

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
APRIL 15, 2025**

I. CALL TO ORDER

Mayor Pro-Tem Schwartz called the meeting to order at 5:03 p.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present

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

Staff in Attendance

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

Absent

Councilmember Eric Thode
Councilmember Andrew Poor

II. PLEDGE OF ALLEGIANCE

Bunker Hill Elementary 4th Grade Scout Troop #126991 led the Pledge of Allegiance.

III. CITIZENS' COMMENTS

There were no public comments.

IV. CONSIDERATION AND POSSIBLE ACTION REGARDING A REQUEST FROM NICK BREGENZER FOR A SIX-MONTH PERMIT EXTENSION FOR THE NEW HOME BUILDING PROJECT AT THE PROPERTY LOCATED AT 415 BUNKER HILL ROAD – *Elvin Hernandez, Public Works Director*

Director Hernandez introduced the request.

On April 3, 2025, Nick Bregenzer, the building contractor for the new home construction project at 415 Bunker Hill Rd. submitted a request for an extension of time for the building permit associated with the project. The original permit was issued on December 28, 2020, and expired on December 28, 2022. The builder failed to notify the City when the permit expired and has been working without a valid permit for the past two (2) years. The City's permit program does not notify staff when a permit expires. Once staff was made aware, it was determined that Council action would be required.

Chapter 4, Section 4-13 of the City's Code of Ordinances establishes the time requirements and extension procedures for building permits:

Sec. 4-13. Building permit required.

No building or other structure shall be erected, constructed, remodeled, enlarged, structurally altered, added to, or moved in the city without a permit therefore approved and issued by the building official for and on behalf of the city. No such building permit shall be issued by the building official except in conformity with the provisions of this section unless he receives a written order from the board of adjustment in the form of an administrative review, variance, or special exception as provided for in Appendix A—Zoning. All building permits shall have an expiration of twenty-four (24) months after the date of issuance. A one time six-month extension may be added to the permit upon submission of a written request to the building official allowing a total permit time of thirty (30) months. Such request should include permit numbers, date of permit issuance, date of permit expiration and reasons for the request. Any request to extend a permit beyond the amended thirty-month permit period must be made to and approved by the city council.

The building contractor attended the meeting to present the request and address any questions or concerns from Council. The property owner attended the meeting via Zoom.

Mr. Bregenzer stated the home is two-story and 17,000 square feet. He was unaware the permit had expired and assumed the City would provide notice. He cited COVID-19 and increased construction materials costs as factors that negatively impacted the project timeline and subsequently contributed to the lapse in the permit. The project is nearing completion, and final inspections are expected to be scheduled soon.

Staff explained that the City's permit software does not provide automatic notifications when a permit expires. However, the permit expiration date is listed on the permit that is provided to contractors. It is the contractor's responsibility to ensure the project and all required inspections are completed within the permit period.

Director Hernandez stated the project is expected to be completed within six-months and recommended that Council approve a six-month permit extension. He emphasized that the ultimate goal is a finished home. Council agreed that it is in the best interest of all parties for the home to be completed.

A motion was made by Councilmember Brown and seconded by Councilmember Moerer to approve a six-month extension to the building permit for the project at 415 Bunker Hill Rd.

The motion carried 3-0

V. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

A. Update on Activities – Sgt. Jarvis provided an update on activities including personnel, calls for service, and the 2025 Budget. *Chief Schultz was absent due to attending the Texas Police Chief's Annual Conference.*

- In March, the Department responded to 1,945 calls for service in Bunker Hill Village.
- The Department responded to two (2) car burglaries involving contractor vehicles/ construction equipment. The ALPR system was used to identify and locate a suspect.
- The Department assisted Houston PD with a home invasion robbery in the Longwood neighborhood area near Hunters Creek. The ALPR system was used to identify the suspect vehicle.
- One (1) candidate has advanced to the next phase of the selection process for the vacant officer position.
- Three (3) new Tahoe patrol vehicles have been upfitted and are in service. Three (3) new detective vehicles have been received and are being upfitted.
- Chief Schultz will discuss the 2026 budget process at the May City Council meeting.
- On March 29, 2025, the Memorial Villages Police Foundation (MVPF) successfully hosted the 6th annual Food Truck Rodeo.

