

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
MAY 16, 2024**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order at 8:30 a.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
Councilmember Carl Moerer
Councilmember Keith Brown
Councilmember Laurie Rosenbaum
Councilmember Andrew Poor

Staff in Attendance

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

II. PLEDGE OF ALLEGIANCE

Councilmember Rosenbaum led the Pledge of Allegiance.

III. OATH OF OFFICE

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

Subsequently, Council approved Ordinance No. 24-624 at the March 2024 meeting, formally canceling the May 4, 2024 Election and declaring the election of unopposed candidates for Councilmember Positions 1, 2, and 3.

Councilmember Position No. 1 – Eric Thode

Councilmember Position No. 2 – Susan B. Schwartz

Councilmember Position No. 3 – Carl Moerer

Assistant to the City Secretary Jennifer Namie administered the Oath of Office to Councilmembers Thode, Schwartz, and Moerer.

No action was taken on this item.

IV. CONSIDERATION AND POSSIBLE ACTION TO ACCEPT THE RESIGNATION BY LAURIE ROSENBAUM FROM BUNKER HILL VILLAGE CITY COUNCIL POSITION NO. 5

Councilmember Laurie Rosenbaum has served Position No. 5 on the City Council of Bunker Hill Village since 2013. On May 3, 2024, Councilmember Rosenbaum submitted her letter of resignation from Council effective May 16, 2024. She noted that she will continue to serve as Chair of the Beautification Committee.

For a resignation to be effective, Local Government Code Sec. 22.012 requires the resignation of an elected official to be written, signed, and submitted for formal acceptance and approval by the City's governing body.

A motion was made by Councilmember Thode and seconded by Councilmember Brown to accept the resignation by Laurie Rosenbaum from Council Position No. 5.

The motion carried 4-0

V. CONSIDERATION AND POSSIBLE ACTION TO APPOINT ANDREW POOR TO BUNKER HILL VILLAGE CITY COUNCIL POSITION NO. 5 TO COMPLETE THE TERM ENDING MAY 2025

In accordance with Local Government Code provisions, Councilmember Laurie Rosenbaum tendered her letter of resignation from Council Position No. 5 effective May 16, 2024.

Local Government Code 22.010 sets forth the process by which to fill a vacancy on the City Council. If for any reason a single vacancy exists on the governing body of the municipality, a majority of the remaining members who are present and voting, excluding the Mayor, may fill the vacancy by appointment unless an election to fill the vacancy is required by Section 11, Article XI, Texas Constitution.

The newly appointed individual must be a resident of the City, satisfy all qualifications required for elected councilmembers, and will hold office for the remainder of the unexpired term through May 2025.

Mayor Lord recommended appointing Andrew Poor to Council Position No. 5.

Assistant to the City Secretary Jennifer Namie administered the Oath of Office to Andrew Poor to assume the responsibilities of Council Position No. 5.

A motion was made by Councilmember Schwartz and seconded by Councilmember Moerer to appoint Andrew Poor to Council Position No. 5 to complete the term ending May 2025.

The motion carried 4-0

VI. CITIZEN COMMENTS

There were no public comments

VII. PRESENTATION AND RECEIPT FOR FILING OF THE 2023 FINANCIAL AUDIT CONDUCTED BY BELT HARRIS PECHACEK, LLLP – *Susan Engels, Finance Director*

Sections 103.001 through 103.004 of the Local Government Code require the City to have an annual audit of its financial records and accounts. The City’s auditing firm, Belt Harris Pechacek, LLLP, has completed the annual audit process. After an extensive review of all records, the City received an unmodified opinion, which is the highest level of assurance a city can obtain. The report contains the audited financial statements on all funds and concludes that the City is in excellent financial shape.

The auditing firm's representative and City staff presented the audit results during the May 6, 2024, Audit Finance Committee meeting. After discussion and review, the Committee recommended that staff present the final results to Council to accept the results of the audit for FY 2023.

Robert Belt of Belt Harris Pechacek, LLLP attended the meeting to address any Council comments and questions.

