

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
MARCH 19, 2024**

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.

Present

Mayor Robert Lord
Mayor Pro-Tem Susan Schwartz
Councilmember Eric Thode *arrived at 6:14 p.m.*
Councilmember Carl Moerer
Councilmember Keith Brown
Councilmember Laurie Rosenbaum

Staff in Attendance

Gerardo Barrera, City Administrator
Loren Smith, City Attorney
Susan Engles, Finance Director
Elvin Hernandez, Director of Public Works
Mallory Pack, Management Analyst

II. PLEDGE OF ALLEGIANCE

Brody Hillman, Memorial High School student, led the Pledge of Allegiance.

III. CITIZEN COMMENTS

There were no citizen comments.

IV. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

A. Update on Activities – Chief Ray Schultz gave an update on activities including personnel, calls for service, and the 2024 Budget to date.

- The Police Commission continues to work on a proposed ordinance to regulate the use of recreational e-vehicles (i.e., e-bikes, e-scooters, etc.) on city streets and sidewalks. The proposed ordinance will be presented to Council at a later date.
- The Department has expended 16% of the total annual budget to date.
- The annual audit is expected to begin soon. \$200K is expected to be refunded to each Village at \$67K per city.
- The Department has updated its internal policy regarding former employees.
- Work on the roof and HVAC will begin in April-May.
- Three (3) new vehicles were placed into service.

V. VILLAGE FIRE DEPARTMENT REPORT

A. Update on Activities – Chief Miller and Fire Commissioner Brown provided a report on activities, staffing, calls for service, and response times.

- Average response time for Bunker Hill Village is 5:21.
- The Department will host an open house on Tuesday, March 26, 2024.

- The Department is working to standardize hiring practices. The consensus is to focus on the recruitment of paramedic candidates for vacant positions.
- The Fire Commission held a special meeting to discuss the FY 2025 Budget.

VI. MAYOR'S REPORT

A. Report on Activities and Upcoming Events

- Mayors' Meetings – Village Mayors met with candidates who are running for other open positions in the Villages.
- Metro Update – Board members will meet to elect two (2) board representatives.

VII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

- Planning and Zoning Commission Meeting – *Tuesday, February 27, 2024* – The Commission continues to discuss artificial turf. Memorial Drive Presbyterian Church presented a request on new proposed electronic signage on the campus.

Council commented that larger screens for the proposed electronic signs were not favorable.

- Beautification Committee Meeting – *Wednesday, March 13, 2024* – The Committee met with staff to discuss proposed landscape projects, lighting, and stop sign bases for FY 2024.
- Birdies Fore Blue – *Tuesday, March 5, 2024* – City Administrator Barrera noted that he played in the tournament and that it was a successful event.
- City Hall Admin Office Closure – In observance of the Good Friday holiday, City offices will be closed beginning Thursday, March 28, 2024, at 12:00 p.m. and Friday, March 29, 2024. Regular business hours resume on Monday, April 1, 2024. Trash will be collected per regular schedule.

B. Director of Public Works Report

- Development Report – Director Hernandez reported on permits issued in February 2024.
- CIP Project Update – Staff is working with engineers to develop a project schedule including; design and construction for waterline replacement for Rhett, Tara, and Mayerling, wastewater televising of Memorial trunk line, design for asphalt streets (Knipp, Strey, Taylorcrest, and Bunker Hill Rd).
- Public Works and Disaster Operations Building – Fire sprinkler installation is expected to be completed soon.

C. Finance Director Report

- Presentation on Fiscal Year 2023 Preliminary, Unaudited Financial Year-End Results and Capital Improvement Projects – A final report will be completed once the audit is complete and all entries recorded.

- Municipal Court Fee Schedule Update (Information Only) – *This item was not discussed.*
- Annual Audit – Field Work is scheduled to begin Monday, March 25, 2024, and extend to Friday, April 5, 2024.
- Investments and Opportunities – The City continues to take advantage of favorable interest rates. 95% collection rate of property taxes.

VIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENTS NO. 15 THROUGH NO. 19 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 Engels, Finance Director

Staff proposed five budget amendments to the 2023 Budget to the General, Utility, Court, General Construction, and Utility Construction Fund(s). The budget amendments present a final 2023 budget based on year-end actuals.

Budget Amendments 15 through 19 provide a comparison between the current amended budget to the recommended amended budget for Fiscal Year 2023.

CITY OF BUNKER HILL VILLAGE 2023 BUDGET GENERAL FUND		AMENDMENT NO. 15		
ACCT#	DESCRIPTION	2023 ADOPTED BUDGET	2023 AMENDMENT NO. 15	CHANGE FROM AMENDED BUDGET
GENERAL FUND				
REVENUES				
01 00-00-4120	Sales Tax Revenue	245,000	291,000	46,000
01 00-00-4910	Interest Income	450,000	595,000	145,000
01 00-00-4920	Miscellaneous Income	107,000	135,000	28,000
01 00-00-4930	Ambulance Fees	0	70,000	70,000
01 00-00-4940	Rental Income	20,784	29,500	8,716
	Total Revenue	822,784	1,120,500	297,716
EXPENDITURE				
01 00-00-7503	Profession Fee- Engineering & Other	60,000	61,500	1,500
01 00-00-7504	Professional Fee- Legal	55,000	57,000	2,000
01 00-00-7505	Professional Fee - Inspection	220,000	276,000	56,000
01 00-00-8250	Dues and Subscription	2,000	4,000	2,000
01 00-00-8410	Animal Control	5,500	7,600	2,100
	Total Expenditures	342,500	406,100	63,600
			Over/(Under)	234,116.00
<i>The revenue exceeds the expenditures. Increase in revenue will offset the increase in expenditures.</i>				

CITY OF BUNKER HILL VILLAGE		AMENDMENT NO. 16		
2023 BUDGET				
UTILITY FUND				
ACCT#	DESCRIPTION	2023 ADOPTED BUDGET	2023 AMENDMENT NO. 16	CHANGE FROM AMENDED BUDGET
UTILITY FUND				
REVENUES				
04 00-00-4410	Water Sales	2,582,385	3,320,000	737,615
04 00-00-4420	Water Taps	60,000	33,000	(27,000)
04 00-00-4510	Waste Water Sales	786,790	845,000	58,210
04 00-00-4920	Misc Income	20,000	11,000	(9,000)
04 00-00-4750	Late Payment Fee	20,000	21,000	1,000
Total Revenue		3,469,175	4,230,000	760,825
EXPENSES				
04 00-00-6090	Chemicals	10,000	6,700	(3,300)
04 00-00-6091	Lab Fees	8,000	4,000	(4,000)
04 00-00-6810	Tools and Equipment	1,500	1,600	100
04 00-00-7110	Building Maintenance	6,700	2,000	(4,700)
04 00-00-7410	Vehicles	7,500	7,600	100
04 00-00-7510	Fire Hydrant	13,500	-	(13,500)
04 00-00-7520	Water Well Pump	49,500	22,000	(27,500)
04 00-00-7540	Water Meters	44,000	30,000	(14,000)
04 00-00-7610	Waste Water Lines	11,000	1,000	(10,000)
04 00-00-8002	Water Purchase COH	750,000	1,060,000	310,000
04 00-00-8003	Waste Water Treatment Fee	500,000	600,000	100,000
04 00-00-8010	Advertisement	-	4,300	4,300
04 00-00-8130	Bank & Credit Card Charges	37,000	60,500	23,500
04 00-00-8270	Electricity	121,000	136,000	15,000
04 00-00-8630	Natural Gas	1,800	3,600	1,800
04 00-00-8750	Special Fees- Subsidence	120,000	150,000	30,000
Total Expenses		1,681,500	2,089,300	407,800
Over/(Under)				353,025.00
<i>The revenue exceeds the expenditures. Increase in revenue will offset the increase in expenses.</i>				

