

MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
AUGUST 20, 2013 AT 5:00 P.M.

**I. PLEDGE OF ALLEGIANCE**

Porfirio Osuna, a Boy Scout and a sophomore student in Alief and William Wells, a Boy Scout and sophomore student at Kinkaid High School, lead the Pledge of Allegiance.

**II. CALL TO ORDER**

Mayor Williams called the meeting to order at 5:02 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present:

Mayor Jay Williams

Councilman Keith Brown

Councilman John Glover

Councilman Jay Janecek

Councilwoman Laurie Rosenbaum

Also in Attendance:

Karen Glynn, City Administrator

Kelly Johnson, City Secretary/Dir of Finance

Steve Smith, Dir of Public Wrks/Bldg Official

Loren Smith, City Attorney

Absent: Councilwoman Susan Schwartz

**III. 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.

None

**IV. RECOGNITION**

Donation to the Memorial Villages Police Department from Memorial Shooting Center -  
*Chief JD Sanders*

Representatives from the Memorial Shooting Center on Witte Road presented the Memorial Villages Police Department with two checks in the amount of \$1,765 each for a total of \$3,530. The representative said the funds were raised from their 4<sup>th</sup> of July fundraiser.

**V. 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 July 16, 2013 Regular Council Meeting
- B. July 2013 Financials
- C. AAA Asphalt Paving Inc., Application No. 17 in the amount of \$ 29,809.10 for Strey Lane Storm Sewer Improvements
- D. Klotz Associates, Invoice No. 713079 dated July 26, 2013 in the amount of \$ 7,717.50 for professional services rendered from June 16, 2013 to July 15, 2013 in connection with East Side Drainage Improvements along Flintdale and Greenbay
- E. Texascal Enterprises, LLC, Invoice No. SL-12 in the amount of \$3,360.00 for professional services rendered during the month of June/July 2013 related to Blalock Ditch Construction and Strey Lane Storm Sewer Improvements
- F. Calco Contracting Inc., Invoice No. 1 in the amount of \$176,769.60 for Blalock Road West Ditch Maintenance Project
- G. HTS, Inc., Invoice No. 32235 dated June 1, 2013 – June 30, 2013 in the amount of \$3,854.25 for geotechnical investigation related to the Strey Lane Drainage Project

Motion was made by Councilman Brown and seconded by Councilman Glover to approve the consent agenda. Motion carried 4-0.

**VI. DISCUSSION AND POSSIBLE ACTION AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE AN AGREEMENT BETWEEN THE TEXAS GENERAL LAND OFFICE AND THE CITY OF BUNKER HILL VILLAGE FOR ELECTRIC RETAIL SALES AT THE MOST FAVORABLE RATE TO THE CITY - *Karen Glynn, City Administrator***

Karen Glynn said we currently are under contract with the General Land Office and our contract expires in January 2014. Karen Glynn said she had been contacted by several providers stating now was a favorable time to lock in a rate. After reviewing rates she was recommending to extend our contract with the General Land Office for 3 years.

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Janecek to approve. Motion carried 4-0.

**VII. DISCUSSION AND POSSIBLE ACTION TO APPROVE CHANGE ORDER NO. 9 IN AN AMOUNT NOT TO EXCEED \$ 35,105.00 TO THE STREY LANE PROJECT FOR THE REPLACEMENT/INSTALLATION OF A SIDEWALK ON MEMORIAL DRIVE BETWEEN PLANTATION ROAD AND W151 - *Karen Glynn, City Administrator and Steve Smith, Director of Public Works/Building Official***

Steve Smith said the sidewalk being proposed in the change order is in need of replacing, currently it's asphalt that is all broken up. Karen Glynn said we had earmarked \$75,000 for sidewalk replacement/repairs. Councilman Brown was in agreement with the change order and said this sidewalk should have been replaced a long time ago.

Motion was made by Councilman Janecek and seconded by Councilman Brown to approve Change Order #9 in the amount of \$35,105.00. Motion carried 4-0.

**VIII. DISCUSSION AND POSSIBLE ACTION TO APPROVE CHANGE ORDER NO. 1 IN AN AMOUNT NOT TO EXCEED \$ 10,444.86 TO THE BLALOCK DRAINAGE DITCH PROJECT FOR THE ADJUSTMENT OF A WATER LINE - *Steve Smith, Director of Public Works/Building Official***

Steve Smith said this was the section of the Blalock Ditch at Blalock Lane that they could not lower the culvert because of the conflict with the waterline. This change order is to re-route the waterline so the culvert can be lowered.

