

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
MARCH 18, 2025**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order at 6:15 p.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Mayor Lord requested a delayed start until 6:15 p.m. to attend the grand opening event of the Dyslexia School of Houston.

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

II. PLEDGE OF ALLEGIANCE

Detective Rodriguez led the Pledge of Allegiance.

III. CITIZENS' COMMENTS

Stuart Marks, 257 Bryn Mawr Circle, deferred his comments to item VI.

IV. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

- A. Update on Activities – Chief Schultz provided an update on activities including personnel, calls for service, and the 2025 Budget.
- 15% of the budget has been expended.
 - The Department is hiring for one (1) officer position.
 - The annual audit is being completed.
 - The 2026 budget process has started. A goal of the 2026 budget is to place three (3) Condor cameras across the three (3) Villages (Bunker Hill, Hunters Creek, Piney Point).

- The Department escorted the Houston Trail Ride as it passed through the Villages to the Houston Rodeo. The Trail Riders are interested in potentially making the Villages a designated stopping point next year.

B. Submission of Racial Profiling Report

Report was received and no action was required for this item.

V. VILLAGE FIRE DEPARTMENT REPORT

A. Update on Activities – Commissioner Brown reported on activities, staffing, calls for service, and response times.

- Average response time for Bunker Hill Village was 5:07 in February.
- The Department is fully staffed.
- Two (2) personnel are out due to injury.
- A new ladder truck – replacing the vehicle involved in a traffic accident – has been ordered and is expected to arrive in August 2026.
- Annual maintenance on Engine 1 has been completed. The pump leak has been repaired.
- The 2026 budget process is underway.
- Fire hydrant inspections are expected to begin April 1, 2025.
- The Department’s FY 2025 Q1 Report is unavailable, and current expenditures are unknown due to challenges with the transition between the old and new financial software systems.
- The Fire Commissioner next in line for Chair will assume the position May 1, 2025.

VI. MAYOR’S REPORT

A. Proclamations

- A Proclamation Naming the Month of April, “Child Abuse Prevention Month”
- A Proclamation Naming April 13-19, 2025, “National Public Safety Telecommunicators Week”

Mayor Lord reported that he and Councilmember Schwartz attended the grand opening of the Dyslexia School of Houston on March 18, 2025. Mayor Lord directed staff to issue a proclamation congratulating the school for the successful event.

B. Report on Activities and Upcoming Events

- Mayors’ Meetings – The Mayors discussed the Village Fire Department Board of Commissioners Chair position. The Chair and Vice-Chair positions rotate annually among the Commissioners from each of the six cities.
- Legislation – Mayor Lord reported that he and City Administrator Barrera are closely following legislation that could impact local governments, particularly regarding land development and land use.

Stuart Marks, City of Hunters Creek City Councilmember, 257 Bryn Mawr Circle, spoke regarding proposed legislation that, if passed, would effectively destroy single-family residences and single-family cities like the Memorial Villages. He

presented a summary of several Senate and House Bills of concern in the current 89th Texas Legislative Session, including:

- HB 1779
- SB 673
- HB 2480
- HB 1835
- SB 785
- HB 878
- HB 3172
- HB 3404

He described the proposed legislation as state-level efforts to dictate municipal ordinance authority. He explained the need for a unified and coordinated response to the proposed legislation, and proposed that each City Council of the six Memorial Villages approve a resolution to establish a Villages Legislative Committee. The committee would discuss the legislation, evaluate the potential impacts on the Villages, and provide recommendations on how to respond to the proposed legislation.

City Council was in favor of establishing the Villages Legislative Committee. City Administrator Barrera informed Council that the proposed resolution was not received in time to meet publishing requirements to be included as an action item on this agenda. A Special Meeting will be scheduled to formally approve the committee's formation and appoint a representative from Bunker Hill Village to serve as liaison.

- Teen Leadership Summit – Rep. Mano DeAyala hosted a Teen Leadership Summit for area high school students to discuss topics such as politics and government.

VII. CITY ADMINISTRATOR'S REPORT

This item was taken out of order and presented after item XIII.