CITY OF BUNKER HILL VILLAGE		AMENDMENT NO. 17		
2023 BUDGET				
COURT FUND				
ACCT#	DESCRIPTION	2023 ADOPTED BUDGET	2023 AMENDMENT NO. 17	CHANGE FROM AMENDED BUDGET
COURT FUND				
EXPENDITURE				
05 00-00-8625	Technology	5,500	6,100	600
05 00-00-8626	Security	4,300	3,700	(600)
Total Expenditures		9,800	9,800	0

CITY OF BUNKER HILL VILLAGE 2023 BUDGET CONSTRUCTION FUND		AMENDMENT NO. 18		
ACCT#	DESCRIPTION	2023 ADOPTED BUDGET	2023 AMENDMENT NO. 18	CHANGE FROM AMENDED BUDGET
GENERAL FUND				
REVENUES				
06 00-00-4920	Misc Income	0	226,845	226,845
Total Revenue		0	226,845	226,845
EXPENDITURE				
06 00-00-9184.06	Sidewalk Memorial	25,000	40,000	15,000
06 00-00-9191	Facilities	412,437	432,000	19,563
06 00-00-9184.04	Sidewalk	105,000	25,000	(80,000)
Total Expenditures		542,437	497,000	(45,437)
Over/(Under)				272,282
<i>The revenue exceeds the expenditures. The reclassification of expenditures will offset the increase in other line items.</i>				

CITY OF BUNKER HILL VILLAGE 2023 BUDGET UTILITY CONSTRUCTION FUND		AMENDMENT NO. 19		
ACCT#	DESCRIPTION	2023 ADOPTED BUDGET	2023 AMENDMENT NO. 19	CHANGE FROM AMENDED BUDGET
UTILITY FUND				
REVENUES				
07 00-00-4501	ANNUAL CONTRIBUTION UTILITY	750,000	797,000	47,000
Total Revenue		750,000	797,000	47,000
EXPENSES				
07 00-00-9182.03	WP #2 VFD Booster Pump	40,000	10,000	(30,000)
07 00-00-9188	Irrigation System	20,000	1,000	(19,000)
07 00-00-9193	Paint Fire Hydrant	20,000	3,000	(17,000)
07 00-00-9184	Replacement of Concrete Lines	-	58,000	58,000
07 00-00-9250	Vehicles	47,000	48,000	1,000
Total Expenses		127,000	120,000	(7,000)
Over/(Under)				54,000
<i>Revenue is increase due to purchase of New Truck. Reclassification of expenses will offset eachother.</i>				

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve Ordinance No. 24-623, adopting Amendments No. 15 through 19 to the Original Budget of the City of Bunker Hill Village, Texas for Fiscal Year 2023.

The motion carried 5-0

IX. CONSIDERATION AND POSSIBLE ACTION TO ADOPT AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, DECLARING THE UNOPPOSED CANDIDATES FOR COUNCILMEMBER POSITIONS 1, 2, AND 3 ELECTED; PROVIDING THAT THE MAY 4, 2024 GENERAL MUNICIPAL OFFICERS ELECTION SHALL NOT BE HELD; CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT; PROVIDING FOR SEVERABILITY; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH – *Gerardo Barrera, City Administrator*

The City of Bunker Hill Village holds its election on the first Saturday in May of each year. The election for Councilmember Positions 1, 2, and 3 are held in even-numbered years, and the election for Mayor and Councilmember Positions 4 and 5 are held in odd-numbered years.

At the January 2024 meeting, City Council approved Ordinance No. 24-617, calling for the May 4, 2024 General Election. The final date to file as a candidate for one of the three positions was Friday, February 16, 2024, at 5:00 p.m. The incumbents filed for their respective positions with no opposition.

The candidates are as follows:

- Councilmember Position No. 1 – Eric Thode
- Councilmember Position No. 2 – Susan B. Schwartz
- Councilmember Position No. 3 – Carl Moerer

Texas Election Code, Section 2.053, authorizes City Council to declare unopposed candidates elected to office and to cancel the election for the applicable unopposed offices.