VI. VILLAGE FIRE DEPARTMENT REPORT

A. Update on Activities – Chief Dewitt, Chief Miller (via Zoom), and Commissioner Brown reported on activities, staffing, calls for service, and response times.

- Average response time for Bunker Hill Village was 5:39 in March.
- One (1) firefighter is on injury leave.
- The 2026 budget process has started.
- The Deputy Chief's vehicle has been ordered and is expected to arrive by the end of 2025.
- The Department is exploring temporarily leasing a ladder truck until the newly ordered vehicle arrives.
- Fire hydrant inspections are underway.

B. Consideration and Possible Action to Approve Budget Amendment 2025-02 to the Fiscal Year 2025 Budget for the Village Fire Department in the amount of \$110,000.00 with no additional assessments

VILLAGE FIRE DEPARTMENT



901 Corbindale Rd
Houston, Texas 77024
(713) 468-7941
(713) 468-5039 FAX

Protecting and Serving the Cities of:
**BUNKER HILL VILLAGE HEDWIG
VILLAGE HILSHIRE VILLAGE
HUNTERS CREEK VILLAGE
PINEY POINT VILLAGE SPRING
VALLEY VILLAGE**

Budget Amendment 2025-02

To:	Gerardo Barrera	City of Bunker Hill Village
	Wendy Baimbridge	City of Hedwig Village
	Cassie Stephens	City of Hilshire Village
	Tom Fullen	City of Hunters Creek Village
	Bobby Pennington	City of Piney Point Village
	John McDonald	City of Spring Valley Village
Cc:	Board of Commissioners & Alternates	Village Fire Department
From:	Amy Buckert	Village Fire Department
Date:	April 1, 2025	
Re:	Budget Amendment 2025-02	

During the regular monthly Village Fire Department Board Meeting on March 26, 2025, the Village Fire Department Board of Commissioners unanimously approved a budget amendment to fund the lease of an Arial Ladder Truck, while VFD awaits the construction and delivery of the SME006 Arial Ladder Truck to replace Ladder 1. The Village Fire Department Board of Commissioners is requesting that the member Cities approve a 2025 budget amendment in an amount not to exceed \$110,000 to facilitate the lease. This budget amendment will not result in an additional assessment to the member Cities in 2025.

The total budget amendment of \$110,000.00 will be funded by:

- The interest earned on the insurance proceeds for Ladder 1 (in an amount anticipated to be approximately \$81,000.00); and
- The Capital Replacement Fund in an amount not to exceed \$29,000.00.

A new ladder truck – replacing the vehicle involved in a traffic accident – has been ordered. Councilmember Brown explained that leasing a ladder truck is the most economically feasible and efficient option until the new truck arrives. Per the interlocal agreement, inter-budget transfers over \$50,000.00 require approval from each city. Interest earned will also help offset from the transfer.

A motion was made by Councilmember Brown and seconded by Councilmember Moerer to approve Budget Amendment 2025-02 to the Fiscal Year 2025 Budget for the Village Fire Department in the amount of \$110,000.00 with no additional assessments

The motion carried 3-0

VII. MAYOR'S REPORT

A. Consideration and Possible Action Regarding Appointing Councilmember Keith Brown to the Finance Committee

A motion was made by Councilmember Moerer and seconded by Councilmember Schwartz to appoint Councilmember Keith Brown to the Finance Committee.

The motion carried 3-0

B. Proclamations

- A Proclamation Naming April 23, 2025, “Administrative Professionals Day”
- A Proclamation Naming April 25, 2025, “Arbor Day”
- A Proclamation Naming May 11-17, 2025, “National Police Week”
- A Proclamation Naming May 18-24, 2025, “National Public Works Week”

C. Report on Activities and Upcoming Events

- Mayors’ Meetings – There was no meeting.
- Legislative Update – Mayor Pro-Tem Schwartz reported that the Villages Legislative Committee continues to monitor legislation that could negatively impact local governments, particularly regarding land development and use, which includes allowing accessory dwelling units that would be exempt from City Zoning requirements. The Committee is considering traveling to Austin to attend hearings and voice opposition against the proposed bills when the time comes.