A. Report on Activities and Upcoming Events

- Planning and Zoning Commission Meeting – *February 24, 2025* – Staff presented a final redline version of the proposed ordinances regarding property minimum lease length, the 50% improvement rule, and the use of accessory structures (including the walls of these structures). The Commission was in favor of the proposed amendments. A formal Public Hearing will be held at the March 24, 2025, Commission meeting. Following Commission approval, the ordinances will proceed to the City Council for a formal Public Hearing at the April 15, 2025, meeting.
- Public Safety Committee Meeting – *February 27, 2025* – The Committee is reviewing after-action reports from MVPD and VFD regarding responses to Derecho and Hurricane Beryl. The intent is to maximize efficiencies during emergency events and align expectations and standards. The Committee is

scheduling individual meetings with the MVPD Chief and VFD Chief for further discussion and to build the City's after-action report.

Councilmember Thode inquired about any updates regarding the Memorial Drive Presbyterian Church (MDPC) master plan. City Administrator Barrera stated that the City has not received any formal communication or documentation from MDPC on the matter. The most recent information indicated the property must be replatted before any further action can be taken regarding the plan. The replating process will require approval from the Planning and Zoning Commission.

Councilmember Thode stated he met with residents on Bylane and encouraged Council to talk with them to understand the impact of the plan on their properties. City Administrator Barrera reaffirmed the City's commitment to advocating for the residents' interests.

B. Public Works Director Report

- Development Report – Director Hernandez reported on permits issued in the month of February and presented the average change for each type/ category of permit issued each month between 2024 and 2025 as requested by Council at the February 18, 2025, meeting.
- CIP Project Update – Director Hernandez reported on the status of the wastewater line replacement under Bunker Hill Rd. and the Waterline Project on Mayerling.
 - The underground utility work on Bunker Hill Rd. is substantially complete. Work on the Greenbay line is anticipated to be completed by the end of April. Road reconstruction of Bunker Hill Rd. is expected to begin after all sanitary sewer rehab work is completed. A contract for this work is on this agenda for Council consideration and action.
 - The Waterline Replacement project is ongoing. Phase 1 of the project includes replacement along Mayerling and is 90% complete. Service connections are expected to be completed in April 2025. Crews will begin Phase 2 of the project which includes replacement along Plantation, Rhett, and Tara.

C. Finance Director Report

- Presentation on Fiscal Year 2024 Preliminary, Unaudited Financial Year-End Results and Capital Improvement Projects – A final report will be completed after the audit is complete and all entries recorded.
- Annual Audit – The audit process has started. The final report is expected to be completed by May 2025.
- Investments and Opportunities – The City continues to take advantage of favorable interest rates. 95% of property taxes have been collected.

VIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS ADOPTING AMENDMENT NOS. 15 TO 17 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS FOR 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

The City is in the process of “closing the books” for Fiscal Year 2024 (FY 2024) to prepare for the annual audit. As with all annual budgets, some line items were higher while others were lower. As a result, staff recommended Council approve budget amendment numbers 15 through 17 to balance the FY 2024 Budget based on year-end actuals.

**CITY OF BUNKER HILL VILLAGE
ADOPTED 2024 BUDGET
GENERAL FUND**

AMENDMENT NO. 15

GENERAL FUND REVENUE					
			2024 Adopted	2024 No. 15 Amendment	Change
Acct. #	Description				
01	4112	Franchise Fee Other	\$ 61,000.00	\$ 72,000.00	\$ 11,000.00
01	4120	Sales Tax Revenue	\$ 300,000.00	\$ 315,000.00	\$ 15,000.00
01	4210	Court - Fines	\$ 200,000.00	\$ 226,000.00	\$ 26,000.00
01	4275	Court - Technology Fees	\$ -	\$ 1,700.00	\$ 1,700.00
01	4315	Permits - Building	\$ 620,000.00	\$ 760,000.00	\$ 140,000.00
01	4910	Interest Income	\$ 650,000.00	\$ 770,000.00	\$ 120,000.00
01	4920	Miscellaneous Income	\$ 157,000.00	\$ 85,000.00	\$ (72,000.00)
TOTAL GENERAL FUND REVENUE			\$ 1,988,000	\$ 2,229,700	\$ 241,700
GENERAL FUND EXPENDITURES					
			2024 Adopted	2024 No. 15 Amendment	Change
Acct. #	Description				
01	6413	Storm Debris	\$ -	\$ 74,860	\$ 74,860
01	6650	Postage	\$ 2,500	\$ 3,880	\$ 1,380
01	6740	Supplies - Office	\$ 4,200	\$ 2,000	\$ (2,200)
01	7500	HC Appraisal District	\$ 60,000	\$ 62,000	\$ 2,000
01	7505	Prof Fees - Inspections	\$ 220,000	\$ 306,000	\$ 86,000
01	8150	Community Relations	\$ 30,000	\$ 31,500	\$ 1,500
01	8170	Data Processing - IT Services	\$ 30,300	\$ 33,500	\$ 3,200
01	8171	Website Services	\$ 1,700	\$ 1,850	\$ 150
01	8172	Software Subscriptions	\$ 13,000	\$ 13,700	\$ 700
01	8270	Electricity	\$ 8,000	\$ 21,500	\$ 13,500
01	8805	Streets - Mosquito Spraying	\$ 26,000	\$ 26,500	\$ 500
01	8810	Streets - Drainage	\$ 40,000	\$ 1,000	\$ (39,000)
01	8830	Streets - Repairs	\$ 55,000	\$ 12,000	\$ (43,000)
TOTAL GENERAL FUND EXP.			\$ 490,700	\$ 590,290	\$ 99,590

