

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
JANUARY 21, 2025**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order at 5:00 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
Councilmember Keith Brown
Councilmember Andrew Poor

Staff in Attendance

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

II. PLEDGE OF ALLEGIANCE

Mayor Lord led the Pledge of Allegiance.

III. CITIZEN COMMENTS

There were no citizen comments.

IV. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

A. Update on Activities – Chief Schultz gave an update on activities including personnel, calls for service, and the 2025 Budget.

- Chief Schultz explained the two (2) budget amendments (presented as separate items on the agenda) are to realign funds and balance the FY 2024 budget without any additional cost to the City.
- Received \$71,000.00 reimbursement from FEMA for Hurricane Beryl response.
- The three (3) cities (Bunker Hill, Hunters Creek, & Piney Point) are expected to receive a reimbursement of \$60,000.00.
- The Department is hiring for an officer position. The dispatcher/telecommunicator position has been filled.
- A new Commissioner representing Piney Point has been appointed to the Police Commission.

- Chief Schultz reported that crimes against persons and property decreased in 2024, and total incidents down by 27%.
- Completed CIP project and one (1) new vehicle has been upfitted. Two (2) remain to be upfitted.

B. Consideration and Possible Action to Approve Budget Amendment 2024-01 to the Fiscal Year 2024 Budget for the Memorial Village Police Department in the amount of \$348,300.00 with no additional assessments.

- Budget Amendment 2024-01 in the amount of \$348,300 will result in no additional assessments. This is only an inter-budget line item transfer.

MEMORIAL VILLAGES POLICE DEPARTMENT BUDGET AMENDMENT FISCAL YEAR ENDING DECEMBER 31, 2024 AMENDMENT NUMBER 2024.01					
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Fund Name	Original Budget Amount	Requested Amended Budget	Increase/(Decrease)	Source of revenue/reserves to cover amendment	Comments
General Fund	7,577,100.00	7,675,100.00	98,000.00	FEMA grant reimbursement, TMLRP, and other misc revenue received in FY24	Two storms in FY24 resulted in over \$150,000 in unbudgeted expenses
Auto Replacement Fund	140,000.00	340,000.00	200,000.00	FY24 sale of vehicles, TML Insurance Claim, Prior Year Carryover Fund Balance	The FY23 vehicles were not delivered until Fiscal Year 2024
Special Capital Assests Fund	149,700.00	200,000.00	50,300.00	Prior year carryover fund balance	
Totals:	7,866,800.00	8,215,100.00	348,300.00		

A motion was made by Councilmember Moerer and seconded by Councilmember Schwartz to approve Budget Amendment 2024-01 to the Fiscal Year 2024 Budget for the Memorial Villages Police Department in the amount of \$348,300.00 with no additional assessments.

The motion carried 5-0

C. Consideration and Possible Action to Approve Budget Amendment 2024-02 to the Fiscal Year 2024 Budget for the Memorial Villages Police Department to reclassify budget line items with no additional revenue from the City.

- Budget Amendment 2024-02 reclassifies budget line items with no additional revenue from City.

AMENDMENT NUMBER 2024-02		
To		
The Amended Budget of the Memorial Villages Police Department		
For Fiscal Year 2024		
General Fund		
DESCRIPTION/PURPOSE: Reclassify budget line items. - Operating Expenditures		
ACCOUNT-INCREASE IN APPROPRIATIONS	ACCOUNT NO.	AMOUNT
Regular Wages	100	\$160,000.00
457b Employer Contribution	125	\$2,000.00
Medicare	160	\$4,000.00
General Liability Insurance	210	\$500.00
Real & Personal Property Insurance	240	\$1,000.00
Auto Maintenance	310	\$5,000.00
Damage Repair	330	\$16,000.00
General Maintenance	400	\$5,000.00
Natural Gas	630	\$1,500.00
Equipment Maintenance & Contracts	700	\$65,000.00
IT Services	730	\$15,000.00
Radio Parts and Labor	820	\$1,700.00
Criminal Investigations	870	\$1,000.00
Small Equipment	890	\$12,000.00
Storm Related Expenditures	900	\$98,000.00
	TOTAL	\$387,700.00
ACCOUNT-(DECREASE) IN APPROPRIATIONS	ACCOUNT NO.	AMOUNT
Overtime	110	(\$15,000.00)
TMRS Retirement	120	(\$200,000.00)
Health Insurance	130	(\$20,000.00)
Auto Insurance	200	(\$4,000.00)
Professional Liability Insurance	230	(\$1,800.00)
Gas & Oil	300	(\$5,000.00)
Computer Replacement	500	(\$8,000.00)
Stationary/Expendables	520	(\$8,000.00)
Telephone	600	(\$8,000.00)
Tasers	835	(\$8,000.00)
Contingency	880	(\$11,900.00)
	TOTAL	(\$289,700.00)
NET EFFECT TO BUDGET IS:		\$98,000.00
No additional revenue is required from the Villages. Increase is covered by FEMA, TMLIRP, and other miscellaneous revenue received during FY24.		

