

**MINUTES OF A SPECIAL MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
August 5, 2021, at 8:00 a.m.**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order at 8:00 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 via Zoom
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/Acting City Secretary at City Council Chambers
Steve Smith, Dir. of Public Works/Bldg. Official at City Council Chambers
Loren Smith, City Attorney via Zoom
Jennifer Namie, Assistant to the City Secretary via Zoom
Susan Grass, Finance Manager at City Council Chambers

II. CITIZENS' COMMENTS

There were no citizen comments.

III. FILE THE PROPOSED 2022 ANNUAL BUDGET - *Karen Glynn, City Administrator and Susan Grass, Finance Manager*

City Administrator Karen Glynn and Finance Manager, Susan Grass shared information on the proposed 2022 Budget and 2021 Tax Rate to support the Budget. The presentation was based on the pre-certified tax roll from Harris County received in July and the calculations provided by Spring Branch Independent School District who serves as the City's Tax Assessor Collector.

Staff also reviewed the proposed 2022 Budget based on City Council comments during the Budget Workshop in July. Adjustments to 4% were made to the merit pool for Administrative/Professional Staff. Staff also shared comparisons with other cities on tax rates, staff benefits and water rates. With the changes made and the pre-certified tax information, the City is ready to formally file the Proposed 2022 Budget.

In accordance with the Local Government Code, Chapter 102, Texas cities are required to file and adopt an annual budget. This item confirms the filing of the 2022 Budget as revised since the Budget Workshop.

Ms. Glynn noted that the tax rate and budget will be available for public comment and adopted in September; however, the actual adopted tax rate in September cannot be higher than the proposed tax rate approved by the City Council at this meeting.

City Council provided consensus with the budget changes and to proceed with publication for the adoption process. There was no action needed on this item.

IV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING THE PROPOSED TAX RATE CONTAINED IN THE CITY'S PROPOSED 2022 MUNICIPAL BUDGET AS THE CITY'S PROPOSED 2021 TAX RATE TO BE CONSIDERED FOR ADOPTION AT A PUBLIC HEARING HELD FOR THAT PURPOSE; DESIGNATING THE OFFICIAL WHO SHALL MAKE THE CALCULATIONS AND PROVIDE THE INFORMATION ASSOCIATED WITH THE CONSIDERATION AND ADOPTION OF THE CITY'S 2021 TAX RATE; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT - *Karen Glynn, City Administrator*

The new truth in taxation process includes Council action on a proposed tax rate for public comment. The County will send postcards in accordance with the requirements of the tax law which will direct property owners to the County website to understand the tax implications on an individual's property. In addition, the City will post the requirements on the City's website.

Ms. Glynn noted that the tax rate will actually be adopted in September; however, the actual adopted tax rate in September cannot be higher than the proposed tax rate approved at this meeting.

A motion was made by Councilmember Brown to approve the tax rate for 2021 as set out in the proposed budget at \$0.275. Councilmember Smyre seconded the motion.

Roll Call Vote:

Councilmember Smyre - yes
Councilmember Thode - yes
Councilmember Brown – yes
Councilmember Rosenbaum-yes
Councilmember Schwartz – yes

The motion carried by a vote of 5 to 0.

V. UPDATE ON ACTIVITIES

- Karen Glynn noted that the City Council's next meeting will be on August 17, 2021.
- The drilling rig is down at the City's Well Site at Bunker Hill Elementary, and Staff is working with Spring Branch ISD to move the sound wall. There is still some

work to do on the well site but for the most part the well has been drilled and water samples are great. The north new driveway has been poured and the parent car-pool will go back to the north end. There has been a lot of progress over the summer and the project has gone well overall.

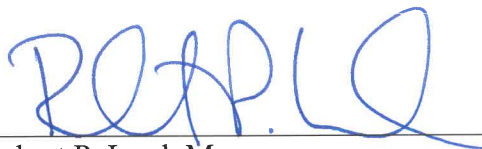
- Staff is waiting on the core sample report for Bunker Hill Road before proceeding with repairs.
- Staff is still receiving resumes for the Utility/Permit Clerk position and hope to hire someone by September.
- Staff has been consulting with the Technology Committee regarding inquiries from American Tower regarding the cell tower located at City Hall.
- Staff is still trying to keep up with landscaping issues resulting from the freeze and the hot summer.

VI. ADJOURN

A motion was made by Councilmember Smyre and seconded by Councilmember Thode to adjourn the meeting at 8:43 a.m.

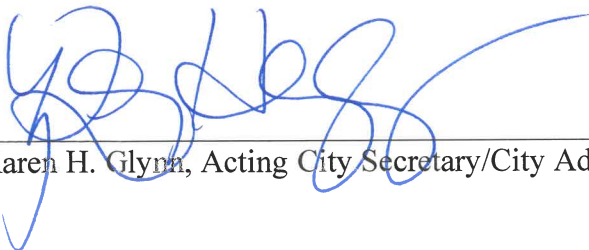
The motion carried 5 – 0.

Approved and accepted on August 17, 2021.



Robert P. Lord, Mayor

ATTEST:



Karen H. Glynn, Acting City Secretary/City Administrator