

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
March 21, 2017 AT 5:00 P.M.

I. CALL TO ORDER

Mayor Williams called the meeting to order at 5:00 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas

Those Present:

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

Councilman Jay Smyre-Absent

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, Court Admin/Asst. City Sec

II. PLEDGE OF ALLEGIANCE

Mayor Williams suspended with the pledge.

III. PROCLAMATION -

A Proclamation naming April 2016 as "*Child Abuse Prevention Month*" in the City of Bunker Hill Village, Harris County, Texas.

Mayor Williams read the Proclamation and invited Councilwoman Susan Schwartz, a member of the Exchange Club, to make comments. Councilwoman Schwartz informed the Council and the audience that child abuse prevention is the national project for the Exchange Club. April is Child Abuse Prevention Month. Councilwoman Schwartz went on to say that the proclamations are important to help spread the word about child abuse.

The proclamation was given to Councilwoman Susan Schwartz for the Exchange Club

A Proclamation proclaiming March 28, 2017 as "*National Blinded Veterans Day*" in the City of Bunker Hill Village, Harris County, Texas

Mayor Williams read the Proclamation.

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 citizen comments.

V. CONSIDERATION AND POSSIBLE ACTION REGARDING AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, DECLARING THE UNOPPOSED CANDIDATES FOR THE MAYOR AND COUNCIL MEMBERS, POSITIONS 4 AND 5 ELECTED; PROVIDING THAT THE MAY 6, 2017 GENERAL MUNICIPAL OFFICERS ELECTION SHALL NOT BE HELD; CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT; PROVIDING FOR SEVERABILITY; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH - Karen Glynn, City Administrator

Karen Glynn presented this item sharing with Council that all incumbents filed for the general election and are unopposed. This ordinance will declare the incumbents as elected and cancel the general election set for May.

A motion was made by Councilwoman Rosenbaum and seconded by Councilman Lord to approve the Ordinance as presented. The motion carried 4-0.

VI. CONSIDERATION AND POSSIBLE ACTION REGARDING AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, DECLARING THE UNOPPOSED CANDIDATE FOR COUNCILMEMBER POSITION 3 ELECTED; PROVIDING THAT THE MAY 6, 2017 SPECIAL MUNICIPAL OFFICER ELECTION SHALL NOT BE HELD; CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT; PROVIDING FOR SEVERABILITY; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH.- Karen Glynn, City Administrator

Karen Glynn presented this item stating that 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 May 2017 since Position 3 was elected in May 2016 and appointed within the year. Incumbent Jay Smyre filed for this position with no opposition. This ordinance will declare him as elected and cancel the special election set for May.

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

VII. POLICE COMMISSIONER REPORT

A. Update on Activities

Commissioner Keith Brown presented this item. He outlined items on the report provided including:

- In February the police responded to 4,194 calls.
- Bunker Hill Village had 1,538 of those calls.
- Average response time was 4:43 and Bunker Hill was 2:12.
- House checks have gone up by 16% compared to last year.
- Officers wrote 432 tickets total from all three cities.
- Bunker Hill had 122 tickets.

B. Discussion and possible action on 2016 Annual Profiling Report

Assistant Police Chief, Ray Schultz, said that the state requires the Racial Profiling Report to be approved by the City Councils. The Department has submitted the 2016 Annual Profiling Report to Austin as required by law.

A motion was made by Councilman Janecek and seconded by Councilman Lord to approve the submission of the 2016 Annual Racial Profiling Report. Motion carried 4-0.

VIII. FIRE COMMISSIONER REPORT

A. Update on Activities

Commissioner Bert Rosenbaum presented this item. He outlined items on the report provided including:

- In February there were 309 events.
- Bunker Hill had 36 calls – 21 Fire and 15 EMS calls.
- Response time in Bunker Hill was four minutes and thirty-six seconds which was improved from last month by eight seconds.
- The 2018 budget process will begin next month.
- The facilities committee has met twice. Jared Jackson along with AIA toured the building and are developing a facilities renovation program along with a budget for a new fire building.
- There is one opening with the passing of Teresa Liggin. Applications are being accepted and hope to have the position filled soon.

IX. CONSIDERATION AND POSSIBLE ACTION ON AWARDING A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND T CONSTRUCTION, LLC FOR CONSTRUCTION OF THE CITY'S 2017 WASTEWATER REHAB PROJECT IN THE AMOUNT OF \$739,750.00 - Steve Smith, Director of Public Works/ Building Official

Steve Smith presented this item:

The City Council funded the second phase of our wastewater rehabilitation plan in the 2017 Budget with a budget of \$1,000,000. A contract was awarded in November 2016 to inspect and review 100 manholes in the City to better prepare for the next phase. Following this study, the bid package was prepared. Proposals were accepted and opened on March 16, 2017. There were five proposals accepted.

