

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
SEPTEMBER 15, 2015 AT 5:00 P.M.

I. CALL TO ORDER

Mayor Williams called the meeting to order at 5:01 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

The mayor suspended with the pledge.

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.

Ms. Donna Freedman, at 11930 Surrey Lane, spoke regarding the TIRZ 17 and wanting to widen Memorial through Bunker Hill Village.

IV. PUBLIC HEARING

THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE INPUT FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE 2015 PROPOSED PROPERTY TAX RATE TO SUPPORT THE 2016 BUDGET - *Karen Glynn, City Administrator and Kelly Johnson, City Secretary/Finance Director*

Karen Glynn reported 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 adopt an annual budget. The Texas Tax Code requires cities that levy a property tax to approve their budgets by September 30 or by the 60th day after the taxing unit receives the certified roll, whichever date is later regardless of the date their fiscal year starts.

A budget workshop was held with the Mayor and City Council on September 3, 2015 to present and file the proposed budget for 2016. The budget filed at this workshop was based on a 10 - year financial model that focused on the rehabilitation and management of our public infrastructure including water and wastewater lines as well as streets and drainage. Specific projects and funding allocations were identified following an Infrastructure Management Workshop held with the City Council at the August City Council Meeting.

On September 3, 2015, the council voted on a tax rate to support the budget which balances the short and long term needs of the city and takes into account the financial implications to our residents. The council voted to proceed with a tax rate of 0.277855 to support the budget as presented and add any additional revenue to the replacement reserve for projects as identified.

In accordance with the Local Government Code, the city is holding a public hearing at the September 15, 2015 Council Meeting to receive input from the public, either oral or written, regarding the 2015 proposed property tax rate to support the 2016 Budget at the approved rate of \$ 0.277855 per \$100 valuation.

Karen Glynn presented a PowerPoint presentation on the 2015 proposed property tax rate to support the 2016 budget.

Mayor Williams opened the public hearing at 5:22 p.m.

No comments

Mayor Williams closed the public hearing at 5:23 p.m.

V. DISCUSSION AND CONSIDERATION ON RESOLUTION NO. 09-15-15A DEDICATING TREES TO HONOR THE MEMORIAL VILLAGES POLICE DEPARTMENT AND VILLAGE FIRE DEPARTMENT FOR THEIR CONTINUED DEDICATION AND SERVICE TO OUR CITY- Laurie Rosenbaum, City Council - Beautification Committee

Councilwoman Rosenbaum said the Beautification Committee met and would like to dedicate one tree to the Memorial Villages Police Department and one tree to the Village Fire Department for their continued dedication. She said it would be paid out of the Beautification budget.

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

VI. FIRE COMMISSIONER REPORT

A. Update on Activities

Commissioner Teel reported the fire department budget year-to-date is 1.6% under budget. He said all six villages have approved the 2016 Budget. He said the total calls to date were 1,252 with 182 calls being from the City of Bunker Hill Village. Commissioner Teel reported the average response time in the villages was 4:08 with Bunker Hill's averaging response time being 4:56, the longest of all six villages.

Commissioner Teel said they received the Feasibility Study and the architect will present the study to the commission at their September Meeting. Commissioner Teel reported the study shows estimates ranging from 2.7 million to 8 million. A full copy of the report is on file at the city.

Commissioner Teel reported some of the facts that were noted in the report is the Village Fire Department jurisdiction covers 10.4 square miles and the federal recommended guidelines for the same type of jurisdiction is 4.4 square miles. This means the fire department is covering over twice the average square miles as suggested under federal guidelines.

Commissioner Teel said our personnel is being housed in about 36 square feet per person and the recommended space is 60 square feet per person. He said the building was originally designed for six firefighters and we now have up to thirteen on one shift. He said we have men and women sharing bathroom facilities.

Commissioner Teel said we lease the site that the fire station is on from the Spring Branch Independent School District for \$10 / annually with the lease expiring on December 31, 2028.

Commissioner Teel said we need to relieve some of the current personnel pressure at the facility, we are running twice the personnel that was designed for that station. Commissioner Teel talked about a possibility of building a new, smaller station for the 2.7 million and it would not require any additional personnel or equipment. He said the commission has not met yet to discuss the findings of the Study and they will look at various options and come up with suggestions.

B. Discussion and Consideration on Fire Department Capital Projects including Fire Station(s) and New Apparatus

Commissioner Teel said he needed some guidance from City Council on what direction they would like to go on a 75 foot or 100 foot ladder truck. Commissioner Teel said the fire department has been building a reserve over the last ten years to replace the ladder truck in 2017. He said the current truck is a 75 foot ladder truck and the Chief is recommending to replace the truck with a 100 foot ladder truck. He said the cost difference is about \$150,000.

