

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
June 15, 2021, at 5:00 P.M.**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order at 5:03 p.m. on Zoom and 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
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
Loren Smith, City Attorney at City Council Chambers
Ray Schultz, MVPD, Chief of Police at City Council Chambers
Susan Grass, Finance Manager at City Council Chambers
Jennifer Namie, Assistant to the City Secretary via Zoom

II. EXECUTIVE SESSION

THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.089 OF THE TEXAS GOVERNMENT CODE TO DELIBERATE AN ITEM CONCERNING CRITICAL INFRASTRUCTURE OF THE CITY: THE RISK AND RESILIENCE STUDY FOR THE CITY'S WATER SYSTEM

Representatives from Langford Engineering and City Staff met with the City Council in Executive Session to review the City's Risk and Resilience Study for the City's Water System. This Study is required to be certified as completed by June 30, 2021.

III. BUDGET WORKSHOP

DISCUSSION AND DIRECTION ON GOALS AND PRIORITIES FOR THE CITY'S PROPOSED FY 2022 BUDGET AND 2021 TAX RATE TO SUPPORT THE BUDGET-
Karen Glynn, City Administrator and Susan Grass, Finance Manager

The City Staff recognize that the annual budget process is the single most important financial responsibility of a local government. In accordance with the Local Government Code, Chapter 102, Texas cities are required to file and adopt an annual budget. The Texas Tax Code and Senate Bill 2 require cities that levy a property tax to approve their budgets by September 30 or by the 60th day after the taxing unit receive the certified roll, whichever date is later regardless of the date their fiscal year starts. Senate Bill 2 also provided more requirements and direction.

Karen Glynn stepped through the recommended assumptions for the proposed 2022 Budget to begin the budget process. The City Council provided input and direction in preparation for the 2022 Budget Workshop planned for July.

The Regular City Council Meeting convened at 5:21 p.m. following the closed executive session and workshop.

IV. PLEDGE OF ALLEGIANCE

Chief Schultz led the Pledge of Allegiance.

V. CITIZEN COMMENTS

There were no citizen comments.

VI. PROCLAMATION

A Proclamation of the City of Bunker Hill Village, Texas Naming June 15, 2021, as ***“2021 Baylor University Men’s Basketball Team Day in the City of Bunker Hill Village, Texas”***

Mayor Lord read the Proclamation. Larry Gatewood, former Baylor Basketball player and MVP, accepted the proclamation and a cannon to deliver to Coach Scott Drew, the assistant coaches and team members. Mayor Lord asked Mr. Gatewood to speak about his experience as a student and athlete at Baylor University.

VII. REVIEW, DISCUSSION AND DIRECTION ON PROPOSED PLANS AND ARCHITECTURAL RENDERINGS FOR THE CITY'S PUBLIC WORKS AND DISASTER OPERATIONS BUILDING - *Steve Smith, Director of Public Works/Building Official*

Steve Smith introduced Jeff Gerber with PGAL Architects. Mr. Gerber presented and outlined proposed concepts for the City’s Public Works and Disaster Operations Building.

Council provided feedback to continue working through the details of the project. Discussion included incorporating comments from the Public Works Team as well. The Council will have the opportunity to talk through the timing of the project during the upcoming budget process.

No Action Taken.

VIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT IN AN AMOUNT NOT TO EXCEED \$153,563.00 WITH RPS INFRASTRUCTURE UNDER THE CITY’S ON CALL CONTRACT TO PROVIDE THE FINAL DESIGN FOR PAVEMENT AND DRAINAGE FOR CHAPEL BELLE AND A SEGMENT OF TAMERLAINE - *Steve Smith, Director of Public Works/Building Official*

The 2021 Capital Improvements Budget includes funding for the Final Engineering Design for the Rehabilitation of Chapel Belle. Chapel Belle was deemed a critical area for drainage and street rehab in the City as part of the 2015 Street Assessment provided by Lloyd Smitha & Associates. The Drainage Committee has also heard from the residents along Chapel Belle for

many years. There is very limited storm sewer and the street experiences significant ponding on the cul-de sac as well as nuisance ponding along the gutter line of the entire street. The Drainage Committee recommends this reconstruction project. Funding is available to complete design in 2021 with supplemental funding for construction in 2022.