**CITY OF BUNKER HILL VILLAGE
ADOPTED 2024 BUDGET
UTILITY FUND**

AMENDMENT NO. 16

UTILITY FUND REVENUE					
Acct. # Description			2024 Adopted	2024 No. 16 Amendment	Change
04	4510	Waste Water Sales	\$ 1,000,000.00	\$ 1,300,000.00	\$ 300,000.00
04	4750	Late Payment Fees	\$ 21,400.00	\$ 23,000.00	\$ 1,600.00
TOTAL UTILITY FUND REVENUE			\$ 1,021,400	\$ 1,323,000	\$ 301,600
UTILITY FUND EXPENSES					
Acct. # Description			2024 Adopted	2024 No. 16 Amendment	Change
04	5010	Wages	\$ 513,000	\$ 521,000	\$ 8,000
04	5020	Wages - Overtime	\$ 59,000	\$ 70,000	\$ 11,000
04	5210	Retirement - TMRS Employer	\$ 107,600	\$ 305,000	\$ 197,400
04	5410	Contract Labor	\$ 20,000	\$ 22,000	\$ 2,000
04	6090	Chemicals	\$ 10,000	\$ 7,900	\$ (2,100)
04	6091	Lab Fees	\$ 5,000	\$ 2,700	\$ (2,300)
04	6250	Fuel	\$ 11,000	\$ 8,700	\$ (2,300)
04	6411	Landscaping Seasonal	\$ 2,000	\$ -	\$ (2,000)
04	6490	Janitorial Services	\$ 7,400	\$ 7,750	\$ 350
04	6491	Janitorial Supplies	\$ 1,000	\$ 10	\$ (990)
04	6650	Postage	\$ 3,000	\$ 4,050	\$ 1,050
04	6660	Printing & Stationary	\$ 3,000	\$ 3,600	\$ 600
04	6730	Supplies - General	\$ 2,000	\$ 1,400	\$ (600)
04	6740	Supplies - Office	\$ 350	\$ 525	\$ 175
04	6810	Tools & Equipment	\$ 4,500	\$ 2,000	\$ (2,500)
04	6970	Uniforms	\$ 3,500	\$ 2,500	\$ (1,000)
04	7230	Equipment - Office Equip	\$ 2,000	\$ 1,400	\$ (600)
04	7410	Vehicles	\$ 6,500	\$ 12,000	\$ 5,500
04	7502	Prof Serv - Accounting	\$ 15,000	\$ 12,200	\$ (2,800)
04	7510	Water - Fire Hydrants	\$ 13,500	\$ 2,300	\$ (11,200)
04	7520	Water Well/Pumps	\$ 49,500	\$ 22,000	\$ (27,500)
04	7535	Water Lines	\$ 11,000	\$ 5,500	\$ (5,500)
04	7540	Water - Water Meters	\$ 30,000	\$ 20,000	\$ (10,000)
04	8002	Water Purchase/COH	\$ 900,000	\$ 935,000	\$ 35,000
04	8130	Bank & Credit Card Charges	\$ 47,000	\$ 70,000	\$ 23,000
04	8172	Software Subscriptions	\$ 10,000	\$ 10,500	\$ 500
04	8630	Natural Gas	\$ 7,000	\$ 8,000	\$ 1,000
04	8750	Special Fees - Subsidence	\$ 120,000	\$ 88,000	\$ (32,000)
TOTAL UTILITY FUND EXP.			\$ 1,963,850	\$ 2,146,035	\$ 182,185

CITY OF BUNKER HILL VILLAGE ADOPTED 2024 BUDGET COURT FUND				AMENDMENT NO. 17	
COURT FUND EXPENDITURES					
Acct. # Description			2024 Adopted	2024 No. 17 Amendment	Change
05	8626	Security	\$ 6,000	\$ 8,200	\$ 2,200
TOTAL COURT FUND EXP.			\$ 6,000	\$ 8,200	\$ 2,200

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve Ordinance No. 25-645, adopting amendment numbers 15 through 17 to amend the Fiscal Year 2024 Adopted Budget.

