notices or other matters required by law for the period of January 1, 2017 through December 31, 2017
  - N. Southwest Signal Supply, Inc. for the installation of a "No Right Turn" on Memorial Drive eastbound at Gessner Road in the amount of \$19,996.00 as budgeted in the 2016 Street Maintenance Budget
  - O. AAA Asphalt Paving, Inc. for concrete repair on Stepping Stone Street as a result of a Sanitary Sewer Failure in the amount of \$38,304.00 as budgeted in the 2016 Utility Fund for wastewater repair
  - P. Accept Resignation of Mr. Andrew Newton, Planning and Zoning Commission

A motion was made by Councilwoman Laurie Rosenbaum and seconded by Councilman Jay Janacek to approve the consent agenda removing Item N for separate discussion.  
The motion carried 4-0.

A discussion pursued on Item N which was the pedestrian signal improvements at Gessner Road and Memorial Drive. Steve Smith explained the improvements which include a no right turn on red when the pedestrian button is activated. A motion was made by Councilwoman Laurie Rosenbaum and seconded by Councilman Jay Smyre to approve Item N as presented.

## **XV. MAYOR'S REPORT**

### **A. Report on Activities**

The Tealwood HOA will be meeting on Tuesday, February 28. We are planning to attend. Seventy -Five percent of the residents that show up for this meeting are Houston residents.

### **B. Discussion and possible action on 2017 City Council Meetings, Events and Holiday Schedule**

Mayor Williams referenced the handout at each Council Member's Place regarding the proposed 2017 Holiday and Meeting Schedule.

### **2017 Holiday Schedule**

Monday, January 2, 2017	New Year's Day Observed
Friday, April 14, 2017	Good Friday & Easter Holiday
Monday, May 29, 2017	Memorial Day
Tuesday, July 4, 2017	Independence Day
Monday, September 4, 2017	Labor Day
Thursday - Friday,	



November 23 & 24, 2017	Thanksgiving Holidays
Monday - Tuesday	
December 25 & 26, 2017	Christmas Holidays
Monday, January 1, 2018	New Year's Day

*A Floating Holiday is Observed by each Employee for their Birthday*

### **2017 City Council Meetings**

Tuesday, January 17, 2017  
Tuesday, February 21, 2017  
Tuesday, March 21, 2017 - State of the City Presentation -- *(Week after Spring Break)*  
Tuesday, April 18, 2017 *(Week after Easter)*  
Tuesday, May 16, 2017  
Tuesday, June 20, 2017  
Tuesday, July 18, 2017  
Tuesday, August 15, 2017  
Tuesday, September 18, 2017  
Tuesday, October 17, 2017  
Tuesday, November 21, 2017 *(Week of Thanksgiving)*  
Tuesday, December 19, 2017

Typically one Summer Meeting is cancelled. The City Council discussed cancelling the Meeting in July. In addition, the November Meeting falls the week of Thanksgiving. The City Council discussed moving this meeting to November 14, 2017.

A motion was made by Councilwoman Laurie Rosenbaum and seconded by Councilwoman Susan Schwartz to approve the holiday and meeting schedule as discussed. The motion carried 4-0.

Typically the December meeting is cancelled for the annual Christmas Party. The City Council discussed cancelling the December Meeting and the date to hold the Christmas Party. It was determined that the best day would be on December 19, 2017.

A motion was made by Councilman Jay Janecek and seconded by Councilman Jay Smyre to approve the holiday and meeting schedule as discussed. The motion carried 4-0.

#### C. Update on Committees - Beautification Committee

Councilmember Laurie Rosenbaum presented this item:

We have completed our 2016 projects and are reconciling our funding for the year. We may be requesting ~ \$2000 that was not spent be carried into 2017.

Our latest 2016 projects included the railing and landscaping at the bridge and we ordered the lighting

fixtures for Blalock at Memorial and "coach lights" for the monument signs at Gessner/Frostwood and Blalock/Memorial areas.

We are working to schedule a Beautification Committee Meeting to outline our plan for 2017 projects.

- Drainage Committee -

*Karen Glynn presented this item for Robert Lord who was absent:*

The Drainage Committee met on January 4 to kick off the year. We are anxious to get started on the PER which was just approved and also we have discussed the local projects. After discussion, we are focusing on Wood Lane as a priority. Based on more information, the other two (Godsey Court and Blalock Lane/Green Oaks) are not as time sensitive. We are also working on the policy projects.

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

### **A. Report on Landscape Maintenance Contract RFP Process**

Karen Glynn shared that the City's Landscape Maintenance Contract is up for renewal in April. The City has begun the "Request for Proposal" (RFP) process, advertising for proposals.