Staff also recommended designing a segment on Tamerlaine and bidding this as an ad-alternate with Chapel Belle. This includes approximately 150 linear feet of pavement.

RPS conducted a preliminary engineering report for Chapel Belle in 2014 outlining the proposed scope of the project. Chapel Belle will include full reconstruction for drainage and pavement. A new water line was completed in 2020 and the wastewater line was also rehabilitated with a regional project in 2018.

RPS submitted a proposal for performing the final design which includes survey and geotechnical services in addition to the bid phase of the project in an amount not to exceed \$153,563.00. This includes the segment of Tamerlaine.

The design will be completed in 150 days. The bidding process will take approximately two months. Construction is projected to begin in early 2022.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Thode to approve a contract in an amount not to exceed \$153,563.00 with RPS Infrastructure under the City’s on call contract to provide the final design for pavement and drainage for Chapel Belle and a segment of Tamerlaine.

The motion carried 4 to 0.

Councilmember Brown had stepped out of the meeting during this time.

IX. POLICE COMMISSIONER REPORT

A. Update on Activities

Chief Ray Schultz and Commissioner, Jay Smyre gave an update on May activities, including personnel and calls for service.

Additionally, Chief Schultz presented Commissioner Smyre with a plaque containing a custom badge to honor him for his two terms of service (2016 and 2019) and as previous Chairman of the MVPD Police Commission.

B. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 21-553 AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING ITS CODE OF ORDINANCES TO ADD A NEW DIVISION 3, AUTOMATED LICENSE PLATE RECOGNITION CAMERAS, TO ARTICLE V, RIGHT-OF-WAY MANAGEMENT, OF CHAPTER 13, STREETS AND SIDEWALKS, TO PROVIDE CERTAIN DEFINITIONS, AND ALLOWING AUTOMATED LICENSE PLATE RECOGNITION CAMERAS IN THE CITY’S RIGHTS-OF-WAY WHEN SUCH CAMERA IS APPROVED BY THE MEMORIAL VILLAGES POLICE DEPARTMENT AND THE CITY; REQUIRING APPLICATION FOR A PERMIT UPON CERTAIN CONDITIONS; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 FOR EVERY

VIOLATION HEREOF, WITH EACH DAY CONSTITUTING A SEPARATE VIOLATION; PROVIDING AN EFFECTIVE DATE; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT.

The Development of an Ordinance to allow for additional ALPR Cameras, privately funded, to be installed in the City was previously discussed with the City Council in November and in early 2021. The City Administrator and City Attorney worked with the Mayor, Police Commissioner, and Police Chief to develop the proposed Ordinance. Ordinance No. 21-553 was drafted to allow for the installation of additional ALPR Cameras in the City by permit. The permit must have the approval of MVPD and the overall ALPR Camera Program as well as a separate (private) agreement between the Applicant and the MVPD Camera Provider to cover all installation and ongoing costs.

The City will require a permit for installation. There is no fee proposed for this permit unless an electrical connection is needed. The electrical permit fee will be \$ 65.00 as with all normal electrical inspections provided by the City's contract inspector.

In reviewing the "Fee Schedule," it is recommended to note the "zero fee permits" to ensure all fees are reviewed each year. Staff took the opportunity to add all "no fee" permits as well.

Staff recommended approval of the ALPR Ordinance and an updated Fee Schedule which is included as Item C.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve Ordinance No. 21-553, subject to noted revisions for the City Attorney to clarify.

The motion carried 5 to 0.

- C. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 06-15-2021 E OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING A SCHEDULING OF FEES, RATES, DEPOSITS, AND OTHER CHARGES FOR PUBLIC SERVICES, INCLUDING THOSE RELATING TO DEVELOPMENT, BUILDING AND CONSTRUCTION, ELECTRICAL, PLUMBING, LICENSING AND REGISTRATIONS, REGULATORY INSPECTIONS, PERMITTING, APPLICATIONS, HEARINGS AND OTHER MATTERS AND TO INCORPORATE ALPR PERMIT FEES

A motion was made by Councilmember Smyre and seconded by Councilmember Schwartz to accept the fee schedule outlined in Resolution No. 06-15-2021 E.