The salvage value on the current truck, which will be fifteen years old in 2017, is about \$100,000. The expected life of the new truck would be 20 years.

Commissioner Teel said as part of our aid agreement between the villages and City of Houston, we are required to have a ladder truck. Commissioner Teel said it was his recommendation to go ahead a spec out a 100 foot ladder truck.

Commissioner Teel asked the question why would we want to go with a 100 foot ladder truck over a 75 foot ladder truck? He said there are several reasons and one being the fire code requires that we are able to put 3,500 gallons of water a minute on a building \ home that is bigger than 8,000 square feet or 35 feet in height. He said putting the commercial aside, we have some pretty big houses in our City.

Mayor Williams said the fire commission has been very wise over the years to reserve the funds for a new ladder truck. He said Commissioner Teel is not here asking for money to buy a truck, he is asking guidance for ladder size, 75 foot or 100 foot ladder truck. Again, Commissioner Teel recommended a 100 foot ladder truck.

Council agreed and gave direction to Commissioner Teel to move forward with a 100 foot ladder truck.

VII. POLICE COMMISSIONER REPORT

A. National Night Out - October 6, 2015

Officer Frank Lerma, with Memorial Villages Police Department, said October 6th is National Night Out and this year it will be at the City of Hunters Creek Village City Hall from 6:00 p.m. to 9:00 p.m. Officer Lerma said there will be a lot of entertainment / activities and he will post more details on their website as the event gets closer.

B. Update on Activities

Commissioner Essary said they have significantly stepped up on traffic enforcement. He said as far as the budget, they expect to be slightly under budget at the end of the year. He said one line item that will be over budget is IT. Commissioner Essary suggested that all three of the villages along with MVPD think about sharing an IT position.

Commissioner Essary said the notification system is up and running and 884 residents are registered in the no solicitation program. Commissioner Essary also reported that house watch is up 20% with 35,000 house watch events this year. Chief Sanders said their website is averaging 240 hits a day.

Mayor Williams said he attended the Winshire HOA meeting over the weekend and a resident at the meeting said he has noticed a significant improvement in the police department and everyone at the meeting applauded. Mayor Williams said the entire neighborhood is very pleased with the police department.

C. Discussion and Consideration on providing Police Commissioners with a Police Badge

Mayor Williams said he was approached by another mayor on what Bunker Hill's policy was on commissioners and mayors carrying a badge. Mayor Williams said he wanted it to be clear that he was not in favor of our commissioners or former mayors carrying badges. Commissioner Essary said it is not the current practice to have a badge. The only time a commissioner or mayor would get a badge would be an honorary badge upon retiring from the position.

Councilman Glover asked why did they use to get badges. Chief Sanders said to be clear the MVPD does not issue badges, only upon retiring from the commission they would issue an honorary badge. Commission Essary said years ago they use to issue badges but that practice does not still go on. Mayor Williams suggested we pass a resolution for clarification on Bunker Hill's position.

Motion was made by Councilman Glover and seconded by Councilman Janecek to approve a resolution that Bunker Hill Village does not allow their commissioners or mayor to carry police badges except an honorary badge upon retiring. Motion carried 5-0.

VIII. 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 August 18, 2015 Council Meeting.
- B. Minutes of the September 3, 2015 Special Budget Meeting.
- C. August 2015 Financials.
- D. RPS Klotz Associates, Invoice No. 715047 in the amount of \$460.50 for professional services rendered from June 16, 2015 to July 31, 2015 in connection with East Side Drainage Project.
- E. RPS Klotz Associates, Invoice No. 815052 in the amount of \$1,759.53 for professional services rendered from August 1, 2015 to August 28, 2015 in connection with East Side Drainage Project.
- F. RPS Klotz Associates, Invoice No. 715094 in the amount of \$1,378.64 for professional services rendered from July 1, 2015 to July 31, 2015 under on-call services including the Memorial Day Flood and other drainage concerns.
- G. RPS Klotz Associates, Invoice No. 715092 in the amount of \$642.88 for professional services rendered from July 1, 2015 to July 31, 2015 under on-call services including the Drainage Review.
- H. RPS Klotz Associates, Invoice No. 715187 in the amount of \$16,716.52 for professional services rendered from July 1, 2015 to July 31, 2015 in connection with the Taylorcrest/Williamsburg/Cobblestone Drainage Evaluation.
- I. RPS Klotz Associates, Invoice No. 715132 in the amount of \$5,415.10 for professional services rendered from June 16, 2015 to July 31, 2015 in connection with the Winshire Drainage System Evaluation.
- J. Kimley Horn and Associates, Inc., Invoice No 067787199-0515 in the amount of \$6,270.00 for professional services rendered through May 31, 2015 for the Memorial Drive and Bunker Hill reconstruction.
- K. Resolution Number 09-15-2015B casting its ballot for the election of Ed Heathcott as a candidate to serve on the Harris County Appraisal District's Board of Directors.

