

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
NOVEMBER 17, 2015 AT 5:00 P.M.**

**I. 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 (I thru V)  
Councilman Robert Lord (VI thru XXVIII)  
Councilwoman Susan Schwartz  
Councilman John Glover  
Councilman Jay Janecek  
Councilwoman Laurie Rosenbaum

***Also in Attendance:***

Karen Glynn, City Administrator  
Kelly Johnson, City Secretary/Dir of Finance  
Victoria Bowman, Interim City Sec/Dir of Fin  
Steve Smith, Dir of Public Works/Bldg Official  
Loren Smith, City Attorney  
Valeria Cantu, Muni Court Admin/Asst. City Sec

**II. PLEDGE OF ALLEGIANCE**

The Mayor suspended with the pledge.

**III. PROCLAMATION**

***Recognition of Kelly Johnson, City Secretary/Director of Finance***

Kelly Johnson, was recognized for her achievements and hard work. Mayor Williams read a proclamation and presented the proclamation thanking Kelly for her dedication to the City.

**IV. 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.

Resident, Donna Freedman who resides at 11930 Surrey Lane addressed the Council regarding a complaint she had made to the City about her (back yard) neighbor's pool. On October 24, 2015 she contacted the City stating that the pool was green with debris and stagnant water. She was unhappy with the City's response to her complaint. She then called Harris County since she believed that this was a health issue.

**V. CONSIDERATION AND POSSIBLE ACTION TO ACCEPT THE RESIGNATION OF COUNCILMEMBER POSITION 1 AND MAYOR PRO TEM, KEITH BROWN**

Mayor Williams recognized Keith Brown for his contributions to the City with great appreciation. Councilmember Brown acknowledged this appreciation and then made the motion to accept his resignation.

The motion was seconded by Councilwoman Rosenbaum. The motion carried 5-0.

**VI. CONSIDERATION AND POSSIBLE ACTION ON THE APPOINTMENT OF CITY COUNCILMEMBER POSITION 1 TO COMPLETE THE CURRENT TERM ENDING MAY 2016**

Mayor Williams presented his recommendation on the appointment of Mr. Robert Lord to serve as Councilmember through the remaining term vacated by Keith Brown.

A motion was made by Councilman Janecek and seconded by Councilman Glover to appoint Robert Lord to this position. The motion carried 4-0.

**VII. STATEMENT OF OFFICER - *Councilmember Position 1***

**VIII. OATH OF OFFICE - *Councilmember Position 1***

Robert Lord signed his Statement of Officer and Loren Smith administered the Oath of Office.

**IX. CONSIDERATION AND POSSIBLE ACTION REGARDING APPOINTMENT OF MAYOR PRO TEM TO COMPLETE THE TERM ENDING JUNE 2016**

Mayor Williams recommended that Councilman Jay Janecek be appointed as Mayor Pro Tem.

A motion was made by Councilman Glover and seconded by Councilwoman Rosenbaum to appoint Jay Janecek as Mayor Pro Tem. The motion carried 5-0.

**X. FIRE COMMISSIONER REPORT**

***A. Update on Activities:***

Commissioner Teel stated that the Department is 2.68 % under budget as of September 30, 2015. At the end of September, there were 1618 total calls: 194 being the City of Houston and 227 Bunker Hill Village and of that number 116 were Fire and 111 were EMS. The average response time was 4:10 minutes for all calls and 4:56 minutes for Bunker Hill Village. EMS revenues collected are at 20% and the dollars collected is given back to the cities. All of the cities have approved the purchase of a 100-foot ladder truck. It will be delivered in 2017. Currently there are two vacant positions.

Facility repairs are badly needed and the Commission is looking at possible funding options. The Village Fire Department does not have bonding capability but there may be a way to go through a city for bonding.

Mayor Williams said that the Mayors met and toured the various dispatch centers within the six villages. He was very complimentary of the dispatchers and the Fire Department in particular. All of the Mayors are wanting to ensure the Fire Department Dispatch Center has two dispatchers.