The motion carried 5 to 0.

X. FIRE COMMISSION LIAISON REPORT

- A. Update on Activities - Fire Commission Liaison, Keith Brown provided a report on activities, staffing, calls for service and response times, and the 2021 Budget to date.

The next Commission Meeting is Wednesday, June 23, 2021.

- B. Update on the Proposed 2022 Budget – Councilmember Brown will send the Budget to Karen Glyn to forward to all Councilmembers.

XI. CITY ADMINISTRATOR'S REPORT

- A. Introduction of Summer Interns

Ms. Glynn introduced the City's Summer Interns Meredith Bullock and Jonathan Lu. Meredith completed her junior year at the University of Texas majoring in Accounting. Jonathan completed his sophomore year at VA Tech, majoring in Engineering. Both are proud Bunker Hill residents enjoying time at home this summer.

- B. Report on Activities and Upcoming Events
- Zoning Board of Adjustment Meeting will be June 16, 2021
 - Planning and Zoning Commission Meeting will be June 22, 2021
 - Open House – “High Tech/Low Tech” will be June 17, 2021, at 9:00 a.m.
- C. Public Works Director - Report on Capital Projects
- Water Well No. 5 – Staff hopes to drill the final well during the week of July 5, 2021.
 - Bunker Hill Elementary School Progress - Construction is in progress. The concrete slab will be poured this week.
 - Update on Plan for Damaged Landscaping on City Right of Way Side (Major Roadways) of Private Property as a Result of the Winter Storm – Staff has identified 20 sites that have dead vegetation that needs to be removed. City will send letters to the property owners.

XII. MAYOR'S REPORT

- A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 21-554, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, EXTENDING A PUBLIC HEALTH EMERGENCY AND EXTENDING A STATE OF DISASTER DUE TO THE OUTBREAK OF COVID-19; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

An Ordinance Declaring an Emergency was approved by the City Council on March 24, 2020, and later extended. The proposed ordinance includes an additional extension through August 2021 and ensures that any support needed from other agencies would be available to the City.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to approve Ordinance 21-554.

The motion carried 5 to 0.

- B. Consideration and Possible Action Regarding Appointment of Mayor Pro-Tem for a Term of One Year

A motion was made by Councilmember Brown and seconded by Councilmember Rosenbaum to appoint Councilmember Jay Smyre as Mayor Pro-Tem for a term of one year.

The motion carried 5 to 0.

- C. Consideration and Possible Action Regarding Appointments for the Planning and Zoning Commission for a Two-Year Period Ending June 30, 2023

A motion was made by Councilmember Brown and seconded by Councilmember Thode to reappoint the current members as Planning and Zoning Commissioners, along with Billy Murphy, for a two-year period ending June 30, 2023.

The motion carried 5 to 0.

- D. Consideration and Possible Action Regarding Appointments for the Zoning Board of Adjustment for a Two-Year Period Ending June 30, 2023

A motion was made by Councilmember Smyre and seconded by Councilmember Schwartz to appoint the current members as Zoning Board of Adjustment Members, as well as Harvey Cody as an additional alternate for a two-year period ending June 30, 2023.

The motion carried 5 to 0.

- E. Consideration and Possible Action Regarding Appointments for Municipal Court: Judge for a Six – Month Term Ending December 31, 2021

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to appoint Carl Moerer as Municipal Court Judge for a six-month term ending December 31, 2021.

- F. Consideration and Possible Action Regarding Appointments for Municipal Court: Associate Judges, Prosecutor, and Associate Prosecutor for a Two-Year Period Ending June 30, 2023

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to appoint Brian Chandler and Kelly Benavidez as Municipal Court Associate Judges, Stanley Topek as Municipal Court Prosecutor, and Christopher Gore as Associate Prosecutor for a two-year period ending June 30, 2023.

