

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
NOVEMBER 18, 2014 AT 5:00 P.M.

I. CALL TO ORDER

Mayor Williams called the meeting to order at 5:00 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
Councilwoman Susan Schwartz

Also in Attendance:

Karen Glynn, City Administrator
Kelly Johnson, City Secretary/Dir of Finance
Steve Smith, Dir of Public Works/Bldg Official
Loren Smith, City Attorney

II. PLEDGE OF ALLEGIANCE - *Cub Scout Pack 558*

Cub Scouts, Anderson Jones, Logan Mikes, Jason Anderson, Matthew Perkins, Brooks Milam, and Jed Howard all lead in the pledge. The cub scouts were all second graders from Bunker Hill Elementary.

Also attending was Eagle Scout Frank Feeney, a ninth grader at Memorial High School. He was attending for his Communication Badge.

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.

No comments.

IV. DISCUSSION AND POSSIBLE ACTION REGARDING A 5 YEAR CONTRACT WITH REPUBLIC WASTE SERVICES BEGINNING IN 2015 - *Karen Glynn, City Administrator*

The City Administrator has been in discussions with Republic Waste Services for a new contract for solid waste collection to begin in 2015. This is a "pass through cost" which includes an administrative fee plus tax and is billed through the utility bill. As discussed with the mayor and city council during the budget process and at the October meeting, a new contract would provide an emphasis on recycling. Current trash collections would remain the same.

At the October meeting council asked Republic Services to provide a price for "back door/visible from the street" service with the proposed change to the rolling carts. Republic Services came back with five different recycling options:

		Charge/bi-monthly
Option 1 – Same as Current:	18 gallon bin Viewable from the curb –not behind fence 1x week pick-up – Wednesday	\$ 6.30
Option 2 – Same as Current:	18 gallon bin Viewable from the curb –not behind fence 2x per week pick-up – Wednesday & Saturday	\$12.60
Option 3 or 4:	35 gallon or 96 gallon carts Must roll to curb 1x week pick-up – Wednesday All residence requesting 35 gallon carts will be required to purchase them @ ~ \$42/each Should a resident want to change their cart, there will be a \$25 exchange fee	\$ 6.30
Option 5:	35 gallon or 96 gallon carts Viewable from the curb –not behind fence 1x per week pick-up – Wednesday All residence requesting 35 gallon carts will be required to purchase them @ ~ \$42/each Should a resident want to change their cart, there will be a \$25 exchange fee	\$19.38

The total cost for "back door/visible from the street" service would be approximately \$15.00 more for the two month billing cycle. This includes the administrative fee and tax. This option would provide for the increase in recycling via the larger carts at the same time keeping the service level the same hence resulting in a "tidier" option for the City.

The recommendation if council chooses to change to the larger cart is to make the 96 gallon cart the standard and residents could opt to have the 35 gallon cart. Residents would need to notify the city prior to having the carts ordered. (A communications plan will be developed to accomplish the notification and process.) Republic has provided a cost for the smaller cart. Staff recommends the city increase the administrative fee to cover this cost. An additional 50 cents was included in the \$15.00 cost listed above to cover an estimated amount of 100 residents who may opt for the smaller cart. In addition, discussion with Republic Services included the implementation of changing to the carts. This would include a notification period and time to order the selected number of carts. As a result, the new rate would not go into effect until the carts were delivered.

Republic is now accepting a larger number of items for recycling including plastics #1-5 and 7; aluminum, steel and tin; mixed paper including magazines, catalogues and phone books; cardboard, paperboard, and paper bags; glass bottles and jars. We often hear that two bins are not enough and many residents have even purchased larger containers. Our survey of the city on recycle days has shown that Bunker Hill has a significant number of residents that recycle and many already place their bins (or purchased carts) at the street. Our own survey shows Bunker Hill has ~ 60% – 80% participation in recycling today and this was the same as Republic's survey of our city.