VIII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

- Planning and Zoning Commission Meeting – *March 24, 2025* – The Commission held formal public hearings and unanimously approved ordinances addressing property minimum lease length and the use of accessory structures (covered walkways). The Commission also approved an ordinance amending the 50% improvement rule. The ordinances related to property minimum lease length and accessory structures are on this agenda for formal public hearings and formal Council action, as well as the ordinance amending the 50% improvement rule.
- Zoning Board of Adjustment Meeting – *March 26, 2025* – The Board approved a variance allowing an existing driveway connection to a major street (Memorial Dr.) to remain as-is. Due to the project being reclassified from remodel to reconstruction, the driveway was non-compliant. The Board denied an appeal request to the Building Official’s interpretation of “reconstruction.” The Board was scheduled to consider a variance request to install a generator in the front yard, however, the applicant rescinded the application until a future meeting when more than four (4) board members could be in attendance.
- Public Safety Committee Meeting – *March 27, 2025* – The Committee continues to review 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 has met with VFD Chief Miller for further discussion and to build the City’s after-action report. The Committee will meet next with MVPD Chief Schultz.
- BHV, Inc. Meeting Update – *April 15, 2025* – The Board held its annual meeting and elected officer positions, as well as approved amendments to the bylaws. The annual meeting date will be moved to June. A resolution to formally consent to the bylaw amendments is on this agenda for Council action.

- Mayor Farewell Celebration – *April 17, 2025* – A luncheon to recognize former Mayor Lord will be hosted at City Hall.
- City Hall Holiday Hours – In observance of Good Friday, City offices will close on Thursday, April 17, 2025, at 11:30 a.m. and remain closed through Friday, April 18, 2025.

B. Public Works Director Report

- Development Report – Director Hernandez reported on permits issued in the month of March 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 underground utility work on Bunker Hill Rd. and Greenbay, the Waterline Replacement Project, and the Road Improvement Project on Bunker Hill Rd. & Taylorcrest Rd.
 - Crews have completed restoration efforts in ROW areas that were disturbed during the underground utility work on Bunker Hill Rd. Utility work on the Greenbay line is expected to start the week of April 28, 2025, pending favorable weather and no unknown delays. Reconstruction of Bunker Hill Rd. is expected to begin the week of April 28, 2025.
 - The Waterline Replacement project is ongoing. Phase 1 of the project includes replacement along Mayerling and is substantially complete. Service connections are expected to be completed in April 2025. Crews have begun restoration efforts in ROW areas that were disturbed during construction. Phase 2 of the project is anticipated to begin the week of April 21, 2025, and involves replacing the water main on the 200 block of Plantation. The next phase will include waterline replacement on Rhett and Tara.
 - Bunker Hill Rd. & Taylorcrest Rd. Improvement Project – The City hosted two (2) Town Hall Meetings on Wednesday, April 9, 2025, and Monday, April 14, 2025, to discuss road improvements on Bunker Hill Rd. and Taylorcrest Rd. Attendance was low for both meetings, however, City staff, the project engineer, and the contractor shared details regarding the construction process, project timeline, and traffic control plans. All information was published on the City website and shared by V-Linc.

Beginning the week of April 21, 2025, crews will mobilize on Bunker Hill Rd. installing traffic control devices ahead of construction work. Construction on the southbound lane of Bunker Hill Rd. will begin the week of April 28, 2025. Construction on Taylorcrest Rd. is tentatively scheduled to start in June after the school year.

C. Finance Director Report

- Proposed 2026 Budget Calendar – Director Grass presented the proposed budget calendar and requested feedback from Council regarding budget workshop meeting dates.
- Annual Audit – The audit process has started, and the final report is expected to be completed by May 2025. A Finance Committee meeting will be scheduled before the May 20, 2025, City Council meeting. The City received the first draft of the ACFR on April 15, 2025.
- Investments and Opportunities – The City continues to take advantage of favorable interest rates.
 - 97% of property taxes have been collected.
 - Independent Financial has been acquired by South Bank. The transition will begin in May.

Director Grass reported that she attended the GFOA conference in April. The conference was successful and informative.