Staff recommended Council approve Ordinance No. 24-623 to declare the unopposed candidates for Councilmember Positions 1, 2, and 3, as elected and cancel the General Election scheduled for May 4, 2024.

A motion was made by Councilmember Brown and seconded by Councilmember Rosenbaum to approve Ordinance No. 24-624 to cancel the General Election scheduled for May 4, 2024.

The motion carried 5-0

X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A SIX-MONTH CONTRACT EXTENSION WITH YARDWORKS, INC. FOR LANDSCAPE SERVICES INCLUDING RIGHT-OF-WAY MAINTENANCE, ESPLANADES, CITY HALL, AND MEMORIAL VILLAGES POLICE DEPARTMENT FOR THE TIME PERIOD OF MARCH 31, 2024 THROUGH SEPTEMBER 30, 2024 – *Gerardo Barrera, City Administrator*

At the February 2021 meeting, City Council awarded a contract to Yardworks, Inc. for landscaping and maintenance services for the contract period beginning April 1, 2021, and

ending March 31, 2023. The contract provides the option for two one-year extensions. The first extension was approved by Council for the period of March 31, 2023, to April 1, 2024.

The contract maintains six areas based on specific landscape and maintenance services:

- Area 1 – Landscaped Esplanades at Strey, Briar Forest, and Bunker Hill Rd
- Area 2 – Irrigated Esplanades and Trails
- Area 3 – City Facilities (City Hall, MVPD, and Water Well sites)
- Area 4 – Seasonal Plantings and Associated Maintenance
- Area 5 – Hike and Bike Trails and City Rights-of-Way (not irrigated)
- Area 6 – Ditch Right of Way Maintenance

Concerns regarding service quality in all landscaping areas have been raised throughout the year. In response, staff requested Council feedback and direction at the February 2024 meeting regarding whether to extend the contract for an additional year or solicit formal bids for landscaping services. Council directed staff to extend the contract for a six-month period and subsequently evaluate the quality of work at that time. This evaluation will determine whether to continue with the contract or initiate a formal bidding process for landscaping and maintenance services.

Staff have met with Yardworks to review the contract and to ensure that the services provided align with the City's expectations.

Funding for this contract is shared between the General, Utility, and Metro Funds.

Staff recommended Council approve a six-month contract extension covering the period of March 31, 2024, to September 20, 2024, with Yardworks, Inc. for landscape and maintenance services.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to approve a six-month contract extension with Yardworks, Inc. for landscape and maintenance services.

The motion carried 5-0

XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND RPS IN THE AMOUNT OF \$196,600.00 FOR THE DESIGN OF ASPHALT MILL AND OVERLAY IMPROVEMENTS FOR KNIPP ROAD, STREY LANE, TAYLORCREST ROAD, AND BUNKER HILL ROAD – *Gerardo Barrera, City Administrator*

The City's Five-Year Capital Improvement Plan (CIP) includes the asphalt and overlay of Knipp Rd, Strey Ln, Taylorcrest Rd, and Bunker Hill Rd. This project was originally scheduled to begin in 2023, however, due to lack of preliminary engineering, it was delayed to 2024.

In October 2023, Council approved a contract with RPS, the City's Street and Drainage Engineer, to complete a geotechnical study that evaluated core samples to analyze the soil stabilization, road base, and current thickness of asphalt of the streets listed. The

geotechnical report yielded the necessary information to prepare for the design phase of this project.

Staff requested and received a proposal from RPS for design services that include, but are not limited to; project management coordination, bid phase services, public outreach, limited construction phase services, and construction materials testing.

All design work is expected to be completed within three (3) months from receipt of the Notice to Proceed.

Per Local Government Code 252.022, professional services are exempt from formal bids.