**XI. POLICE COMMISSIONER REPORT**

***A. Update on Activities:***

Commissioner Smyre said that Officer Diane Kelly had a stroke last night. This was a shock to the Department. He said that there are currently four positions that are vacant and the reasons are travel time to work, salary and the level of activity. The overall response time in the three Villages is 2:45 minutes and Bunker Hill Village is at 2:03 minutes. The Department is 1.81% under budget year to date. The new phone system has been reviewed and is in the process of being installed.

**XII. CONSIDERATION AND POSSIBLE ACTION CONCERNING EMPLOYEE INSURANCE COVERAGE FOR CALENDAR YEAR 2016 PARTICIPATING WITH THE MEMORIAL VILLAGES POLICE DEPARTMENT**

*- Karen Glynn, City Administrator*

Karen Glynn presented the recommendation to continue health insurance coverage with Memorial Health. Memorial Health has submitted a proposal for continuing the HSA plan at a 5% increase. The proposal maintains all plan elements consistent with 2015. She added that this is an additional benefit to employees as it takes time to get used to a new plan. Last year was a big year with an HSA only plan so we are glad we can continue for one more year at a modest increase. Memorial Health has also agreed to extend our next contract for a 15 month time frame. This would allow for our process and evaluation to be conducted in the early part of the year versus the traditional end of the calendar year, possibly providing a better opportunity for additional proposals.

The policy direction in years past was to cover all employees at 100% and to cover dependent coverage at 50% of the difference between employee only and dependent costs. It was recommended that the Department and Cities cover the entire increase for dependents this year which would be covering 53% of the cost difference. In addition, it is proposed that we increase the HSA contribution by \$300. The wellness incentive contribution of \$1000 is also recommended if employees receive their annual well check and the budget should allow for this based on enrollment. The recommendations to cover the increase in premiums and the additional contribution have been evaluated and all would be funded through the 2016 approved budget. The wellness incentive would be evaluated at the end of the first quarter and implemented only if funding is available.

Should Memorial Health come down in cost even more, we can further evaluate the contributions especially the wellness incentive.

All ancillary benefits will remain as well as these are two year contracts. The dental provider will continue to be Met Life. A vision plan is offered at the employee's sole expense. Life and disability insurance will continue to be offered by Deerborn National.

The Commission approved the contract at their November Meeting. The Cities are approving this month as well. Open Enrollment will be held in December with benefits beginning January 1, 2016.

Early next year, we will continue to look into the other co-op as we saw that the Fire Dept benefits are changing quite a bit this coming year. In addition, we will evaluate our new timeline to plan for an early 2017 evaluation and recommendation.

Staff recommends we continue to participate with the Memorial Villages Police Department and the City of Piney Point for employee insurance benefits for 2016 as summarized.

A motion was made by Councilman Glover and seconded by Councilwoman Schwartz to approve the 2016 employee insurance coverage as presented.

Motion carried 5-0.

**XIII. PRESENTATION ON THE CITY OF PINEY POINT'S DRAINAGE PROJECT PLANNED FOR THE INTERSECTION OF BLALOCK ROAD AND MEMORIAL DRIVE INCLUDING THE TRAFFIC CONTROL PLAN, PROJECT SCHEDULE AND PHASING IN ADDITION TO DRAINAGE, UTILITY AND TRAFFIC IMPROVEMENTS TO BENEFIT THE CITY OF BUNKER HILL VILLAGE - Karen Glynn, City Administrator**

*The item regarding traffic improvements was tabled from the October City Council Meeting to allow for a presentation to the City Council on the traffic engineering study performed for Blalock Road and Memorial Drive. In addition, this discussion also includes an opportunity for Bunker Hill to participate in some drainage and utility improvements.*