IX. PRESENTATION, PUBLIC HEARING, CONSIDERATION AND POSSIBLE ACTION REGARDING AN ORDINANCE 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 ARTICLE V, DISTRICT A REGULATIONS, AND ARTICLE VI, DISTRICT B REGULATIONS OF APPENDIX A, ZONING, OF THE CITY'S CODE OF ORDINANCES BY AMENDING SECTION 5.02 AND 6.02 TO ADD REGULATIONS REGARDING LEASING; PROVIDING FOR SEVERABILITY; PROVIDING A SAVINGS CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING FOR A PENALTY OF AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF

In response to feedback received from residents and an occurrence where a house was used for a private commercial event, staff worked with the City Attorney to begin drafting requirements for lease lengths, which are currently not regulated by ordinance. After discussion and feedback from the Planning and Zoning (P&Z) Commission, it was proposed that 30-day leases be required to include the City's noise ordinance in the lease agreement. Although the commercial event was the catalyst of this discussion, a minimum lease length ordinance alone will not solve the issue of restricting commercial events or corporate leases. This would need to be enforced through other ordinances or potentially draft a new ordinance specifically for commercial and corporate leases. The City Attorney stated that minimum lease length cannot be restricted but can be regulated.

The intent is to protect community interests while establishing clear, enforceable guidelines that uphold the quality of life for all residents. Staff has reviewed how other municipalities have implemented similar regulations to address concerns effectively. This includes evaluating enforcement mechanisms, potential impacts on property owners and tenants, and ensuring any proposed changes align with the City's long-term goals.

At the January 27, 2025, P&Z meeting, staff presented a proposed ordinance. The Commission discussed the possibility of requiring a permit or City approval for leased properties to host commercial-like events. City Administrator Barrera explained the challenges of enforcing such a permit but could certainly be investigated. The Commission recommended that it was better to have some regulations in place rather than none and agreed the ordinance could be revisited as necessary.

At the February 24, 2025, meeting, City Attorney Smith advised the Commission that property minimum lease length is a rapidly changing area of law and may not be enforceable. However, neighboring municipalities Hunters Creek and Spring Valley have adopted similar language without any challenges thus far. The Commission was in favor of amending the City's Zoning Ordinance to include minimum lease length provisions.

The ordinance was presented at the March 24, 2025, P&Z meeting for a formal public hearing. No public comments were received for or against the measure. The Commission voted unanimously to approve the ordinance and forward it to City Council for final approval.

A public hearing is required to be held before City Council, as the ordinance amends the City's Zoning Ordinance.

Mayor Pro-Tem Schwartz opened the public hearing at 6:08 p.m.

Public Comments received:

There were no public comments.

Mayor Pro-Tem Schwartz closed the public hearing at 6:10 p.m.

City Administrator Barrera stated that while property lease length cannot be restricted, it can be regulated. The P&Z Commission recommended that it was better to have some regulations in place than none.

City Attorney Smith reiterated to Council that enforcement and regulation of short-term rentals is a volatile area of law and is currently one of the most significant legal challenges. However, neighboring municipalities Hunters Creek and Spring Valley have adopted similar language without any challenges so far.

A motion was made by Councilmember Moerer and seconded by Councilmember Brown to approve Ordinance No. 25-648.

The motion carried 3-0

X. PRESENTATION, PUBLIC HEARING, CONSIDERATION AND POSSIBLE ACTION REGARDING AN ORDINANCE 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 ARTICLE V, DISTRICT A REGULATIONS, AND ARTICLE VI, DISTRICT B REGULATIONS OF APPENDIX A, ZONING, OF THE CITY’S CODE OF ORDINANCES BY AMENDING SECTION 5.08 AND 6.08 TO ADD REGULATIONS FOR THE CONSTRUCTION OF COVERED WALKWAYS; PROVIDING FOR SEVERABILITY; PROVIDING A SAVINGS CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING FOR A PENALTY OF AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF

The purpose of the City’s zoning ordinance is to preserve and enhance the desirability of the community by regulating the use and development of land within the city.

At the September 24, 2024, Planning and Zoning Commission (P&Z) meeting, in response to feedback received from residents and building developers, staff presented a preliminary review of the City’s accessory use regulations ordinance to identify areas that may benefit from updates and eliminate any ambiguity in the language. Staff recommended addressing and clarifying discrepancies to ensure that the code is clear, concise, and effective.

§ 5.08. Accessory use regulations.