The motion carried 5-0

- IX. **CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS ADOPTING AMENDMENT NO. 4 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS FOR 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

In the 2024 Budget, funds were allocated to the Capital Projects Utility Construction Fund based on a projected percentage of completion for the Underground Utility Project on Bunker Hill Road. Staff anticipated that the project would be completed by the end of 2024, however, the contract to proceed was approved during the Special City Council meeting on October 2, 2024, following line televising. As a result, the project was extended into 2025 and is now expected to be completed by April 2025. To ensure proper funding for project completion, staff recommended that the remaining budget balance of unexpended funds from FY 2024 be carried over to the FY 2025 Budget, which will revert to the fund balance before being reallocated.

CITY OF BUNKER HILL VILLAGE ADOPTED 2025 BUDGET CAPITAL PROJECTS UTILITY FUND			AMENDMENT NO. 4		
Acct. # Description			2025 Adopted	2025 No. 4 Amendment	Change
CAPITAL PROJECTS UTILITY FUND EXPENDITURES					
07	9183	UNDERGROUND UTILITIES	\$ -	\$ 751,016	\$ 751,016
TOTAL CAPITAL PROJECTS UTILITY FUND EXP.			\$ -	\$ 751,016	\$ 751,016

A motion was made by Councilmember Poor and seconded by Councilmember Brown to approve Ordinance No. 25-646, adopting amendment number 4 to the Fiscal Year 2025 Adopted Budget.

The motion carried 5-0

- X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, DECLARING THE UNOPPOSED CANDIDATES FOR MAYOR AND COUNCILMEMBER POSITIONS 4 AND 5 ELECTED; PROVIDING THAT THE MAY 3, 2025, 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 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 21, 2025, meeting, City Council approved Ordinance No. 25-641, ordering the May 3, 2025, General Election. During the candidate application filing period (January 15, 2025, to February 14, 2025), the City received only one application for each available position. Additionally, no write-in candidate applications were received by the February 21, 2025, filing deadline. The following candidates are unopposed for election to office:

Candidate	Position
Keith Brown	Mayor
Josh Pratt	Council Position No. 4
Andrew Poor	Council Position No. 5

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. Ordinance No. 25-647 declares the unopposed candidates elected and cancels the General Election scheduled for May 3, 2025. The candidates will take the oath of office and subsequently assume office at the May 20, 2025, City Council meeting.

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve Ordinance No. 25-647, canceling the General Election scheduled for May 3, 2025, and declaring the unopposed candidates for Mayor and Council Positions 4 and 5 elected.

The motion carried 5-0

XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A ONE-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 APRIL 1, 2025 THROUGH APRIL 30, 2025 – Gerardo Barrera, City Administrator

The City contracts all landscaping and maintenance services. At the February 22, 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 provided the option for two one-year renewals. Both renewal options have been approved by Council, and the current and final renewal period will expire on March 31, 2025.

In February 2025, the City solicited formal bids for landscaping and maintenance services for the contract period beginning April 1, 2025, and ending March 31, 2026. Bids were due March 3, 2025, and staff is evaluating all bids received. To ensure the continuity of landscape and maintenance services while the bid evaluation process is completed, staff recommended a one (1) month extension to the existing contract with Yardworks, Inc. This extension will provide the necessary time to complete a thorough review of all bids received and the finalization of a contract recommendation. A contract will be presented for City Council consideration and approval at the April 15, 2025, Council meeting.

Staff reported that ten (10) bids were received and are being reviewed.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve a one-month contract extension with Yardworks, Inc. for landscape and maintenance services for the period of April 1, 2025, to April 31, 2025.

The motion carried 5-0

XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS AND HAYDEN PAVEMENT IN THE AMOUNT OF \$1,992,198.56 FOR ROAD IMPROVEMENTS ON BUNKER HILL RD. AND TAYLORCREST RD. PER CAPITAL IMPROVEMENT PLAN – Elvin Hernandez, Public Works Director

This item was taken out of order and presented after item VI.