### **B. Report on Bank Depository RFP Process**

Karen Glynn reported that the City received 4 proposals from various banks as a result of the RFP for the Bank Depository Contract. Staff will be summarizing the results and working with the Finance Committee to make a recommendation to the Council in February.

### **C. Update on the Wastewater Rehab Project**

Karen Glynn reported that the Wastewater Rehab Project is lingering! We have a few items to resolve over the next few weeks. We will keep you updated on our progress.

### **D. Report on 2016 Year End Financials and Planning for 2017 Capital Projects**

Karen Glynn reported that Britique Williams and Karen Glynn are working on closing 2016. We are getting all of our final payments in and will be ready to discuss in February. In addition we have begun our 2017 Projects. We will present an overall schedule at the February Meeting.

## **XVII. EXECUTIVE SESSION**

**THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.074 OF THE TEXAS GOVERNMENT CODE TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, OR DUTIES OF THE CITY ADMINISTRATOR.**

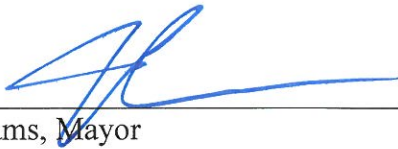
Mayor Williams convened into closed executive session at 6:37 p.m.

Mayor Williams reconvened the meeting at 7:02 p.m.

**XV. ADJOURN**

A motion was made by Councilwoman Laurie Rosenbaum and seconded by Councilman Jay Janecek to adjourn the meeting at 7:03 p.m. Motion carried 4-0.

Approved and accepted on February 21, 2017.



\_\_\_\_\_  
Jay Williams, Mayor

ATTEST:



\_\_\_\_\_  
Britique Williams, City Secretary/Dir. of Finance

Attachments:

Village Fire Dept Report  
Memorial Villages Police Report

Police Commissioner Report  
 Memorial Village Police Department  
 City of Bunker Hill Village  
 December Meeting

Commissioners: Jay Smyre and Keith Brown  
 Alternate: Mac Shuford

**PERSONNEL:**

- Officer Cerny completed OJT and has been assigned to Nightshift.
- Sergeant Testing Completed, training of new Sergeants to start 12/12/16.
- Training rotations occurring in CID and Community Relations.
- All 2016 range qualifications completed.

**OPERATIONS:**

- YTD the three villages have had 65,096 Events/Responses and Bunker Hill has had 24,366 Events/Responses (includes House Watch checks)
- In November the three Villages had 4,846 Events and Bunker Hill had 1,905
- November average response time (911 CFS Events) for all villages 4:03 minutes, Bunker Hill 3:11 minutes.
- YTD 52,411 House Watch checks vs. 46,372 in 2015 (13% increase)
- Incident Review:
 

Crimes Against Persons	0
Crimes Against Property	20
Petty Crimes/Incidents	52
- Total Arrests: 31
- Traffic Enforcement for November: 213 Citations (71 speeding citations)  
 Bunker Hill – 54 Citations

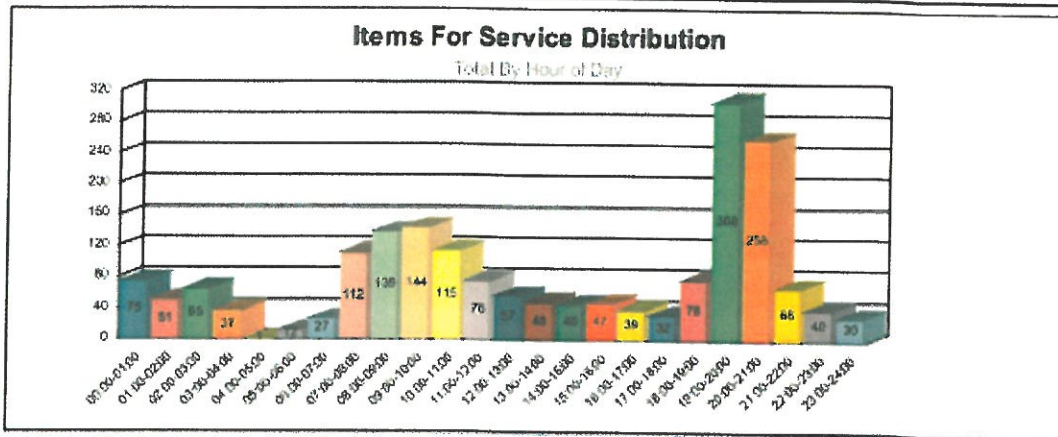
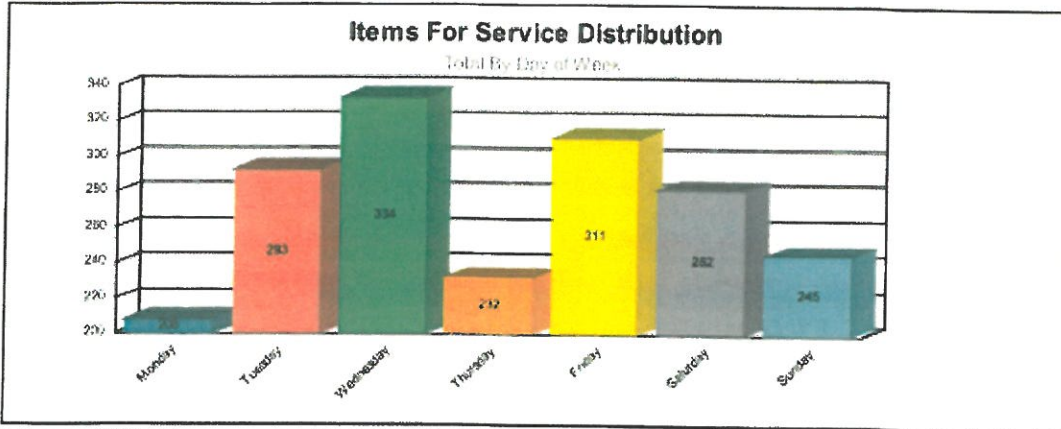
<b>BUDGET YTD:</b>	<b>EXPENSE</b>	<b>BUDGET</b>	<b>%</b>
• Personnel Expense:	3,398,364	3,957,629	85.9%
• Operating Expense:	600,040	638,128	94%
• Total M&O Expenditures:	3,998,404	4,595,757	87%
• Capital Expenses:	185,834	280,459	66%
• Net Expenses:	4,184,238	4,876,216	86%