Total cost, includes trash, recycling, handling fee and taxes, for two month billing cycle for each option is as follows:

Option 1 – Same as Current:	18 gallon bin Viewable from the curb-not behind 1x per week	\$ 63.75
Option 2 – Same as Current:	18 gallon bin – 2x week pickup Viewable from curb-not behind fence 2x per week	\$ 70.50
Option 3 or 4:	35 gallon or 96 gallon carts Must roll to curb – 1x per week	\$ 64.25
Option 5:	35 gallon or 96 gallon carts Viewable from curb-not behind fence 1x per week	\$ 78.50

The mayor brought up the concern if we sign a five year contract and a year or two into the contract realize with the bigger recycling carts we don't need twice a week trash pickup. The mayor wanted to include in the contract a clause stating that the City could reduce trash pickup to one time a week with some type of reduction in cost. Frank Gracely with Republic Services said they would be more than happy to look at that change.

Motion was made by Councilman Janecek and seconded by Councilman Glover to approve Option 5 with the stipulation of adding the clause in the contract of the possibility of reducing trash pickup to one time a week with a reduction in cost. Motion carried 3-2. (Councilman Brown and Councilwoman Rosenbaum voting against)

V. DISCUSSION AND POSSIBLE ACTION REGARDING AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING ALL OF SECTION 16-26 OF ARTICLE II OF CHAPTER 16 THEREOF AND SUBSTITUTING THEREFOR A NEW SECTION 16-26; ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR WATER, SANITARY SEWER AND SOLID WASTE SERVICES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY - Karen Glynn, City Administrator

As discussed during the budget process, a rate increase for water and wastewater was recommended and approved to ensure a "break even" Utility Fund as well as begin our infrastructure management replacement fund. The rate increase also includes an anticipated increase for surface water costs from the City of Houston. The water rates continue to promote conservation of water as the rate increases are based on higher usage and continue to be equalized for residential and non-residential users at the higher ends. The wastewater rate is also recommended to increase as the City has not had an increase since 2008. Discussion during the budget also included increasing the base rate to better stabilize the Utility Fund with fluctuations in water usage from year to year.

Additionally included in this Ordinance, is the City's Solid Waste Rate. The City's Solid Waste is contracted with Republic Services and this is a "pass through" cost with a minimal

administrative fee and tax. In the previously discussed item, council passed option 5, with the total cost including all fees and taxes of \$78.50 per billing cycle.

Motion was made by Councilman Glover and seconded by Councilman Janecek to approve the ordinance as presented. Motion carried 5-0.

VI. DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION NO 11-18-2014 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 - Steve Smith, Director of Public Works/ Building Official

On an annual basis, the City adopts, by resolution, a schedule for various fees. One fee in particular is required annually which includes the fees assessed for building permits. In addition, over the last few months and during the budget process we discussed changes to fees. The following outlines the proposed changes:

- The fees assessed for building permits are based on a per square foot of climate-controlled space as well as all other non-climate controlled spaces under roof. In accordance with our permit fee schedule, the fee valuation is to be reviewed annually and adjusted as required based on certified values from HCAD for the most recent three years of completed new construction. The climate-controlled space fee valuation is to be rounded up to the nearest \$10. Non-climate controlled under roof improvements will be set at 50% of climate-controlled fees.

The new valuation was calculated based on the policy outlined above and the HCAD certified tax role. We also re-evaluated and did an audit of our records to ensure we had the latest new home completions for the last three years. The valuation for the climate-controlled space calculated to be \$202.61 per square foot. According to policy this is to be raised to the nearest \$10. As a result the new value is proposed to be set at \$210.00 per square foot with the valuation for all non-climate controlled spaces at \$105.00.

- Staff recommended adding an emergency inspection fee/same day of \$300. The City of Houston provides this. We are often asked to consider same day or Saturday inspections. If our contract inspectors can handle, we can process at a premium rate especially for a Saturday.