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

During the meeting on October 17, 2023, Council approved a contract with Tetra Tech, the City's Street and Drainage Engineer, to complete a geotechnical study to evaluate core samples to analyze the soil stabilization, road base, and current thickness of asphalt of

Knipp Rd., Strey Ln., Taylorcrest Rd., and Bunker Hill Rd. The geotechnical report yielded the necessary information to complete the construction design phase for the named streets.

At the June 18, 2024, meeting, staff presented a contract for mill and overlay work on Taylorcrest Rd. and Knipp Rd. After discussion, Council directed staff to prioritize repairs on Bunker Hill Rd. before proceeding with the other identified streets. No formal action was taken. Prior to construction, staff recommended televising the sanitary and stormwater lines under Bunker Hill Rd. to assess the integrity of both utility lines. This recommendation was based on concerns about the road's sub-surface, as it is uncommon to mill and overlay a road twice within a ten (10) year period. The mill and overlay work of Taylorcrest Rd. was rescheduled to Summer 2025 to accommodate the Spring Branch Independent School District calendar.

Televising review determined that the sanitary sewer line needed to be replaced. At the Special City Council meeting on October 2, 2024, Council approved a contract with Ram Rod Utilities for sanitary sewer line replacement under Bunker Hill Rd. The work is expected to be completed in April 2025.

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 and Tetra Tech recommend awarding a contract in an amount not to exceed \$1,992,198.56 to Hayden Pavement Company for the complete reconstruction of Bunker Hill Rd. (between Taylorcrest Rd. and Memorial Dr.) and mill & overlay of Taylorcrest Rd. (between Bunker Hill Elementary to Blalock).

Prior to mobilization, staff will host a town hall meeting to discuss the proposed construction schedule with impacted residents. Advanced notification will be provided to emergency services (MVPD and VFD), neighboring municipalities, and the general public.

The project engineer, Mike McClung, attended the meeting via Zoom to address any of Council's comments and questions.

Council inquired why Taylorcrest Rd. was included in the project. Staff explained that it was added based on the findings from the geotechnical report, road failures, and its placement on the CIP schedule.

A motion was made by Councilmember Thode and seconded by Councilmember Poor to approve a contract with Hayden Pavement in an amount not to exceed \$1,992,198.56 for road improvements on Bunker Hill Rd. and Taylorcrest Rd.

The motion carried 5-0

XIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS AND LLOYD, SMITHA & ASSOCIATES IN THE AMOUNT OF \$75,000.00 FOR CONSTRUCTION MANAGEMENT SERVICES FOR BUNKER HILL RD. AND TAYLORCREST RD. – *Elvin Hernandez, Public Works Director*

The City's Five-Year Capital Improvement Plan (CIP) includes the asphalt mill and overlay of Taylorcrest Rd. and the reconstruction of Bunker Hill Rd. This project was originally scheduled to begin in 2024, however, per Council's direction to prioritize repairs on Bunker Hill Rd. first, it was necessary to complete underground utility work on Bunker Hill Rd. before the start of construction. The mill and overlay of Taylorcrest Rd. was rescheduled to Summer 2025 to accommodate the Spring Branch Independent School District.

The City has contracted with Lloyd, Smitha & Associates, LLC on multiple projects, most recently in 2022, where they provided satisfactory project oversight. Given the contractor's proven expertise, extensive experience in construction management and project coordination with other City projects, staff recommends approving a professional services contract with Lloyd, Smitha & Associates, LLC for project management services for Taylorcrest Rd. and Bunker Hill Rd. in an amount not to exceed \$75,000.00. Scope of work includes on-site inspections, quality control measures, review of monthly pay estimates, communication with residents, complaint investigations, and the main point of contact to address resident concerns.

Prior to mobilization, staff will host a town hall meeting to discuss the proposed construction schedule with impacted residents. Advanced notification will be provided to emergency services (MVPD and VFD), neighboring municipalities, and the general public.

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve a contract with Lloyd, Smitha & Associates, LLC in an amount not to exceed \$75,000.00 for project management of road improvements for Taylorcrest Rd. and Bunker Hill Rd.

The motion carried 5-0

XIV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS AND IDS ENGINEERING GROUP IN THE AMOUNT OF \$89,253.00 FOR WATER TANK AND WELL INSPECTION SERVICES – *Elvin Hernandez, Public Works Director*

This item was taken out of order and presented after item III.

