

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
June 20, 2023 at 5:00 P.M.**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order at 5:01 p.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Those Present:

Mayor Robert Lord
Councilmember Susan Schwartz
Councilmember Keith Brown
Councilmember Eric Thode
Councilmember Carl Moerer
Councilmember Laurie Rosenbaum *via Zoom*

Also in Attendance:

Gerardo Barrera, City Administrator
Elvin Hernandez, Director of Public Works
Loren Smith, City Attorney
Susan Grass, Finance Director
Ray Schultz, MVPD, Chief of Police
Howard Miller, VFD, Chief
Mallory Pack, Assistant to the City Administrator

II. PLEDGE OF ALLEGIANCE

Girl Scouts of San Jacinto Council Troop 126129 led the Pledge of Allegiance.

III. CITIZEN COMMENTS

Douglas Conkling, 11611 Blalock Ln., asked about the proposed pickle ball courts at Memorial Drive Presbyterian Church.

Mohammad Moheb, 11607 Applewood, noted that he is concerned about the additional traffic the proposed pickle ball courts at Memorial Drive Presbyterian Church will cause.

IV. DISCUSSION AND DIRECTION ON GOALS AND PRIORITIES FOR THE CITY'S PROPOSED FY 2024 BUDGET AND 2023 TAX RATE TO SUPPORT THE BUDGET – Gerardo Barrera, City Administrator and Susan Grass, Finance Director

Gerardo Barrera and Susan Grass presented the proposed assumptions for the proposed 2024 Budget and 2023 Tax Rate to begin the budget process. The purpose of the workshop is to gain Council input and direction in preparation of the 2024 Budget Workshop planned for June 29, 2023.

Mr. Barrera and Ms. Grass highlighted certain items that will influence the City’s FY 2024 Budget and Capital Improvements Plan, such as the City’s Preliminary Tax Roll, personnel costs, and Public Safety Departments’ FY 2024 Budget (Memorial Villages Police Department and Village Fire Department). Ms. Grass shared the assumptions for the Debt Service Fund, General Fund and Utility Fund and presented the budget processes and proposed schedule.

This item was for discussion and direction only with no formal action taken by City Council.

V. PRESENTATION, PUBLIC HEARING AND CONSIDERATION AND ACTION ON AMENDING THE CITY’S ZONING ORDINANCE:

ALL INTERESTED PARTIES SHALL HAVE THE RIGHT AND OPPORTUNITY TO APPEAR AND BE HEARD ON THE ITEM LISTED BELOW:

Amendments to the City’s Zoning Ordinance:

- A. Synthetic Turf
- B. Solar Panels

At the April 2023 Council Meeting, City Staff reported that the City had received various inquiries regarding synthetic turf and the regulation of solar panels installation. Synthetic turf and solar panels are not regulated by a City Ordinance. Council directed both items to the Planning & Zoning Commission for further discussion and recommendation.

The Planning & Zoning Commission discussed both items at the April 2023 Meeting, followed by a public hearing at the June 2023 Meeting. Staff and the City Attorney drafted the ordinances proposed to be included in Appendix A of the City’s Code of Ordinances to reflect the recommendations of the Planning & Zoning Commission:

1. Synthetic Turf

- Turf to be considered a permeable surface so long as it is inspected by the City at the time of installation and meets the criteria and installation requirements established by the City and/or manufacturer for permeable surfacing.
- Permeable surfaces continue to be limited in lot coverage requirements: Impermeable surfaces are limited to 45%; Impermeable and permeable surfaces limited to 55% of total lot coverage.
- Turf is prohibited in the front yard.

2. Solar Panels

Per state law, the City cannot restrict solar panels but may regulate the installation. Proposed regulations include:

- Solar panels frames, support panels and all visible piping or wiring shall be silver, bronze, or black in color.
- Panels must conform to the slope of the roof and shall not exceed the maximum height permitted in the applicable zoning district.
- Accessory equipment must not be visible from the street.

RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE FOLLOWING:

- A. Public Hearing Regarding Amending the Definition of the Term Permeable and Regulating the Installation of Synthetic Turf

Mayor Lord opened the Public Hearing on synthetic turf at 5:55 p.m.

The following individuals spoke at the Public Hearing:

Mohammad Moheb, 11607 Applewood, thanked MVPD for their service.