- G. Consideration and Possible Action Regarding Designation of the City's Audit Finance Committee

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to appoint Mayor Robert Lord, Councilmember Susan Schwartz, and City Administrator Karen Glynn to the City’s Audit Finance Committee

The motion carried 5 to 0.

- H. Consideration and Possible Action to Approve Resolution No. 06-15-2021 A of the City Council of the City of Bunker Hill Village, Texas, Naming Said City’s Commissioners and Alternate Commissioner on the Board of Commissioners of the Memorial Villages Police Department

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to appoint Councilmember Jay Smyre and Bert Rosenbaum as the City’s Commissioners and Billy Murphy as Alternate Commissioner to the Board of Commissioners of the Memorial Villages Police Department

The motion carried 5 to 0.

- I. Consideration and Possible Action to Approve Resolution No. 06-15-2021 B of the City Council of the City of Bunker Hill Village, Texas, Naming Said City’s Commissioner or Liaison for the Village Fire Department.

A motion was made by Councilmember Thode and seconded by Councilmember Smyre to approve Resolution No. 06-15-2021B, naming Councilmember Brown as the City’s Commissioner or Liaison for the Village Fire Department.

The motion carried 5 to 0.

- J. Report on Activities and Upcoming Events
- Harris County Park, Walking Path, and Drainage Detention – The Mayor and Council continue to gain input. SBISD does not see any need to connect to the Bunker Hill Elementary Site as the site has designed the site for maximum drainage and detention for future needs. There is support for parks and detention in the area. There are concerns for the proposed trail regarding safety, security, and maintenance concerns. This will be shared with Commissioner Ramsey.
 - Villages Independence Festival Parade on Monday, July 5, 2021. This will be a car parade only. The City will have a float and participants are allowed to hand out candy.
 - Recognition of Strake Jesuit Baseball Player – The Mayor recognized resident, Trey Duffield who lives on Mockingbird and has committed to attend Rice in 2022.

- Recognition of the passing of Mallory Sanders, stepdaughter of former Police Chief J.D. Sanders and encouragement of donations to Angelman Syndrome Foundation

XIII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO PROCEED WITH DISCUSSION AND/OR EXECUTE DOCUMENTS BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND SPRING BRANCH INDEPENDENT SCHOOL DISTRICT FOR THE CONSTRUCTION OF ADDITIONAL DETENTION FOR THE CITY OF BUNKER HILL VILLAGE ON PROPERTY CURRENTLY OWNED BY SPRING BRANCH INDEPENDENT SCHOOL DISTRICT, PROVIDING FOR ACCESS, AND OTHER MATTERS - Karen Glynn, City Administrator

Over the past year, staff has shared information with the Mayor and City Council regarding the opportunity for the City to construct additional detention at Bunker Hill Elementary School as part of the school reconstruction project. In addition, the City's modeling exercise found significant results with the added detention. As a result, the Drainage Committee recommended the Bunker Hill Elementary Detention to be the highest priority project at this time noting this opportune timing. The City also issued bonds to fund the project.

Staff has been working with SBISD, the Engineers and Durotech (Contractor for the new school) to price the detention project. Durotech outlined some concerns regarding the timing of the project and constructability details. As a result, additional engineering was approved by the City Council at the May Meeting.

Staff has worked with the Engineering Team of RPS and S&G to detail and further address the constructability and schedule concerns. Staff met with SBISD last week and received pricing from Durotech. The cost of the project has increased based on escalation of current prices and also the constructability of the project.

The Staff asked for Council's direction to proceed at the higher cost. This action allows the Mayor to discuss the project with School Officials and proceed with working with the City Attorney to draft an interlocal agreement, working through the final contract documents.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to authorize the Mayor to proceed with discussion and/or execute documents between the City of Bunker Hill Village, Texas, and Spring Branch Independent School District for the construction of additional detention for the City of Bunker Hill Village on property currently owned by Spring Branch Independent School District, providing for access and other matters.

The motion carried 5 to 0.

