



CITY OF BUNKER HILL VILLAGE

NOTICE IS HEREBY GIVEN OF A MEETING OF THE BUNKER HILL VILLAGE CITY COUNCIL TO BE HELD ON TUESDAY, JANUARY 16, 2024, 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

Join Zoom Meeting

<https://us06web.zoom.us/j/84408039487?pwd=FVQYa228pr6I6PbyHkOuQ23Hn3d5CK.1>

Meeting ID: 844 0803 9487

Passcode: 498539

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. 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.

IV. PRESENTATION, DISCUSSION, AND REVIEW OF AN APPLICATION FOR A SPECIFIC USE PERMIT:

AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING APPENDIX "A" OF THE CODE OF ORDINANCES OF THE CITY, SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF SAID CITY, BY GRANTING A SPECIFIC USE PERMIT FOR CONSTRUCTION AND USE OF PICKLE BALL COURTS, A TRELIS SHADE STRUCTURE, FENCING AND ASSOCIATED LIGHTING ON THE PREMISES OF MEMORIAL DRIVE PRESBYTERIAN CHURCH, AND OTHER INCIDENTAL IMPROVEMENTS; PROVIDING FOR REPEAL; PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF; AND PROVIDING FOR SEVERABILITY.

V. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

A. Update on Activities

VI. VILLAGE FIRE DEPARTMENT REPORT

A. Update on Activities

B. Discussion on Apparatus Replacement Cost Schedule

VII. MAYOR'S REPORT

A. Consideration and Possible Action Regarding Appointing Beth Wing to Serve as Municipal Court Associate Prosecutor for a Two-Year Period

B. Report of Activities and Upcoming Events

- Mayors' Meetings
- Proposed Town Hall on Utility Billing and Water Consumption
- Holiday Reception Event – *December 12, 2023; Invitation for 2024*
- Twinkle Light Parade – *December 14, 2023*

VIII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

- Discussion and Direction on Screening of Ground Equipment
- Planning and Zoning Commission Meeting – *November 28, 2023*
- American Tower Lease Contract
- RFQ for City Engineer Services
- 2024 CIP Project Update
- City Hall Admin Office Closure – *Thursday, February 1 – Friday, February 2*

B. Director of Public Works Report

- Development Report
- Public Works and Disaster Operations Building

C. Finance Director Report

- Investments and Opportunities
- Workers Compensation Audit
- Annual Audit – *Monday, March 25, 2024 - Friday, March 29, 2024*

IX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND CORE & MAIN IN THE AMOUNT OF \$60,100.00 FOR THE PURCHASE AND INSTALLATION OF GATEWAY EQUIPMENT FOR THE WATER METER REPLACEMENT PROJECT – *Elvin Hernandez, Director of Public Works*

X. DISCUSSION, FEEDBACK AND DIRECTION REGARDING AMENDING THE CITY'S TREE ORDINANCE – *Elvin Hernandez, Director of Public Works*

XI. CONSIDERATION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE A FINAL PLAT FOR 11730 WOOD LANE AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION – *Elvin Hernandez, Director of Public Works*

XII. CONSIDERATION AND POSSIBLE ACTION TO ADOPT AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS PROVIDING FOR THE HOLDING OF A GENERAL ELECTION TO BE HELD ON SATURDAY, MAY 4, 2024, FOR THE PURPOSE OF ELECTING THREE COUNCILMEMBERS (POSITION NOS. 1, 2, AND 3); PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT – *Gerardo Barrera, City Administrator*

XIII. CONSIDERATION AND POSSIBLE ACTION TO ADOPT AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING ALL OF SECTION 2-4, OFFICIAL NEWSPAPER, OF ARTICLE I, IN GENERAL, OF CHAPTER 2, ADMINISTRATION, AND ADDING A NEW SECTION 2-4, OFFICIAL NEWSPAPER, OF ARTICLE I, IN GENERAL, OF CHAPTER 2, ADMINISTRATION, SAID SECTION DESIGNATING THE MEMORIAL EXAMINER (HOUSTON COMMUNITY NEWSPAPER) AS THE OFFICIAL NEWSPAPER OF THE CITY; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT – *Gerardo Barrera, City Administrator*

XIV. CONSIDERATION AND POSSIBLE ACTION TO RATIFY THE FOLLOWING PAYMENT(S) THAT EXCEED \$50,000.00:

- A. JLA Construction Solutions, Application for Payment No. 11 in the amount of \$70,665.20 for Public Works and Disaster Operations Building construction from September 1, 2023, to October 31, 2023.