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve a contract between the City of Bunker Hill Village, Texas and RPS in the amount of \$196,600.00 for the design of asphalt mill and overlay improvements on Kipp Rd., Strey Ln., Taylocrest Rd., and Bunker Hill Rd.

The motion carried 5-0

XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN AMENDMENT TO THE CONTRACT WITH TEXAS PRIDE DISPOSAL – *Gerardo Barrera, City Administrator*

The City’s solid waste collection contractor, Texas Pride, proposed an amendment to the original contract. The amendment reflects the implementation of a Variable Energy Charge/fuel recovery fee to address changes in fuel costs. Texas Pride was able to hedge fuel pricing for previous years, however the hedge expired in early 2024.

The proposed charge will only be assessed to bills when the monthly average price per gallon of diesel fuel reaches or exceeds \$3.25 per gallon. The charge will be calculated as follows:

\$ 3.25	1%
\$ 3.50	2%
\$ 3.75	3%
\$ 4.00	4%
\$ 4.25	5%
\$ 4.50	6%
\$ 4.75	7%
\$ 5.00	8%

- 1% if the monthly average fuel price equals \$3.25 per gallon plus 1% for every \$0.25 increase that the monthly average fuel price is over \$3.25 per gallon
- The percentage increase is capped at 8%

The U.S. Department of Energy for Petroleum and Other Liquids for the Gulf Coast (PADD 3) will be used as the index for fuel pricing.

This fee will be absorbed by the City and is not expected to increase the cost of resident’s trash bill.

Council directed staff to determine the index price on the date the contract was originally executed and present the information at a later date. The intent is to use this information to re-negotiate if needed. Council was not in favor of index pricing.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Moerer to table this item.

The motion carried 4-1

XIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A FINAL PLAT FOR 9 VALLEY FORGE AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION – *Elvin Hernandez, Director of Public Works*

During the plan review of a new home at 9 Valley Forge, it was found that no final plat was recorded with Harris County. The property does not qualify for a short-term final plat as the property is on a private street and not within an existing public street circulation.

At the February 2024 Planning and Zoning Commission meeting, the Commission approved the final plat and recommended it be taken to City Council for approval. Staff and the City's consultant have reviewed the final plat and find that it meets all requirements of the City's ordinances.

A motion was made by Councilmember Schwartz and seconded by Councilmember Thode to approve a final plat for 9 Valley Forge as recommended by the Planning and Zoning Commission.

The motion carried 5-0

XIV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE FOLLOWING PAYMENTS THAT EXCEED \$50,000:

At the November 2023 meeting, Council directed staff to remove expenditures exceeding \$50,000 from the consent agenda and present them as separate line item(s) on the regular agenda for consideration and possible action.

The City has received one invoice that meets this requirement:

- A. Ram Rod Utilities, LLC, Invoice No. 181 in the amount of \$53,200.00 for wastewater emergency repair work completed on the Memorial/Chatam trunk line in January 2024.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to approve payments that exceed \$50,000.

The motion carried 5-0

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 February 20, 2024, Regular Council Meeting.
- B. December 2023 Financials.
- C. January 2024 Financials.
- D. February 2024 Financials.
- E. Key-Scape, LLC, Invoice No. 929-01 in the amount of \$40,750.00 for tree replacement planting along Bunker Hill Road in December 2023.
- F. Ram Rod Utilities, LLC, Invoice No. 191 in the amount of \$34,022.30 for wastewater televising on Memorial/Chatam Lane completed in February 2024.

Mayor Pro-Tem Schwartz asked for clarification on whether these expenditures were the only reported payments for the month. City Administrator clarified that these payments were related to projects. Council directed staff to include the check registrar on all future consent agenda for consideration and possible approval.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to approve the Consent Agenda as presented.

The motion carried 5-0

XVI. ADJOURN

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to adjourn the meeting at 6:58 p.m.


The motion carried 5-0

Approved and accepted on April 16, 2024.



Robert P. Lord, Mayor

ATTEST:



Gerardo Barrera, City Administrator/ Acting City Secretary