Councilmember Rosenbaum spoke as a citizen about permeability and noted that synthetic turf should not be considered in lot coverage.

Mayor Lord closed the Public Hearing on synthetic turf at 6:02 p.m.

- B. Public Hearing Regarding Regulating the Installation of Solar Panels and Related Equipment

Mayor Lord opened the Public Hearing on solar panels at 6:33 p.m.

The following individuals spoke at the Public Hearing:

There were no comments.

Mayor Lord closed the Public Hearing on solar panels at 6:37 p.m.

CONSIDERATION AND POSSIBLE ACTION REGARDING THE FOLLOWING ORDINANCES AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION:

- A. ORDINANCE NO. 23-608, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING APPENDIX “A”, ZONING, OF ITS CODE OF ORDINANCES BY AMENDING SECTION 2.01, GENERAL, OF ARTICLE II, DEFINITIONS, TO AMEND THE DEFINITION OF PERMEABLE; BY AMENDING SECTION 5.04, AREA REGULATIONS, SIZE OF LOT, OF ARTICLE V, DISTRICT A REGULATIONS, AND SECTION 6.04, AREA REGULATIONS, SIZE OF LOT, OF ARTICLE VI, DISTRICT B REGULATIONS, OF APPENDIX A, ZONING, TO ADD THAT SYNTHETIC TURF SHALL BE CONSIDERED A PERMEABLE SURFACE AND SHALL BE PROHIBITED IN THE FRONT YARD; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 PER DAY WITH EACH DAY CONSTITUTING A NEW VIOLATION

A motion was made by Councilmember Thode and seconded by Councilmember Moerer to approve Ordinance No. 23-608.

Roll Call Vote:

Councilmember Schwartz – No
Councilmember Brown – Yes
Councilmember Thode – No
Councilmember Moerer – Yes
Councilmember Rosenbaum – No

The motion failed 2 – 3

- B. ORDINANCE NO. 23-609, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS AMENDING APPENDIX “A” OF ITS CODE OF ORDINANCES, THE SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY, TO ADD A NEW SECTION 7.16, SOLAR PANELS, OF ARTICLE VII, SUPPLEMENTARY DISTRICT REGULATIONS, TO ADD REGULATIONS FOR BOTH ROOF MOUNTED AND GROUND MOUNTED SOLAR PANELS AND ACCESSORY EQUIPMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 PER DAY WITH EACH DAY CONSTITUTING A NEW VIOLATION

A motion was made by Councilmember Brown and seconded by Councilmember Moerer to approve Ordinance No. 23-609. Councilmember Brown then modified the motion to remove “located on the ground” and to add language “exclusive of the solar panels themselves.”

Roll Call Vote:

Councilmember Schwartz – Yes
Councilmember Brown – Yes
Councilmember Thode – Yes
Councilmember Moerer – Yes
Councilmember Rosenbaum – Did not vote

The motion carried 4 – 0

VI. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

- A. Update on Activities – Chief Ray Schultz provided an update on activities, including personnel, calls for service and the 2023 Budget.
- The department is fully staffed and is on track to be underbudget in 2023.
 - The department is realigning positions for improved community safety and relations. One detective will be assigned to each Village.

VII. VILLAGE FIRE DEPARTMENT REPORT

- A. Update on Activities – Chief Miller and Fire Commissioner, Keith Brown provided a report on activities, staffing, calls for service and response times.
- Both ambulances are in service.
- B. Presentation and Acceptance of the 2022 Annual Audit – *This item was removed.*

C. Consideration and Possible Action to Approve the Following Budget Amendments to the Annual Budget for the Village Fire Department as Recommended by the Fire Commission:

- Amendment 2022-03 for an Intra-Budgetary Transfer for a Surplus in FY 2022 in an Amount of \$91,040.00 Related to Personnel Expenditures, Operational Expenditures, and Increase in Additional Income

A motion was made by Councilmember Brown and seconded by Councilmember Moerer to approve Amendment 2022-03 for the Village Fire Department.

The motion carried 4 – 0. Councilmember Rosenbaum did not vote.

- Amendment 2023-02 in an Amount of \$141,000.00 for the Purchase of Protective Gear and Radio Equipment

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve Amendment 2023-02 for the Village Fire Department.

The motion carried 4 – 0. Councilmember Rosenbaum did not vote.