**Short Term Projects:**

- ZERO Motorcycle has been marked and being utilized.
- New monitors arrived for building video monitoring system install in process.
- Project manager assigned by Tyler Technology for ticket writer implementation.
- Preliminary drafts reviewed of building reconfiguration.
- Shrader Engineering selected as consultant for Virtual Gate/SMART Cities project.

V-LINC Registrations    BH - 873/1250    +11 increase from last month

**Total Items For Service**  
1,905



Police Commissioner Report  
 Memorial Village Police Department  
 City of Bunker Hill Village  
 January Meeting

Commissioners: Jay Smyre and Keith Brown  
 Alternate: Mac Shuford

**PERSONNEL:**

- Currently 1 sworn vacancy as of 1/1/17.
- Sergeant Rivas official last day was 12/31/16. Testing applicants 1/16/17. (Ad in January Blues Publication)
- The 2 weeks prior to Christmas (12/10-12/24), personnel utilized 416 hours of leave while supervisors and management were able to limit overtime costs to just 39 hours of overtime. Great work by MVPD staff.
- Sergeant Sission moved to administrative sergeant position 12/6/17.
- Sergeant Baker and Nowlin both assigned to dayshift during sergeant OJT training.
- Officer Charles completed CID TDY assignment.

**OPERATIONS:**

- YTD the three villages have had 71,759 Events/Responses and Bunker Hill has had 26,912 Events/Responses (includes House Watch checks)
- In December the three Villages had 6,710 Events and Bunker Hill had 2,546
- December average response time (911 CFS Events) for all villages 4:25 minutes, Bunker Hill 2:48 minutes.
- YTD 57,949 House Watch checks vs. 48,979 in 2015 (18% increase)
- Incident Review:
 

Crimes Against Persons	3
Crimes Against Property	21
Petty Crimes/Incidents	56
- Total Arrests: 16
- Traffic Enforcement for December: 128 Citations (33 speeding citations)  
 Bunker Hill – 35 Citations

<b>BUDGET YTD:</b>	<b>EXPENSE</b>	<b>BUDGET</b>	<b>%</b>
• Personnel Expense:	3,863,770	3,957,629	98.7%
• Operating Expense:	643,476	638,128	100+%
• Total M&O Expenditures:	4,507,246	4,595,757	99.2%
• Capital Expenses:	196,150	280,459	73%
• Net Expenses:	4,703,396	4,876,216	97.7%

