



CITY OF BUNKER HILL VILLAGE

NOTICE IS HEREBY GIVEN OF A MEETING OF THE BUNKER HILL VILLAGE CITY COUNCIL TO BE HELD ON TUESDAY, SEPTEMBER 20, 2022, AT 5:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS AT 11977 MEMORIAL DRIVE, HOUSTON, TEXAS, FOR THE PURPOSE OF DISCUSSION, AND IF DEEMED ADVISABLE BY THE CITY COUNCIL, ACTION ON THE FOLLOWING:

“The Mayor, City Council and Staff of Bunker Hill Village are committed to governing with integrity and fiscal responsibility. We are dedicated to creating a sense of community, ensuring the safety and well-being of our citizens, and preserving our unique character and quality of life so that we can pass on a greater and more beautiful city to future generations.”

NOTICE OF MEETING BY TELEPHONE AND VIDEO CONFERENCE:

In accordance with Texas Government Code, Sec. 551.127, on a regular, non-emergency basis, Councilmembers may attend and participate in a meeting remotely by video conference. Should such attendance transpire, a quorum of the Council will be physically present at the location noted above on this agenda.

This meeting agenda, and the agenda packet, are posted online at

www.bunkerhilltx.gov
LATEST NEWS

The public will be able to observe and participate in the meeting as follows:

Join Zoom Meeting

<https://us06web.zoom.us/j/85403599479?pwd=bmlvMXM5QkRsVEZjZTFnUUF0STB6Zz09>

Meeting ID: 854 0359 9479

Passcode: 385407

Dial by your location

+1 346 248 7799 US (Houston)

The public will be permitted to offer public comments by video conference as provided by the agenda and as permitted by the presiding officer during the meeting. A recording of the meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request.

CALL TO ORDER

EXECUTIVE SESSION

THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.074 OF THE TEXAS GOVERNMENT CODE TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, OR DUTIES OF THE CITY ADMINISTRATOR.

THE CITY COUNCIL WILL MEET IN CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.071 OF THE TEXAS GOVERNMENT CODE TO CONSULT WITH THE CITY ATTORNEY REGARDING PENDING OR THREATENED LITIGATION.

The Regular City Council Meeting will commence at 5:30 p.m. following the closed executive session:

- I. CALL TO ORDER REGULAR MEETING**
- II. PLEDGE OF ALLEGIANCE**
- III. PROCLAMATION – *World Teachers’ Day 2022***
- 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.

- V. PRESENTATION AND PUBLIC HEARINGS**
ALL INTERESTED PARTIES SHALL HAVE THE RIGHT AND OPPORTUNITY TO APPEAR AND BE HEARD ON THE ITEMS LISTED BELOW:
 - A. PRESENTATION AND PUBLIC HEARING ON THE PROPOSED BUDGET FOR 2023 AND THE PROPOSED 2022 TAX RATE TO SUPPORT THE BUDGET**
- Karen Glynn, City Administrator and Susan Grass, Finance Director
 - B. ADOPTION OF BUDGET**

Open Public Hearing

THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE 2023 PROPOSED BUDGET

Close Public Hearing

CONSIDERATION AND POSSIBLE ACTION OF ORDINANCE 22-582 ADOPTING THE CITY OF BUNKER HILL VILLAGE, TEXAS ANNUAL BUDGET FOR THE YEAR 2023, MAKING APPROPRIATIONS FOR THE CITY FOR SUCH YEAR AS REFLECTED IN SAID BUDGET; ESTABLISHING THE PROCEDURE FOR INTRA-BUDGET TRANSFERS; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

C. ADOPTION TAX RATE

Open Public Hearing

THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE INPUT FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE 2022 PROPOSED PROPERTY TAX RATE TO SUPPORT THE 2023 BUDGET

Close Public Hearing

CONSIDERATION AND POSSIBLE ACTION OF THE 2022 PROPOSED MAINTENANCE AND OPERATING TAX RATE OF \$0.234752/\$100 OF ASSESSED VALUATION ON ALL AUTHORIZED PROPERTY WITHIN THE CITY TO FUND THE 2023 BUDGET

CONSIDERATION AND POSSIBLE ACTION OF THE 2022 PROPOSED DEBT SERVICE TAX RATE OF \$0.040248/\$100 OF ASSESSED VALUATION ON ALL AUTHORIZED PROPERTY WITHIN THE CITY TO FUND THE 2023 DEBT OBLIGATION

