

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
JUNE 18, 2024**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order at 5:03 p.m. 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
Councilmember Carl Moerer (left at 7:03 p.m.)
Councilmember Keith Brown
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

II. PLEDGE OF ALLEGIANCE

John Dillihunt, Summer Intern, led the Pledge of Allegiance.

III. CITIZEN COMMENTS

Greg Rich, 2 Huntington Park Circle, spoke regarding the increased use of home emergency generators throughout the City and the reliability/ sustainability of the CenterPoint grid to support these generators. He stated that his concern is at what point does natural gas demand from home emergency generators exceed CenterPoint's ability to deliver natural gas to all Village customers.

IV. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

- A. Update on Activities – Chief Ray Schultz provided an update on activities, including personnel, calls for service, and the 2024 Budget.
- The Department is fully staffed.
 - The 2024 CIP roof replacement project has been completed.
 - The Department has expended 33% of the total annual budget to date.
 - The Department hosted the first annual MVPD Law Enforcement Memorial Service on May 13, 2024, in honor of National Police Week.
 - Chief Schultz provided an after-action report of the May 2024 Derecho storm.

- The Police Commission is working on a proposed ordinance to regulate the act of driving through and/ or around traffic barricades. The proposed ordinance will be presented to Council at a later date.
- All six Villages are looking into being added to V-Linc. Bunker Hill, Hunters Creek, and Piney Point currently use V-Linc.
- Exploring the possible purchase of a bucket truck for use by the Villages.
- The Police Commission suggested temporary power connections for all traffic signals.

B. 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. He noted a slight increase in the budget from what was presented during the May 2024 meeting. This increase was due to merit raises for administrative personnel.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve the 2025 Annual Budget for the Memorial Villages Police Department.

The motion carried 5-0

V. **VILLAGE FIRE DEPARTMENT REPORT**

- A. Update on Activities – Chief Howard Miller and Fire Commissioner, Keith Brown provided a report on activities, staffing, calls for service and response times.
- Average response time for Bunker Hill is 8:34 (due to the May Derecho storm).
 - The roof project is expected to begin soon.
 - The Department is hiring for a Fire/Paramedic position.
 - Ladder 1 is receiving repairs.
 - The EOC was not staffed for the May 16 Derecho storm. An after-action report will be prepared to outline the lessons learned from the event.
 - The Capital Replacement Schedule was discussed. Due to increased costs and lead times for fire apparatus vehicles, funding for these vehicles will become a large expense for all six Villages in the future.
- B. Consideration and Possible Action to Approve the FY 2023 Surplus for All Cities in the Total Amount of \$238,054 as Recommended by the Fire Commission

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve the FY 2023 Surplus for All Cities in the Total Amount of \$238,054.00.

The motion carried 5-0

- C. Consideration and Possible Action to Approve FY 2025 EMS Revenue to be Held at Fire Department Reserve Account as Recommended by the Fire Commission

The surplus revenue will be transferred into Capital Improvements and will be reviewed annually.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve the FY 2025 EMS Revenue to be Held at Fire Department Reserve Account.

The motion carried 5-0

- D. Consideration and Possible Action to Approve the 2025 Annual Budget for the Village Fire Department as Recommended by the Fire Commission

Bunker Hill Village is responsible for 19% (\$1,914,424.80) of the total approved budget.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve the 2025 Annual Budget for the Village Fire Department.

The motion carried 5-0

Agenda Item XV was taken out of order. Council motioned to convene into Executive Session.

VI. MAYOR'S REPORT

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

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

The motion carried 4-0

- B. Report on Activities and Upcoming Events
- Mayors' Meetings – Village Mayors met to discuss current issues throughout the Villages.
 - Potential Funding Partners 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. Staff will continue to work on attaining joint ventures with partners (Harris County, State, HGAC, City of Houston).
 - Villages Independence Day Parade – *Thursday, July 4, 2024*
 - Public Safety Week and Lunch – *October 2024*
 - Family Movie Night, State of the City Presentation, and Grand Opening of Public Works & Emergency Operations Building – *November 2024*

VII. CITY ADMINISTRATOR’S REPORT

A. Report on Activities and Upcoming Events

- Introduction of Summer Interns – City Administrator Barrera introduced Cristina Yturalde and John Dillihunt, the City’s Summer Interns.
- 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. Council directed staff to review the ordinance and propose amendments.
- 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.
- Debris Collection Update – Harris County Precinct 3 crews expect to complete the second and final sweep for storm debris the week of June 24.
- FEMA or State Recovery for May 2024 Storm – All activities, hours worked, equipment used, purchases, etc. related to the storm have been documented and will be submitted to FEMA and TDEM for review and potential reimbursement.
- CenterPoint Meeting – Staff met with CenterPoint representatives to discuss emergency management operations.
- City Hall Closure – City offices will be closed on Thursday, July 4, 2024, in observance of Independence Day.
- July City Council Meeting Canceled – The next regular City Council meeting is scheduled for August 20, 2024. The Budget Workshop is scheduled for Wednesday, July 24, 2024.