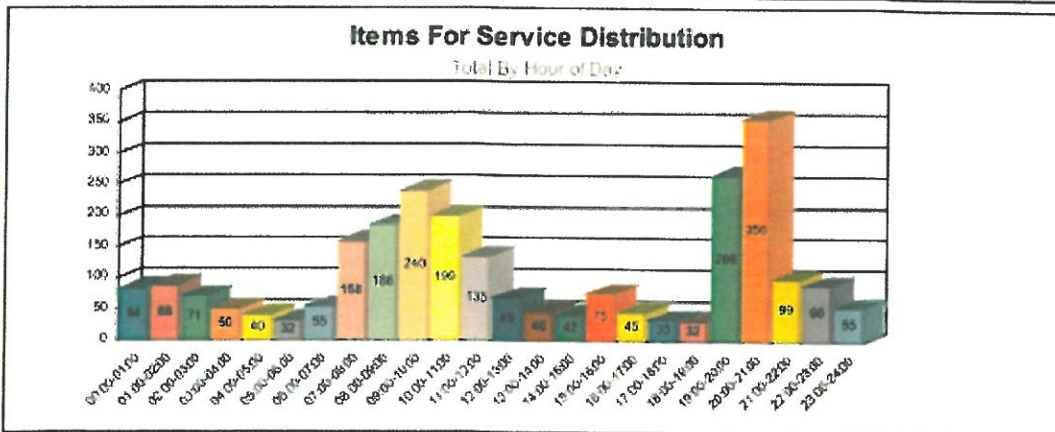
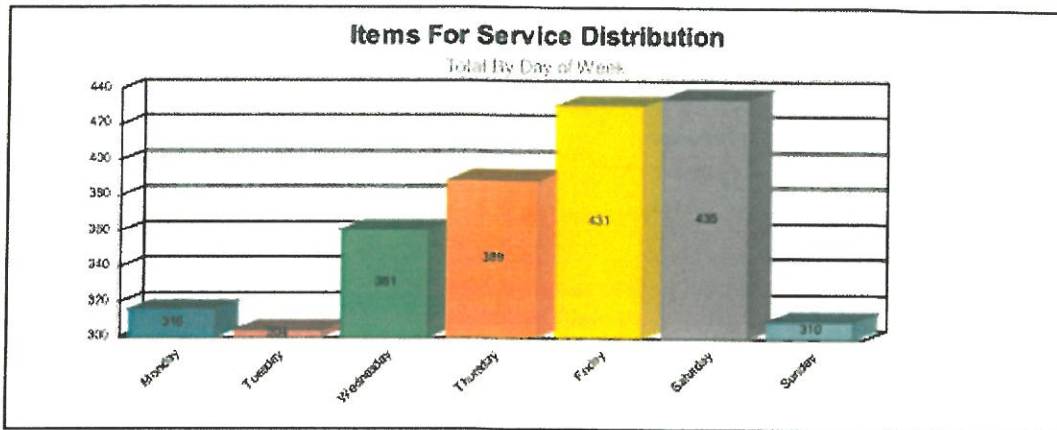
**Short Term Projects:**

- New building CCTV System installation is complete and operational. Additional coverage includes all undercover parking, entire Sally-port area, blind spot in booking entry hallway, rear lot, driveway and parking area and dispatch public window.
- Preliminary drafts completed of building reconfiguration.

- V-LINC enhancements created that include the creation of a 2017 On-line Alarm registration/renewal link for Bunker Hill residents and a 2017 module for Piney Point Residents. (Note: Piney point registrations were completed by hand at PP city hall. MVPD staff is entering all info into V-LINC and creating V-LINC accounts for non-users, so next year the entire process with fees can be automated.
- MVPD Webpage updated with new personnel photographs and profiles.