CONSIDERATION AND POSSIBLE ACTION OF ORDINANCE 22-583 FOR THE ASSESSMENT, LEVY, AND COLLECTION OF AD VALOREM TAXES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE YEAR 2022 AND FOR EACH YEAR THEREAFTER UNTIL OTHERWISE PROVIDED; PROVIDING THE DATE ON WHICH SUCH TAXES SHALL BE DUE AND PAYABLE; PROVIDING FOR PENALTY AND INTEREST ON ALL TAXES NOT TIMELY PAID; AND REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH

VI. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

A. Update on Activities

VII. VILLAGE FIRE DEPARTMENT REPORT

A. Update on Activities

B. Consideration and Possible Action to Approve a Budget Amendment to the 2022 Fire Department Budget transferring \$150,000.00 from the EMS Revenue Account to the Fire Department Operating Budget for Replacement of Bunker Gear as recommended by the Fire Commission

VIII. MAYOR'S REPORT

A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NUMBER 22-584, 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

- B. DISCUSSION AND POSSIBLE ACTION REGARDING DESIGNATION OF A REPRESENTATIVE AND AN ALTERNATE TO THE GENERAL ASSEMBLY OF THE HOUSTON-GALVESTON AREA COUNCIL FOR 2021 - 2022
- C. Report on Activities and Upcoming Events
 - Mayors Meeting – To Be Determined
 - Holiday Reception Event – *December 13, 2022*
 - Twinkle Light Parade – *December 15, 2022*
 - Appointment of Mr. Robert Swanson as a Director to the Gulf Coast Authority Board of Directors by the Municipalities Waste Disposal Council of Harris County
- D. Committee Reports/Updates
 - Technology Committee – *Councilmember Eric Thode, Chair*
 - Public Safety Committee – *Michelle Belco, Chair*
 - Drainage Committee – *Jack Christiansen, Chair*
 - Beautification Committee – *Councilmember Laurie Rosenbaum, Chair*

IX. CITY ADMINISTRATOR'S REPORT

- A. Report on Activities and Upcoming Events
 - Bunker Hill Elementary School Grand Opening – *September 14, 2022*
 - Planning and Zoning Commission Meetings – *September 27, 2022*
 - Zoning Board of Adjustments Meeting – *To Be Determined*
 - Update on Annual TML Conference – *October 5 - 7, 2022*
 - Upcoming City Hall “Open House” – *October 19, 2022*
 - Annual Villages Recycling Event – *October 22, 2022*
 - Status of Coronavirus Local Fiscal Recovery Funds
 - Memorial Drive and Gessner Road Grant Application
- B. Public Works Director - Report on Capital Projects
 - Chapel Belle and Tamerlaine Reconstruction and Change Orders for Eaton Court Drainage and Memorial Sidewalk
 - Water Well No. 5, Sitework, Transmission Line, and Detention
 - Public Works and Emergency Operations Building
 - Verizon Cell Nodes
 - Report on Proposal from American Tower Regarding the Cell Tower at City Hall

X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ENGAGEMENT LETTER WITH BELT HARRIS PECHACEK LLLP FOR AUDIT SERVICES FOR YEARS 2022 IN AN AMOUNT NOT TO EXCEED \$21,395.00 WITH AN OPTION TO APPROVE 2023 AND 2024 AUDIT SERVICES AT SET RATES – *Susan Grass, Finance Director*

XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A PLAN AND BUDGET FOR LANDSCAPING ALONG TAYLORCREST COURT - *Karen Glynn, City Administrator*

XII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDER NO. 2 TO THE CURRENT CONTRACT WITH ALSAY, INC. FOR WATER WELL NO. 5 TO ADD A TIME EXTENSION TO THE CONTRACT FOR AN ADDITIONAL 390 CALENDAR DAYS - *Steve Smith, Director of Public Works/ Building Official*

XIII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDER NO. 3 TO THE CURRENT CONTRACT WITH MCDONALD MUNICIPAL AND INDUSTRIAL FOR WATER WELL NO. 5 SITEWORK FOR ADDITIONAL

ELECTRICAL WORK IN AN AMOUNT NOT TO EXCEED \$6,800.00 AND A 30-DAY EXTENSION OF TIME- *Steve Smith, Director of Public Works/ Building Official*