No action was taken on this item.

VIII. PRESENTATION, PUBLIC HEARING, AND CONSIDERATION AND POSSIBLE ACTION ON AN APPLICATION FOR AN AMENDMENT TO THE SPECIFIC USE PERMIT FOR MEMORIAL DRIVE PRESBYTERIAN CHURCH LOCATED AT 11612 MEMORIAL DRIVE:

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

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 AN AMENDMENT TO THE SPECIFIC USE PERMIT FOR MEMORIAL DRIVE PRESBYTERIAN CHURCH TO ALLOW REPLACEMENT SIGNS, PROVIDE FOR HOURS OF OPERATION, BRIGHTNESS STANDARDS AND OTHER RELATED MATTERS; 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

Memorial Drive Presbyterian Church (MDPC), located at 11612 Memorial Drive, operates under a specific use permit (SUP). The SUP outlines a detailed site plan and specific conditions on MDPC property.

At the April 2023 Planning and Zoning Commission Meeting, MDPC presented an application for an amendment to the SUP for Commission review, discussion, and direction for the following:

1. Replacement of existing signs (3 total)
2. New pickleball courts (2 total) with covered structure and site amenities

The Commission discussed the items and recommended separating the two requests. In discussions with the Commission and staff, MDPC representatives expressed that the pickleball courts were the highest priority and would pursue replacing the signage at a later time.

At the November 2023 meeting, the Commission held a public hearing on the proposed pickleball courts and voted 6-1 to recommend approval to the City Council of amending the SUP for MDPC to install new pickleball courts with a covered structure and site amenities as presented. Council voted 3-1 to formally approve the amendment at the February 2024 meeting.

At the February 2024 Planning and Zoning Commission meeting, MDPC presented the second request to replace existing signs with electronic signs. The presentation illustrated the proposed electronic signage, including LED screen sizes, locations, and height. Commission discussion included the following:

- The number of lumens permitted for electronic signs
- Permissible hours for sign illumination
- Frequency of/ timing intervals for changing the displayed message on the screen

The City has granted SUPs in the past for electronic signs at Frostwood Elementary School, Bunker Hill Elementary School, and Memorial Drive Lutheran Church. The SUPs incorporate conditions related to color and hours of operation that the sign can be illuminated.

The applicants were instructed to complete a formal light study prior to any final decision from the Commission. No action was taken at the February meeting.

At the March 2024 City Council meeting, staff provided a brief update on this matter. Staff advised that should the Planning and Zoning Commission approve amending the SUP, the application would be presented at the May 2024 meeting for a formal public hearing and possible action.

MDPC presented the results of the light study during the March 2024 meeting. The Commission recommended the following provisions:

- The LED screens not be illuminated between the hours of 10:00 p.m. and 6:00 a.m.
- The LED screens be standardized to 0.3 ambient light
- The screen size not exceed 50 square feet

The ordinance reflects the direction of the Commission. The Planning and Zoning Commission held a public hearing at the April 2024 meeting and voted unanimously to recommend approval of amending the SUP for MDPC to install electronic signage.

Katherine Tees, the architect for the project, presented the site plans and the design for the proposed signs.

Mayor Lord opened the public hearing at 8:46 a.m.

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

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 AN AMENDMENT TO THE SPECIFIC USE PERMIT FOR MEMORIAL DRIVE PRESBYTERIAN CHURCH TO ALLOW REPLACEMENT SIGNS, PROVIDE FOR HOURS OF OPERATION, BRIGHTNESS STANDARDS AND OTHER RELATED MATTERS; 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

The following people spoke at the public hearing:

There were no public comments.

Mayor Lord closed the public hearing at 8:58 a.m.

CONSIDERATION AND POSSIBLE ACTION REGARDING THE FOLLOWING:

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 AN AMENDMENT TO THE SPECIFIC USE PERMIT FOR MEMORIAL DRIVE PRESBYTERIAN CHURCH TO ALLOW REPLACEMENT SIGNS, PROVIDE FOR HOURS OF OPERATION, BRIGHTNESS STANDARDS AND OTHER RELATED MATTERS; 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

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve Ordinance No. 24-626 to amend the Specific Use Permit for Memorial Drive Presbyterian Church to install electronic signage as recommended by the Planning and Zoning Commission.