- Amendment 2023-03 in an Amount of \$184,000.00 for a Roof Retrofit on the Annex Building

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve Amendment 2023-03 for the Village Fire Department.

The motion carried 5 – 0

- Amendment 2023-04 in an Amount of \$451,276.90 for Personnel, Insurance, Office and Professional Service Expenditures

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve Amendment 2022-04 for the Village Fire Department.

The motion carried 4 – 0. Councilmember Rosenbaum did not vote.

D. Consideration and Possible Action to Approve the 2024 Annual Budget for the Village Fire Department Including the FY 2024 Capital Project Plan as Recommended by the Fire Commission

Chief Miller presented the proposed FY 2024 Budget. Priorities include scheduled replacement of EMS equipment and increased training for personnel.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve the FY 2024 Annual Budget for the Village Fire Department Including the FY 2024 Capital Project Plan as Recommended by the Fire Commission.

The motion carried 5 – 0

Councilmember Rosenbaum left the meeting at 7:36 p.m.

VIII. MAYOR'S REPORT

A. Recognition

- Recognition of Councilmember Schwartz as President of Harris County Mayors and Councils Association – Mayor Lord thanked Councilmember Schwartz for her continued leadership and professionalism representing the City.

B. Consideration and Possible Action to Approve a Contract with Karen Glynn for Incidental Work

A motion was made by Councilmember Schwartz and seconded by Councilmember Brown to approve a contract with Karen Glynn for incidental work.

The motion carried 4 – 0

C. Consideration and Possible Action Regarding Appointment of Mayor Pro-Tem for a Term of One Year

A motion was made by Councilmember Moerer and seconded by Councilmember Thode to appoint Councilmember Schwartz as Mayor Pro-Tem for a term of one year.

The motion carried 4 – 0

D. Consideration and Possible Action to Approve Resolution No. 06-20-2023A of the City Council of the City of Bunker Hill Village, Texas Naming the City's Commissioner and Alternate Commissioner on the Board of Commissioners of the Memorial Villages Police Department

A motion was made by Councilmember Moerer and seconded by Councilmember Schwartz to approve Resolution No. 06-20-2023A naming Councilmember Moerer as the City's Commissioner and Bert Rosenbaum as Alternate Commissioner on the Board of Commissioners of the Memorial Villages Police Department.

The motion carried 4 – 0

E. Consideration and Possible Action to Approve Resolution No. 06-20-2023B of the City Council of the City of Bunker Hill Village, Texas Naming the City's Commissioner

and Alternate Commissioner on the Board of Commissioners of the Village Fire Department

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve Resolution No. 06-20-2023B naming Councilmember Brown as the City’s Commissioner and Clara Towsley as Alternate Commissioner on the Board of Commissioners of the Village Fire Department.

The motion carried 4 – 0

F. Consideration and Possible Action Regarding Designation of City Council Assignments

- Liaison for the Planning and Zoning Commission – Councilmember Brown
- Financial Audit Committee – Councilmember Schwartz and Mayor Lord
- Beautification Committee – Councilmember Rosenbaum
- Drainage Committee – Councilmember Thode
- Technology Committee – Mayor Lord
- Public Safety Committee – Councilmember Moerer

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve City Council assignments as presented.

The motion carried 4 – 0

G. Report on Activities and Upcoming Events

- Mayor’s Luncheon – Mayor Lord reported that the luncheon was successful.
- Retirement Reception for Karen Glynn, City Administrator – *Tuesday, May 23, 2023* – The event recognized Karen Glynn for her ten years of committed service to the City.
- Villages Independence Day Parade – *Tuesday, July 4, 2023* – City staff continues to coordinate parade logistics with other Villages and MVPD.

IX. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

- Personnel Update – Gerardo Barrera introduced Director of Public Works, Elvin Hernandez and Summer Intern, Simon Slot.
- Planning and Zoning Commission Meeting – *Tuesday, June 6, 2023* – The Commission held a public hearing regarding an application for an amendment to the Specific Use Permit (SUP) for Memorial Drive Presbyterian Church (MDPC) for the proposed installation of a new pickle ball court with attached pavilion. Based on public comments received, the Commission recommended MDPC conduct a noise study and present the results when completed to P&Z.
- City Hall Holiday – *Tuesday, July 4, 2023* – reminder that offices would be closed.