Also recommended a minimum fee for working with no permit at \$300. This is a more significant penalty versus the \$65 inspection fee doubled.

- Staff recommended cleaning up the development related fees as shown. The increase in the fee for variances and for specific use permits/zoning applications will allow us to cover the cost of the public hearing advertisement and the city attorney's time. Ad costs average about \$250 per ad. We need two ads for Planning and Zoning (P&Z) and City Council Meetings and one for Board of Adjustment (BOA). Therefore we recommend setting the Special Use Permit at \$1,000 and BOA at \$700.

In addition, there is a recommended fee increase for the planning and zoning application process at \$1,000 plus a per lot fee of \$100.00 per lot. This will cover the

costs above as noted and also review by our contract surveyor as previously discussed during the Oak Shadows re-plat process.

- We have added the drainage fee of \$1,000 and took out the references to drainage requirements (this reference is now in the Drainage Ordinance and Criteria Manual).
- We have specified the Fire Sprinkler and Sign Construction Inspection Fees for clarification and made consistent with our \$65.00 inspection fee.
- We have eliminated the animal and alarm registration as previously changed by ordinance.
- We have made other changes to clarify various instances such as event permit versus parade, charge for return checks/bank drafts (as the city is charged), and adding our solid waste cart change out.

There was some discussion about the Board of Adjustment application fee being proposed at \$700.00. Karen Glynn explained \$700.00 was strictly an effort to recoup the cost for publishing and legal council to review and attend the meeting. Council felt the fee was a little high and thought \$250.00 was a better, more fair amount.

Motion was made by Councilman Glover and seconded by Councilman Janecek to approve as presented with the change to Board of Adjustment application fee of \$250.00. Motion carried 5-0.

VII. FIRE COMMISSIONER REPORT

A. Update on Activities

Commissioner Teel reported that the fire department year-to-date was 4.47% under budget. The average response time in the villages is 4:05 and for Bunker Hill Village, 4:56. Commissioner Teel stated there were two vacancies at the fire department. He also reported on the health insurance, they were moving from Blue Cross Blue Shield to Cigna.

VIII. POLICE COMMISSIONER REPORT

A. Update on Activities

Chief Sanders gave an update on the incident that happened on Redcoat last month. He said they were pretty confident they had the suspects in custody at the City of Houston. That was all the information Chief was able to give because it's an ongoing case.

Chief Sanders said they are in the process of redoing their website and soon will have some helpful crime tip videos. He also commented about public cameras being able to read license plates. He said at a conference he attended last month he looked at the latest technology relating to that and he will probably bring some proposals to council next month.

IX. DISCUSSION AND POSSIBLE ACTION CONCERNING EMPLOYEE INSURANCE COVERAGE FOR CALENDAR YEAR 2015 PARTICIPATING WITH THE MEMORIAL VILLAGES POLICE DEPARTMENT - Karen Glynn, City Administrator

All full time City employees are eligible for employee insurance benefits as part of their compensation package. Insurance coverage has been provided through the Memorial Villages Police Department and includes health, dental, life, and disability insurance. The City of Piney

Point also participates in this group. Insurance plans and rates are evaluated every year. The City Administrator has been working with the Police Chief and the City Administrator of Piney Point in evaluating benefits for the plan year 2015.

Over the last few years, the complexity of the Affordable Care Act and some high claims has resulted in a significant increase in health care insurance for our plan group. The recommended benefits plan is within the budget numbers included in the adopted 2015 budget (20% increase).

The recommendation is to change health insurance providers from Aetna to Memorial Health with some plan design changes. This includes eliminating the PPO option and offering only coverage through the H.S.A. plan. The H.S.A. provides better savings for the employee and employer as it promotes a consumer driven plan, a plan that requires the consumer to understand the costs. The proposed H.S.A. plan does increase the deductible for 2015. As a result, it is recommended that an additional contribution to the H.S.A. be made based on wellness - employees must show proof that they have received their annual well check. All costs (premiums and contributions) are within the approved budget and follow the policy in place over the years whereby the City provides the base insurance plan at 100% for employees and 50% contribution for dependents.