The motion carried 4-0

Councilmember Moerer abstained.

IX. PRESENTATION, PUBLIC HEARING, AND CONSIDERATION AND POSSIBLE 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:

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, SHALL BE PROHIBITED IN THE FRONT YARD AND MUST BE INSTALLED IN ACCORDANCE WITH CERTAIN MANUFACTURER’S AND CITY SPECIFICATIONS; 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

At the June 2023 City Council meeting, staff presented an artificial turf ordinance as recommended by the Planning and Zoning Commission. Council noted concerns with lot coverage limitations and the definition of permeability; the motion to adopt the ordinance failed 3-2. Council directed staff to bring the ordinance back to the Commission and Drainage Committee for additional review, discussion, and recommendations based on the following feedback:

- Define turf installation requirements
- If turf satisfies installation requirements and is fully permeable, turf should be considered landscaping and not counted towards 55% of lot coverage. However, if turf is impermeable, then turf should be included in the 45% lot coverage calculation.

At the August 2023 meeting, the Drainage Committee discussed the following:

- Turf is already defined as permeable if installed per City and manufacturer specifications (with a minimum infiltration rate of 10”in. p/hr). Any changes may need to update the definition in the Drainage Criteria Manual

Based on the feedback from the August meeting, the Commission focused on three points of interest:

1. Definition

- Synthetic turf is defined as permeable in the Drainage Criteria Manual.
- Lot coverage restrictions (if applicable)
- Drainage calculation of turf versus natural grass

2. Optics

- Restricted in the front yard and side rear yard
- Cannot be visible from public or private street
- No color restrictions in the back yard
- Not allowed in designated green space in rear yards. Turf placed in utility easements or over city utilities will not be replaced if removed during needed repair. Restoration will be the responsibility of the property owner.

3. Permeable

- Currently defined as permeable in Drainage Criteria Manual, and standard for installation to be based on manufacturer specifications
- Restrict impermeable base material
- Ensure proper drainage

After discussions with the City’s Drainage Engineer, staff presented a “tiered” approach at the October 2023 meeting for Commission feedback:

Tier 1 – No additional requirements needed for an area covering 1,000 square feet (s.f.).

- The City currently allows up to 200 s.f. of impervious surface without any detention requirements. Using the 0.75 acre feet/ac detention rate, this calculates 150 cubic feet of “free” detention. Using this calculation for turf, the calculated volume that would be provided on a standard 4” base (rock+gravel layers) x 40% void ratio, this calculates to approximately 133.33 cubic feet for an area of 1,000 s.f.

Tier 2 – Over 1,000 s.f up to 55% lot coverage

- Same requirement that currently exists.

Tier 3 – Over 1,000 s.f. and over 55% lot coverage

- This would require a design of a drainage system draining into an on-site detention system. For coverage over 55% lot coverage detention must be calculated at 0.75 ac-ft/ac. Volume will be included in the rock and gravel layers therefore the designer must provide specifications of volume calculations. If the volume under the base layer is insufficient, additional detention must be provided.

The Commission was not in favor of the tiered approach. Additionally, the Commission recommended the manufacturer and city standard for installation remain a requirement.

On January 9, 2024, staff met with the Drainage Committee and presented information based on recent new developments within the City with proposed calculations that illustrated design coverage percentage and the percentage of the remaining that could be utilized for turf. This assumed 55% max lot coverage. The intent of the exercise was to show the amount of turf in square footage and to show the amount of cubic feet needed for additional detention. After discussion, the Drainage Committee recommended the following:

1. No changes to the current Drainage Criteria Manual
2. Maximum lot coverage to remain at 55% and maintain “no net new” water run-off

At the February 2024 meeting, the City’s Drainage Engineer facilitated further discussion on the following with the Commission:

- Turf installation methods
- How other entities regulate installation
- Calculation between natural grass and turf

After lengthy discussions, the City Attorney advised staff that the Commission should only focus on regulation regarding the placement location of turf. Any drainage concerns and potential environmental discussions should be delegated to the Drainage Committee for further review and recommendation as necessary.

