



CITY OF BUNKER HILL VILLAGE

NOTICE IS HEREBY GIVEN OF A MEETING OF THE BHV INC. BOARD OF DIRECTORS TO BE HELD ON TUESDAY, JUNE 20, 2023 AT 4:30 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:

NOTICE OF MEETING BY TELEPHONE AND VIDEO CONFERENCE:

In accordance with Texas Government Code, Sec. 551.127, on a regular, non-emergency basis, Directors may attend and participate in a meeting remotely by video conference. Should such attendance transpire, a quorum of the Board of Directors 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/87502576789?pwd=YUphQjM2UitSbm43YnFMY1FsbFQ3Zz09>

Meeting ID: 875 0257 6789

Passcode: 640408

+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. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION 06-20-2023 A OF THE BOARD OF DIRECTORS OF BHV, INC. ADOPTING CRITERIA FOR EXPENDITURES OF THE CORPORATION.
- III. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION 06-20-2023 B OF THE BOARD OF DIRECTORS OF BHV, INC. AUTHORIZING FUNDRAISING EFFORTS TO ASSIST WITH THE NEW PUBLIC WORKS AND DISASTER OPERATIONS BUILDING.
- IV. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE MINUTES FOR THE MARCH 21, 2023 MEETING
- V. ADJOURN

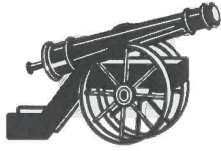
I, Gerardo Barrera, Acting City Secretary of the City of Bunker Hill Village certify that the above notice of meeting was posted in a place convenient to the general public in compliance with Chapter 551, Texas government Code, on June 16, 2023 by 12:00 p.m.

(SEAL)



Gerardo Barrera, 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.



AGENDA REQUEST
City of Bunker Hill Village
BHV, Inc.

Agenda Date: June 20, 2023

Agenda Item: II & III

Subject: Approval of Criteria
Approval of Public Works Project

Exhibits: Resolution No. 06-20-2023A
Resolution No. 06-20-2023B

Funding: N/A

Presenter(s): Gerardo Barrera, City Administrator

Executive Summary

The BHV, Inc. Board of Directors held their first meeting on March 21, 2023. The Board discussed criteria to be used to select projects that BHV, Inc. will support and fund. The Board concurred that criteria should note that projects are for the direct benefit of residents and City staff in specific and emergency situations. Projects would be for items outside of the City's budget.

In addition, the Board discussed possible funding for particular items for the City's Public Works and Disaster Operations Building. This would include reaching out to the community for fundraising to support the Public Works Staff. Discussion also included how donors could be recognized for their contributions.

No action was taken in March. Staff have worked to develop a proposed list of specific items for the new facility and the associated funding needs. Staff and the City Attorney have drafted the attached resolutions for Board review and possible adoption.

Recommended Action

Staff recommends that the Board approve Resolution No. 06-20-2023A and Resolution No. 06-20-2023B.

RESOLUTION NO. 06-20-2023A

**A RESOLUTION OF THE BOARD OF DIRECTORS OF BHV, INC.
ADOPTING CRITERIA FOR EXPENDITURES OF THE
CORPORATION.**

* * * * *

WHEREAS, BHV, Inc. is a non-profit corporation (“Corporation”) created by the City Council of the City of Bunker Hill Village, Texas (“City”); and

WHEREAS, the Board desires establish criteria for expenditures of the Corporation as attached to this resolution; and

WHEREAS, the Board finds it is in the best interest of the Corporation and the City to approve the attached Criteria for Expenditures of BHV, Inc.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of BHV, Inc.:

Section 1. That the findings and premises contained in the above are deemed to be true and correct.

Section 2. The Criteria for Expenditures of BHV, Inc. attached hereto are hereby adopted.

Section 3. This Resolution shall become effective upon the date of passage.

PASSED AND APPROVED on this 20th day of June, 2023.

APPROVED:

Robert P. Lord, President

ATTEST:

Laurie Rosenbaum, Secretary

BHV, INC.
RESOLUTION NO. 06-20-2023 A
Attachment

CRITERIA FOR DETERMINING EXPENDITURES OF BHV, INC.

The Board of Directors of BHV, Inc. hereby adopt the following criteria and guidelines to govern the approval of projects and expenditure of funds by BHV, Inc.:

1. Expenditures shall be for the direct benefit of the City of Bunker Hill Village (the "City") and/or its employees.
2. Expenditures shall be prohibited for the benefit of the Mayor and/or City Council members, direct or indirect.
3. Expenditures shall be for items not ordinarily included in the annual fiscal year budget of the City. Expenditures may go to provide supplemental funding for equipment, furnishings and facilities.
4. In the case of emergency or critical needs, funds may be provided to employees and/or employees' families such as payment of costs not covered by insurance.

Public Works and Disaster Operations Building
Supplemental Funding for Furnishings, Fixtures and Extras

