

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
September 19, 2023 at 5:00 P.M.**

**I. CALL TO ORDER**

Mayor Robert Lord called the meeting to order at 5:26 p.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present:

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

Also in Attendance:

Gerardo Barrera, City Administrator  
Loren Smith, City Attorney  
Elvin Hernandez, Director of Public Works  
Susan Grass, Finance Director  
Jennifer Namie, Assistant to the City Secretary  
Mallory Pack, Management Analyst

**II. PLEDGE OF ALLEGIANCE**

Chief Howard Miller led the Pledge of Allegiance.

**III. CITIZENS' COMMENTS**

**There were no citizen comments.**

**IV. PRESENTATION AND PUBLIC HEARINGS**

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

**A. PRESENTATION AND PUBLIC HEARING ON THE 2024 PROPOSED BUDGET FOR 2023 AND THE 2023 PROPOSED TAX RATE TO SUPPORT THE BUDGET – *Gerardo Barrera, City Administrator and Susan Grass, Finance Director***

In accordance with Chapter 102.006 of the Texas Local Government Code, municipalities are required to hold a public hearing on the proposed budget. Notice of a public hearing was published in the City's newspaper of record.

The 2024 budget totals \$16 million; comprised of \$5.6 million (35%) in capital improvements and \$10.4 million (65%) for operating expenses including police, fire, water/ wastewater, and solid waste services. Public Safety accounts for 27% of the

total operating budget and 73% of the General Fund operating costs. The budget prepares for future success and ensures continued financial and operational stability for many years to come.

In accordance with Property Tax Code and Truth-In Taxation, the City is required to hold a public hearing on the tax rate. Notice of a public hearing was published in the City’s newspaper of record.

City Council directed staff to bring a tax rate option of \$0.271, which is a \$0.004 decrease from the 2022 tax rate. The budget presented was supported based on the \$0.271 tax rate option.

**B. ADOPTION OF THE 2024 BUDGET**

**THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE 2024 PROPOSED BUDGET**

*Mayor Lord opened the public hearing at 6:19 p.m.*

**There were no public comments.**

*Mayor Lord closed the public hearing at 6:20 p.m.*

**CONSIDERATION AND POSSIBLE ACTION OF ORDINANCE NO. 23-611 ADOPTING THE CITY OF BUNKER HILL VILLAGE, TEXAS ANNUAL BUDGET FOR THE YEAR 2024, 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**

Ordinance No. 23-611 adopts the 2024 Budget, which must be adopted before the tax rate.

**A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve Ordinance No. 23-611, to approve the 2024 budget as presented.**

**Roll Call Vote:**

**Mayor Pro-Tem Schwartz..... Yes**  
**Councilmember Brown..... Yes**  
**Councilmember Thode..... Yes**  
**Councilmember Rosenbaum..... Yes**  
**Councilmember Moerer..... Yes**

**The motion carried 5 – 0**

**C. ADOPTION OF THE 2023 TAX RATE**

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

*Mayor Lord opened the public hearing at 6:24 p.m.*

**There were no public comments.**

*Mayor Lord closed the public hearing at 6:25 p.m.*

**CONSIDERATION AND POSSIBLE ACTION OF THE 2023 MAINTENANCE AND OPERATING TAX RATE OF \$0.239688 PER \$100 OF ASSESSED VALUATION ON ALL AUTHORIZED PROPERTY WITHIN THE CITY TO FUND THE 2024 BUDGET**

**A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve a Maintenance & Operating Tax Rate of \$0.234688/\$100**

**Roll Call Vote:**

**Mayor Pro-Tem Schwartz..... No  
Councilmember Brown..... Yes  
Councilmember Thode..... Yes  
Councilmember Rosenbaum..... No  
Councilmember Moerer..... No**

**The motion failed 2 – 3**

**A second motion was made by Councilmember Brown and seconded by Councilmember Thode to approve a Maintenance & Operating Tax Rate of \$0.235688/\$100**

**Roll Call Vote:**

**Mayor Pro-Tem Schwartz..... No  
Councilmember Brown..... Yes  
Councilmember Thode..... Yes  
Councilmember Rosenbaum..... No  
Councilmember Moerer..... Yes**

**The motion carried 3 - 2**

**CONSIDERATION AND POSSIBLE ACTION OF THE 2023 DEBT SERVICE TAX RATE OF \$0.035312 PER \$100 OF ASSESSED VALUATION ON ALL AUTHORIZED PROPERTY WITHIN THE CITY TO FUND THE 2023 DEBT OBLIGATION**

A motion was made by Councilmember Brown and seconded by Councilmember Rosenbaum to approve a Debt Service Tax Rate of \$0.035312/\$100.