John Peterson, with HDR Inc. (HDR), who serves as the City of Piney Point's City Engineer gave a brief presentation about Piney Point's Drainage Project including the proposed traffic control plan, project schedule and phasing, and upcoming public meetings. Mr. Peterson addressed the following items concerning Bunker Hill Village:

**1. Participation in Traffic Improvements**

HDR had previously conducted a traffic study for Bunker Hill for the intersection of Memorial Drive and Blalock Road and recommended that a right turn lane be included on southbound Blalock Road. The City of Bunker Hill's intention was to add this pavement with the goal of improving the left turn lane as well. HDR and Bunker Hill's Traffic Engineer, Manu Issac met with staff to further evaluate all elements and the associated costs. After further analysis of the survey information and existing conditions, both engineers are recommending adding additional

pavement but not as extensive as a full right turn lane. This would eliminate the cost of moving the signal and light pole which were expensive components.

The additional pavement would allow the intersection to be striped for two lanes which should improve the left turn lane and the right turn movement. As a trial, restriping was implemented within the existing pavement. The current configuration is limited but appears to be working very well. In addition, modifications to the median nose on Memorial would improve the left turning movement. Bunker Hill will discuss the improvements on Memorial and the median nose with Harris County.

A proposal to add additional but limited pavement on Blalock was provided by HDR at a cost estimated at approximately \$15,000 which includes engineering and construction.

## **2. Participation in Drainage and Utility Improvements**

Mr. Peterson discussed the drainage and utility improvements proposed. The Piney Point Project will lower the flow line for the drainage in this area by approximately two (2) feet. HDR provided a preliminary cost to extend the storm sewer work from Piney Point's project to the driveway at the Memorial Drive Presbyterian Church. This would allow Bunker Hill to take advantage of this elevation change for the benefit of the Blalock Ditch at a later time. The proposed improvements for Bunker Hill would include extending the storm sewer and installing an additional junction box. The cost of this improvement is estimated at approximately \$62,000 including engineering and construction. In addition, Bunker Hill has an AC water line in this area that is recommended to be replaced with PVC while this construction is underway. The cost to replace the water line is estimated at approximately \$50,000 including engineering and construction.

These improvements have been discussed with Memorial Drive Presbyterian Church as the adjacent property owner and they agree with this approach to all improvements. This includes removing a large tree in the area. The Church has also indicated their interest in future drainage improvements.

Staff recommends moving forward with the drainage, utility, and traffic improvements in an amount estimated at approximately \$127,000. The pavement can be funded out of Metro Funds -- Bunker Hill had already ear-marked funding for the turn lane and this would be significantly less. The drainage improvements can be funded out of the 2016 Drainage CIP. This is recommended by the Drainage Committee. The water line can be funded out of Bunker Hill's 2016 Water Rehab CIP. There is also a wastewater line in the vicinity of the project. Bunker Hill will be working with Memorial Water Authority to address Bunker Hill's segment and will bring back information on this at a later meeting.

The next step would be to move forward with the development of an inter-local agreement which would change order this work into the Piney Point Project. This is the next item on the agenda.

## **XIV. CONSIDERATION AND POSSIBLE ACTION TO PROCEED WITH DEVELOPING AN INTER-LOCAL AGREEMENT WITH THE CITY OF PINEY POINT FOR CONSTRUCTION OF DRAINAGE, UTILITY, AND TRAFFIC IMPROVEMENTS AT**

**THE INTERSECTION OF BLALOCK ROAD AND MEMORIAL DRIVE - Karen Glynn, City Administrator**

A motion was made by Councilwoman Rosenbaum and seconded by Councilwoman Schwartz to begin developing an inter-local agreement with the City of Piney Point in an amount not to exceed \$130,000.00. The agreement will come back to the Council for approval.

Motion carried 5-0.