V-LINC Registrations BH - 886/1250 +13 increase from last month

**Total Items For Service**  
2,546



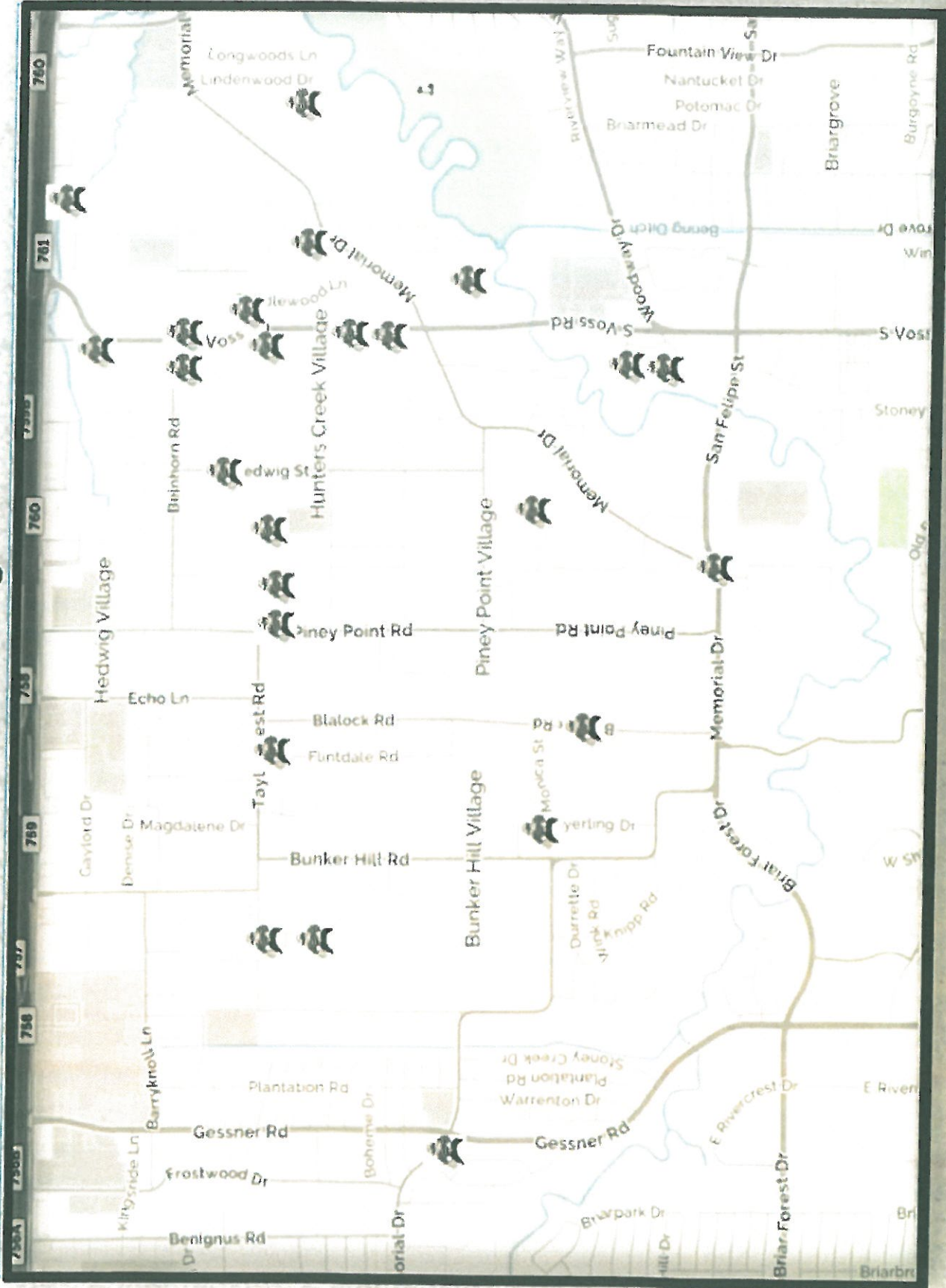
<b>2016</b>	Crimes Against Persons	Crimes Against Property	Quality of Life Crimes	Total	Arrests
January	2	15	59	76	12
February	4	16	78	98	38
March	2	16	83	101	32
April	3	24	78	105	44
May	4	22	61	87	16
June	3	12	48	63	13
July	1	19	67	87	23
August	3	24	61	88	22
September	0	15	68	83	18
October	1	27	72	100	34
November	0	20	52	72	31
December	3	21	56	80	16
<b>Total</b>	<b>26</b>	<b>231</b>	<b>783</b>	<b>1040</b>	<b>299</b>

