

**MINUTES OF A SPECIAL MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
OCTOBER 2, 2024**

I. CALL TO ORDER

Mayor Pro-Tem Schwartz called the meeting to order at 8:00 a.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present

Mayor Pro-Tem Susan Schwartz
Councilmember Eric Thode
Councilmember Carl Moerer
Councilmember Keith Brown

Staff in Attendance

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

Absent

Mayor Robert Lord
Councilmember Andrew Poor

II. PLEDGE OF ALLEGIANCE

Councilmember Brown led the Pledge of Allegiance.

III. CITIZENS' COMMENTS

There were no citizen comments.

IV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS AND RAMROD UTILITIES IN AN AMOUNT NOT TO EXCEED \$1,102,445.00 FOR SANITARY SEWER LINE REPLACEMENT ON BUNKER HILL ROAD AND GREENBAY DRIVE – *Elvin Hernandez, Public Works Director*

At the July 24, 2024, meeting, Council approved a contract with Ram Rod Utilities for the cleaning and televising of sanitary sewer and storm sewer for Bunker Hill Rd. This work was needed to verify the existing conditions of both utility lines prior to the reconstruction work anticipated for Bunker Hill Rd.

Upon video review by Langford Engineering, it was discovered that the sanitary sewer lines under Bunker Hill Rd. and Greenbay Dr. were severely deteriorated and beyond their service life. Both the engineer and City staff concur and recommend the sanitary sewer lines under Bunker Hill Rd. and Greenbay Dr. be replaced. This totals approximately 5,400 linear feet of pipe.

In an effort to attain the best value and meet purchasing requirements, the use of interlocal cooperative agreements allows the City to leverage the purchasing potential and benefit through economies of scale. All contracts are competitively bid and awarded in compliance with State procurement requirements. The City requested proposals from Ram Rod Utilities for the replacement work.

The proposals are as follows (turnkey):

PROJECT	COST
Bunker Hill Rd - Static Pipebursting	\$ 854,980
Greenbay Ln - Static Pipebursting	\$ 247,465

The City has contracted with Ram Rod Utilities on several televising and underground repair projects, and have been responsive and provided competitive marking pricing for this type of work. Based on the contractor’s experience with similar projects, familiarity with the City, and satisfactory work, staff recommended approving a general services agreement contract in the amount not to exceed \$1,102,445.00 for the replacement of the sanitary sewer lines underneath Bunker Hill Rd and Greenbay Dr.

The contract has been reviewed by the City Attorney.

Councilmember Schwartz noted that the proposals in Exhibits A and B expired on September 26, 2024. City Attorney Smith clarified that the expiration date does not affect approval, as the exhibits will become part of the contract upon approval. City Administrator Barrera will have the proposals updated and included prior to executing the final contract.

Public Works Director Hernandez reported that the work is expected to take 75 days to complete, with some work possibly scheduled on Sundays to expedite the project.

Councilmember Thode inquired about traffic control, particularly in relation to school traffic. Staff reported that traffic control measures will be implemented in coordination with MVPD. Additionally, Ram Rod Utilities will distribute handouts to residences on Bunker Hill Rd. (including side streets that enter/ exit on Bunker Hill Rd.) and V-Linc notifications will be sent to inform residents about upcoming construction.

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve a services agreement with Ram Rod Utilities in an amount not to exceed \$1,102,445.00 for the replacement of the sanitary sewer lines underneath Bunker Hill Rd. and Greenbay Dr. contingent on updating the proposals in Exhibit A and B expiration dates.

The motion carried 4-0

V. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS AND LANGFORD ENGINEERING IN AN AMOUNT NOT TO EXCEED \$47,500.00 TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR SANITARY SEWER LINE

REPLACEMENT ON BUNKER HILL ROAD AND GREENBAY DRIVE– *Elvin Hernandez, Public Works Director*

Langford Engineering, Inc. (LEI) has been the City’s Water/Wastewater On-Call Engineer for several years assisting City staff in the oversight and management of various projects. As part of the underground work to replace the sanitary sewer lines underneath Bunker Hill Rd. and Greenbay Dr., staff engaged LEI for a task-based proposal for the management and overview of the project. LEI will act as the City’s representative to administer the project to ensure it is completed to satisfactory.