- 2022 Water Quality Report – The City maintained its “superior” water rating and the report would be published online prior to the July 1 deadline.
- July City Council and Municipal Court Schedule – The City Council Meeting and Municipal Court dates for the month of July have been cancelled. The next Regular City Council Meeting is scheduled on Tuesday, August 15, 2023.

B. Report on Capital Projects

- Public Works and Emergency Operations Building – Exterior work on City Hall has started. The window shipment is delayed.
- Wastewater Televising –The bid process has been completed and awarding a contract for the project is on this agenda.
- Water Meter Upgrade Project – The project will upgrade all residential water meters for improved water usage tracking and maintenance of the City’s water system.
- Street Maintenance – Staff continues to review and plan for the maintenance needs of the existing asphalt City streets.
- Fire Hydrant Painting – All City fire hydrants are being repainted.
- Sidewalk Assessment – Staff are working to complete a complete sidewalk assessment that notes deficiencies and will coordinate repairs accordingly.

C. Finance Director Report

- Consideration and Possible Action to Approve Resolution No. 06-20-2023C, a Resolution of the City Council of the City of Bunker Hill Village, Texas, accepting the City’s Financial Management Policy

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve Resolution No. 06-20-2023C.

The motion carried 4 – 0

X. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO APPROVE AN INTERLOCAL AGREEMENT WITH THE CITY OF HEDWIG VILLAGE REGARDING A REQUEST FROM THE CITY OF HEDWIG VILLAGE TO ENHANCE THE PEDESTRIAN CROSSING SIGN AT THE MAGDELANE AND TAYLORCREST CROSSWALK – *Gerardo Barrera, City Administrator and City of Hedwig Village Representatives*

At the May 2023 Council Meeting, Hedwig Village representatives requested that Council consider the installation of flashing pedestrian signals, advanced warning signage, and updated pavement markings at the Magdelane and Taylorcrest crosswalk for improved pedestrian safety. The signals would only flash when activated for a set time length rather than constant flashing.

Feedback and comments from Council included:

- Traffic Engineer – Council requested information and the recommendation from the City’s Traffic Engineer on the proposed signage.
- Location of signs – The proposed flashing signs would be adjacent to the crosswalk, and may include advance signage alerting motorists traveling east and west on Taylorcrest of the crosswalk.
- Sidewalk – Council advised that a sidewalk constructed on the south side of Taylorcrest to Bunker Hill Elementary was the most effective and safest long-term solution for improved pedestrian safety. Council asked that Hedwig Village continue to pursue the sidewalk as the ultimate solution to provide enhanced crossing for Taylorcrest at Bunker Hill Road, which is a controlled intersection.

Council was split 3-2 in favor of the installation of the flashing signs at the intersection according to the final recommendation from the City’s Traffic Engineer. Council directed staff and the City Attorney to draft an interlocal agreement with Hedwig Village to outline improvements, as well as installation and maintenance responsibilities.

A motion was made by Councilmember Thode and seconded by Councilmember Brown to authorize the Mayor to approve an Interlocal Agreement with the City of Hedwig Village to enhance the pedestrian crossing sign at the Magdelane and Taylocrest crosswalk with the discussed modifications.

The motion carried 4 – 0

XI. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDERS NO. 4 AND NO. 5 TO THE CURRENT CONTRACT WITH JLA CONSTRUCTION SOLUTIONS LLC FOR THE CONSTRUCTION OF THE PUBLIC WORKS AND DISASTER OPERATIONS BUILDING – *Gerardo Barrera, City Administrator*

- A. Change Order No. 4 – Purchase of a Generator to Service City Hall and the Public Works and Disaster Operations Building in an Amount Not to Exceed \$78,000.00

During initial design, the City discussed continuing to utilize the existing generator behind the water plant to power both City Hall and the new Public Works Building, however it was later determined that this option was not feasible. The design and construction contract for the new facility did not include a new generator. To address this issue, a new generator was proposed for City Hall and the Public Works Building. The existing generator would remain as a stand-alone unit to serve the water plant and likely replaced in the future during the renovation of the plant.

The new generator is priced at \$78,000.00, and with a lead time for delivery of 32 weeks. A 50% down payment is required to order the generator, with the remaining balance due at the time of installation, which is planned for early 2024. Funding is available in the 2023 General Fund Capital Projects, with the remaining balance to be paid in 2024 upon delivery.