2015 Totals	28	262	835	1225	362
Difference	-2	-31	-52	-185	-63
% Change	Down 7%	Down 11.8%	Down 6%	Down 15%	Down 17%

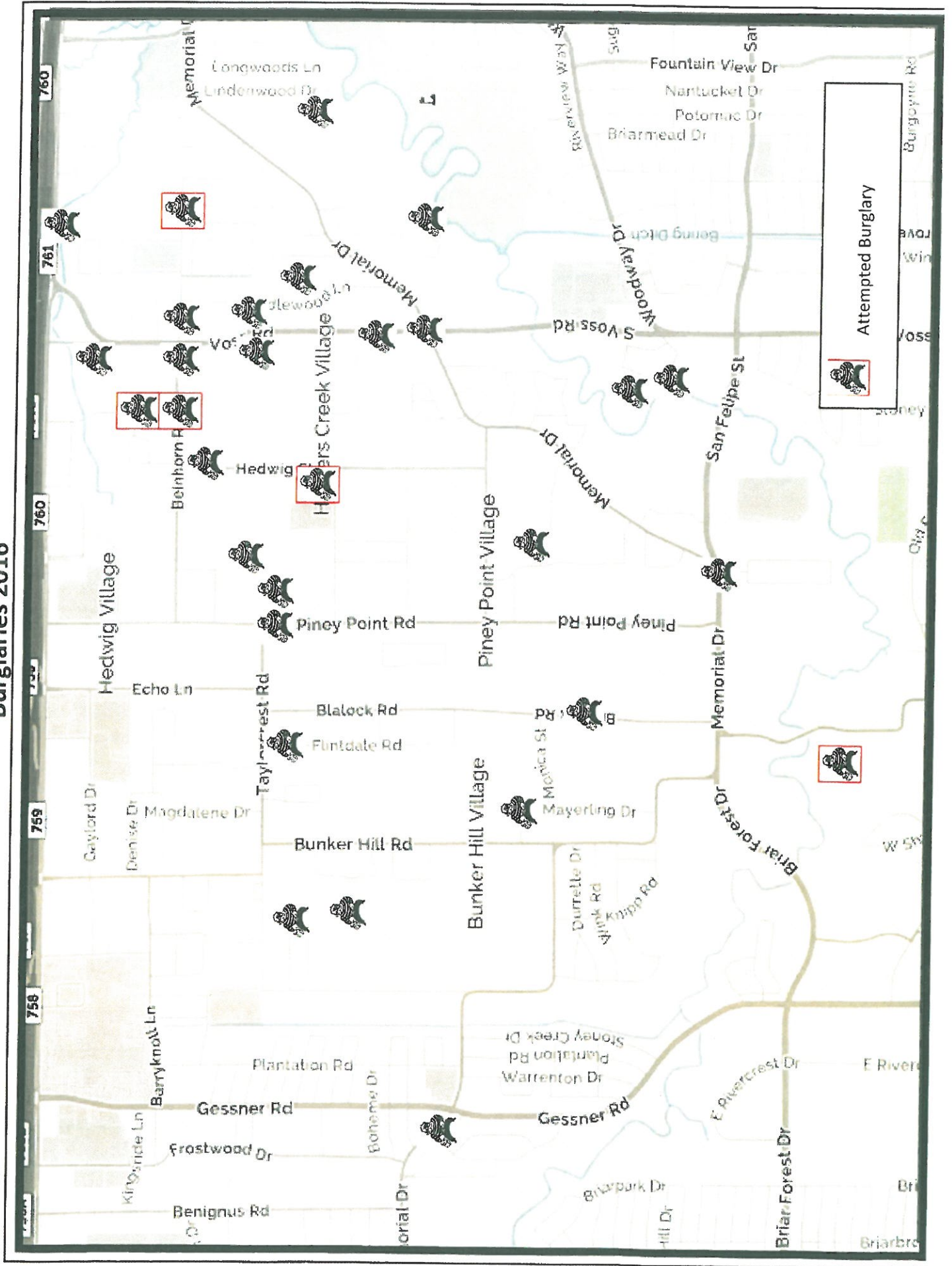


# Burglaries 2016

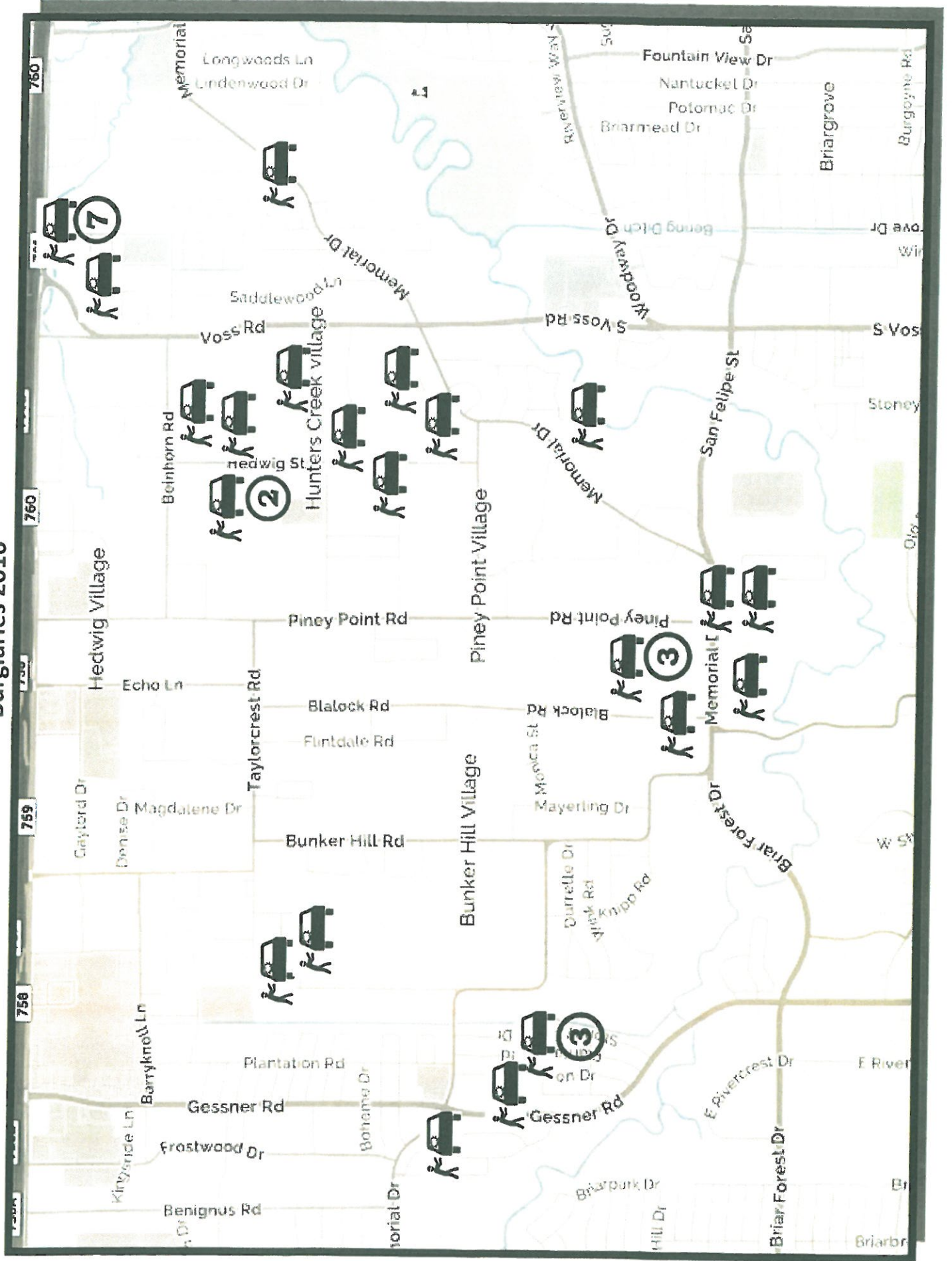
## 2016 Burglaries



# Burglaries 2016



# Burglaries 2016



**Village Fire Department Update**  
**City of Bunker Hill Village, TX**  
**January 17, 2017**

**Commissioner:** Gerald A. Teel  
**Alternate Commissioner:** Bert Rosenbaum

	Budget 2016	YTD 12/31/16 Expenses	% Used	% of Budget	% Under Budget
1)	\$5,153,931	\$4,554,974	95.66%	100.00%	4.34%

- 2) Maintenance of Equipment :
  - a. Total Budget \$85,583 and spent to date \$127,224. Amount over Budget \$41,641
  - b. New ladder truck scheduled to be delivered in March 2017
- 3) Through December 2016, all Villages combined had 1840 incidents. (not including the City of Houston) Calls for Bunker Hill Village were 274 (14.9% of total). Fire Alarms 160 (58.4 %) and 114 EMS calls (41.6 %).
  - a. Average response Time 3:49 min. for all calls. Bunker Hill 5:06 min (see attached complete incidents through Dec. 2016 )
- 4) EMS Revenue Dec 31,2016:
  - a. Amount Billed : \$1,589,853
  - b. Total Revenue Paid : \$354,009
  - c. Revenue Returned to Cities : \$ 242,416
- 5) Next meeting of the VFD is Jan. 25

Respectfully,