The City's Five-Year Capital Improvement Plan (CIP) includes the inspection and preliminary engineering of all City water tanks and wells at both water plants. Staff requested and received a proposal from the City Engineer, IDS Engineering Group, for these services. This assessment will outline the continued reliability and efficiency of the City's water infrastructure through a structured inspection and maintenance program that

will proactively address potential issues, extend the operational life of these assets, and ensure the continued delivery of safe and reliable water services to the City.

The scope of services for this assessment includes the following key tasks:

- Water Tank Inspection
 - Foundation Inspection
 - Structure
 - Coating System
- Water Well Performance for Four (4) Wells
 - Performance Test
 - Flow Test
- Report
 - Preliminary Engineering Report of Inspection Results
 - Cost Estimates
 - Rehabilitation Scenarios
- Water Tank Cleaning and Sludge Removal
 - Interior Tank Sludge Removal and Disinfection of Tank(s)

Professional services are exempt from competitive bidding requirements per Chapter 252.021 of the Local Government Code.

The City's Engineers, Tim Buscha and John Hale, attended the meeting to address any of Council's comments and questions.

John Hale explained the three (3) phases of the project:

1. Drain and clean tanks
2. Tank inspection
3. Preliminary engineering report of findings

Staff noted the preliminary engineering report will help guide future CIP schedules and budgeting.

Councilmember Poor asked how long the tanks would be offline. John Hale confirmed that only one (1) tank would be offline at a time, with each tank offline for seven (7) days.

All field work will be completed as soon as possible to minimize disruption before water usage increases during the warmer months.

A motion was made by Councilmember Brown and seconded by Councilmember Poor to approve a contract with IDS Engineering Group in an amount not to exceed \$89,253.00 for inspection and preliminary engineering of all City water tanks and wells at both water plants.

The motion carried 5-0

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

- A. City of Houston water bill dated February 21, 2025, in the amount of \$67,063.35 for February 2025 water purchase.
- B. Core & Main, invoice no. W365277 in the amount of \$50,000.00 for AMI Gateway Tower installation for the water meter replacement project completed in January 2025.
- C. Ram Rod Utilities, monthly estimate no. 4 in the amount of \$121,297.50 for the Bunker Hill Rd. and Greenbay sanitary sewer replacement project completed through January 2025.
- D. Ram Rod Utilities, monthly estimate no. 5 in the amount of \$113,883.75 for the Bunker Hill Rd. and Greenbay sanitary sewer replacement project completed through February 2025.

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

The motion carried 5-0

XVI. 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 11, 2025, Special City Council Meeting.
- B. January 2025 Financials.
- C. February 2025 Financials.
- D. Check Register dated February 1, 2025 to March 11, 2025.
- E. Core & Main, invoice no. 3201101 in the amount of \$4,102.50 for Neptune 360 Software for the Water Meter Replacement Project.
- F. Core & Main, invoice no. W372045 in the amount of \$5,370.00 for annual maintenance of AMI equipment installed for the Water Meter Replacement Project.
- G. Langford Engineering, invoice no. 28527 in the amount of \$210.00 for general engineering services completed through January 2025.
- H. Langford Engineering, invoice no. 28528 in the amount of \$3,280.45 for construction phase engineering services completed through January 2025 for the Bunker Hill Rd. and Greenbay Sanitary Sewer Rehab Project.
- I. Langford Engineering, invoice no. 28530 in the amount of \$4,032.43 for engineering services completed through January 2025 for the Waterline Replacement Project on Mayerling Dr.
- J. Langford Engineering, invoice no. 28596 in the amount of \$2,741.84 for engineering services completed through February 2025 for the Waterline Replacement Project on Mayerling Dr.
- K. Langford Engineering, invoice no. 28597 in the amount of \$5,419.99 for engineering services completed through February 2025 for the Bunker Hill Rd. and Greenbay Sanitary Sewer Rehab Project.
- L. Memorial Villages Water Authority, invoice no. 009-24-25 in the amount of \$34,711.67 for January 2025 wastewater treatment.