Motion was made by Councilman Janecek and seconded by Councilman Brown to approve the consent agenda as presented. Motion carried 5-0.

IX. MAYOR'S REPORT

A. Winshire HOA Meeting

Mayor Williams said himself, Karen Glynn, and Steve Smith attended the Winshire HOA Meeting on Sunday. He said they were appreciative of the police department and our communication link. They also expressed frustration with getting their recycling cans put back.

Mayor Williams said the Winshire residents were very frustrated with their drainage because Bunker Hill just did a big drainage project and low and behold we had a big rain event and they flooded. Mayor Williams thought the residents understood that it was a 150 year flood event and if we had not done the drainage project more homes in the Winshire area would have flooded.

Mayor Williams said the neighborhood has commissioned a report from Benchmark and they will get with Klotz Engineering to see if there are any finite things we can do at the cul-de-sac to help with the flooding. Mayor Williams said the problem is water from the north is sheet flowing to the south in a big way. William Conley, with Klotz Engineering, said another problem with that cul-de-sac is there are two water sources that are going

into the cul-de-sac and only one way out. William Conley said the rain event that caused the flooding was more like a 250 year flood event.

B. Monthly Mayor's Luncheon

Mayor Williams said they met with the Spring Branch Independent School District Superintendent at the last mayors meeting. He said what he took from the meeting was the rebuilding of Bunker Hill Elementary is not going to happen anytime soon. Mayor Williams reported it is not scheduled in the current bond issuance that was approved. He said they would have to go back to the taxpayers to get approval on another bond issuance.

At the next mayors luncheon they are going to invite all the city administrators so everyone can meet. Mayor Williams said on November 13th he has organized with all the mayors to go on a dispatch tour to see everyone's facilities. He said they can see how everyone is doing and how they communicate with each other.

C. Discussion and Consideration on the Appointment of Mike Nuzzo to the City's Drainage Committee

Karen Glynn said she received a request from a resident, Mr. Mike Nuzzo, to be on the Drainage Committee. Karen Glynn said his house flooded in the Memorial Day flood event and he was interested in getting more involved.

Motion was made by Councilwoman Schwartz and seconded by Councilman Glover to approve Mike Nuzzo to the Drainage Committee. Motion carried 5-0.

X. CITY ADMINISTRATOR'S REPORT

A. Update on the Strey Lane / Memorial Drive Project

Karen Glynn said we have completed the survey work and are currently working on the design. She said they hoped to start the construction work in the early part of October. The project is thought to last 30 days.

B. Update on the Bid Opening for the City of Piney Point's Drainage Project and the opportunity for Bunker Hill Village to add additional pavement on Blalock

Karen Glynn said that the City of Piney Point was pleased with the bid process. She said they have a low bid and are ready to move forward and award the contract. HDR is looking at the bid to see what the cost would be if we added additional pavement at the intersection of Blalock at Memorial.

Karen Glynn said she hoped to bring more information back to council in October.

C. Update of the City's Building Code with the 2015 International Building Code

Steve Smith, Dir of Public Works/Bldg Official, said it's time to update our building code. He said we need to stay within five years of the current code to keep our ISO rating. Steve Smith said there are not a lot of changes and he will summarize those changes when he presents the 2015 International Building Code.

D. Upcoming Meetings for the 2016 Budget Schedule

Karen Glynn said we have a few more meetings on the budget. She said September 22, and October 6th, both are public hearings. She said both are at 8:00 a.m. and the meeting on October 6th also will be when we adopt the 2016 Budget and adopt the 2015 tax rate.

E. Upcoming Annual TML Conference

Karen Glynn said next week is the annual TML Conference in San Antonio.

XI. ADJOURN

Motion was made by Councilman Janecek and seconded by Councilwoman Rosenbaum to adjourn the meeting at 6:33 p.m. Motion carried 5-0.

Approved and accepted on October 20, 2015.



Jay Williams, Mayor

ATTEST:



Kelly Johnson, City Secretary/Dir. of Finance