XIV. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDERS NO. 9 AND NO. 10 TO THE CURRENT CONTRACT WITH METRO CITY, LLC FOR ADDITIONAL WORK ON THE CHAPEL BELLE AND TAMERLAINE PROJECT - *Steve Smith, Director of Public Works/ Building Official*

- Change Order No. 9 in an amount not to exceed \$1,906.30
- Change Order No. 10 in an amount not to exceed \$21,663.69

XV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 09-20-2022 A RESOLUTION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS APPROVING THE CREATION OF THE BHV, INC. A NON-PROFIT CORPORATION – *Loren Smith, City Attorney and Karen Glynn, City Administrator*

XVI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE BYLAWS FOR THE BHV, INC. A NON-PROFIT CORPORATION – *Loren Smith, City Attorney and Karen Glynn, City Administrator*

XVII. CONSIDERATION AND POSSIBLE ACTION TO INSTALL PROPOSED SIGNS FOR BOARDER AREAS OF THE CITY THAT ARE NOT ADJACENT TO OTHER VILLAGES AND BYPASS CITY OF BUNKER HILL ENTRANCE SIGNS - *Karen Glynn, City Administrator*

XVIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 22-585 TO AMEND THE CODE OF ORDINANCES FOR CHAPTER 2, ADMINISTRATION, ARTICLE III, DIVISION 2 – CITY ADMINISTRATOR – *Loren Smith, City Attorney and Karen Glynn, City Administrator*

XIX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE FOLLOWING PAYMENTS THAT EXCEED \$150,000:

- A. Underground Construction Solutions, LLC, Monthly Pay Estimate No. 2 for work performed June 25, 2022 through July 29, 2022 in the amount of \$269,595.00 for Construction of Taylorcrest Transmission Line.

XX. 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. August 2022 Financials
- B. Minutes of the August 16, 2022, City Council Meeting
- C. Probstfeld & Associates, Invoice No. 65958 in the amount of \$155.00 for drainage site development review engineering services rendered in July 2022.
- D. Probstfeld & Associates, Invoice No. 66203 in the amount of \$310.00 for drainage plan review services performed in August 2022.
- E. Probstfeld & Associates, Invoice No. 66204 in the amount of \$230.00 for drainage plan review services rendered in August 2022.
- F. Probstfeld & Associates, Invoice No. 66205 in the amount of \$310.00 for drainage plan review services performed in August 2022.

- G. Probstfeld & Associates, Invoice No. 66206 in the amount of \$1,065.00 for drainage plan review services rendered in August 2022.
- H. Probstfeld & Associates, Invoice No. 66207 in the amount of \$610.00 for drainage plan review services performed in August 2022.
- I. Probstfeld & Associates, Invoice No. 66285 in the amount of \$305.00 for drainage plan review services rendered in August 2022.
- J. Probstfeld & Associates, Invoice No. 66286 in the amount of \$305.00 for drainage plan review services performed in August 2022.
- K. RPS, Invoice No. 722035 in the amount of \$2,048.35 for professional services rendered from July 1, 2022 to July 29, 2022 for General On-Call Services.
- L. RPS, Invoice No. 722037 in the amount of \$1,257.24 for professional services rendered from July 1, 2022 to July 29, 2022 under on-call services for Site Development Review for Drainage Impacts.
- M. RPS, Invoice No. 722041 for professional services rendered from July 1, 2022 to July 29, 2022 in the amount of \$2,160.00 for On-Call BHE Detention Services.
- N. RPS, Invoice No. 722046 in the amount of \$1,871.25 for professional services performed from July 1, 2022 to July 29, 2022, under on-call services for Street and Drainage Improvements for Chapel Belle Lane.
- O. RPS, Invoice No. 722048 in the amount of \$1,314.00 for professional services rendered from July 1, 2022 to July 29, 2022 under on-call services for Proposed Reconstruction of Memorial Drive and Gessner Road.
- P. RPS, Invoice No. 822115 in the amount of \$12,565.58 for Street and Drainage Improvements for Chapel Belle Lane rendered July 30, 2022 to August 26, 2022.
- Q. RPS, Invoice No. 822058 in the amount of \$3,350.89 for professional services rendered from July 30, 2022 to August 26, 2022 for General On-Call Services.
- R. RPS, Invoice No. 822060 in the amount of \$2,514.48 for Site Development Review and Drainage Impacts services performed from July 30, 2022 to August 26, 2022.
- S. RPS, Invoice No. 822061 for professional services rendered from July 30, 2022 to August 26, 2022 in the amount of \$1,020.00 for On-Call BHE Detention Services.
- T. RPS, Invoice No. 822062 in the amount of \$360.00 for Proposed Reconstruction of Memorial Drive and Gessner Road professional services rendered from July 30, 2022 to August 26, 2022.
- U. PGAL, Invoice No. 10056625 in the amount of \$1,000.00 for professional services rendered from July 1, 2022 to July 31, 2022 for Municipal Facilities Design Development and Reimbursables.
- V. PGAL, Invoice No. 10056626 in the amount of \$38.23 for professional services rendered in from June 1, 2022 to June 30, 2022 for Municipal Facilities Design Development and Reimbursables.
- W. Lloyd, Smitha & Associates, LLC Invoice No. CMBH2101-05 for professional services rendered from July 1, 2022 to July 31, 2022 in the amount of \$4,524.50 for Paving and Drainage Improvements for Chapel Belle Lane.
- X. Lloyd, Smitha & Associates, LLC Invoice No. CMBH2101-06 in the amount of \$5,265.50 for Paving and Drainage Improvements for Chapel Belle Lane rendered from August 1, 2022 to August 31, 2022.
- Y. S & G Engineering Consultants, LLC, Invoice No. 4 for services rendered in August 2022 in the amount of \$7,552.50 for BHE Detention Project.
- Z. Public Admin Consulting, Invoice No. Bunker Hill 2022-102 in the amount of \$2,500.00 for administrative professional services rendered from May 21, 2022 through August 25, 2022.
- AA. The Goodman Corporation, Invoice No. 8-2022-10 in the amount of \$465.00 for professional services rendered for August 2022 for Memorial Drive and Gessner Road Grant Application – TIP Call for Projects Funding Pursuit Assistance.