Gerald A. Teel

Bert Rosenbaum



**Bunker Hill Village**  
**Hedwig Village**  
**Hilshire Village**  
**Hunters Creek Village**  
**Piney Point Village**  
**Spring Valley Village**  
**Houston**  
**Totals**

Number of Incidents through November 2016														
Fire					EMS					Total				
2016	2015/yrd	2015	2014	2013	2016	2015/yrd	2015	2014	2013	2016	2015/yrd	2015	2014	2013
144	141	153	152	152	107	133	139	100	251	274	292	252	252	252
153	195	213	189	189	256	227	250	271	409	422	463	460	460	460
24	14	17	24	24	31	41	44	40	55	55	61	64	64	64
239	226	249	213	213	161	145	164	147	380	371	413	360	360	360
147	147	162	164	164	122	133	137	104	269	280	299	268	268	268
161	158	174	158	158	171	165	189	173	332	323	363	331	331	331
253	235	271	264	264	0	0	0	0	251	235	271	284	284	284
1089	1116	1239	1184	1184	848	844	923	835	1947	1960	2162	2019	2019	2019

2016 Travel Times		% of 2016 Calls are:		% of Fire Calls	
Less 4 Mins	Less 8 Mins	Fire	EMS	Fire Alarms	% of Fire Calls
12%	97%	57%	43%	60	24%
91%	100%	37%	63%	52	13%
17%	100%	44%	56%	11	20%
40%	98%	58%	42%	106	28%
40%	99%	55%	45%	76	28%
50%	98%	48%	52%	53	16%
88%	99%	100%	0	358	18%
4:06	4:06	56%	44%	358	18%



**Bunker Hill Village**  
**Hedwig Village**  
**Hilshire Village**  
**Hunters Creek Village**  
**Piney Point Village**  
**Spring Valley Village**