At the March 2024 meeting, the Commission held a formal public hearing and voted unanimously to amend sections 2.01, 5.04 & 6.04 of Appendix A of the Code of Ordinances restricting artificial turf in front yards and not visible from any public or private street and recommend the proposed ordinance be presented to Council for feedback, discussion and final approval.

Mayor Lord opened the public hearing at 9:13 a.m.

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

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\$2,000.00 PER DAY WITH EACH DAY CONSTITUTING A NEW VIOLATION

The following people spoke at the public hearing:

There were no public comments.

Mayor Lord closed the public hearing at 9:17 a.m.

CONSIDERATION AND POSSIBLE ACTION REGARDING THE FOLLOWING:

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, SHALL BE PROHIBITED IN THE FRONT YARD AND MUST BE INSTALLED IN ACCORDANCE WITH CERTAIN MANUFACTURER’S AND CITY SPECIFICATIONS; 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 Thode to approve Ordinance No. 24-627 to amend sections 2.01, 5.04 & 6.04 of Appendix A of the City’s Zoning Ordinance.

The motion carried 5-0

X. 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

- The Department is fully staffed.
- Officers held a bicycle safety class at Bunker Hill Elementary School and have started to work on an e-bike safety class curriculum.
- The 2024 CIP HVAC replacement project has been completed, with roof work expected to be completed by the end of the week.
- The Department has expended 33% of the total annual budget to date.
- Chief Schultz introduced Remy, new community resource animal.
- Newly proposed Condor camera to be installed at the intersection of Gessner/Memorial soon.

- B. 2023 Annual Audit Results – Chief Schultz shared that the audit has been completed and the Department received a clean opinion. Each city is expected to receive a refund in the amount of \$45,000.00.
- C. Consideration and Possible Action to Approve the 2025 Annual Budget for the Memorial Villages Police Department as Recommended by the Police Commission

Chief Schultz presented the proposed FY 2025 Budget. Priorities include an investment in personnel to attract and retain high-quality personnel.

No action was taken on this item. This item will be presented at the June 2024 City Council meeting for formal action.

XI. VILLAGE FIRE DEPARTMENT REPORT

- A. Update on Activities – Assistant Chief Miller and Fire Commissioner Brown provided a report on activities, staffing, calls for service, and response times.
 - Average response time for Bunker Hill is 5:44.
 - The Department is hiring for a part-time dispatcher position, and advertising for a second opening of Fire/Paramedic position.
 - Engine 2 has been placed back into service.
- B. Update on 2025 Annual Budget Process and Discussions
 - The Department is working on the FY 2025 budget with the intent to remain flat at a 3.5% increase overall. The budget proposal totaling \$10,075,920 for FY 2025 will be submitted to cities following approval by the Fire Commission. VFD requests EMS revenue go to fund Capital Equipment Fund.

XII. MAYOR'S REPORT

- A. Report on Activities and Upcoming Events
 - Recognition and Appreciation of Councilmember Laurie Rosenbaum for Her Faithful Service to the City of Bunker Hill Village
 - Mayors' Meetings – Village Mayors continue to coordinate a meeting date.
 - Metro Update (Gessner Intersection and Memorial Drive Overlay) – Discussed Memorial and Gessner intersection safety improvements and funding opportunities. Provided feedback to plan to have project “shelf-ready” by the end of the year.
 - Opening of Harris County Commissioner's Court – Mayor Lord attended the Commissioner's Court meeting.
 - Villages Independence Day Parade – *Thursday, July 4, 2024*