- BB. MetroCity, LLC, Monthly Pay Estimate No. 6 in the amount of \$80,298.21 for services rendered from July 1, 2022 through July 31, 2022 for Paving and Drainage Improvements for Chapel Belle and Tamerlaine Drive.
- CC. National Equipment Dealers, LLC, Invoice No. 83914220 for July 2022 purchase of Mini Excavator in the amount \$42,500.00.
- DD. Southwest Signal Supply, INC, Invoice No. 121860 in the amount of \$528.65 for school zone signal repair work performed August 2022.
- EE. Stripe Lines, Inc, Invoice No. 5478 in the amount of \$750.00 for services rendered August 2022.
- FF. Stripe Lines, Inc, Invoice No. 5486 in the amount of \$1,000.00 for street sign work performed August 2022.
- GG. Stripe Lines, Inc, Invoice No. 5526 in the amount of \$5,350.00 for pedestrian crossing striping at Bunker Hill Elementary School performed August 2022.
- HH. Texas Hydrant Services, Invoice No. 4989 in the amount of \$1,610.00 for work performed August 2022.
- II. Strike Water Services, LLC, Invoice No. 3639 in the amount of \$1,600.00 for water sampling work performed August 2022.
- JJ. Neil Technical Services, Invoice No. 112018 in the amount of \$660.00 for water well repair services performed in August 2022.
- KK. Neil Technical Services, Invoice No. 111824 in the amount of \$5,858.70 for electrical work performed July 20, 2022.
- LL. Neil Technical Services, Invoice No. 112047 in the amount of \$280.00 for electrical repairs performed July 22, 2022.
- MM. Neil Technical Services, Invoice No. 111823 in the amount of \$1,120.00 for electrical repairs rendered July 15, 2022.
- NN. Neil Technical Services, Invoice No. 112664 in the amount of \$3,280.70 for water plant repairs rendered in August 2022.
- OO. Clark Condon, Invoice No. 49860 for professional services from August 1, 2022 to August 31, 2022 in the amount of \$3,036.51 for Bunker Hill Village Well Site.
- PP. Annual Agreement between the City and Harris County Public Library to participate in funding certain library materials at the Spring Branch Memorial Library for the benefit of the residents of the City and the County at a cost of \$1,500.00.

XXI. ADJOURN

I, Karen Glynn, City Administrator of the City of Bunker Hill Village certify that the above notice of meeting was posted in a place convenient to the general public in compliance with Chapter 551, Texas government Code, by September 16, 2022 by 12:00 p.m.

(SEAL)



Karen H. Glynn, P.E., City Administrator

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive service must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 713-467-9762 for further information.