The dental provider proposed is Met Life, a new provider this year as employees have had problems with the previous provider. Additionally, a vision plan will continue to be offered at the employee's sole expense. Life and disability insurance will continue to be offered by a new provider, Deerborn National, and costs have actually decreased.

There are concerns regarding retiree coverage at the Police Department. This has been discussed with the Police Commission and is proposed to be addressed in 2015. Memorial Health has agreed to cover the retirees; however, retirees were not included in the bid/re-rate by the other two providers.

Staff recommends we continue to participate with the Memorial Villages Police Department and the City of Piney Point for employee insurance benefits for 2015. This was approved by the Police Commission at their meeting held on Thursday, November 6, 2014.

Karen Glynn recommended an additional \$1,000 H.S.A. wellness contribution for each employee with documentation of their annual wellness check.

Motion was made by Councilwoman Schwartz and seconded by Councilman Brown to approve as presented. Motion carried 5-0.

X. DISCUSSION AND POSSIBLE ACTION REGARDING AN UPDATE ON THE EASTSIDE DRAINAGE PROJECT - *Karen Glynn, City Administrator*

The Eastside Drainage Project is underway and currently two weeks behind schedule. Staff met with AAA Paving, Klotz & Associates, and Carl Smitha to review the schedule and project to date. On November 24 they will meet to see if any other adjustments need to be made. The City has been working closely with the residents to ensure they are aware. Residents appreciate the City working with them to balance the holidays. The following outlines some key points to date:

1. The **Flintwood** Section will be completed mid- December. Pavement was scheduled to be poured prior to Thanksgiving. Depending on completion of the first half, we will determine if the second half will begin before Thanksgiving. If we push the second half out past Thanksgiving, this may delay Flintwood an additional week or two.

2. **Brandon Way** will begin after Thanksgiving and should be completed in December.
3. A neighborhood meeting was held with the residents along **Coachman and Greenbay** on Tuesday, November 11, 2014. The residents were shown which trees would be removed and where the storm sewer and sidewalk will be located. (Many of the trees to be removed are diseased) This meeting at the site was very beneficial. The width of the sidewalk is still a concern. The residents were receptive to a 6 foot sidewalk versus the 8 foot proposed. They had pictures of vehicles on the sidewalk. Because this is public right-of-way, many of the on-line maps show this pathway as a street. It was discussed adding ballards or landscaping to prevent the entry of larger vehicles. Residents felt the 6 foot sidewalk would help.
4. AAA Paving asked for an opportunity to get a little ahead of schedule for the work on **Winshire Circle**. There is a portion of a water line that will need to be replaced as part of the project. We have agreed to have AAA begin work this week on the water line only. Although all residents along Winshire will experience the construction traffic, the actual water line work will take place in the area from 11702 and 11718 Winshire Circle on the north side of the street. All of the water line work will be behind the curb and will not involve any street removal or pavement work. The technique chosen for the construction is primarily boring (below ground drilling) with a limited number of entry pits. The contractor has assured us that the street will be cleared for residents and all entry pits will be backfilled before the Thanksgiving holidays. Residents were notified of this change. The major portion of the project for Winshire is still on schedule for early next year.

It was decided to have council vote of changing the sidewalk between Greenbay and Coachman from our standard size of eight foot wide to six foot wide.

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Glover to approve a six foot sidewalk between Greenbay and Coachman. Motion carried 5-0.