The following regulations shall apply to all accessory buildings, structures, and uses:

- A. *Limitations on use.* An accessory building, structure, or use shall not be rented, shall not be used for commercial, or manufacturing purposes, and shall not contain any kitchen, living, or sleeping facilities. The foregoing notwithstanding, an accessory building or use subordinate to a main building may contain kitchen or living facilities for use in conjunction with recreational activities only.
- B. *Distance requirements from main building.* No wall of an accessory building or use shall be located less than six (6) feet from an outside wall of the main building. An accessory building or use may be connected to the main building by a covered walkway; provided, however, such covered walkway shall not be more than six (6) feet in width.
- C. *Restrictions on location.* Except as specifically permitted in this section or elsewhere in this ordinance, an accessory building, structure, or use shall not be erected, constructed, installed, placed, or maintained in any required yard. On an interior lot, if an accessory building, structure, or use is not attached to or made a part of the main building and is located in the rear one-third of the lot, it shall be set back at least ten (10) feet from the rear lot line and at least ten (10) feet from each side lot line. On a corner lot, if an accessory building, structure, or use is not attached to or made a part of the main building and is located in the rear one-third of the lot, it shall be set back at least ten (10) feet from the rear lot line; at least ten

(10) feet from the interior side yard line (the side yard line farthest removed from the side street); and at least twenty (20) feet or a distance at least equal to the required depth of that yard of the contiguous lot which abuts such side street, whichever is greater, from the interior side lot line (the side lot line which abuts the side street).

- D. *Placement of windows and doors.* Windows and doors shall not be allowed on the side(s) of accessory structures which have less than the required main structure setback. Windows and doors on accessory structures can only face internally to the lot.

The Commission discussed the following during the September meeting:

- Clarify/ specify length and width measurements (6' feet)
- Structure (breezeway) should not be enclosed
- Consider impervious and pervious coverage requirements

At the November 26, 2024, P&Z meeting, staff presented proposed revisions to the ordinance to clarify requirements for covered walkways, restrict the distance an accessory structure/ building can be from the main structure, and provide flexibility with respect to the existing setback requirements. The Commission was in favor of amending the ordinance, provided the structure is within the existing setback requirements, and the structure is at least 6' ft. minimum from the main structure.

During the January 27, 2025, meeting, the Commission discussed the criteria for determining whether a structure is considered “open” or “closed” and whether the use of screens is allowed. Director Hernandez explained the goal is to allow a walkway connecting a main building and an accessory structure, with the ability to increase the size from the current 6 ft. regulation. However, the space cannot be habitable or climate-controlled. The Commission agreed the space should be limited to recreational uses.

During the March 24, 2025, meeting, the Commission held a formal public hearing and voted unanimously to amend the ordinance and forward it to City Council for final approval.

As this amendment is in the City’s Zoning Ordinance, a public hearing is required prior to formal Council consideration and action.

Mayor Pro-Tem Schwartz opened the public hearing at 6:18 p.m.

Public Comments received:

There were no public comments.

Mayor Pro-Tem Schwartz closed the public hearing at 6:21 p.m.

Director Hernandez clarified that the intent is for a covered walkway to serve as a connection point that is non-climatized. All accessory structure requirements (ex., setbacks, height restrictions) will still be applicable.

A motion was made by Councilmember Moerer and seconded by Councilmember Brown to approve Ordinance No. 25-649 to amend the City’s Zoning Ordinance.

The motion carried 3-0

XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING CHAPTER 4, ARTICLE IV OF THE CITY’S CODE OF ORDINANCES (THE 50% IMPROVEMENT RULE) – *Elvin Hernandez, Public Works Director*

After a high number of appeal requests to the Zoning Board of Adjustments (ZBOA) regarding remodel projects that were exceeding the 50% improvement threshold when small wall openings were made when upgrading electrical, plumbing or HVAC items, staff asked Council for feedback and direction on interest in revising the ordinance. At the June 18, 2024 meeting, Council provided direction to staff and the Planning and Zoning (P&Z) Commission to revise the ordinance.

City staff conducted a thorough review of historical projects and examined where and how the “50%” threshold is referenced in the ordinance, including its context and intent. At the August 27, 2024, P&Z meeting, staff, in collaboration with the City’s contracted structural engineers, presented proposed amendments designed to allow projects to progress while avoiding any unintended consequences and ensuring the integrity of the reconstruction ordinance.

