



CITY OF BUNKER HILL VILLAGE

NOTICE IS HEREBY GIVEN OF A MEETING OF THE BUNKER HILL VILLAGE CITY COUNCIL TO BE HELD ON TUESDAY, MAY 16, 2023, 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/85659365166?pwd=U1ZFZVB4SDJKQy9IenFMUnZpZ3dHUT09>

Meeting ID: 856 5936 5166

Passcode: 165117

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.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. OATH OF OFFICE:

- Mayor – Robert P. Lord
- Councilmember Position 4 – Keith Brown
- Councilmember Position 5 – Laurie Rosenbaum

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 (or through videoconference) 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 RECEIPT FOR FILING OF THE 2022 FINANCIAL AUDIT CONDUCTED BY BELT HARRIS PECHACEK, LLLP – *Susan Grass, Finance Director*

VI. DISCUSSION, DIRECTION, AND POSSIBLE ACTION REGARDING A REQUEST FROM THE CITY OF HEDWIG VILLAGE, TEXAS TO ENHANCE THE PEDESTRIAN CROSSING SIGN AT THE MAGDELANE AND TAYLORCREST CROSSWALK – *City of Hedwig Village Representatives*

VII. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

- A. Update on Activities
- B. Presentation on the 2022 Annual Audit
- C. Consideration and Possible Action to Approve the 2024 Annual Budget for the Memorial Villages Police Department as Recommended by the Police Commission

VIII. VILLAGE FIRE DEPARTMENT REPORT

- A. Update on Activities
- B. Update on 2024 Annual Budget Process and Discussions
- C. Consideration and Possible Action to Authorize a Budget Amendment for the Village Fire Department in an Amount of \$184,000.00 for a Roof Retrofit on the Annex Building as Recommended by the Fire Commission

IX. MAYOR'S REPORT

- A. Consideration and Possible Action to Adopt Ordinance No. 23-606, 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. Consideration and Possible Action to Appoint City Administrator Gerardo Barrera to Serve as Acting City Secretary
- C. Consideration and Possible Action Regarding Appointments for the Planning and Zoning Commission for a Two-Year Period Ending June 30, 2025

- D. Consideration and Possible Action Regarding Appointments for the Zoning Board of Adjustment for a Two-Year Period Ending June 30, 2025
- E. Consideration and Possible Action Regarding Appointments for Municipal Court: Judge, Associate Judge, Prosecutor, and Associate Prosecutor for a Two-Year Period Ending June 30, 2025
- F. Proclamations
 - A Proclamation Naming the week of May 14-20, 2023 “*National Police Week*”
 - A Proclamation Naming the week of May 21-27, 2023 “*National Public Works Week*”
- G. Report on Activities and Upcoming Events
 - Water Well No. 5 Ribbon Cutting – *Friday, May 12, 2023*
 - Memorial High School Senior Parade – *Saturday, May 13, 2023*
 - Retirement Reception for Karen Glynn, City Administrator – *Tuesday, May 23, 2023*
 - Villages Independence Day Parade – *Tuesday, July 4, 2023*

X. CITY ADMINISTRATOR’S REPORT

- A. Report on Activities and Upcoming Events
 - Government Treasurers’ Organization of Texas Award
 - Planning and Zoning Commission Meeting – *Tuesday, June 6, 2023*
 - Personnel Update
 - City Hall Holiday – Memorial Day – *Monday, May 29, 2023*
- B. Report on Capital Projects
 - Public Works and Emergency Operations Building
 - Taylorcrest Ct. Landscaping
 - Memorial Sidewalk and Landscaping Improvements
 - Water Meter Upgrade Project
 - Wastewater Televising
 - Street Maintenance Update
- C. Finance Director Report
 - Consideration and Possible Action to Approve Resolution No. 05-16-2023A, a Resolution of the City Council of the City of Bunker Hill Village, Texas, Naming Gerardo Barrera, City Administrator, as an Additional Signatory for the City’s Accounts with Independent Financial
 - Investments and Opportunities
 - Preliminary Estimated Tax Roll

XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 23-607, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS AMENDING ITS CODE OF ORDINANCES BY AMENDING SECTION 4-7, UNDERGROUND UTILITIES, OF ARTICLE I, IN GENERAL, OF CHAPTER 4, DEVELOPMENT, BUILDING AND CONSTRUCTION, TO ADD AN EXCEPTION FOR REPLACEMENT OF ELECTRICAL PANEL ONLY; ; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 FOR EVERY VIOLATION HEREOF, WITH EACH DAY CONSTITUTING A SEPARATE VIOLATION; PROVIDING AN EFFECTIVE DATE; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT– *Gerardo Barrera, City Administrator and Karen Glynn, Acting City Secretary/ Community Development*