XIII. CITY ADMINISTRATOR'S REPORT

- A. Report on Activities and Upcoming Events

- Zoning Board of Adjustment Meeting – Update on recent appeal requests that were approved by the ZBOA concerning going over the 50% improvement threshold during remodel projects. ZBOA recommended the ordinance be reviewed to make an exception for small wall openings when installing piping, duct work, etc. The entire room should not be counted as part of the overall square footage calculation. Staff asked Council for feedback and direction on interest in revising the ordinance.
- Drainage Committee Meeting – The Committee continues to discuss the regulation of artificial turf installation, focusing specifically on drainage.
- HUD Grant Update – The City was awarded \$668,000.00 that is eligible for design or construction towards the Gessner/Memorial Project. Staff is working with The Goodman Corporation on grant details.
- City Hall Admin Office Closure – City offices will be closed on Monday, May 27, 2024, in observance of Memorial Day.

B. Public Works Director Report

- Development Report – Staff reported on permits issued in April 2024.
- CIP Project Update – Staff continues to work on CIP projects including, design and construction for waterline replacement for Rhett, Tara, and Mayerling, completion of wastewater televising of Memorial trunk line, and design of asphalt streets (Knipp, Strey, Taylorcrest, and Bunker Hill Rd.).
- Public Works and Disaster Operations Building – Staff is fully moved into the building and working with the architect and contractor for final closeout documents.

C. Finance Director Report

- 2025 Budget Process Update – Staff have started to work on the 2025 Budget.
- Preliminary Estimated Tax Roll – The preliminary numbers have been received and indicate a \$73 million increase (2.77% increase from last year). Tax rate options will be discussed at upcoming Budget Workshops.
- Investments and Opportunities – The City continues to take advantage of favorable interest rates.

XIV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENTS NO. 2 AND NO. 3 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2024; PROVIDING DETAILED LINE-ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT – *Susan Engels, Finance Director*

Staff presented budget amendments No. 2 and No. 3 to the 2024 Budget to the Utility and General Construction Fund.

Amendment No. 2 is an inter-budget transfer between line items with no changes to the fund balance. The funds are the Local Coronavirus funds received in previous years, which are earmarked for a citywide water rehabilitation project. The amendment provides a comparison between the current amended budget to the recommended amended budget for Fiscal Year 2024. Additionally, movement between line items allows for sewer line repairs as the televising project is completed.

Amendment No. 3 involves transferring prepaid funds concerning the Public Works facility generator to the 2024 budget.

CITY OF BUNKER HILL VILLAGE ADOPTED 2024 BUDGET UTILITY CONSTRUCTION FUND			AMENDMENT NO. 2		
ACCT#	DESCRIPTION	2024 ADOPTED BUDGET	2024 AMENDMENT NO. 2	CHANGE FROM ADOPTED BUDGET	
UTILITY CONSTRUCTION FUND EXPENSE					
07 00-00-9180.02	Televising of Concrete Lines	358,447	253,447	-105,000	
07 00-00-9180.04	Replace Concrete Lines - Waste Water	500,000	105,000	-395,000	
07 00-00-9182	Replace Water Lines	400,000	900,000	500,000	
07 00-00-9191	Facilities	-	97,423	97,423	
Total Expense		1,258,447	1,355,870	97,423	
<i>The first three accounts are movement between line items and will not affect the bottom line. The last account is moving 2023 Facility Budget to 2024 Facility Budget.</i>					

CITY OF BUNKER HILL VILLAGE ADOPTED 2024 BUDGET GENERAL CONSTRUCTION FUND			AMENDMENT NO. 3		
ACCT#	DESCRIPTION	2024 ADOPTED BUDGET	2024 AMENDMENT NO. 2	CHANGE FROM ADOPTED BUDGET	
UTILITY CONSTRUCTION FUND EXPENSE					
06 00-00-9191.01	PW BUILDING GENERATOR	50,000	89,000	39,000	
Total Expense		50,000	89,000	39,000	
<i>This account is moving from the 2023 PW Building Generator to 2024 PW Building Generator.</i>					

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve Ordinance No. 24-628, adopting amendments No. 2 and No. 3 to the Original Budget of the City of Bunker Hill Village, Texas for Fiscal Year 2024.