Number of Incidents through December 2016														
Fire					EMS					Total				
2016	2015	2014	2013	2012	2016	2015/yr	2015	2014	2013	2012	2016	2015/yr	2015	2014
160	153	152	152	152	114	139	139	100	274	292	274	292	292	252
263	213	163	163	163	280	250	250	271	441	463	441	463	463	460
24	17	24	24	24	34	44	44	40	58	61	58	61	61	64
238	249	213	213	213	179	164	164	147	417	413	417	413	413	360
161	162	164	164	164	131	137	137	104	292	299	292	299	299	268
172	174	174	174	174	186	189	189	173	358	363	358	363	363	331

2016 Travel Times			% of 2016 Calls are:			% of Fire Calls		
Less 4 Mins	Less 8 Mins	Avg	Fire	EMS	Fire Alarms	Fire Alarms	Fire Alarms	% of Fire Calls
14%	97%	5:06	58%	42%	64	64	64	23%
91%	100%	2:12	37%	63%	53	53	53	12%
21%	100%	4:40	41%	59%	11	11	11	19%
40%	98%	4:28	57%	43%	113	113	113	27%
42%	99%	4:21	55%	45%	84	84	84	29%
52%	98%	3:49	48%	52%	58	58	58	16%



**Village Fire Department  
2016 Strategic Plan Performance Report**

	Standards/Base	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Totals
<b>2016 OPERATING BUDGET</b>						
Percentage if spending 100% budget		25.0%	25.0%	25.0%	16.6%	91.6%
Actual Percentage Budget Spent	100.0%	24.28%	23.38%	24.04%	16.68%	88.38%
Operating Budget	\$5,153,931.00	\$1,251,415.91	\$1,205,075.20	\$1,238,792.80	\$859,690.18	\$4,554,974.09
Personnel Expenses Total	\$4,541,921.00	\$1,110,622.60	\$1,096,568.17	\$1,077,492.89	\$714,259.13	\$3,998,942.79
Percentage Personnel Budget Spent		24.45%	24.14%	23.72%	15.73%	88.05%
Overtime	\$100,000.00	\$26,125.52	\$26,290.18	\$16,626.60	\$15,957.24	\$84,999.54
% Overtime Budget Spent		26.13%	26.29%	16.63%	15.96%	85.00%
Capital Expenditures	\$68,000.00	\$10,902.35	\$2,924.74	\$4,422.90	\$17,364.00	\$35,613.99
% Capital Budget Spent		16.03%	74.41%	6.50%	25.54%	52.37%
Operational Expenditures	\$544,010.00	\$129,890.96	\$105,582.29	\$156,877.01	\$128,067.05	\$520,417.31
% Operational Budget Spent		23.88%	19.41%	28.84%	23.54%	95.66%
<b>EMERGENCY OPERATIONS:</b>						
% TT to High Priority Responses < 4 MINUTE	4 minutes 90%	58%	42%	46.0%	53.33%	54%
% TT to High Priority Responses < 8 MINUTE	8 minutes 100%	98%	98%	98.7%	99.67%	98%
% TT High Priority Responses > 8 MINUTES	0.00%	2%	2%	1.33%	0.33%	1%
Average Dispatch Time, high priority calls	60 Seconds	57	57	50	50	55
Average Turnout Times, high priority calls	60 seconds	38	41	41	42	41
Average Travel Time		4:11	4:12	3:58	3:57	4:07
# Emergency Incidents		518	568	555	460	2101
# Emergency Responses		927	988	967	877	3759
VFD Patients		251	250	256	218	975
VFD Patients Transported		189	175	191	166	721
Houston Ambulance Patient Transports		1	0	0	0	1
Total Patients Transported		190	175	191	166	722
<b>EMS REVENUE:</b>						
EMS Collection Percentage		17%	29%	19%	25%	21%
Revenue Collected, Avg Per Patient		\$386.70	\$636.98	\$433.77	\$546.51	\$491.00
Amount Billed		\$436,594.62	\$380,505.45	\$409,821.52	\$362,932.22	\$1,589,853.81
Total Revenue Paid		\$73,472.32	\$112,154.91	\$79,128.34	\$89,253.63	\$354,009.20
Revenue Returned to Cities		\$0.00	\$56,970.99	\$114,683.27	\$70,762.42	\$242,416.68
<b>FIRE MARSHAL:</b>						
# of General Plans Reviewed		12	17	21	12	62
# of Sprinkler Systems Reviewed		43	52	49	39	183
# Fires Investigated		1	0	1	2	4
# Fire Citations Written		0	0	0	0	0
# INSPECTIONS YTD		180	595	681	881	389
Fire Prevention Permits		9	15	9	10	43
Residential Sprinklers to date		1582	1,623	1,645	1,657	1,657
# OF COMMUNITY Ed Events		15	17	7	25	64
% of Homes with Sprinkler Systems		23.7%	24.2%	24.5%	24.9%	24.9%