P&Z was in favor of amending the 50% threshold to create an exception for small wall openings to allow/encourage upgraded piping and duct work without having to include the entire square footage of the room affected, which could otherwise exceed the 50% improvement of the project. Additionally, the P&Z recommended reclassifying ceiling and wall board changes as cosmetic (similar to painting and floor replacement) and not require a permit or inspection.

At the November 26, 2024 P&Z meeting, staff presented a redline version of Chapter 4, Sec. 4-3-Definitions (A) that revised the definition of “reconstruction” and added a new section (B) that includes certain utilities (i.e. re-piping, re-wiring, duct work) that would be considered part of a remodel rather than be classified as reconstruction, which would trigger the 50% threshold requirement.

P&Z was in favor of amending the ordinance to enable property owners to modernize potential outdated utilities or replace sheet rock/ wall board without meeting the City’s current reconstruction requirements. Additionally, they discussed including language to ensure installation methods comply with applicable codes.

At the January 27, 2025 P&Z meeting, the Commission recommended incorporating language specifying that the “smaller room” be included in the square footage calculation (i.e., if a small closet is removed without impacting structural integrity, only the closet should count and not the entire room square footage). The 24-month requirement for any additional remodel projects continues to remain unchanged.

At the February 24, 2025, P&Z meeting, the Commission was in favor of allowing property owners to modernize outdated utilities for safety upgrades and replace/ remove wall or ceiling boards without triggering the City's reconstruction requirements. Director Hernandez clarified that for non-cosmetic utility work improvements to be excluded from the reconstruction calculation, a signed and certified letter from a licensed professional would be required.

During the March 24, 2025, meeting, the Commission voted unanimously to approve the ordinance and forward it to City Council for final approval.

Council had no further comment on this item during the April 15, 2025, meeting.

A motion was made by Councilmember Moerer and seconded by Councilmember Brown to approve Ordinance No. 25-650.

The motion carried 3-0

XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS AND BRIGHTVIEW LANDSCAPE SERVICES 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 MARCH 31, 2026 – *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 final renewal period expired on March 31, 2025. At the March 18, 2025, meeting, Council approved a one-month extension to the contract with Yardworks Inc. to ensure the continuity of landscape and maintenance services while staff reviewed all bids received. The contract extension will expire on April 30, 2025.

In February 2025, the City solicited formal bids for landscaping and maintenance services and received ten (10) bids:

CONTRACTOR	BID AMOUNT
ArborTrue, LLC	\$125,431.46
BrightView Landscape, LLC	\$132,796.30
Superior LawnCare	\$140,041.89
Earthworks Landscape and Maintenance LLC	\$156,685.38
The Davey Tree Expert Company	\$158,184.99
Yardworks Inc.	\$168,783.00
SV Multi-Services, LLC	\$175,528.28
Maldonado Nursery & Landscaping	\$310,712.43
Rotolo Consultants Inc.	\$312,810.00
Huatan Landscaping	\$1,204,295.67

After reviewing all bids received, reviewing submittal requirements and verifying references, staff recommends awarding a contract to BrightView Landscape, LLC. The proposed contract is for one (1) year, with four (4) additional one-year renewal options.

The contract maintains six areas based on specific landscape and maintenance services:

- Area 1 – Landscaped Esplanades at Strey, Briar Forest, and Bunker Hill Rd
- Area 2 – Irrigated Esplanades and Trails
- Area 3 – City Facilities (City Hall, MVPD, and Water Well sites)
- Area 4 – Seasonal Plantings and Associated Maintenance
- Area 5 – Hike and Bike Trails and City Rights-of-Way (not irrigated)
- Area 6 – Ditch Right of Way Maintenance

The bid was competitively bid per State procurement requirements.

Funding for the contract is shared between the General, Utility, and Metro Funds.

Representatives from BrightView Landscape, LLC attended the meeting via Zoom to address any of Council's comments and questions.

City Administrator Barrera explained to Council that the landscaping contract was awarded based on best value versus lowest bid.