**XV. CONSIDERATION AND POSSIBLE ACTION ON RECOMMENDATION FROM THE DRAINAGE COMMITTEE REGARDING PROPOSED PROJECTS FOR 2016 - 2020 - Karen Glynn, City Administrator**

Steve Smith and William Conlan, with RPS Klotz Associates provided a presentation on the Drainage Committee's list of proposed projects for Fiscal Year 2016 through 2019. There are several multi-year projects that are recommended as a result of the recent study conducted following the May 2015 Flood. The area studied included the concentrated area of Taylorcrest, Williamsburg, Cobblestone, and Winshire Circle. After the presentation, discussion resulted in the Mayor and Council needing more information on this topic. They were reluctant to approve this plan based on the amount of money to be invested and the benefits to be obtained from these projects. They want to ensure the whole drainage system benefits versus just spot repairs.

The Mayor and Council requested a meeting/workshop with the Drainage Committee to further review and fully understand the projects. No action was taken on this item.

**XVI. CONSIDERATION AND POSSIBLE ACTION ON AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS: AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE AMENDING ITS CODE OF ORDINANCES BY AMENDING CHAPTER 4, DEVELOPMENT, BUILDING AND CONSTRUCTION, AMENDING ARTICLE V, DRAINAGE AND FLOOD DAMAGE PREVENTION AND ARTICLE VI, TREE PRESERVATION; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT WITH THIS ORDINANCE; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 FOR ANY VIOLATION OF THESE PROVISIONS, WITH EACH DAY CONSTITUTING A NEW VIOLATION; AND PROVIDING FOR SEVERABILITY. -- Steve Smith, Director of Public Works/Building Official**

Steve Smith presented this item. The City adopted Chapter 4 which includes the Drainage Ordinance and Tree Ordinance effective January 1, 2015. There are several items that have come up regarding the Drainage Ordinance and the City's Drainage Criteria Manual which could provide a negative impact long term. The Drainage Committee and Staff are recommending language be included that requires demolition projects to construct temporary drainage so not to negatively impact adjacent properties. In addition there are some errors/typos in the Tree Ordinance between inches and feet that need to be corrected.

A motion was made by Councilman Janecek and seconded by Councilman Lord to approve the Ordinance with these amendments. The motion carried 4-0 with no vote by Councilwoman Rosenbaum who stepped away.

**XVII. CONSIDERATION AND POSSIBLE ACTION REGARDING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING THE CITY OF BUNKER HILL VILLAGE DRAINAGE CRITERIA MANUAL -- *Steve Smith, Director of Public Works/Building Official***

Steve Smith presented this item and explained the recommended updates to the Drainage Criteria Manual. Again, this is recommended after monitoring Ordinance and Manual over the past year.

The Drainage Committee and Staff are recommending several amendments:

- That no surface detention be allowed. All required detention will be below ground by use of pipe, vault, or other approved constructed vessels. This ensures that landscaping can be installed or changed without altering the detention requirements.
- Currently a single discharge point or connection point to the city's system is required with the calculated release rate applied to the connection piping; however, should a single discharge point not be possible, a second discharge point must be approved by the city and the calculated release rate must be applied based on the cumulative flow of all release points.
- Adequate inspection points will be provided to allow for the inspection of the detention facilities for operation and maintenance purposes. Inspection points should be constructed so that entry into the system is not necessary as part of the inspection.

A motion was made by Councilman Lord and seconded by Councilman Janecek to approve the Resolution for the changes to the Criteria Manual. The motion carried 4-0 with no vote by Councilwoman Rosenbaum who stepped away.

**XVIII. CONSIDERATION AND POSSIBLE ACTION REGARDING A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND LANGFORD ENGINEERING INC. IN AN AMOUNT NOT TO EXCEED \$10,250.00 TO DEVELOP A PRELIMINARY ENGINEERING REPORT FOR THE EXPANSION OF THE TAYLORCREST WATER PLANT - *Steve Smith, Director of Public Works/ Building Official***

Items XVIII, XIX, and XX were all presented in a group to the City Council. Steve Smith explained that these items are providing the ability to get started on projects approved in the upcoming 2016 Budget. Items XVIII and XIX are recommended for the Water Tank Improvements at Taylorcrest which includes the Preliminary Engineering Report to be developed by Langford Engineering Inc. and the surveying to be conducted by PreJean & Co. Item XX is the Wastewater Rehab Project which includes contracting with Landford Engineering to develop the specifications package to be able to go out for bid in early 2016.

