

MINUTES OF THE SPECIAL MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
June 21, 2018 AT 11:30 A.M.

**I. CALL TO ORDER**

Mayor Williams called the meeting to order at 11:30 a.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas

*Those Present:*

Mayor Jay Williams  
Councilmember Robert Lord  
Councilmember Jay Smyre  
Councilmember Jay Janecek  
Councilmember Susan Schwartz  
Councilmember Laurie Rosenbaum

*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  
Derry Essary, Fire Commissioner

**II. DISCUSSION AND DIRECTION ON THE CITY'S PROPOSED FY 2019 BUDGET**

Karen Glynn, City Administrator, presented a PowerPoint presentation on the 2019 Proposed Budget and the updated 10 Year Infrastructure Management Model.

Assumptions included:

***General Fund/Debt Service Fund***

A flat tax rate of \$ 0.277 was presented with a cap on maintenance and operation expenses of 4%. A 1.8% increase in property value was used based on the preliminary tax roll report from Harris County.

In 2018, the City made a final payment on one of the outstanding bonds. The tax rate breakdown between the General Fund and Debt Service Fund was recalculated for 2019 adding the resulting dollars into the General Fund for infrastructure per the City's financial plan. The 2019 Budget for revenues and updated 10 year model included the 1.8 % increase for the 2018 tax year. The model included a 5.5% increase in 2020 on property tax revenues and a 4.0 % increase in the out years anticipating possible legislative mandates during the 2019 Legislative Session. In addition, the Debt Service Fund presented includes a reduction in the drawn down of the Debt Service Fund Balance. This has been reduced to \$25,000 versus the \$100,000 draw down in previous years.

The General Fund included the increases as proposed by the Memorial Villages Police Department and Village Fire Department. A merit pool for City Employees at 4% was also included. There were other limited adjustments proposed.

The Police "Other Fund" was used to balance the budget to the 4 % overall M&O cap. In addition, the Beautification line item was placed in the Capital Fund. Capital for Public Safety Improvements remained the same as budgeted in 2018.

### ***Utility Fund***

The Budget included a 9% proposed increase for Utility Rates, mainly to the base rate and higher tiers balancing the increase between lower and higher users. This is in accordance with the plan to get the City's base rate to a level of 33% overall to help stabilize the fund. The M&O cap overall is 4% including a 7% merit increase for the Public Works Employees as discussed during the 2018 Budget process. Discussion included a proposed increase for contract labor. The Council felt this could remain flat for 2019 since we recently filled the vacant Public Works position.

Ms. Glynn also noted that the proposed budget included a new part time position funded by both the General Fund and Utility Fund. A comment was made to ensure the increase to medical and other ancillary insurance was consistent with the Police and Fire Departments.

Ms. Glynn also asked about the current level of service for the City's landscaping and right of way maintenance as this contract will be up for renewal in 2019. The Council indicated they were pleased with these services and the number of mowings.

Ms. Glynn then discussed the details on the capital projects indicating the next three years have specific projects for streets and drainage (and associated utility work); however, there is limited funding for utility rehab during these next three years.

Based on these assumptions and direction, staff will finalize the budget once the final tax roll is received and will file the budget in August.

### **III. CONSIDERATION AND POSSIBLE ACTION REGARDING THE VILLAGE FIRE DEPARTMENT 2018 BUDGET AMENDMENTS AND 2019 PROPOSED BUDGET.**

Following the Budget Presentation, the Council discussed the Fire Commission's requests altogether. It was the Council consensus that the Fire Commission did not provide a plan, budget or schedule for renovation of the Fire Station or any costs comparison for building a new station. Therefore, the City Council could not support replacing the existing roof or any capital costs presented for building improvements. In addition, the operational budget did not include any improvements as a result of the McGrath Study regarding response times. The Council continues to see a need to improve response times in the west area of the Fire Department Service Area in Bunker Hill Village. The Council discussion did support the need for a rescue boat at the Fire Department. The following actions were taken:

- A. Resolution No. 06-21-18A to approve a Budget Amendment for Budget Year 2018 for the Fire Commission to facilitate a roof replacement, in an amount not to exceed \$280,000 and for the Cities to provide additional funding for the budget amendment with Bunker Hill's proportionate share being \$53,200 (19%) to be contributed to Fund 4 Facilities.