- M. Memorial Villages Water Authority, invoice no. 010-24-25 in the amount of \$32,731.22 for February 2025 wastewater treatment.
- N. Neil Technical Services, invoice no. 132263 in the amount of \$760.00 for water meter tower electrical work completed in January 2025 for the Water Meter Replacement Project.
- O. Probstfeld & Associates, invoice no. 71014 in the amount of \$92.50 for drainage plan review services completed in November 2024.
- P. Probstfeld & Associates, invoice no. 71015 in the amount of \$355.00 for drainage plan review services completed in January 2025.
- Q. Probstfeld & Associates, invoice no. 71016 in the amount of \$355.00 for drainage plan review services completed in January 2025.
- R. Probstfeld & Associates, invoice no. 71017 in the amount of \$272.50 for drainage plan review services completed in January 2025.
- S. Probstfeld & Associates, invoice no. 71019 in the amount of \$92.50 for drainage plan review services completed in January 2025.
- T. Tetra Tech, invoice no. 52376381 in the amount of \$3,057.04 for drainage plan review services completed January 2025.
- U. Tetra Tech, invoice no. 52389275 in the amount of \$6,128.24 for drainage plan review services completed February 2025.
- V. Tetra Tech, invoice no. 52389651 in the amount of \$2,000.00 for design of asphalt mill and overlay improvements on Bunker Hill Rd. and Taylorcrest Rd. rendered through February 2025

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

The motion carried 5-0

XVII. 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

Mayor Lord convened into Executive Session at 8:13 p.m.

Mayor Lord reconvened the Regular City Council meeting at 8:35 p.m.

XVIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN AGREEMENT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS AND MEMORIAL VILLAGES WATER AUTHORITY – Gerardo Barrera, City Administrator

A motion was made by Councilmember Thode and seconded by Councilmember Moerer to approve an agreement with Memorial Villages Water Authority.

The motion carried 5-0

XIX. CONSIDERATION AND POSSIBLE ACTION TO ACCEPT THE RESIGNATION OF ROBERT LORD FROM THE POSITION OF MAYOR OF THE BUNKER HILL VILLAGE CITY COUNCIL – Gerardo Barrera, City Administrator

Mayor Robert P. Lord was elected to the City Council in 2016 and has served as Mayor since 2019.

Mayor Lord has submitted a letter of resignation from the office of Mayor effective following the related agenda item (item XIX) at the City Council meeting on March 18, 2025.

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.

City Attorney Smith clarified the resignation will take effect in eight (8) days, regardless of whether Council chooses to formally accept it or not.

A motion was made by Councilmember Thode and seconded by Councilmember Poor to accept the resignation of Robert Lord from the position of Mayor effective following item XIX at the City Council meeting on March 18, 2025.

The motion carried 5-0

XX. CONSIDERATION AND POSSIBLE ACTION TO APPOINT AN INDIVIDUAL TO THE POSITION OF MAYOR OF THE BUNKER HILL VILLAGE CITY COUNCIL TO COMPLETE THE TERM ENDING MAY 2025 – Gerardo Barrera, City Administrator

In accordance with Local Government Code provisions, Mayor Robert P. Lord tendered his letter of resignation from the position of Mayor effective following agenda item XIX at the City Council meeting on March 18, 2025.

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.

Upon Council confirmation, the appointed individual will receive the Statement of Appointed Officer and be administered the Oath of Office to assume the responsibilities of the position of Mayor.

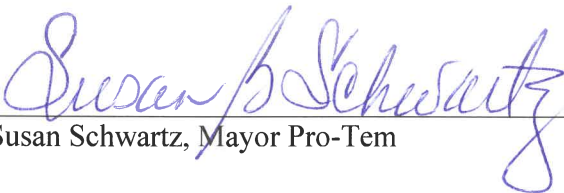
City Administrator Barrera addressed Council that in accordance with Local Government Code, Council may choose to nominate and vote for an individual to the position of Mayor for the term ending May 2025. If no nomination and vote is made, Mayor Pro-Tem Schwartz will preside over meetings and fulfill mayoral duties until the Mayor-Elect assumes office at the May 20, 2025, meeting.

No action was taken on this item. Mayor Pro-Tem Schwartz will serve as acting Mayor until May 2025.

XXI. ADJOURN

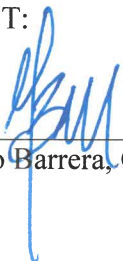
Mayor Pro-Tem Schwartz adjourned the meeting at 8:44 p.m.

Approved and accepted on April 15, 2025.



Susan Schwartz, Mayor Pro-Tem

ATTEST:



Gerardo Barrera, City Administrator/ Acting City Secretary