LEI has submitted a proposal for these services on a time-and-materials basis, with a maximum cost of \$47,500. The scope includes construction phase services, construction observation, and the preparation of record drawings. This is based on a 75-day construction contract for the sanitary sewer rehabilitation along Bunker Hill Rd. and Greenbay Dr.

The contract has been reviewed by the City Attorney.

Staff reported that both MVPD and VFD will be notified of street closures and traffic control measures. Council asked if the engineer would be on-site during construction. Director Hernandez stated the engineer would be doing daily checks during the course of the job.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve a services agreement with Langford Engineering in an amount not to exceed \$47,500.00 to provide construction management for sanitary sewer line replacement on Bunker Hill Rd. and Greenbay Dr.

The motion carried 4-0

VI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NO. 12 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*

Finance Director Engels presented an amended budget for Fiscal Year 2024 to the City Council for consideration and approval.

Budget Amendment No. 12 is an inter-budget transfer within the FY 2024 Utility Construction Fund that aims to fund the unplanned/unbudgeted utility underground project at Bunker Hill Rd. and Greenbay Dr. Adopting the amendment ensures funding for the project.

CITY OF BUNKER HILL VILLAGE	AMENDMENT NO. 12
2024 UTILITY FUND CONSTRUCTION FUND	

	2024 ADOPTED		2024 AMENDED	INCREASE/ DECREASE
ACCOUNT #	DESCRIPTION	BUDGET WITH AMENDMENTS	BUDGET	
Capital Outlay				
07	00-00-9183.03	Underground Utilities	137,500	1,218,000
07	00-00-9054	Chlorine Analyzer	90,000	-
07	00-00-9182.03	WP #2 Booster Pumps	40,000	-
07	00-00-3010	Fund Balance	(267,500)	(1,218,000)
TOTAL Capital Outlay			-	-
EXPENDITURES				-

A motion was made by Councilmember Thode and seconded by Councilmember Moerer to approve Ordinance No. 24-634, adopting Amendment No. 12 to the Original Budget of the City of Bunker Hill Village, Texas for Fiscal Year 2024.

The motion carried 4-0

VII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NO. 1 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS FOR THE FISCAL YEAR 2025; PROVIDING DETAILED LINE-ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT – Susan Engels, Finance Director

Finance Director Engels presented an amended budget for Fiscal Year 2025 to the City Council for consideration and approval.

Budget Amendment No. 1 is an inter-budget transfer within the FY 2025 Utility Construction Fund that aims to fund the unplanned/unbudgeted utility underground project at Bunker Hill Rd. and Greenbay. Adopting the amendment ensures funding for the project.

CIP projects from the out years were removed to allow funding for this project and will be re-evaluated during the next budget cycle.

CITY OF BUNKER HILL VILLAGE	AMENDMENT NO. 1
2025 UTILITY FUND CONSTRUCTION FUND	

ACCOUNT #	DESCRIPTION	2025 ADOPTED BUDGET	2025 AMENDED BUDGET	INCREASE/DECREASE	
Capital Outlay					
07	00-00-9180.02	Televising Concrete Lines	150,000	-	(150,000)
07	00-00-9180.04	Replacement of Concrete Lines	350,000	200,000	(150,000)
07	00-00-9182	Replacement of Water Lines	750,000	199,500	(550,500)
07	00-00-9192	Meter Replacement	100,000	-	(100,000)
07	00-00-3010	Fund Balance		950,500	950,500
TOTAL Capital Outlay			1,350,000	1,350,000	-
REVENUE OVER/(UNDER)					-
EXPENDITURES					-

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve Ordinance No. 24-635, adopting Amendment No. 1 to the Original Budget of the City of Bunker Hill Village, Texas for Fiscal Year 2025.