XIV. CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF RESOLUTION NO. 06-15-2021 C, A RESOLUTION ACCEPTING THE DEDICATION OF AN EASEMENT TO PROVIDE ELECTRICAL SERVICE TO WATER WELL NO. 5 LOCATED ON THE BUNKER HILL ELEMENTARY SCHOOL SITE – Steve Smith, Director of Public Works/Building Official

The City has been working with Spring Branch Independent School District on the reconstruction of Bunker Hill Elementary School and construction of the City's Water Well No. 5. Through the planning and construction design, it was realized that an Electrical Easement is needed on the site.

CenterPoint Energy requires a "Blanket Easement" for the entire site, to serve both the school and Water Well 5 sites, in order to bring high voltage 3 phase electrical service into the area.

The School Board has executed the easement documents, survey, and metes and bounds for the electrical easement. All property owners are required to participate in the execution of the easement. Spring Branch Independent School District and CenterPoint Energy are requesting that the City of Bunker Hill approve and execute the easement since the City owns the Water Well Site.

A motion was made by Councilmember Smyre and seconded by Councilmember Rosenbaum to approve Resolution No. 06-15-2021 C.

The motion carried 5 to 0.

- XV. CONSIDERATION AND POSSIBLE ACTION TO AWARD A CONTRACT IN AN AMOUNT NOT TO EXCEED \$373,360.00 WITH LANGFORD ENGINEERING UNDER THE CITY'S ON CALL CONTRACT TO PROVIDE FINAL DESIGN SERVICES AND DOCUMENTS FOR THE CONSTRUCTION OF A TRANSMISSION LINE FROM WATER WELL NO. 5 TO THE TAYLORCREST WATER PLANT -**
Steve Smith, Director of Public Works/Building Official

Since March 2018, staff has shared information with the Mayor and City Council regarding the overall rehab and replacement plan for the City's Water Production System. In addition, a preliminary engineering contract was awarded to Langford Engineering in the fall of 2019. The results of the preliminary engineering project were incorporated into the City's 10-year plan with funding in 2021 and 2022.

The Preliminary Engineering Report included drilling a new well (Water Well No. 5) and constructing a transmission main from the new Water Well No. 5 to the Taylorcrest Water Plant. The well is currently under construction. Once the test well is completed and meets all requirements, staff recommends beginning the final design of the transmission line to the Taylorcrest Water Line. Construction is planned for the summer of 2022 as the construction will impact traffic on Taylorcrest Road.

Staff seeks City Council direction to proceed with final design following the successful results of the test well. The results of the test well are expected in late June with final drilling of the actual well in early July. This item will authorize the Mayor to execute the design contract with Langford Engineering and allow the City to proceed with the final design.

Langford Engineering provided a proposal which includes extensive survey, materials testing, traffic plans, and construction management services. The total cost is an amount not to exceed \$373,360.00.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Thode to award a contract in an amount not to exceed \$373,360.00 with Langford Engineering under the City’s On Call Contract to provide final design services and documents for the construction of a transmission line from Water Well No. 5 to the Taylorcrest Water Plant.

The motion carried 5 to 0.

XVI. CONSIDERATION AND POSSIBLE ACTION TO RATIFY THE AUTHORIZATION TO PROCEED WITH REPAIRS IN AN AMOUNT OF \$17,000 WITH NEIL TECHNICAL SERVICES, CORP., UNDER THE CITY’S ON CALL CONTRACT TO REPAIR THE GENERATOR AT THE TAYLORCREST WATER PLANT (WATER WELL NO. 1) AND PAYMENT OF \$7,000.00 PER MONTH FOR GENERATOR RENTAL - *Steve Smith, Director of Public Works/Building Official*

Staff met with Utility Consultants, Langford Engineering and Neil Technical Services regarding the generator at the Taylorcrest Water Plant. The City ran into some issues with the generator during the February Winter Storm. Problems have continued over the past few months with intermittent shutdowns of the generator when it is under electrical load.

Evaluation of the generator found that a faulty radiator was causing the generator engine to overheat and then shut down.

In discussion with the Mayor, staff proceeded with authorization of repairs to the generator and have secured a rental while replacement parts are being manufactured and shipped.

Generators and repairs to generators are difficult to procure and are taking months to get parts or repair as a result of the COVID 19 Pandemic, the Texas Winter Storm and resulting supply and demand issues.