- B. Change Order No. 5 – Improvements to the Sidewalk and Ramp to Meet ADA Requirements in an Amount Not to Exceed \$18,000.00

During construction of the new Public Works Building, it was discovered that the height of the new slab would not allow the front sidewalk to meet the required accessibility standards leading to the front entrance of the building and rear entrance of City Hall. As a result, a redesign of the sidewalks was necessary to ensure compliance. A change order is required for the additional work and will be funded by project contingency funds.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve Change Orders No. 4 and No. 5 to the current contract with JLA Construction Solutions LLC for the construction of the Public Works and Disaster Operations Building.

The motion carried 3 – 0

Councilmember Thode left the meeting at 8:36 p.m.

XII. CONSIDERATION AND POSSIBLE ACTION TO AWARD A BID AND AUTHORIZE THE MAYOR TO EXECUTE CONTRACTS BETWEEN THE CITY OF BUNKER HILL VILLAGE AND SWEEPING CORP. OF AMERICA, LLC FOR THE SANITARY SEWER CLEANING AND TELEVISIONING PROJECT AT A BASE BID PRICE OF \$34,316.00 – Gerardo Barrera, City Administrator

The City's 2023 Capital Improvements Plan includes funding for the televising of concrete wastewater lines. The purpose of the project is to determine the existing condition of wastewater trunk line along Memorial Drive between Blalock and Hickory Ridge, identify any deficiencies to plan for future maintenance and/or replacement of the line. This line is a concrete pipe from the 1960's with no formal records of its existing conditions.

In May 2023, the City solicited formal bids for the project and received two qualified bids:

CONTRACTOR	BID
Sweeping Corporation of America, LLC	\$34,316.00
TB Environmental, Inc.	\$75,801.00

After review of all bids and reference checks, City staff and Langford Engineering recommended that the bid be awarded to Sweeping Corporation of America, LLC.

Funding for the project has been allocated in the Capital Improvements Program for Utility Wastewater Lines.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to award a bid and authorize the Mayor to execute a contract between the City of Bunker Hill Village and Sweeping Corp. of America, LLC for the televising project at a base bid price at \$34,316.00.

The motion carried 3 – 0

XIII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE CITY ADMINISTRATOR TO PURCHASE A REPLACEMENT VEHICLE FOR THE

PUBLIC WORKS DEPARTMENT UTILIZING FUNDING IN THE VEHICLE REPLACEMENT FUND – *Gerardo Barrera, City Administrator*

City staff submitted for Council consideration a request to replace the following Public Works truck:

Make: Ford Ranger
Year Model: 2011
Mileage: 155,000

The vehicle has been in-service for 12 years and was originally scheduled for replacement in 2024. However, an evaluation based on condition and frequent maintenance costs determined that the vehicle has reached the end of its service life and is no longer economically feasible to maintain. As a result, staff proposed the replacement sooner than originally scheduled.

Staff recommended utilizing \$47,000 from the Vehicle Replacement Fund to purchase a full-size pickup truck for replacement.

The existing vehicle will be removed from service and sold through an auction. Any proceeds from the auction will supplement the purchase of the new vehicle and upfitting.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to authorize the City Administrator to purchase a replacement vehicle for the Public Works Department.

The motion carried 3 – 0

XIV. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 23-610 AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENTS NO. 7 AND NO. 8 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2023; PROVIDING DETAILED LINE-ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT – *Susan Grass, Finance Director*

Budget Amendment No. 7 – The Village Fire Department has requested a Budget Amendment for the 2023 Fiscal Year in the amount of \$685,236.90. The City’s 19% contribution is \$130,195.01. The expenditures are related to protective gear, radios, salaries, insurance, office expenses, professional services, and contingency for the annex building roof. The roof, protective gear and radio equipment are a one-time adjustment and funds received in the 2023 year for ambulance funds will offset this expense. Amounts exceeding ambulance funds received in 2023 will be offset by the increase in interest income in the General Fund.