The motion carried 4-0

VIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE BUDGET AMENDMENT 2024-01 FOR INTRA-BUDGETARY TRANSFERS RELATED TO CAPITAL EXPENDITURES, PERSONNEL EXPENDITURES, AND OPERATING EXPENDITURES FOR THE VILLAGE FIRE DEPARTMENT AS RECOMMENDED BY THE FIRE COMMISSION – *Gerardo Barrera, City Administrator*

At the September 25, 2024, meeting, the Fire Commission unanimously approved intra-budgetary transfers within the Capital Expenditures, Personnel Expenditures, and Operational Expenditures funds totaling a net change of zero (0) to the overall budget. Formal approval is required by each participating City. Savings in other line items allow the offset of funds. This will not result in additional assessments for the City.

Fire Commissioner Keith Brown and Fire Chief Howard Miller presented an overview of the amended line items, and reported that the changes will not lead to any additional assessments for participating Villages.

Additionally, it was reported that VFD will hire accountant Marc Schwartz to conduct a forensic audit in response to alleged misuse of funds by a former employee. The expected cost of the audit is \$20,000.00. Marc Schwartz is the spouse of Mayor Pro-Tem Susan Schwartz and there will not be a conflict of interest.

Village Fire Department
 Budget Amendment 2024-01

Proposed Budget Amendment 2024-01

Listed below are the specific line items proposed to be amended. The proposed amendment will NOT result in additional assessments.

Line Items for BA 2024-01	2024 Line Item Amounts- Approved	BA 2024-01	2024 Line Item Amounts- Amended
Misc. Tools & Equipment - FIRE	32,375.00	6,000.00	38,375.00
Base Pay/Salaries	5,542,285.00	(63,680.00)	5,478,605.00
Higher Class	18,540.00	19,000.00	37,540.00
Overtime - REGULAR	206,000.00	90,000.00	296,000.00
Overtime - TRAINING	45,320.00	(45,320.00)	0.00
Professional Certification	57,000.00	9,000.00	66,000.00
FICA	454,512.98	700.00	455,212.98
Retirement - TMRS	402,809.12	700.00	403,509.12
Health Insurance	1,246,876.09	(120,642.73)	1,126,233.36
Internet, Phones, & TV - Comcast	19,800.00	3,500.00	23,300.00
Mobile Device Services	4,066.80	4,500.00	8,566.80
Communications - Motorola 47 & NICE	43,000.00	(1,100.00)	41,900.00
Incident Records & CAD - Propheonix	24,000.00	1,300.00	25,300.00
EMS Protocol App - Handtevy	2,300.00	4,000.00	6,300.00
Training Software & Vehicle Checks - Vector Solutions	7,000.00	1,100.00	8,100.00
Dispatch Alerting System - US Designs	7,921.05	3,078.95	11,000.00
Law Enforcement Equipment	2,850.00	300.00	3,150.00
Property & Casualty Insurance	72,306.32	18,491.18	90,797.50
Office Supplies	8,000.00	(3,500.00)	4,500.00
Accounting Services	0.00	66,000.00	66,000.00
Legal Services	36,000.00	10,000.00	46,000.00
Legal Notices & Advertising	3,000.00	572.60	3,572.60
Dispatch Training & Certification Fees	0.00	2,000.00	2,000.00
Emergency Contingency	20,000.00	(6,000.00)	14,000.00
TOTAL		0.00	

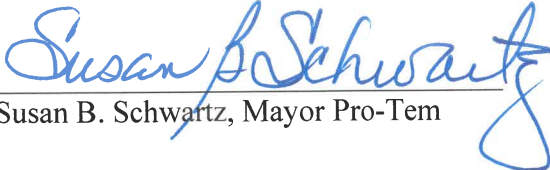
A motion was made by Councilmember Brown and seconded by Councilmember Moerer to approve Budget Amendment 2024-01 for intra-budgetary transfers for the Village Fire Department as recommended by the Fire Commission.

The motion carried 4-0


IX. ADJOURN

Mayor-Pro Tem Schwartz adjourned the meeting at 8:32 a.m.

Approved and accepted on October 15, 2024.


 Susan B. Schwartz, Mayor Pro-Tem

ATTEST:


 Gerardo Barrera, City Administrator/ Acting City Secretary