Staff recommended the City Council ratify the authorization to proceed with repairs to the generator and approve the costs for the generator rental.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to ratify the authorization to proceed with repairs in an amount of \$17,000.00 with Neil Technical Services, Corp., under the City’s On Call Contract to repair the Generator at the Taylorcrest Water Plant (Water Well No. 1) and payment of \$7,000.00 per month for Generator rental.

The motion carried 4 to 0.

Councilmember Thode stepped out of the meeting during this time.

XVII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$49,460.00 WITH NEIL TECHNICAL SERVICES, CORP., UNDER THE CITY’S ON CALL CONTRACT TO UPDATE THE CITY’S WATER SYSTEM CONTROL TO VT SCADA - *Steve Smith, Director of Public Works/Building Official*

Staff and the City's Utility Engineer, Langford Engineering have been working on the City's SCADA (Supervisory Control And Data Acquisition) remote operation/management system for the City's water system. The City's system has been in operation since 2005 under a platform with ClearSCADA. This platform is no longer being supported. The City has worked with a local programmer to handle issues over the past few years in anticipation of a new system.

As the City prepares to drill and operate a new water well, a new SCADA system was planned and included in the project. In discussion with the consultants, the City has been seeing issues with the operation of the current system especially during the winter storm. As a result, it is recommended that the City proceed with the update/transfer to a new system at this time and add Water Well No. 5 to the new system when operations begin.

Neil Technical Services (NTS) has provided a proposal in the amount of \$49,460.00 to provide this migration. This can be completed in the next 3 months with the opportunity to easily add Water Well No. 5 at completion.

The process includes all equipment, software, and work to migrate to the VT SCADA system. Funding is available in the Utility Fund Capital Projects for the Construction of Water Well No. 5.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve an expenditure in an amount not to exceed \$49,460.00 with Neil Technical Services, Corp., under the City's On Call Contract to update the City's water system control to migrate VT SCADA system.

The motion carried 4 to 0.

Councilmember Rosenbaum stepped out of the meeting during this item.

XVIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE CHANGE ORDER NO. 3 AND PAY REQUEST NO. 4 AND FINAL FOR THE CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND VIKING INDUSTRIAL PAINTING FOR THE RECOATING OF THE CITY HALL WATER STORAGE TANK IN AN AMOUNT NOT TO EXCEED \$43,840.00 INCLUDING RETAINAGE - *Steve Smith, Director of Public Works/ Building Official*

In November 2020, the City Council approved a contract with Viking Industrial Painting for recoating the City Hall Water Storage Tank for implementation in early 2021. Construction funding was approved with the 2021 Budget in the amount of \$250,000 including contingency.

The contract was awarded at the highest add/alt cost to cover the potential needs of a new roof. Change Order No. 1 was approved in January 2021 at a cost of \$17,750.00 and Change Order No. 2 was approved in April at a cost of \$38,850.00. The proposed work in the change order included painting of piping and the control panel for Water Well No. 4 in front of City Hall as well as the generator housing and to reinsulate the piping after the painting is completed. In addition, work was included following the February ice storm. All work has been completed and a final walk through and punch list was developed. All punch list items are now completed, and Viking has submitted the final change order to reconcile quantities and the final pay request including retainage.

Testing has been completed and the tank is in full operation ready for the summer peak usage. Staff recommended the City Council accept the project and make final payment including releasing retainage.

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve Change Order No. 3 and Pay Request No. 4 and final for the contract between the City of Bunker Hill Village and Viking Industrial Painting for the recoating of the City Hall Water Storage Tank in an amount not to exceed \$43,840.00 including retainage.

The motion carried 5 to 0.

XIX. CONSIDERATION AND POSSIBLE ACTION ON AUTHORIZING A WORK ORDER IN AN AMOUNT NOT TO EXCEED \$60,000.00 BETWEEN THE CITY OF BUNKER HILL VILLAGE AND AAA ASPHALT INC. (UNDER THE CITY'S INTERLOCAL AGREEMENT WITH HARRIS COUNTY) TO PROVIDE REPAIRS ON BUNKER HILL ROAD - *Steve Smith, Director of Public Works/Building Official*

Staff has been working with our consultant Lloyd, Smitha & Associates, Inc to inspect the condition of Bunker Hill Road from Memorial Drive to Taylorcrest. Numerous failures have developed over the last few months raising concerns for the roadway base.