**Roll Call Vote:**

Mayor Pro-Tem Schwartz..... Yes  
Councilmember Brown..... Yes  
Councilmember Thode..... Yes  
Councilmember Rosenbaum..... Yes  
Councilmember Moerer..... Yes

The motion carried 5 - 0

**CONSIDERATION AND POSSIBLE ACTION OF ORDINANCE NO. 23-612 FOR THE ASSESSMENT, LEVY, AND COLLECTION OF AD VALOREM TAXES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE YEAR 2023 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**

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve Ordinance No. 23-612, for the assessment, levy and collection of ad valorem taxes of the City of Bunker Hill Village, Texas, for the year 2023 in the amount of \$0.271/\$100 assessed valuation and for each year thereafter until otherwise provided.

**Roll Call Vote:**

Mayor Pro-Tem Schwartz..... Yes  
Councilmember Brown..... Yes  
Councilmember Thode..... Yes  
Councilmember Rosenbaum..... Yes  
Councilmember Moerer..... Yes

The motion carried 5 – 0

**V. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT**

- A. Update on Activities – Chief Ray Schultz gave an update on activities including personnel, calls for service, and the 2023 budget.
- The department has assigned a detective to each city to improve coordination of resources. Chief Schultz introduced Detective Chris Rodriguez who is assigned to the City.
  - The department is assessing how to effectively regulate electric bikes and will present recommendations to Council at a later date.
  - The Automatic License Plate Readers (ALPR) System has continued to be an effective tool to solve crimes and recover property.

**VI. VILLAGE FIRE DEPARTMENT REPORT**

- A. Update on Activities – Chief Howard Miller and Fire Commissioner Keith Brown reported on activities, staffing, calls for service, and response times.
- The department received the final report from the Insurance Services Office (ISO) and will maintain an ISO Grade 1.

**VII. MAYOR'S REPORT**

- A. Proclamation – World Teachers' Day 2023 – Mayor Lord proclaimed Thursday, October 5, 2023 as “World Teachers' Day” in the City, recognizing the critical role teachers play in the success of Texas students.
- B. Report on Activities and Upcoming Events
- Proposed Family Movie Night – *Friday, November 3, 2023* – Staff will coordinate with MVPD to plan the event.
  - Holiday Reception Event – *Tuesday, December 12, 2023*
  - Twinkle Light Parade – *Thursday, December 14, 2023*
  - Bunker Hill Elementary Constitution Day – *Thursday, September 14, 2023* – Mayor Lord served as Town Crier at the event.

**VIII. CITY ADMINISTRATOR'S REPORT**

- A. Report on Activities and Upcoming Events
- Planning and Zoning Commission Meeting – *Tuesday, August 22, 2023* – The Commission continues to discuss the definition and installation requirements of synthetic turf.
  - Drainage Committee Meeting – *Tuesday, September 12, 2023* – The Committee discussed synthetic turf, updates to the drainage master plan, and the Memorial Gessner project.
  - Memorial Villages Recycling Event – The event will be hosted at Hedwig Village City Hall on Saturday, October 28, 2023.
  - Personnel – Recruitment efforts continue for the Public Works Operator position.
- B. Director of Public Works Report
- Development Report – Director of Public Works Elvin Hernandez provided a report on permits issued in the month of August and development to date.
  - Public Works and Disaster Operations Building – The contractor continues to install interior hardware, doors, tile, and millwork.
  - Water Conservation – Stage 1 of drought contingency measures have been suspended.

C. Finance Director Report

- Investments and Opportunities – The City continues to follow investment best practices of public funds and take advantage of favorable interest rates.
- Interim Audit Update – Interim audit work is scheduled for November 13-17, 2023.

**IX. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO APPROVE AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS AND SPRING BRANCH INDEPENDENT SCHOOL DISTRICT, SETTING FORTH THE TERMS AND CONDITIONS RELATED TO LANDSCAPING AND MAINTENANCE THEREOF FOR WATER WELL NO. 5 LOCATED AT BUNKER HILL ELEMENTARY, AND OTHER MATTERS – *Gerardo Barrera, City Administrator***

In 2018, after Water Well No. 2 failed, City staff began the process of identifying a location for the construction of Water Well No. 5.

In January 2020, at the recommendation of the City’s consultant, Council authorized the acquisition of land from Spring Branch Independent School District (SBISD) to construct the well site at Bunker Hill Elementary School property. Throughout the construction process, staff worked with the SBISD project team to dedicate the landscape area around the well site.

Construction of Water Well No. 5 was completed in early 2023 and placed into service. To fulfill the commitment made to SBISD, the City contracted Yardworks Inc. to complete the landscaping plan at the site. On-going maintenance will be managed through the City’s annual landscaping contract.