A motion was made by Councilmember Schwartz and seconded by Councilmember Thode to approve Budget Amendment 2024-02 to the Fiscal Year 2024 Budget for the Memorial Villages Police Department to reclassify budget line items with no additional revenue from the City.

The motion carried 5-0

V. VILLAGE FIRE DEPARTMENT REPORT

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

- The average response time for Bunker Hill was 4:57 in November and 5:20 in December.
- The ladder truck involved in a traffic accident while responding to a City of Houston call remains out of service. VFD is planning to purchase a new ladder truck and engine for a total cost of \$3.1M. The insurance claim will cover \$2M, and the remaining cost will be funded through Capital Outlay. This option provides a discount for purchase of two (2) new trucks. The ladder truck is expected to be delivered in August 2026, and the engine is expected to arrive mid-year 2027.

- A Bunker Hill resident has donated a “loaner” fire truck for the department to use in the interim. The Captain who sustained injuries has received surgery and is recovering. Mutual aid continues with City of Houston.
- The Department conducted rescue training at a vacant home scheduled for demolition in Hedwig Village. One (1) firefighter sustained a broken finger during training.
- The Department is hiring for two (2) fire medic positions. The dispatcher position has been filled.
- Due to limited staffing, shifts are operating with 11 personnel instead of 15 to ensure all apparatuses are properly manned.
- Fire hydrant inspections are expected to begin soon.
- Response to Winter Storm Enzo – VFD did not activate EOC. There was no reports of power or utility loss of service in the Villages.

VI. MAYOR’S REPORT

A. Report on Activities and Upcoming Events

- Mayors’ Meetings – There was no meeting in January. Mayors continue to coordinate a meeting date.
- Water Usage Town Hall – *Monday, December 2, 2024* – The City hosted a Water Usage Town Hall to discuss topics such as water usage, water conservation efforts, and billing cycles. Residents also had the opportunity to participate in a Q&A session. Attendance was low but the information was positive and informative.
- Twinkle Light Parade – *Thursday December 19, 2024* – Mayor Lord thanked Management Analyst Mallory Pack, staff, MVPD, and all community partners for making the event successful.

B. Consideration and Possible Action Regarding Appointments to the Municipal Court for a Two-Year Period Ending January 30, 2027: Municipal Judge & Magistrate, Associate Judge and reconfirm Prosecutor & Associate Prosecutor.

A motion was made by Councilmember Brown and seconded by Councilmember Poor to appoint Kelly Benavidez as Municipal Judge & Magistrate, James Smith as Associate Judge, followed by reconfirmation of Christopher Gore as Prosecutor, and Beth Wing as Associate Prosecutor.

The motion carried 5-0

VII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

- FEMA/State Recovery for Hurricane Beryl – All documentation has been submitted to FEMA for Hurricane Beryl and Derecho Storm response.
- February City Council Meeting Date – Mayor Lord requested the February meeting be moved to Tuesday, February 11 at 5:00 p.m.

- City Hall Office Closure for End-of-Year Administration & Records Filing – *Thursday, January 30 – Friday, January 31* – City Hall will be closed to complete year-end administration record filing.

B. Director of Public Works Report

- Development Report – Community Development & Public Works Director Elvin Hernandez reported on permits issued in the months of November and December 2024.

Council thanked Public Works staff for remaining on-call and response efforts for Winter Storm Enzo.

Council directed staff to present a comparison of the number of permits issued in 2023 and 2024 at the next meeting.

- Water Meter Replacement Project Update – The foundation for the AMI tower has been installed at the Taylorcrest water plant, with the radio tower expected in February 2025.
- CIP Project Update – Director Hernandez reported on the status of the wastewater line replacement on Bunker Hill Rd. and Waterline Replacement Project on Rhett, Tara and Mayerling.
 - The Bunker Hill Rd. and Greenbay Sanitary Sewer Rehab project is 45% complete and remains on schedule despite minor weather delays and an AT&T communication line that was damaged due to not being properly marked. Staff will continue to work with AT&T to ensure all lines in the path of construction are properly marked.
 - The Waterline Replacement project has started. Phase 1 of the project consists of replacement along Mayerling.

C. Finance Director Report – *Due to technical audio issues, the report could not be presented via Zoom during the meeting. Council directed the report be provided in a memo format explaining the agenda items.*

- Investments and Opportunities & Bank Acquisition
- Workers Compensation Audit
- Annual Audit
- VFD Ambulance Revenue 2024 Update

MEMORANDUM

TO: City Council Members

FROM: Susan Grass Engels
Director of Finance

SUBJECT: Updates for Council Meeting

DATE: January 22, 2025

Investment and Opportunities

- **Independent Financial Acquisition:** Independent Financial has been acquired by South State Bank as of January 1, 2025. The City remains 100 % collateralized, and South State Bank has agreed to honor our Index Fund Fed Fund rate. The rate as of December 31, 2024, is **4.72%**.
- **Interest Income** for Fiscal Year End 2024 is \$852,742.
- **Financial Report Presentation:** A December 2024 financial report will be prepared for presentation at the Council Meeting in February 2025. This report will not include the year-end adjustments.