Milling and overlay of Bunker Hill Road from Memorial Drive north to Taylorcrest Road was completed in the Spring of 2019 following the Regional Drainage Project. The work included various base repairs. The recent evaluation by Lloyd, Smitha & Associates, Inc. has determined that normal base failures have occurred; however, these were accelerated by the recent wet weather and earlier freezing temperatures. It is recommended to repair the pavement and base at each of the failure spots.

AAA Asphalt Paving serves as the City's on-call pavement contractor through an interlocal agreement with Harris County. Use of an interlocal agreement allows the City to respond quicker and reduce costs by eliminating the bidding requirements as that aspect of contractor hiring has been performed by Harris County. Staff has contacted AAA to perform these repairs.

A complete milling and overlay of the road will be incorporated with other major roadwork planned in 2022 following the completion of Water Well No. 5 and the associated transmission main under Taylorcrest Road.

Staff recommended approval of this work in an amount not to exceed \$60,000.00. Funding is available in the Capital Improvement Plan Asphalt Repairs which has a balance of \$283,874.00

A motion was made by Councilmember Brown and seconded by Councilmember Thode to authorize a work order in an amount not to exceed \$60,000.00 between the City of Bunker Hill Village and AAA Asphalt Inc. (under the City's Interlocal Agreement with Harris County) to provide repairs on Bunker Hill Road.

The motion carried 5 to 0.

- XX. CONSIDERATION AND POSSIBLE ACTION TO PROCEED WITH THE INSTALLATION OF STREET LIGHTS ON MEMORIAL DRIVE AS PART OF THE CITY'S 2021 BEAUTIFICATION PROGRAM IN AN AMOUNT NOT TO EXCEED \$15,888.00 TO BE FUNDED FROM METRO FUNDS AS INCLUDED IN THE 2021 BUDGET - Steve Smith, Director of Public Works/Building Official**

The City is moving forward with the 2021 Beautification Projects. One project includes continuing the installation of streetlights along Memorial Drive. The next area proposed is from Blalock Road west along Memorial past Applewood Street and then the area beginning at Providence Park up to Bunker Hill Road.

Staff received a proposal from CenterPoint and a proposal for the work in the amount of \$15,888.00.

It was noted during the previous year's Budget Process that street lighting should not be wholly born by the Beautification Committee. Metro Funds have been budgeted to be used for street lighting along Memorial.

A motion was made by Councilmember Smyre and seconded by Councilmember Rosenbaum to proceed with the installation of streetlights on Memorial Drive as part of the City's 2021 Beautification program in an amount not to exceed \$15,888.00 to be funded from Metro Funds as included in the 2021 Budget.

The motion carried 4 to 1 with Councilmember Brown dissenting.

- XXI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 06-15-2021 D A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING A POLICY PERMITTING THE CONSIDERATION OF APPLICATIONS FOR PRIMARY DEPOSITORY BANK SERVICES RECEIVED FROM FINANCIAL INSTITUTIONS THAT ARE NOT DOING BUSINESS WITHIN THE MUNICIPAL BOUNDARIES OF THE CITY– Susan Grass, Finance Manager**

This item was taken out of order.

At the May City Council Meeting, the City awarded a contract with Valley View Consulting, L.L.C. to manage the City's Bank Depository Process.

Valley View Consulting, L.L.C. recommended the City consider approving a resolution that permits the consideration of applications received from financial institutions that are not doing business within the City's municipal boundaries when it is deemed to be in the best interest of the City.

Bunker Hill is a residential community and as a result, the number of financial institutions located within the municipal boundaries for primary depository bank services is limited. Therefore, it is in the best interest of the City to formalize this policy to include financial institutions from outside the City's municipal boundaries to ensure a competitive application solicitation process.

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve Resolution No. 06-15-2021 D.