John Davis and staff recommended awarding the contract to T Construction, LLC based on the proposal and costs received in addition to supplemental items and references. T Construction, LLC submitted a total amount for the base bid and additional alternates at \$739,750. Based on the proposals received, it is recommended that we award a contract to include the base bid and both alternates as our total project.

A motion was made by Councilwoman Rosenbaum and seconded by Councilwoman Schwartz to award a contract to T Construction LLC., in an amount not to exceed \$739,750.
The motion carried 4-0.

X. CONSIDERATION AND POSSIBLE ACTION ON AWARDING A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND D. L. ELLIOT ENTERPRISES INC. FOR CONSTRUCTION OF A REPLACEMENT WATER LINE ON LIBERTY BELL CIRCLE AS PART OF THE CITY'S 2017 WATER REHABILITATION PROJECT IN THE AMOUNT OF \$49,325.50 - *Steve Smith, Director of Public Works/ Building Official*

Steve Smith presented this item:

At the City Council Meeting on February 21, 2017, the City Council approved funding for the rehabilitation of a water line on Liberty Bell Circle. As part of the construction of the new home, the builder constructed storm sewer to accommodate a 100 year rain event and a new wastewater line was also installed. Working with John Davis, we recommended replacing the water line with an 8 inch PVC line with additional fire hydrants. The cost for the construction was estimated to be \$59,000. A bid package was prepared and bids were accepted and opened on March 16, 2017. There were five bids received.

John Davis and staff recommended awarding the contract to D. L. Elliot Enterprises, Inc. based on the costs received and references. D. L. Elliot Enterprises, Inc. submitted a total amount for the base bid at \$49,325.50.

A motion was made by Councilman Janecek and seconded by Councilwoman Schwartz to award a contract to D.L. Elliot Enterprises Inc. for replacement of the water line on Liberty Bell Circle in an amount not to exceed \$49,325.50. The motion carried 4-0.

XI. DISCUSSION AND POSSIBLE ACTION REGARDING AN ORDINANCE OF THE CITY COUNCIL OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NOS. 1 AND 2 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR FISCAL YEAR 2016; PROVIDING DETAILED LINE ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER

PROVISIONS RELATING TO THE SUBJECT - Britique Williams, City Secretary/Finance Director

Britique Williams presented this item:

Throughout the year, there were some areas where actual revenues and expenditures decreased or increased over budgeted numbers as well as items/projects that were brought to Council's attention for implementation. These are detailed as Budget Amendments No. 1 - 2 and are submitted and recommended for approval.

A motion was made by Councilwoman Schwartz and seconded by Councilman Lord to approve the Ordinance as presented. The motion carried 4-0.

XII. MAYOR'S REPORT

A. Report on Activities

Mayor Williams shared with the Council that phone calls had been received from a TIRZ 17 representative and also a representative from the City of Houston informing us that the City of Houston will be proceeding with the TIRZ 17 annexation of the portion of Memorial Drive in the City of Houston from Tallowood Road to Bunker Hill's City Limits. It is expected that this will happen over the next few months in order to meet the application timeframe for federal funding.

The Mayor went on to say that he recommends we take a pro-active approach and be prepared to understand what the costs would be for our segment of Memorial Drive through the Gessner Road intersection. Seeking federal funding would be very beneficial for Bunker Hill in funding 80% of the costs for safety improvements at this intersection. The Mayor asked that we coordinate a meeting with our Traffic Engineer to develop an improvement plan and the associated costs so we can be prepared for any decisions that Bunker Hill may need to make.

B. Update on Committees

- Beautification Committee - *Laurie Rosenbaum*

Councilwoman Laurie Rosenbaum presented this item.

The first item was a follow up on the situation with our sign posts. Loren Smith has reviewed the purchase information. The City did not have an actual contract for the street sign poles. The City purchased materials and then the City installed. Mr. Smith recommended the City take the offer to be reimbursed. Staff has found a paint that we are testing and if this works, would be less than the reimbursement. We have already tested the paint in several areas and it looks good so far.

Staff is working with our contractor to replace some plants that were damaged during the freeze. We have prioritized and are using our M&O funds for this. We have also removed several dead trees at City Hall.

We are also proceeding with new improvements as previously outlined: Benches, trash cans and two trees at City Hall and the landscaping at Blalock and Briar Forest.

- Drainage Committee - *Robert Lord*

Councilman Robert Lord presented this item.

The Drainage Committee has been meeting every two weeks. We have another meeting tomorrow morning. The focus has been on the regional project for Taylorcrest, Williamsburg, Rebecca Pines and Cobblestone and the opportunity to fund, phase and construct the project taking into account the impact to residents and motorists.