To formalize the City’s responsibility of the site, City staff and the City Attorney created an interlocal agreement to identify the well site and outline the City’s landscaping responsibilities.

Staff recommended that Council approve the interlocal agreement with Spring Branch Independent School District.

**A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to authorize the Mayor to approve an interlocal agreement between the City of Bunker Hill Village and Spring Branch Independent School District related to landscaping and maintenance of Water Well No. 5.**

**The motion carried 5 – 0**

**X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 23-613, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENTS NO. 9 THROUGH 14 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***

Staff presented to Council a revised budget for Fiscal Year 2023 based on year-end projections.

Amendment numbers 9 through 14 compare the Fiscal Year 2023 Adopted Budget approved by City Council to the Fiscal Year 2023 year-end projections, including both revenues and expenditures/expenses for all funds. The 2023 Adopted Budget also includes amendment numbers 1 through 8 that were approved by Council throughout the year.

Previously, Council has amended the budget based on year-end actuals. Since the following year's budget (2024) makes assumptions about the current year's available fund balance for use in the 2023 budget, staff recommended that Council approve a budget amendment based on current year-end projections to ensure projected ending fund balance availability.

The end result will fall to the bottom line and increase or decrease fund balance in the current year. The increase/decrease in fund balance will be as follows:

- Debt Service increase fund balance \$19,700
- General Fund increase fund balance \$120,542
- General Fund Construction Fund increase fund balance \$1,727,134
- Utility Fund decreased fund balance \$75,360
- Utility Fund CIP increase fund balance \$161,200
- Solid Waste increase fund balance \$2,400

**A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve Ordinance No. 23-613, adopting Amendments No. 9 through 14 to the Original Budget of the City of Bunker Hill Village, Texas for the Fiscal Year 2023.**

**The motion carried 5 – 0**

**XI. 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 August 15, 2023 City Council Meeting
- B. Minutes of the June 29, 2023 Special City Council Meeting (morning)
- C. Minutes of the June 29, 2023 Special City Council Meeting (afternoon)
- D. August 2023 Financials

- E. JLA Construction Solutions, Application for Payment No. 6 in the amount of \$107,920.00 for Public Works and Disaster Operations Building construction from April 1, 2023 to April 30, 2023.
- F. JLA Construction Solutions, Application for Payment No. 8 in the amount of \$110,000.00 for Public Works and Disaster Operations Building construction from June 1, 2023 to June 30, 2023.
- G. JLA Construction Solutions, Application for Payment No. 9 in the amount of \$97,089.05 for Public Works and Disaster Operations Building construction from July 1, 2023 to July 31, 2023.
- H. Langford Engineering, Invoice No. 26587 in the amount of \$1,473.18 for professional services rendered through June 30, 2023.
- I. Langford Engineering, Invoice No. 26588 in the amount of \$3,379.48 for design and construction work completed through June 30, 2023 for sanitary sewer cleaning and televising.
- J. Langford Engineering, Invoice No. 26667 in the amount of \$438.75 for engineering services rendered for Water Well #5 through July 28, 2023.
- K. Langford Engineering, Invoice No. 26668 in the amount of \$500.00 for design and construction work completed through July 28, 2023 for sanitary sewer cleaning and televising.
- L. Langford Engineering, Invoice No. 26669 in the amount of \$1,787.29 for general engineering services performed through July 28, 2023.
- M. PGAL, Invoice No. 10057719 for reimbursable expenses in the amount of \$119.70 from November 1, 2022 to November 30, 2022.
- N. PGAL, Invoice No. 10058778 in the amount of \$0.11 for reimbursable expenses from March 1, 2023 to March 31, 2023.
- O. PGAL, Invoice No. 10059732 in the amount of \$900.00 for services rendered from June 1, 2023 to June 30, 2023 for the City Hall Exterior Improvements and Public Works & Disaster Operations Building construction projects.
- P. Probstfeld & Associates, Invoice No. 68281 in the amount of \$355.00 for drainage plan review services completed August 21, 2023.
- Q. RPS, Invoice No. 823020 in the amount of \$3,744.74 for site development review services rendered from July 29, 2023 to August 25, 2023.
- R. RPS, Invoice No. 823021 in the amount of \$781.23 for on-call Drainage Committee services rendered from July 29, 2023 to August 25, 2023.
- S. Underground Construction Solutions, Invoice No. 080623B in the amount of \$2,000.00 for facility services completed August 6, 2023.

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

**The motion carried 5– 0**



**XII. ADJOURN**

**A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to adjourn the meeting at 8:19 p.m.**

**The motion carried 5 - 0**

Approved and accepted on October 17, 2023.



Robert P. Lord, Mayor

**ATTEST:**



Gerardo Barrera, City Administrator/ Acting City Secretary