The motion carried 5 to 0.

XXII. 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 May 18, 2021, Regular Council Meeting
- B. May 2021 Financials
- C. RPS, Invoice No. 421021 in the amount of \$6,512.85 for professional services rendered from April 3, 2021, to April 30, 2021, under on-call services for Bunker Hill Detention Services
- D. RPS, Invoice No. 421020 in the amount of \$1,975.36 for professional services rendered from April 3, 2021, to April 30, 2021, under on-call services for Drainage Committee Services
- E. RPS, Invoice No. 421019 in the amount of \$1701.68 for professional services rendered from April 3, 2021, to April 30, 2021, under on-call services for Site Development Review for Drainage Impacts
- F. RPS, Invoice No. 421018 in the amount of \$786.37 for professional services rendered from April 3, 2021, to April 30, 2021, under on-call services for MS4 Report Preparation and Coordination
- G. RPS, Invoice No. 521034 in the amount of \$12,588.83 for professional services rendered from May 1, 2021, to May 28, 2021, under on-call services for Bunker Hill Detention Services
- H. RPS, Invoice No. 521033 in the amount of \$613.68 for professional services rendered from May 1, 2021, to May 28, 2021, under on-call services for Drainage Committee Services
- I. RPS, Invoice No. 521032 in the amount of \$2,416.52 for professional services rendered from May 1, 2021, to May 28, 2021, under on-call services for Site Development Review for Drainage Impacts
- J. RPS, Invoice No. 521031 in the amount of \$646.84 for professional services rendered from May 1, 2021, to May 28, 2021, under on-call services for resident concern
- K. Langford Engineering, Inc., Invoice No. 24149 in the amount of \$18,228.52 for professional services rendered through April 30, 2021, for General Engineering Services
- L. Langford Engineering, Inc., Invoice No. 24150 in the amount of \$7,473.80 for professional services rendered through April 30, 2021, for Construction Plans for Water Well No. 2 (New Water Well No. 5)
- M. Langford Engineering, Inc., Invoice No. 24151 in the amount of \$3,224.88 for professional services rendered through April 30, 2021, for Water Plant No. 2 Ground Storage Tank Recoating
- N. Langford Engineering, Inc., Invoice No. 24152 in the amount of \$2,170.00 for professional services rendered through April 30, 2021, for Sanitary Sewer Cleaning and Televising Project

- O. Langford Engineering, Inc., Invoice No. 24153 in the amount of \$6,598.95 for professional services rendered through April 30, 2021, for Risk and Resilience Assessment
- P. Probstfeld & Associates, Invoice No. 63566 in the amount of \$380.00 for professional services rendered in May 2021 for engineering services for drainage site development review
- Q. Probstfeld & Associates, Invoice No. 63565 in the amount of \$305.00 for professional services rendered in May 2021, for engineering services for drainage site development review
- R. Probstfeld & Associates, Invoice No. 63564 in the amount of \$150.00 for professional services rendered in May 2021, for engineering services for drainage site development review
- S. Probstfeld & Associates, Invoice No.63401 in the amount of \$75.00 for professional services rendered in May 2021, for engineering services for drainage site development review
- T. Alsay, Inc., Monthly Pay Estimate No. 1 in the amount of \$180,000.00 for services rendered through May 30, 2021, for the Construction of Water Well No. 5
- U. AAA Asphalt Paving, Inc., Invoice No. 1617-1 in the amount \$4,800.00 for professional services rendered through May 6, 2021, for Emergency Road Repair
- V. Two Year Contract with Spring Branch ISD for Tax Collection Services beginning September 1, 2021, and ending on August 31, 2023

A motion was made by Councilmember Brown to approve the consent agenda. Councilmember Rosenbaum seconded the motion.

The motion carried 5-0.

XXIII. ADJOURN

A motion was made by Councilmember Brown and seconded by Councilmember Smyre to adjourn the meeting at 9:22 p.m.

The motion carried 5 to 0.

Approved and accepted on August 17, 2021.

Robert P. Lord, Mayor

ATTEST:

Karen H. Glynn, Acting City Secretary/City Administrator

**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

**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