

**MINUTES OF THE SPECIAL MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
July 21, 2021, at 11:30 A.M.**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order at 11:37 a.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Those Present:

Mayor Robert Lord at City Council Chambers
Councilmember Eric Thode at City Council Chambers – *Arrived During Budget Item*
Councilmember Susan Schwartz at City Council Chambers
Councilmember Jay Smyre at City Council Chambers
Councilmember Keith Brown at City Council Chambers
Councilmember Laurie Rosenbaum at City Council Chambers

Also in Attendance:

Karen Glynn, City Administrator at City Council Chambers
Steve Smith, Dir. of Public Works/Bldg. Official at City Council Chambers
Susan Grass, Finance Manager at City Council Chambers

II. CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE A SHORT FORM FINAL PLAT FOR RAYDON ESTATES SECTION 2 (1 RAYDON LANE) CREATING TWO (2) SINGLE FAMILY LOTS - Steve Smith, Director of Public Works/Building Official

Steve Smith, Director of Public Works/Building Official, presented this item, answered questions, and took comments.

Probstfeld & Associates, Inc., on behalf of Frank Y. and Michele G. Yang, have submitted a Short Form Final Plat for Raydon Estates Section 2 located at 1 Raydon Lane. The Plat would create two (2) single family lots. This application is considered to be “a short form final plat” under Chapter 14. Subdivisions.

The City’s Consultant has reviewed the plat on behalf of the City. The plat meets all of the City’s requirements. Currently, there is one home existing on the lot.

The plat was presented to the Planning and Zoning Commission at their Meeting on June 22, 2021, and was unanimously recommended for approval.

A motion was made by Councilmember Keith Brown and seconded by Councilmember Laurie Rosenbaum to approve a Short Form Final Plat for Raydon Estates Section 2 (1 Raydon Lane) Creating Two (2) Single Family Lots.

The motion carried 4 - 0.

Councilmember Eric Thode was absent during this item.

III. DISCUSSION AND DIRECTION ON THE CITY’S PROPOSED FY 2022 BUDGET - Karen Glynn, City Administrator and Susan Grass, Finance Manager

Karen Glynn, City Administrator, and Susan Grass, Finance Manager presented a PowerPoint presentation on the 2022 Proposed Budget and the updated 10 Year Financial and Infrastructure Management Model.

General Fund/Debt Service Fund

The 2022 Budget for revenues and updated 10-year model included a projection for a 1% increase in property values for the 2021 tax year. This was based on the preliminary tax roll from Harris County and analysis of past information received (preliminary to certified). The City's model was adjusted for Senate Bill 2 with the cap of 3.5% for the out years.

The Debt Service Fund presented showed the recent issue for Certificates of Obligation for the Water Well, Transmission Line, and Detention Projects at Bunker Hill Elementary School.

The General Fund included increases as proposed by the Memorial Villages Police Department and Village Fire Department. A merit pool for City Employees was recommended at 5% and wages have been adjusted to fully fund recent hires and seasonal employees through the payroll system. Overall, the General Fund M&O Expenses were capped at 4%.

Council asked that Staff work with the Mayor to review the proposed 5% for professional employees. Council supported the 5% for Public Works.

Council asked Staff to research other cities and share information on proposed tax rates.

Utility Fund

The Budget included a 7% increase for Utility Rates. The City's base rate has reached the City's goal to help stabilize the fund. The M&O Expenses were capped at 4% including the 5% merit pool and adjustments to wages as noted in the General Fund. Council asked that the Staff research other Cities and Utility Rates for comparison.

Capital Projects

Ms. Glynn then discussed the details on the capital projects including the current 2021 projects, those proposed for 2022 and projected through 2031. This included plans for the new well and transmission line. Discussion also included a ten-year plan to replace or rehab additional wells over time. The plan continues to show the rehabilitation of water and wastewater lines.

The plan also included funds to partner with Bunker Hill Elementary School to include detention with the school reconstruction project and continued efforts to continue the rehabilitation of concrete streets and provide for asphalt overlays. Chapel Belle and a segment of Tamerlaine was included for 2022 and funding for a Grant Application was projected for Gessner Road and Memorial in the 5-Year Timeframe.

In addition, a new Public Works Building was proposed for design in 2021 and construction in 2022. This would be split 35% in the General Fund and 65% in the Utility Fund.

There was also discussion on potential Federal Funds through the CARES Act. These funds were shown as a reserve in 2021 and 2022 but were not included as Budgeted Items. These funds will be further discussed with Council once funds are actually received and fully understood for potential uses.

The City Council provided input into the proposed 2022 Proposed Budget.

Ms. Glynn concluded that staff would finalize the Proposed 2022 Budget based on Council's direction and the final tax roll received by Harris County Appraisal District. Staff plans to file the budget at the August 5, 2021, Special City Council Meeting when the Council will take a record vote on the Proposed Tax Rate as required by Senate Bill 2.

IV. UPDATE ON ACTIVITIES

City Administrator, Karen Glynn reported on the following:

- Bunker Hill Elementary School Projects:
 - School Reconstruction and Traffic Planning for August 16th First Day of School.
 - Water Well Drilling continues.
 - Detention Project will be presented to Spring Branch Independent School District.
- Sink Hole at Bunker Hill Road and Forest Glen – Staff had authorized and repaired a wastewater line creating a sink hole at this location; however, the sink hole resurfaced creating the need for additional work. Staff found that the line was repaired but the manhole was also leaking. Staff will bring an item to ratify the expenditures at the August Meeting.
- Bunker Hill Road – Core Samples have been taken on Bunker Hill Road at the Potholes. The Engineering Report is due in August
- The RFA for Banking Services will be released next week.
- The Summer Interns have been helping Staff and learning more on customer service with the Permit/UB Position vacant
- Staff has been working on ensuring the City is set for FEMA and the CARES Grant; The City expects ~\$20,000 in FEMA funds from the Winter Storm.

V. ADJOURN

A motion was made by Councilmember Keith Brown and seconded by Councilmember Jay Smyre to adjourn the meeting at 1:59 p.m.


The motion carried 5 – 0.

Approved and accepted on August 17, 2021.



Robert P. Lord, Mayor

ATTEST:



Karen H. Glynn, Acting City Secretary/City Administrator