Motion was made by Councilman Glover and seconded by Councilman Janecek to approve Change Order #1 in the amount of \$10,444.86. Motion carried 4-0.

**IX. POLICE COMMISSIONER'S REPORT**

A. Update on activities

Chief Sanders did not comment on activities, he went straight into the 2014 Proposed Budget discussion.

B. Discussion and possible action regarding the proposed 2014 Memorial Villages Police Department Budget in the amount of \$ 4,485,736.00 with Bunker Hill Village's Annual Assessment being \$ 1,495,245.00

Chief Sanders said the police department is in need of a Records Management System (RMS) and Computer Aided Dispatch (CAD). He said the current system is antiquated, inefficient and unsafe. He said the benefits of a RMS/CAD system include improved patrol management and call response, automatic turn by turn directions direct to responding personnel, coordinated interagency response, elimination of errors through electronic data transfer, real-time data transfer between agencies and more effective use of patrol officers time. Chief Sanders said the proposed budget included \$150,000 for a RMS/CAD system.

Chief Sanders talked about the lack of a Fleet Management Plan. He said currently the fleet is running 24 hours a days. He said national studies even show that running a fleet 24 hours a day decrease the longevity of the fleet and increases the cost. Under the proposed plan, vehicles would be operating no more than 12 hours a day. The proposed budget includes \$150,000 for Fleet Management.

The Memorial Villages Police Department (MVPD) has not been an accredited agency since 2002. Accreditation helps to ensure that best practices are being utilized within all aspects of the department. An outside resource will be contracted to manage that process. The proposed budget includes \$50,000 to get the department back to an accreditation status.

Chief Sanders said he did not like annual COLA increases. He said the budget includes \$50,000 to allow for merit increases to recognize those members of the department that perform at the highest level.

Chief Sanders stated this budget reflects the continued mission of the entire department to provide the kind of law enforcement services the community deserve and expects.

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Glover to approve the proposed 2014 Memorial Villages Police Department Budget in the amount of \$4,485,736. Motion carried 4-0.

**X. DISCUSSION AND POSSIBLE ACTION REGARDING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ACKNOWLEDGING REVIEW AND APPROVAL OF THE PUBLIC FUNDS MANAGEMENT AND INVESTMENT POLICY – Karen Glynn, City Administrator and Kelly Johnson, Director of Finance/City Secretary**

Kelly Johnson said the changes made to the Investment Policy were outlined in the minutes and are as follows:

- Switched Investment Officer from City Administrator to City Secr/Director of Finance
- Changed that the Investment Committee could meet in person, by telephone, or by email
- Investment Strategies are for all funds, not having to have a separate strategy for each fund

Motion was made by Councilman Glover and seconded by Councilwoman Rosenbaum to approve Investment Policy as presented. Motion carried 4-0.

**XI. CITY ADMINISTRATOR'S REPORT**

**A. Legislative Update with Hedwig Village**

Karen Glynn said the meeting is on September 10<sup>th</sup> at the City of Hedwig Village. She said from the response from city council, we will have to post an agenda. She also said she would notify council of any changes.

**B. Update on Blalock Project**

Karen Glynn said they did a walk through a couple weeks ago and they still were tying up some loose ends. There is tree trimming that stills needs to be done along with some standing water in a few sections on the ditch. Steve Smith, Dir of Public Wrks/Bldg Official, said they are looking at ways to resolve the standing water. Karen Glynn said it was going to take several more weeks before everything is complete with the Blalock Ditch Project.

**C. Back to School Update**

Karen Glynn said she wanted to remind everyone that school starts Monday. She said we have put bright orange flags on the school zone signs to help identify the school zones. She also said they had worked with the police department to put no parking signs up on two cul-de-sac streets, which follow Bunker Hill ordinances.

Karen Glynn also updated council that the fence along Taylorcrest was replaced.

**XII. WORKSHOP TO REVIEW AND DISCUSS THE PROPOSED FISCAL YEAR 2014 ANNUAL BUDGET - Karen Glynn, City Administrator and Kelly Johnson, Director of Finance/City Secretary**

Karen Glynn and Kelly Johnson presented a slide presentation on the 2014 Proposed Budget.

**XIII. ADJOURN**

Motion was made by Councilman Brown and seconded by Councilman Janecek to adjourn the meeting at 8:05 p.m. Motion carried 4-0.

Approved and accepted on September 17, 2013.



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JAY WILLIAMS, Mayor

ATTEST:



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Kelly Johnson, City Secretary