A motion was made by Councilman Janecek and seconded by Councilman Glover to approve these contracts as presented. The motion carried 5-0.

**XIX. CONSIDERATION AND POSSIBLE ACTION REGARDING A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND PREJEAN & COMPANY, INC. IN AN AMOUNT NOT TO EXCEED \$4,800.00 TO PERFORM THE SURVEY FOR THE EXPANSION OF THE TAYLORCREST WATER PLANT SITE. - *Steve Smith, Director of Public Works/ Building Official***

*See item XVIII*

- XX. CONSIDERATION AND POSSIBLE ACTION REGARDING A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND LANGFORD ENGINEERING INC. IN AN AMOUNT NOT TO EXCEED \$30,000 TO DEVELOP THE BID PACKAGE FOR THE REHABILITATION OF WASTEWATER LINES IN ACCORDANCE WITH THE 2016 CAPITAL IMPROVEMENTS PROGRAM - *Steve Smith, Director of Public Works/ Building Official***

*See item XVIII*

- XXI. CONSIDERATION 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***

Karen Glynn explained that the Ordinance sets the utility rates that had been discussed and approved during the budget process. These rates are consistent with our Infrastructure Management Plan including an increase to the base rate to help stabilize the Utility Fund.

A motion was made by Councilwoman Rosenbaum and seconded by Councilwoman Schwartz to approve the Ordinance. The motion carried 5-0.

- XXII. CONSIDERATION AND POSSIBLE ACTION ON A RESOLUTION 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***

Steve Smith presented this item and explained that the only change proposed to the 2016 Fee Schedule includes the value set to be used for Building Permits. This is recalculated each year based on data from the Harris County Appraisal District for new home construction in the City. This amount has increased from \$210 to \$240 per square feet of air-conditioned space.

A motion was made by Councilwoman Rosenbaum and seconded by Councilman Janecek to approve the Resolution. The motion carried 5-0.

- XXIII. CONSIDERATION AND POSSIBLE ACTION ON A RESOLUTION CASTING ITS BALLOT FOR THE ELECTION OF A CANDIDATE TO SERVE ON THE HARRIS**

**COUNTY APPRAISAL DISTRICT'S BOARD OF DIRECTORS - Karen Glynn, City Administrator**

In October the City Council had submitted their nomination of Ed Heathcott to serve on the Harris County Appraisal District's Board for another term. This is a two step process. The first step is the nomination process. The second step includes voting for candidate(s) as a result of the nomination process. Approval of a resolution to cast the City's vote is required.

A motion was made by Councilwoman Schwartz and seconded by Councilman Janecek to approve the resolution to cast the City's vote for Ed Heathcott. The motion carried 5-0.

**XXIV. CONSIDERATION AND POSSIBLE ACTION ON SUBMITTING A PROXY VOTE TO THE HARRIS COUNTY MAYORS' & COUNCILS' ASSOCIATION REGARDING AN AMENDMENT TO THE RULES AND BYLAWS OF THE ASSOCIATION - Karen Glynn, City Administrator**

Karen Glynn explained that our Mayor and City Council are members of the Harris County Mayors' and Councils' Association. Their meetings are held throughout the County and not always attended by all of the participating cities. The Association would like to be able to amend the rules and bylaws by a proxy vote versus to gain the support of all members.

A motion was made by Councilwoman Schwartz and seconded by Councilman Glover to approve the recommendations. The motion carried 5-0.