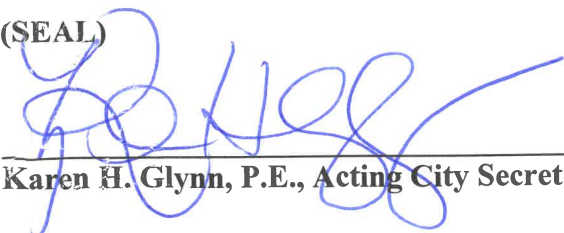
- XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION 05-16-2023B, A RESOLUTION OF THE CITY COUNCIL OF BUNKER HILL VILLAGE, TEXAS, ADOPTING THE CITY OF BUNKER HILL VILLAGE DRAINAGE CRITERIA MANUAL, AS AMENDED. TO BE USED IN COORDINATION WITH CHAPTER 4, DEVELOPMENT, BUILDING AND CONSTRUCTION OF THE CODE OF ORDINANCES FOR THE DESIGN AND CONSTRUCTION OF DRAINAGE FACILITIES WITHIN THE CITY – Karen Glynn, Acting City Secretary/ Community Development**
- XIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE CHANGE ORDER NO. 3 WITH JLA CONSTRUCTION SOLUTIONS LLC FOR THE CONSTRUCTION OF THE PUBLIC WORKS AND DISASTER OPERATIONS BUILDING TO INCLUDE UPGRADED ELECTRICAL SERVICES IN AN AMOUNT NOT TO EXCEED \$60,000.00 – Gerardo Barrera, City Administrator**
- XIV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION 05-16-2023C, A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS AUTHORIZING THE CITY TO PARTICIPATE IN HGAC ENERGY PURCHASING CORPORATION – Gerardo Barrera, City Administrator**
- XV. 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 April 18, 2023 Regular Council Meeting.
 - B. April 2023 Financials.
 - C. Bownds Wholesale Nursery, Invoice No. 14071 in the amount of \$1,390.00 for landscaping completed in May 2023 for the Taylorcrest Ct. Landscaping project.
 - D. Gauge Engineering, Invoice No. 2179 in the amount of \$4,761.00 for professional services rendered through December 31, 2022 for the Memorial Drive and Gessner Road Grant Application project.
 - E. Langford Engineering, Invoice No. 26278 in the amount of \$2,999.91 for General Engineering services rendered through March 31, 2023.
 - F. Langford Engineering, Invoice No. 26279 in the amount of \$1,413.25 for Water Well No. 5 design and construction completed through March 31, 2023.
 - G. Langford Engineering, Invoice No. 26303 in the amount of \$1,625.00 for design and construction services rendered through April 28, 2023 for the Sanitary Sewer Cleaning and Televising project.
 - H. MetroCity LLC, Pay Estimate No. 11 in the amount of \$36,643.13 for sidewalk removal and replacement at Briar Forest and Memorial from January 1, 2023 through March 31, 2023.
 - I. PGAL, Invoice No. 10058313 in the amount of \$3,000.00 for professional services performed from January 1, 2023 to January 31, 2023 for the City Hall Exterior Improvements project.
 - J. PGAL, Invoice No. 10058673 in the amount of \$6,000.00 for professional services rendered from February 1, 2023 to February 28, 2023 for the Public Works and Disaster Operations Building project.

- K. Probstfeld, Invoice No. 67491 in the amount of \$1,075.00 for Drainage Plan Review services completed in April 2023.
- L. Probstfeld, Invoice No. 67529 in the amount of \$455.00 for Drainage Plan Review services completed in April 2023.
- M. RPS, Invoice No. 323054 in the amount of \$1,281.35 for General On-Call professional services for project planning meetings and updates performed from February 27, 2023 to March 31, 2023.
- N. RPS, Invoice No. 323059 in the amount of \$3,124.94 for Site Development Review for Drainage Impact services completed from February 27, 2023 to March 31, 2023.
- O. RPS, Invoice No. 123039 in the amount of \$1,144.52 for City of Bunker Hill Village Drainage Committee services rendered from January 1, 2023 to January 27, 2023.
- P. RPS, Invoice No. 123038 in the amount of \$1,733.27 for Site Development Review for Drainage Impacts work performed from January 1, 2023 to January 27, 2023.
- Q. S & G Engineering Consultants, LLC, Invoice No. 5 in the amount of \$2,447.50 for work completed in April 2023 for detention at Bunker Hill Elementary School.
- R. Terracon, Invoice No. TJ11402 in the amount of \$999.25 for Public Works and Disaster Operations Building engineering services completed through March 30, 2023.
- S. Harris-Galveston Subsidence District, Fee No. 347395 in the amount of \$13,794.00 for the administration and implementation of a regional watershed protection education program (Water Wise Program).
- T. Spring Branch ISD Tax Office contract for tax collection services for the period of September 1, 2023 through August 31, 2025 in the amount of \$8,000.00.

XVI. ADJOURN

I, Karen Glynn, Acting City Secretary 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, on May 12, 2022 by 12:00 p.m. noon.

(SEAL)



Karen H. Glynn, P.E., Acting City Secretary

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.