B. Public Works Director Report

- Development Report – Staff reported on permits issued in May 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.). The water meter replacement project is expected to begin the week of June 24, 2024.

C. Finance Director Report

- 2025 Budget Process Update – Staff has started work on the 2025 Budget in preparation for the Budget Workshop scheduled for July 24, 2024.

- Investments and Opportunities – The City continues to take advantage of favorable interest rates.

VIII. DISCUSSION AND DIRECTION ON GOALS AND PRIORITIES FOR THE CITY’S PROPOSED FY 2025 BUDGET AND 2024 TAX RATE TO SUPPORT THE BUDGET – Gerardo Barrera, City Administrator and Susan Engels, Finance Director

The annual budget process is the single most important financial responsibility of a local government. In accordance with the Local Government Code, Chapter 102, cities are required to file and adopt an annual budget. The Texas Tax Code and Senate Bill 2 require cities that levy a property tax to approve their budgets by September 30th or by the 60th day after the taxing unit receives the certified roll, whichever date is later regardless of the date their fiscal year starts.

Staff presented the proposed assumptions for the proposed 2025 Budget and 2024 Tax Rate to begin the budget process. Staff requested Council feedback in preparation of the Budget Workshop scheduled for July 24, 2024.

Staff called attention to items that will impact the City’s FY 2025 Budget and Capital Improvements Plan, such as the City’s Preliminary Tax Roll, personnel costs, and public safety budgets (Memorial Villages Police Department and Village Fire Department). They also shared the assumptions for the Debt Service Fund, General Fund, and Utility Fund and outlined the budget processes and proposed schedule.

No action was taken on this item.

IX. DISCUSSION, FEEDBACK, AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING SECTION 16-26, (1) - (5) OF ARTICLE II OF CHAPTER 16 THEREOF AND SUBSTITUTING THEREFORE A NEW SECTION 16-26, (1) - (5); ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR WATER AND SANITARY SEWER SERVICES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; AND PROVIDING FOR SEVERABILITY – Susan Engels, Finance Director

Finance Director Engels presented the proposed fee schedule for wastewater rates. The schedule would change from a single-tiered structure to a six-tiered structure. It was recommended the rates take effect the June-August billing cycle.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve Ordinance No. 24-629 for FY 2024 water and wastewater rates.

The motion carried 4-0

X. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO APPROVE A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND HAYDEN PAVEMENT IN AN AMOUNT NOT TO EXCEED \$800,000.00 FOR ROAD IMPROVEMENTS ON IDENTIFIED STREETS PER CAPITAL IMPROVEMENT PLAN (TAYLORCREST, KNIPP) – *Elvin Hernandez, Director of Public Works*

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.

At the March 2024 meeting, Council approved a contract with RPS for design services of the identified streets. RPS is expected to be complete with 100% design by the end of the month in preparation for the construction phase.

In an effort to attain the best value and meet purchasing requirements, the use of interlocal cooperative purchasing programs allows the City to leverage the purchasing potential and benefit from economies of scale. All contracts are competitively bid and awarded in compliance with State procurement requirements. After vetting multiple competitive contracts through various interlocal cooperative purchasing programs, conducting background checks on similar projects, and evaluating overall competitive pricing, staff recommended awarding a contract in an amount not to exceed \$800,000.00 to Hayden Pavement Company for the mill & overlay work on Knipp Rd. and Taylorcrest Rd.

Prior to mobilization, City staff will host a public town hall meeting to discuss the proposed construction schedule with affected residents. Advance notification will also be sent to Emergency Services (MVPD, VFD), neighboring municipalities, and the general public.

After discussion, Council directed staff to prioritize repairs on Bunker Hill Rd. before the other roads discussed (Taylorcrest and Knipp). City Administrator Barrera informed Council that construction on Bunker Hill Rd. would not begin until 2025, as it is recommended to first televiser the sanitary and storm water lines under the road to confirm the structural integrity. Construction of Taylorcrest will be rescheduled to Summer 2025 when school is out.

No action was taken on this item.

XI. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO APPROVE A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND LLOYD SMITHA & ASSOCIATES IN AN AMOUNT NOT TO EXCEED \$40,000.00 TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR ROAD IMPROVEMENTS ON IDENTIFIED STREETS PER

CAPITAL IMPROVEMENT PLAN (TAYLORCREST, KNIPP) - *Elvin Hernandez, Director of Public Works*

With the direction of Council to prioritize Bunker Hill Rd. repairs, staff recommended no action be taken on this item. Staff will acquire a new proposal at a later date.

No action was taken on this item.

XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS FINDING THAT CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC'S REQUESTED INCREASE TO ITS ELECTRIC TRANSMISSION AND DISTRIBUTION RATES AND CHARGES WITHIN THE CITY SHOULD BE DENIED; FINDING THAT THE CITY'S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND GCCC LEGAL COUNSEL – *Gerardo Barrera, City Administrator*

On March 6, 2024, CenterPoint filed an application with the Public Utilities Commission (PUC), as well as with cities seeking to increase system-wide transmission and distribution base rates by \$60 million per year. CenterPoint asks the City to approve an increase of \$17 million in retail transmission and distribution rates (an increase of about 1%) and \$43 million in wholesale transmission rates (an increase of about 6.6%). According to CenterPoint, the impact on an average residential customer would be an increase of about \$1.25 per month.

Bunker Hill Village participates in the Gulf Coast Coalition of Cities (GCCC), a coalition of similarly situated cities served by CenterPoint that have joined together to efficiently and cost-effectively review and respond to issues affecting rates charged in CenterPoint's service area.

During the April 2024 meeting, City Council approved a resolution to suspend the rate change for 90 days, the maximum period permitted by law. During this time, the City has worked in conjunction with other members of GCCC to determine that the proposed rate increase is unreasonable. GCCC experts recommend that member cities deny the rate increase.

Staff recommended Council approve Resolution No. 06-18-2024, denying the rate change application proposed by CenterPoint.

A motion was made by Councilmember Thode and seconded by Councilmember Brown approve Resolution No. 06-18-2024.

The motion carried 4-0

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

- A. City of Houston, utility bill dated April 25, 2024, in the amount of \$80,400.63 for April 2024 water purchase.
- B. Memorial Villages Police Department, invoice no. 2024MOBH6 in the amount of \$210,475.00 for June monthly assessment.
- C. Memorial Villages Water Authority in the amount of \$63,072.68 for wastewater fee for April 2024 (previous rate).
- D. Ram Rod Utilities, LLC, invoice no. 200 in the amount of \$134,518.00 for wastewater televising completed in April 2024.
- E. 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.
- F. Village Fire Department, June monthly assessment in the amount of \$156,963.56.

Councilmember Schwartz asked for clarification on items D and E, including what is considered clear cutting, mobilization costs, and the dates of service.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve payments that exceed \$50,000.00.

The motion carried 4-0

XIV. 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, 2024, Regular City Council Meeting.
- B. May 2024 Financials.
- C. Check Register dated May 15, 2024, to June 7, 2024.
- D. Langford Engineering, invoice no. 27359 in the amount of \$21,000.00 for engineering services completed through March 2024 for waterline rehab on Mayerling Dr. and Tara Dr.
- E. Langford Engineering, invoice no. 27506 in the amount of \$67.28 for services rendered through April 2024 for the sanitary sewer cleaning and televising project.
- F. Langford Engineering, invoice no. 27507 in the amount of \$14,235.000 for engineering services rendered through April 2024 for waterline rehab design on Mayerling Dr. and Tara Dr.
- G. PGAL, invoice no. 10061640 in the amount of \$200.00 for professional services completed in February 2024 for City Hall improvements and the Public Works & Disaster Operations Building project.
- H. PGAL, invoice no. 10061969 in the amount of \$100.00 for professional services rendered in March 2024 for City Hall improvements and the Public Works & Disaster Operations Building.
- I. Tetra Tech, invoice no. 52226482 in the amount of \$1,064.61 for general on-call services through March 2024.

- J. Tetra Tech, invoice no. 52226488 in the amount of \$9,051.20 for drainage plan review services performed through March 2024.
- K. Tetra Tech, invoice no. 52241743 in the amount of \$6,527.48 for City Drainage Committee meeting activities through April 2024.
- L. Tetra Tech, invoice no. 52241744 in the amount of \$5,152.57 for drainage plan review services completed through April 2024.
- M. Tetra Tech, invoice no. 52241745 in the amount of \$37,440.00 for the professional services completed through April 2024 for the design of asphalt mill and overlay improvements on Strey Ln. and Taylorcrest Rd.

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

The motion carried 4-0

XV. EXECUTIVE SESSION

PURSUANT TO SECTION 551.071 OF THE TEXAS GOVERNMENT CODE, THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION TO CONSULT WITH THE CITY ATTORNEY REGARDING PENDING OR CONTEMPLATED LITIGATION

This item was taken out of order.

Mayor Lord convened into closed executive session at 6:27 p.m.

Mayor Lord reconvened the meeting at 7:11 p.m.

XVI. ADJOURN

Mayor Lord adjourned the meeting at 8:51 p.m.

Approved and accepted on August 20, 2024.



Robert P. Lord, Mayor

ATTEST



Gerardo Barrera, City Administrator/ Acting City Secretary