We are also making progress on the design for the Wood Street/Winshire Improvements. The survey has been completed and the engineering is underway.

- Public Safety Committee & Tri Cities Public Safety Committee - *Jay Janecek*

Chairman Janecek presented this item.

The Bunker Hill Committee met this month and went over the three focus points for 2017:

1. The Virtual Gate Project is progressing very well. The Tri-Cities Committee will meet next week to review the 95% report and recommendations/options. The Committee is planning for a joint workshop with the three City Mayors and Councils and the Police Commission once the Committee is ready with their recommendations.
2. The Fire EMS Response Time Sub-Committee has been established and met last week and will be meeting again next week. The goal is a desirable response time from "*resident call to resident care*" throughout Bunker Hill. They are looking at critical areas and creative solutions. The Police Chief and Fire Chief as well as an officer and paramedic have been asked to attend the next meeting.
3. The Community Engagement and Education Committee met and would like to focus on a project targeted to High School Teens. We are recommending establishing a budget to contract with Officer Michelle Owens who is a reserve officer to develop and host these training sessions. She is currently volunteering at the Police Department in her capacity as a reserve officer. The Committee is recommending to contract with Officer Owens' at her hourly rate of \$40 to help us establish this program for Bunker Hill. The next item is requested for City Council's approval. Funding is available in the Police Department Projects Fund. The 2017 Approved Budget was \$100,000 for this line item and we have encumbered \$20,000 this year for the Camera Project (Shrader Engineering and Olson & Olson). The Committee is recommending a budget of \$10,000 to pilot a High School Girls Program in the Spring and a Boys Program in the Fall.

Consideration and possible action to approve funding of \$10,000 for Community Education as recommended by the City's Public Safety Committee - *Jay Janecek Committee Chair and Karen Glynn, City Administrator*

A motion was made by Councilman Lord and seconded by Councilman Janecek to approve funding of \$10,000 for Community Education as recommended by the City's Public Safety Committee. The motion carried 4-0.

XIII. 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 February 21, 2017 Regular Council Meeting
- B. February 2017 Financials
- C. RPS Klotz Associates, Invoice No. 117078 in the amount of \$1,645.07 for professional services rendered from January 1, 2017 to January 27, 2017 under on-call services for services rendered including attending City Council, Meetings with Staff, and preparations for the Taylorcrest Area Preliminary Engineering Report
- D. RPS Klotz Associates, Invoice No. 117079 in the amount of \$ 2,470.96 for professional services rendered from January 1, 2017 to January 27, 2017 under on-call services for Drainage Site Development Review
- E. RPS Klotz Associates, Invoice No. 217053 in the amount of \$5,596.71 for professional services rendered from January 28, 2017 to February 24, 2017 under on-call services for services rendered for the Taylorcrest Area Preliminary Engineering Report
- F. RPS Klotz Associates, Invoice No. 217018 in the amount of \$2,694.08 for professional services rendered from January 28, 2017 to February 24, 2017 under on-call services for Drainage Site Development Review
- G. Shrader Engineering, Invoice No. 46571701 in the amount of \$9,940.00 for professional services rendered from January 1, 2017 to January 31, 2017 under the Tri-Cities Interlocal Agreement for the Virtual Gate Preliminary Engineering Study (*Bunker Hill Village amount is \$3,313.33*)
- H. Shrader Engineering, Invoice No. 46571702 in the amount of \$14,910.00 for professional services rendered from January 31, 2017 through February 28, 2017 under the Tri-Cities Interlocal Agreement for the Virtual Gate Preliminary Engineering Study (*Bunker Hill Village amount is \$4,970.00*)
- I. Agreement between RPS Klotz Associates and the City of Bunker Hill Village to develop a Preliminary Engineering Study for the City's 2017 Water Rehab Project in an amount not to exceed \$9,270.00
- J. Agreement between Linebarger Goggan Blair & Sampson, LLP and the City of Bunker Hill to provide fines and fees collection services for Municipal Court
- K. Agreement between Julia Balakirova, GIS Specialist and the City of Bunker Hill Village to provide on call GIS Services for the City

A motion was made to approve the consent agenda by Councilman Lord and seconded by Councilwoman Schwartz. The motion carried 4-0.

XIV. PRESENTATION

STATE OF THE CITY - Mayor Jay Williams

*Members of the
Planning & Zoning Commission and Zoning Board of Adjustment
may be in attendance at this meeting*

Mayor Williams presented the attached power point presentation outlining the City's financial position and planning as well as accomplishments in 2016 and goals for 2017.

XV. ADJOURN

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Lord to adjourn the meeting at 6:50 p.m. The motion carried 4-0.

Approved and accepted on April 18, 2017.



Jay Williams, Mayor

ATTEST:



Britique Williams, City Secretary/Dir. of Finance