**XXV. 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 20, 2015 Council Meeting
- B. October 2015 Financials
- C. RPS Klotz Associates, Invoice No. 915096 in the amount of \$1,084.65 for professional services rendered from August 29, 2015 to September 25, 2015 under on-call services including the Drainage Committee Support, MS4 Report, and Misc. Projects.
- D. RPS Klotz Associates, Invoice No. 915098 in the amount of \$3,693.08 for professional services rendered from August 29, 2015 to September 25, 2015 under on-call services for Drainage Site Development Review.
- E. RPS Klotz Associates, Invoice No. 915160 in the amount of \$8,132.38 for professional services rendered from August 29, 2015 to September 25, 2015 in connection with the Taylorcrest/Williamsburg/Cobblestone Drainage Evaluation.
- F. RPS Klotz Associates, Invoice No. 915099 in the amount of \$2,162.13 for professional services rendered from August 29, 2015 to September 25, 2015 in connection with the Winshire Drainage System Evaluation.
- G. Kimley Horn, Invoice No. 067787101-0915 in the amount of \$7,360.00 for professional services rendered through September 29, 2015 in connection with the Memorial Drive and Strey Lane Improvements.

- H. PreJean & Co. Inc., Invoice 264-20-2 in the amount of \$4,200.00 for surveying services rendered through September 15, 2015 in connection with the Memorial Drive and Strey Lane Improvements.
- I. AAA Asphalt Paving, Inc., Change Order No. 9 for the East Side Drainage Project for an increase to the Contract in the Amount of \$37,825.00 for the Memorial Drive and Strey Lane Improvements.
- J. Extension of On - Call Contracts Through December 31, 2016:
  - Cary Moran, Forester - *Tree Consultant*
  - Neil Technical Services - *Electrical and Pump Repairs*
  - Joe Garrett - *Inspection Services*
  - Jason Bienek - *Inspection Services*

A motion was made by Councilman Lord and seconded by Councilman Glover to approve the consent agenda. The motion carried 5-0.

## **XXVI. MAYOR'S REPORT**

### *A. Update on Mayors Tour of Dispatch Centers*

Last Friday, the Villages' Mayors toured (except Mayor Waggoner) the Village Fire Department, Memorial Villages Police Department, Spring Valley Police Department, and Hedwig Village Police Department to learn more about the various dispatch centers in the Villages. They learned how the 911 system works. They were very impressed with Harris County 911 and have an embedded GPS system. The Mayor stated that he would recommend his teenager to call 911 given the discussion over the past year regarding cell phones and land lines. The Mayor commented that the Memorial Villages Police Department is the model dispatch system. The Mayor is hoping for a way of sharing MVPD software with the other Villages to compare data. The Mayor stated that all of the Mayors will be recommending to have two dispatchers in Villages Fire Department.

## **XXVII. CITY ADMINISTRATOR'S REPORT**

City Administrator Karen Glynn made the following reports:

### *A. Introduction of Victoria Bowman, City Secretary/Finance Director Position*

A Memorandum of Understanding has been drafted with Victoria Bowman, Finance Director at Memorial Villages Police Department to work for both MVPD and the City of Bunker Hill Village over the next two months. This will be an opportunity to see if Victoria can manage both entities.

### *B. Update on Tree Pruning*

We plan to focus some tree pruning in January on the Blalock and Gessner Areas.

### *C. Update on Memorial Bridge Project*

Staff is putting together a communications plan for the Memorial Bridge Project and street closure. This will include an article/information in the City newsletter which goes out in December with the utility bills.

*D. Holiday Schedule and Christmas Party*

The City will be closed Thursday and Friday, November 26th and 27th for Thanksgiving and Thursday and Friday, December 24th and 25th.

Invitations have been mailed for the Christmas Party which is December 15<sup>th</sup>.

**XXVIII. ADJOURN**

A motion was made by Councilwoman Rosenbaum and seconded by Councilman Lord to adjourn the meeting at 7:34 p.m.

Motion carried 5-0.

Approved and accepted on January 19, 2016.



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Jay Williams, Mayor

ATTEST:



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Karen Glynn, City Administrator