Budget Amendment No. 8 – To purchase the proposed generator for the Public Works and Disaster Operations Building, a 50% (\$39,000.00) down payment is required. To fund this expense, staff recommended decreasing the 2023 Bunker Hill Road Overlay project by \$39,000.00. Discussions regarding the 2024 budget process have moved the project to the

2024 calendar year. As part of the proposed FY 2024 Budget, the funds utilized will be added back to the project.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve Ordinance No. 23-610, adopting Amendments No. 7 and No. 8 to the Original Budget of the City of Bunker Hill Village, Texas for the Fiscal Year 2023.

The motion carried 3 – 0

XV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 06-20-2023D OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE TEXAS, AMENDING A SCHEDULE OF FEES, RATES, DEPOSITS, AND OTHER CHARGES FOR PUBLIC SERVICES, INCLUDING THOSE RELATING TO THE DEVELOPMENT, BUILDING AND CONSTRUCTION, ELECTRICAL, PLUMBING, LICENSING AND REGISTRATIONS, REGULATORY INSPECTIONS, PERMITTING, APPLICATIONS, HEARINGS AND OTHER MATTERS – *Gerardo Barrera, City Administrator*

At the April 2023 meeting, Council approved a new fee schedule that included a 5% increase in development fees and 3% increase to cover credit card fees. An increase to a \$100 base fee for all permits based on the number of inspections required was also included.

Prior to the new fee structure taking effect on June 1, staff conducted an internal overview of the permitting program to ensure all fees were updated. During the review, it was discovered that certain fees were added several years ago, however they had not been properly codified in the Fee Schedule nor approved by Council.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve Resolution No. 06-20-2023D of the City Council of the City of Bunker Hill Village, Texas, adopting 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, application, hearings and other matters.

The motion carried 3 – 0

XVI. CONSIDERATION AND POSSIBLE ACTION TO RECLASSIFY THE CITY'S CURRENT PART-TIME EMPLOYMENT POSITION TO A FULL-TIME EMPLOYMENT POSITION – *Gerardo Barrera, City Administrator*

In response to an increased workload in 2022, the Assistant to the City Administrator part-time position was created to provide additional support for day-to-day operations and to maintain a level of continuity during staff vacancies/absences. Due to recent staff transitions, projects, community engagement efforts, etc., the responsibilities of this role have surpassed what can effectively be managed on a part-time basis, and a full-time position is required.

The City Administrator worked with the Mayor to define the job description/responsibilities of the position in a manner that would contribute to the efficient delivery of services and ensure operational continuity.

As part of this reclassification, the position title will be changed from Assistant to the City Administrator to Management Analyst. The cost to reclassify the position from part-time to full-time, including salary and benefits, is estimated \$68,000.00. Funding for the position will be split between the General Fund (90%) and Utility Fund (10%).

A motion was made by Councilmember Moerer and seconded by Councilmember Brown to approve the reclassification of the City's current part-time position to full-time position.

The motion carried 3 – 0

XVII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE FOLLOWING PAYMENTS THAT EXCEED \$150,000.00:

A. JLA Construction Solutions Application for Payment No. 5 in the amount of \$288,065.55 for Public Works and Emergency Operations Building construction from March 1, 2023 through March 31, 2023

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve payments that exceed \$150,000.00.

The motion carried 3 – 0

X. 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 May 16, 2023 Regular Council Meeting.
- B. May 2023 Financials.
- C. Clark Condon Associates, Inc., Invoice No. 50958 in the amount of \$1,150.00 for professional services rendered for Water Well No. 5 site work in April 2023.
- D. JLA Construction Solutions Application for Payment No. 6 in the amount of \$107,920.00 for Public Works and Emergency Operations Building construction from April 1, 2023 through April 31, 2023.
- E. PGAL, Invoice No. 10059133 in the amount of \$1,600.00 for services completed from April 1, 2023 to April 30, 2023 for the City Hall Exterior Improvements and Public Works Building construction projects.
- F. Willscot, Invoice No. 901775094 in the amount of \$1,509.80 for May 2023 facility rental (Public Works Team).

A motion was made by Councilmember Schwartz and seconded by Councilmember Brown to approve the consent agenda.

The motion carried 3 – 0

XIX. ADJOURN

A motion was made by Councilmember Moerer and seconded by Councilmember Brown to adjourn the meeting at 9:05 p.m.

The motion carried 3 – 0

Approved and accepted on August 15, 2023



Robert P. Lord, Mayor

ATTEST:



Gerardo Barrera, City Administrator