Workers Compensation Audit

- The workers compensation audit is completed annually with no issues identified.
- Rates were slightly higher than anticipated, resulting in an additional fee of **\$931** was billed.

Annual Audit

- **Interim Audit:** Crowe plans to conduct the interim audit during the last week of January and the first week in February 2025.. Most of the work will be done remotely.
- **Final Field Work:** Final fieldwork is scheduled for completion in March 2025.

Village Fire Department

- **Ambulance Revenue:** The total ambulance revenue for the first three quarters in 2024 is \$57,350.26.

VIII. CONSIDERATION AND POSSIBLE ACTION TO ADOPT AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS PROVIDING FOR THE HOLDING OF A GENERAL ELECTION TO BE HELD ON SATURDAY, MAY 3, 2025, FOR THE PURPOSE OF ELECTING THE MAYOR AND COUNCILMEMBER POSITIONS NO. 4 AND NO. 5 PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT – *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 November 2024 meeting, City Council approved an interlocal agreement with Spring Branch Independent School District (SBISD) to provide municipal election services. The City will hold a Joint Election with SBISD to conduct the City's General

Election on Saturday, May 3, 2025, to elect the Mayor and Councilmember Positions 4 and 5.

Filing for a place on the ballot will end on February 14, 2025, at 5:00 p.m.

Ordinance No. 25-641 calls for the May 3, 2025, General Election.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve Ordinance No. 25-641 calling for the May 3, 2025 General Election.

The motion carried 5-0

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

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.

- A. City of Houston water bill dated November 18, 2024 in the amount of \$68,051.30 for September 2024 water purchase.
- B. JLA Construction Solutions, application for payment no. 12R1 in the amount of \$100,813.21 for the construction of the Public Works Building.
- C. Memorial Villages Water Authority, invoice no. 006-24-25 in the amount of \$59,776.67 for October 2024 wastewater treatment.
- D. Ram Rod Utilities, monthly estimate no. 1 in the amount of \$93,730.50 for the Bunker Hill Rd. and Greenbay sanitary sewer rehabilitation project completed through October 2024.
- E. Ram Rod Utilities, monthly estimate no. 2 in the amount of \$158,810.63 for the Bunker Hill Rd. and Greenbay sanitary sewer rehabilitation project completed through November 2024.
- F. Ram Rod Utilities, monthly estimate no. 3 in the amount of \$138,178.12 for the Bunker Hill Rd. and Greenbay sanitary sewer rehabilitation project completed through December 2024.

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

The motion carried 5-0

X. 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 November 19, 2024, Regular City Council Meeting.
- B. November 2024 Financials.
- C. Check Register dated November 13, 2024 to January 14, 2025.
- D. Allied Powder Coating, invoice no. 684163 in the amount of \$3,520.93 for the powder coating of the AMI tower equipment for the water meter replacement project.
- E. Langford Engineering, invoice no. 28160 in the amount of \$4,713.80 for construction phase engineering services rendered through October 2024 for the Bunker Hill Rd. and Greenbay sanitary sewer rehabilitation project.
- F. Langford Engineering, invoice no. 28326 in the amount of \$4,287.88 for construction phase engineering services rendered through November 2024 for the Bunker Hill Rd. and Greenbay sanitary sewer rehabilitation project.
- G. Langford Engineering, invoice no. 28327 in the amount of \$7,138.71 for engineering services completed through November 2024 for the waterline rehab project on Mayerling Dr. and Tara Dr.
- H. Tetra Tech, invoice no. 52333448 in the amount of \$3,325.06 for drainage plan review services completed through October 2024.
- I. Tetra Tech, invoice no. 52333455 in the amount of \$1,419.46 for City Drainage Committee meetings through October 2024.
- J. Tetra Tech, invoice no. 52363231 in the amount of \$3,669.90 for drainage plan review services completed through December 2024.
- K. Tetra Tech, invoice no. 52363229 in the amount of \$2,250.45 for general on-call services completed through December 2024.

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

The motion carried 5-0

XI. EXECUTIVE SESSION

- A. THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.074 OF THE TEXAS GOVERNMENT CODE TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, OR DUTIES OF THE CITY ADMINISTRATOR**
- B. 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**

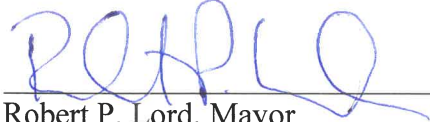
Mayor Lord convened into Executive Session at 6:28 p.m.

Mayor Lord reconvened the Regular City Council meeting at 8:04 p.m.


XII. ADJOURN

Mayor Lord adjourned the meeting at 8:05 p.m.

Approved and accepted on February 11, 2025.



Robert P. Lord, Mayor

ATTEST: 

Gerardo Barrera, City Administrator/Acting City Secretary