New Furniture									
	New Cubicles/Office Furniture	7	Offices	\$ 3,000.00 each	\$ 21,000.00				
	Chairs	7	Offices	\$ 1,000.00 each	\$ 7,000.00				
	Round Tables for Multi Purposes	6		\$ 500.00 each	\$ 3,000.00				
	Black Round Table Clothes	6		\$ 200.00 each	\$ 1,200.00				
	Folding chairs	50		\$ 100.00 each	\$ 5,000.00				
	Floormats, Filing Cabinets & Shelving								
	Subtotal				\$ 37,200.00				
	Contingency			10.00% (percent)	\$ 3,720.00				
	Total				\$ 40,920.00				
Technology									
	PC for Main Room and connection for monitors etc.	1		\$ 5,000.00	\$ 5,000.00				
	Big Screens/Monitors for TV and Internet	2		\$ 5,000.00	\$ 10,000.00				
	Weather Monitoring Station /BDC Security Cameras Sound System	1		\$ 5,000.00	\$ 5,000.00				
	Subtotal				\$ 20,000.00				
	Contingency			10.00% (percent)	\$ 2,000.00				
	Total				\$ 22,000.00				
Emergency Support									
	Blinds for Windows	9		\$ 3,000.00	\$ 27,000.00				
	Blinds for Doors	2		\$ 3,000.00	\$ 6,000.00				
	Partels for Privacy	10		\$ 1,500.00	\$ 15,000.00				
	Subtotal				\$ 48,000.00				
	Contingency			10.00% (percent)	\$ 4,800.00				
	Total				\$ 52,800.00				
Signage and Dedication									
	City Seal for Building	1		\$ 7,000.00	\$ 7,000.00				
	Dedication Placard	1		\$ 3,000.00	\$ 3,000.00				
	Artwork/Lettering	1		\$ 5,000.00	\$ 5,000.00				
	Subtotal				\$ 15,000.00				
	Contingency			10.00% (percent)	\$ 1,500.00				
	Total				\$ 16,500.00				
Landscaping									
	Back Area Trees / Planters	1		\$ 10,000.00	\$ 10,000.00				
	City Hall Front Landscaping	1		\$ 15,000.00	\$ 15,000.00				
	Subtotal				\$ 25,000.00				
	Contingency			10.00% (percent)	\$ 2,500.00				
	Total				\$ 27,500.00				
Dog Kennel									
	Fencing				\$ 7,500.00				
	Leashes				\$ 200.00				
	Supplies				\$ 500.00				
	Subtotal				\$ 8,200.00				
	Contingency			10.00% (percent)	\$ 820.00				
	Total				\$ 9,020.00				
	TOTAL Funding Raising Needs				\$ 168,740.00				

RESOLUTION NO. 06-20-2023B

**A RESOLUTION OF THE BOARD OF DIRECTORS OF BHV, INC.
AUTHORIZING FUNDRAISING EFFORTS TO ASSIST WITH THE NEW
PUBLIC WORKS AND DISASTER OPERATIONS BUILDING.**

* * * * *

WHEREAS, BHV, Inc. is a non-profit corporation (“Corporation”) created by the City Council of the City of Bunker Hill Village, Texas (“City”); and

WHEREAS, the Board desires to authorize fundraising to assist with funding for fixtures and equipment for the new Public Works and Disaster Operations Building;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of BHV, Inc.:

Section 1. That the findings and premises contained in the above are deemed to be true and correct.

Section 2. The Board hereby authorizes the raising of funds to assist with funding for fixtures and equipment for the new Public Works and Disaster Operations Building as outlined in the attached budget.

Section 3. This Resolution shall become effective upon the date of passage.

PASSED AND APPROVED on this 20th day of June, 2023.

APPROVED:

Robert P. Lord, President

ATTEST:

Laurie Rosenbaum, Secretary

**MINUTES OF THE BOARD OF DIRECTORS MEETING
OF BHV, INC.**

March 21, 2023, at 4:30 P.M.

I. CALL TO ORDER

Robert Lord, Mayor of the City of Bunker Hill Village, Texas called the meeting to order at 4:37 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Those Present:

Robert Lord
Susan Schwartz
Keith Brown
Laurie Rosenbaum
Carl Moerer
Will Franklin

Also in Attendance:

Gerardo Barrera, City Administrator
Karen Glynn, Acting City Secretary/Community Development
Loren Smith, Attorney
Jennifer Namie, Assistant to the City Secretary
Mallory Pack, Assistant to the City Administrator

Those Absent:

Eric Thode

II. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE BYLAWS OF BHV, INC.

A motion was made by Director Brown and seconded by Director Moerer to approve the Bylaws of BHV, Inc.

The motion carried 6 – 0

III. ELECTION OF OFFICERS AND DESIGNATION OF STAFF SUPPORT

A motion was made by Director Brown and seconded by Director Moerer to elect Robert Lord as President, Susan Schwartz as Vice President, Laurie Rosenbaum as Secretary, Will Franklin as Treasurer, Finance Director of the City of Bunker Hill Village as Assistant Treasurer and City Secretary of the City Bunker Hill Village as Assistant Secretary for a two-year period ending March 21, 2024.

The motion carried 6 – 0

IV. DISCUSSION AND DIRECTION REGARDING CRITERIA TO BE USED BY BHV, INC. TO SELECT PROJECTS FOR FUNDING

The Board agreed that the projects BHV, Inc. will support are for the direct benefit of residents and City staff in specific and emergency situations. Projects would be for items outside of the City's budget. The City Attorney and Staff will work to draft criteria.

No action was taken on this item.

V. DISCUSSION AND DIRECTION REGARDING FUNDING FOR THE PUBLIC WORKS AND DISASTER OPERATIONS BUILDING FOR FURNISHINGS, FIXTURES, SIGNAGE AND/ OR LANDSCAPING

The Board discussed particular items for the new Public Works and Disaster Operations building that could potentially be funded by the organization. Discussion also included how donors could be recognized for their contributions. Staff will prepare a proposed plan for future review and action.

No action was taken on this item.

VI. ADJOURN

A motion was made by Director Franklin and seconded by Director Brown to adjourn the meeting at 5:13 p.m.

The motion carried 6 – 0

Approved and accepted on the 20th day of June, 2023.

Robert P. Lord, President

ATTEST:

Laurie Rosenbaum, Secretary of the Corporation