The motion carried 5-0

XV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A FINAL PLAT FOR 421 BLALOCK AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION – *Elvin Hernandez, Director of Public Works*

The City received a plat application for subdividing a single lot to develop two single-family residential lots at 421 Blalock Road. No final plat has been recorded with Harris County.

During the October 2023 Zoning Board of Adjustment meeting, the Board granted a variance to the property owner on the condition that any home or homes constructed on the property face and obtain street access from Blalock Road.

At the April 2024 Planning and Zoning Commission meeting, the Commission approved the final plat to subdivide the lot for the development of two single-family residential lots and recommended it be presented to City Council for final approval. The final plat has satisfied all requirements of the City's ordinances.

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve a final plat for 421 Blalock as recommended by the Planning and Zoning Commission.

The motion carried 5-0

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

At the November 2023 meeting, Council directed staff to remove expenditures exceeding \$50,000.00 from the Consent Agenda and present them as separate line item(s) on the regular agenda for consideration and possible action.

The City received two invoices that meet this requirement:

- A. Ram Rod Utilities, LLC, invoice no. 200 in the amount of \$134,518.00 for wastewater televising completed in April 2024.
- B. Ram Rod Utilities, LLC, invoice no. 203 in the amount of \$103,672.33 for wastewater televising on Memorial Dr./ Doncaster Rd. completed in April 2024.

Council directed staff to provide supporting documentation for the invoices presented.

No action was taken on this item.

XVII. 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 April 16, 2024, Regular City Council Meeting.
- B. April 2024 Financials.
- C. Check Register dated April 9, 2024, to May 6, 2024.
- D. Municipal Court Confidentiality Policy.
- E. Baird Gilroy & Dixon, LLC, invoice No. 4560 in the amount of \$5,760.00 for on-call SCADA programming services in March 2024.
- F. Baird Gilroy & Dixon, LLC, invoice no. 4561 in the amount of \$2,880.00 for SCADA programming maintenance services in March 2024.
- G. Core & Main, invoice no. U806398 for water meters in the amount of \$63,457.68 for the water meter replacement project.
- H. Dobie Supply, LLC, invoice no. 46155 in the amount of \$255.83 for speed limit street signs installed in April 2024.
- I. JNS Security Systems LLC, invoice no. 1146 in the amount of \$2,724.00 for network switch and cabling installed in the Public Works building in May 2024.
- J. Langford Engineering, invoice no. 27356 in the amount of \$191.09 for the one-year inspection of Water Well No. 5 performed in March 2024.
- K. Langford Engineering, invoice no. 27357 in the amount of \$363.17 for the one-year inspection of Water Well No. 5 performed in March 2024.
- L. Langford Engineering, invoice no. 27358 in the amount of \$6,627.48 for design and construction phase services rendered in March 2024 for the sanitary sewer cleaning and televising project.
- M. Lone Star Hydrant & Utility, invoice no. 7504 in the amount of \$2,088.23 for water hydrant repairs completed on Bylane and Knipp Rd. completed in November 2023.
- N. TX BBG Consulting, invoice no. 301109 in the amount of \$175.00 for plan review services performed in March 2024.

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve the Consent Agenda.

The motion carried 5-0

PULLED FROM CONSENT AGENDA – ITEMS C AND G – DISCUSSION AND COUNCIL ACTION

Item C – Mayor Pro-Tem Schwartz removed this item because the payments to Ram Rod Utilities under item XVI were not approved.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve item C.

The motion carried 5-0

Item G – Item G was removed because the invoice exceeded the \$50,000.00 expenditure threshold.

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve item G.

The motion carried 5-0

XVIII. ADJOURN

A motion was made by Councilmember Thode and seconded by Councilmember Brown to adjourn the meeting at 11:10 a.m.

The motion carried 5-0

Approved and accepted on June 18, 2024.



Robert P. Lord, Mayor

ATTEST:



Gerardo Barrera, City Administrator/ Acting City Secretary