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 November 21, 2023, City Council Meeting.
- B. November 2023 Financials.
- C. The Goodman Corporation, Invoice No. 12-2023-5 in the amount of \$1,860.00 for professional services rendered through December 31, 2023, for the Memorial Drive and Gessner Road grant application.
- D. Langford Engineering, Invoice No. 26847 in the amount of \$233.98 for Water Well #5 warranty work performed through September 29, 2023.
- E. Langford Engineering, Invoice No. 26848 in the amount of \$635.16 for design and construction phase work completed through September 29, 2023, for sanitary sewer cleaning and televising.
- F. Langford Engineering, Invoice No. 26920 in the amount of \$1,548.75 for design and construction phase work completed through October 27, 2023, for sanitary sewer cleaning and televising.
- G. Langford Engineering, Invoice No. 26921 in the amount of \$2,076.74 for engineering services rendered through October 27, 2023.
- H. Langford Engineering, Invoice No. 27089 in the amount of \$2,076.88 for design and construction phase work completed through December 29, 2023, for sanitary sewer cleaning and televising.
- I. Langford Engineering, Invoice No. 27090 in the amount of \$3,337.93 for emergency repair work completed on Mockingbird Lane through December 29, 2023.
- J. Neil Technical Services, Invoice No. 119198 in the amount of \$700.00 for SCADA system services completed at City Hall Water Plant July 2023.
- K. Neil Technical Services, Invoice No. 122219 in the amount of \$1,050.00 for power disconnection from construction trailer completed November 2023.
- L. PGAL, Invoice No. 10059398 in the amount of \$900.00 for professional services rendered from May 1, 2023, to May 31, 2023, for City Hall Exterior Improvements and the Public Works and Disaster Operations Building.
- M. PGAL, Invoice No. 10059880 in the amount of \$300.00 for professional services rendered from July 1, 2023, to July 31, 2023 for City Hall Exterior Improvements and the Public Works and Disaster Operations Building.
- N. Probstfeld & Associates, Invoice No. 68550 in the amount of \$355.00 for drainage plan review services completed in October 2023.
- O. Probstfeld & Associates, Invoice No. 68551 in the amount of \$360.00 for drainage plan review services completed in October 2023.
- P. Probstfeld & Associates, Invoice No. 68738 in the amount of \$530.00 for drainage plan review services completed in November 2023.
- Q. Probstfeld & Associates, Invoice No. 68781 in the amount of \$175.00 for drainage plan review services completed in November 2023.

- R. Probstfeld & Associates, Invoice No. 68856 in the amount of \$355.00 for drainage plan review services completed in December 2023.
- S. RPS, Invoice No. 1023012 in the amount of \$710.36 for on-call engineering services performed from September 30, 2023, to October 27, 2023.
- T. RPS, Invoice No. 1023014 in the amount of \$3,651.51 for site development review services completed from September 30, 2023, to October 27, 2023.
- U. RPS, Invoice No. 1023015 in the amount of \$1,867.91 for on-call Drainage Committee services rendered from September 30, 2023, to October 27, 2023.
- V. RPS, Invoice No. 1123023 in the amount of \$698.89 for on-call engineering services performed from October 28, 2023, to November 24, 2023.
- W. RPS, Invoice No. 1123025 in the amount of \$4,019.59 for site development review services completed from October 28, 2023, to November 24, 2023.
- X. RPS, Invoice No. 1123026 in the amount of \$1,204.23 for on-call engineering services completed from October 28, 2023, to November 24, 2023.
- Y. Willscot, Invoice No. 9019063836 in the amount of \$1,594.80 for October 6, 2023, to November 2, 2023 facility rental (Public Works team).

XVI. EXECUTIVE SESSION

- A. 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 AND FINANCE DIRECTOR**

- B. THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION PURSUANT TO SECTIONS 551.074 AND 551.071 OF THE TEXAS GOVERNMENT CODE TO DELIBERATE THE APPOINTMENT, ASSIGNMENT, AND DUTIES OF THE CITY'S COMMISSIONER TO THE VILLAGE FIRE COMMISSION AND CONSULT WITH THE CITY ATTORNEY RELATED TO A MATTER THAT THE ATTORNEY'S DUTY REQUIRES TO BE DISCUSSED IN CLOSED SESSION**

XVII. ADJOURN

I, Gerardo Barrera, 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, on January 12, 2024, by 12:00 p.m.

(SEAL)



Gerardo Barrera, City Administrator/ 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.