XI. 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 October 21, 2014 Council Meeting
- B. October 2014 Financials
- C. Klotz Associates, Invoice No. 1014040 in the amount of \$6,447.00 for professional services rendered from September 16, 2014 to October 15, 2014 in connection with East Side Drainage Project
- D. Klotz Associates, Invoice No. 1014028 in the amount of \$6,250.00 for professional services rendered from September 16, 2014 to October 15, 2014 in connection with Chapel Belle Lane, Rhett Drive, and Tara Drive Improvements
- E. Klotz Associates, Invoice No. 1014028 in the amount of \$913.04 for professional services rendered from September 16, 2014 to October 15, 2014 in connection with On Call Services
- F. Lloyd, Smitha, & Associates, LLC, Invoice No. CMBH14-02 for professional services rendered from October 1, 2014 to October 31, 2014 in the amount of \$4,127.50 for professional services related to East Side Drainage Project

- G. AAA Asphalt Paving, Inc. Application No. 2 in the amount of \$126,373.88 for construction services rendered for October 2014 in connection with East Side Drainage Project
- H. Langford Engineering, Inc., Invoice No. 17962 in the amount of \$88.72 for professional services rendered through August 29, 2014 for on-call services.
- I. Langford Engineering, Inc., Invoice No. 17963 in the amount of \$3,533.03 for professional services rendered through August 29, 2014 for the Memorial Bridge Water Line Project.
- J. Langford Engineering, Inc., Invoice No. 18103 in the amount of \$3,176.75 for professional services rendered through October 31, 2014 for the Memorial Bridge Water Line Project.
- K. Interlocal Agreement with Harris County and The City Of Bunker Hill Village for Debris Management Services

Motion was made by Councilman Glover and seconded by Councilwoman Schwartz to approve the consent agenda as presented. Motion carried 5-0.

XII. MAYOR'S REPORT

A. Update on Police Commission Task Force

Commissioner Essary said that Mayor Lee Butler recommended the Police Commission hire a consultant to begin looking at Memorial Village's Police Department management and governance issues. Mayor Williams asked that the task force look at the way the commission is put together and recommend any changes that may be needed.

XIII. CITY ADMINISTRATOR'S REPORT

A. Update on Tree Pruning

Karen Glynn said we are getting ready to do some tree trimming and pruning. She said we are starting with our landscape contractor, as part of our current contract, to trim above all the city's sidewalks up eight feet. Then we are hiring a outside contractor to do tree pruning above the city right-of-ways.

B. Update on Ordinance Amendments - *Contractor Meetings & Communications Plan*

Karen Glynn said Steve Smith has done a great job communicating with builders and contractors. Steve Smith has set two separate meetings with builders and contractors to go over the changes in the city ordinances.

C. Update on Memorial Bridge Water Line Project

Karen Glynn said we had a pre-bid meeting on the Memorial Bridge Water Line Project and we are going to push that project to January, after the holidays.

D. Update on Oak Shadows Drainage

Mayor Williams suggested referring the drainage issue on Oak Shadows to the Drainage Committee for review.

E. Update on Blalock Right Turn Lane with Piney Point Drainage Project

Karen Glynn said we received our study back from HGR and they are recommending a turn lane. Karen said the City of Piney Point has not bid their project yet and probably

will not go out for bid until January. She said we are going to review the project a little longer before coming to council for a recommendation.

F. Update on City's Website Project and Branding

Karen Glynn said the website project is going well. She hoped to soft launch for city council in the next few weeks.

G. Holiday Schedule and Christmas Party

The holiday Christmas Dinner will be held on December 16th at Lakeside Country Club. City hall will be closed Thanksgiving Day and the Friday after. During Christmas offices will be closed on Christmas Day and the Friday after. Finally, New Years city hall offices will be closed on January 1st and all of staff elected to take a vacation day on January 2nd so city hall will be closed on that day.

XIV. ADJOURN

Motion was made by Councilman Glover and seconded by Councilman Janecek to adjourn the meeting at 6:35 p.m. Motion carried 5-0.

Approved and accepted on January 20, 2015.



Jay Williams, Mayor

ATTEST:



Kelly Johnson, City Secretary/Dir. of Finance