A motion was made by Councilmember Smyre and seconded by Councilmember Janecek to reject a Resolution for a Budget Amendment for the replacement of the roof in an amount not to exceed \$280,000 and for the Cities to provide additional funding with Bunker Hill's proportionate share being \$53,000 to be contributed to Facility Fund 4.

The motion carried 5-0.

- B. Resolution No. 06-21-18B to approve a budget amendment for Budget Year 2018 for the Fire Commission to purchase a rescue boat in an amount not to exceed \$20,000 from Fund 2 Capital Replacement.

A motion was made by Councilmember Janecek and seconded by Councilmember Schwartz to approve a Resolution for a Budget Amendment for the purchase of a rescue boat in an amount not to exceed \$20,000 paid from Fund 2 Capital Replacement.

The motion carried 5-0.

- C. Proposed 2019 Village Fire Department Operational Budget which includes Funds 2 and 3 in the amount of \$6,191,155.25 with Bunker Hill Village's Assessment Annual being \$1,176,319.49 (19%).

A motion was made by Councilmember Smyre and seconded by Councilmember Janecek to reject the 2019 proposed Village Fire Department Operational Budget which includes Funds 2 and 3 in an amount of \$6,191,155.25 with Bunker Hill Village's Assessment Annual being \$1,176,319.49 (19%).

The motion carried 5-0.

- D. Proposed 2019 Village Fire Department Fund 4 Facilities Budget in the amount of \$3,500,000 and for the Cities to provide additional funding for Fund 4 Facilities with Bunker Hill's proportionate share being \$665,000 (19%) for the Renovation or Reconstruction of the Fire Station.

A motion was made by Councilmember Smyre and seconded by Councilmember Janecek to reject the 2019 proposed Village Fire Department Fund 4 Facilities Budget in an amount of \$3,500,000 and for the Cities to provide additional funding for Fund 4 Facilities with Bunker Hill's proportionate share being \$665,000 (19%) for the Renovation or Reconstruction of the Fire Station.

The motion carried 5-0.

#### **IV. CONSIDERATION AND POSSIBLE ACTION ON THE PROPOSED 2019 MEMORIAL VILLAGES POLICE DEPARTMENT BUDGET IN THE AMOUNT OF \$5,445,726 WITH BUNKER HILL VILLAGE'S 2019 ASSESSMENT BEING \$1,815,242. (33%)**

The Council discussed and concurred with the Police Department's proposed budget and proceeded with the vote.

A motion was made by Councilmember Janecek and seconded by Councilmember Lord to approve the Proposed 2019 Memorial Villages Police Department Budget in the amount of \$5,445,726 with Bunker Hill Village's 2019 Assessment being \$1,815,242 (33%).

The motion carried 5-0.

**V. CONSIDERATION AND POSSIBLE ACTION TO PROCEED WITH 2018 CAPITAL PROJECTS:**

Karen Glynn shared information with the Council on the following. No action was taken at this meeting.

- Green Oaks/Blalock Lane Back Lot Drainage System - The Drainage Committee has recommended this project. Staff is working with various contractors to get pricing. Staff hopes to bring back to City Council at the August Meeting.
- Blalock Woods Street and Drainage Improvements – This project was included in the budget discussion as a 2018 funded project to coincide with the water line project currently underway. Staff hopes to bring this project back to City Council at the August Meeting.
- Public Works Needs including the Building Renovations and Dump Truck – The Mayor noted that the Public Works Building Renovations continue to be on hold until a decision is made on the sub-station concept for the Fire Department. A decision should be made within the next months as the Council works through the various options for better response times. The Mayor also noted that the replacement of the dump truck should continue on hold until the City hears back on the FEMA reimbursement. Some of these funds could help determine funding available for either a used or new truck.

**VI. ADJOURN**

A motion was made by Councilmember Janecek and seconded by Councilmember Schwartz to adjourn the meeting at 1:32 p.m.

The motion carried 5-0.

Approved and accepted on August 21, 2018.

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

ATTEST:

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