Upon the expiration of the contract extension with Yardworks Inc. on April 30, 2025, BrightView Landscape, LLC will assume responsibility for landscape and maintenance services beginning May 1, 2025.

A motion was made by Councilmember Moerer and seconded by Councilmember Brown to approve a services agreement with BrightView Landscape, LLC for landscape and maintenance services for the period of April 1, 2025, to March 31, 2026.

The motion carried 3-0

XIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING THE BHV, INC. BYLAWS – Gerardo Barrera, City Administrator

The BHV, Inc. bylaws require the Board of Directors to hold an annual meeting each April to elect officer positions. The Board is composed of the Mayor and City Council of the City of Bunker Hill Village, and one additional member appointed by the City Council.

The City holds its annual general election on the first Saturday in May. 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. Following certification of election results, elected officials are sworn in and assume office in May.

At the April 15, 2025, BHV, Inc. meeting, staff recommended moving the annual meeting to June to better align the Board's officer election process with the City's May election cycle and the swearing in of Councilmembers. This adjustment will ensure the Board reflects the most current composition of the City Council. It was also recommended that Board member terms be for one (1) year to align with the City's annual election calendar rather than the respective terms of each individual City Councilmember.

The Board voted unanimously to move the annual meeting to the month of June of each year (starting in 2026), and to establish one-year terms for all Board members.

Article VIII of the BHV, Inc. bylaws requires that amendments to the bylaws receive formal consent from the City Council through a resolution.

A motion was made by Councilmember Brown and seconded by Councilmember Moerer to approve Resolution No. 04-15-2025A to amend the BHV, Inc. bylaws to move the annual meeting to the month of June of each year, and to make the terms of the Board members to be one year.

The motion carried 3-0

XIV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, SUSPENDING THE APRIL 19, 2025 EFFECTIVE DATE OF THE PROPOSAL BY CENTERPOINT ENERGY RESOURCES CORP., D/B/A CENTERPOINT ENERGY ENTEX AND CENTERPOINT ENERGY TEXAS GAS – HOUSTON, TEXAS COAST, SOUTH TEXAS, AND BEAUMONT/EAST TEXAS GEOGRAPHIC RATE AREAS, TO IMPLEMENT INTERIM GRIP RATE ADJUSTMENTS FOR GAS UTILITY INVESTMENT IN 2024 AND REQUIRING DELIVERY OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL – *Gerardo Barrera, City Administrator*

On February 18, 2025, CenterPoint Energy filed the tariffs and supporting documents in electronic form to the City to establish the annual gas reliability infrastructure program "GRIP" interim rate adjustment "IRA" for the Company's Houston Texas Coast, South Texas and Beaumont/East Texas geographic rate areas, which includes the City of Bunker Hill Village. The Company is seeking recovery of \$654,119,475 in invested capital. According to CenterPoint, the impact on an average residential customer will be an increase of \$2.88 per month and will increase the current residential customer charge from \$19.50 to \$22.38 per month in the Houston and Texas Coast Geographic Rate Areas and \$25.00 to \$27.88 per month in the South Texas and Beaumont/East Texas Geographic Rate Areas.

The increase is scheduled to go into effect on April 19, 2025. Under the GRIP statute, cities may not challenge the Company's request but may take action to suspend the effective date of the rate increase by 45 days. The proposed resolution suspends the effective date of the Company's rate increase for the maximum period permitted by statute.

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 the CenterPoint's service area. The GCCC legal counsel and the City Attorney recommend all cities act on the request as outlined in the proposed resolution.

A motion was made by Councilmember Moerer and seconded by Councilmember Brown to approve Resolution No. 04-15-2025B.

The motion carried 3-0

XV. CONSIDERATION AND POSSIBLE ACTION TO RATIFY PAYMENTS THAT EXCEED \$50,000.00:

- A. Underground Construction Solutions, monthly pay app. no. 1 in the amount of \$151,929.00 for waterline replacement completed from January 13, 2025, to February 28, 2025, for the Mayerling Waterline Replacement Project.

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

The motion carried 3-0

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 March 18, 2025, Regular City Council Meeting.
- B. Minutes of the March 25, 2025, Special City Council Meeting.
- C. March 2025 Financials.
- D. Check Register dated March 12, 2025, to April 3, 2025.
- E. Harris-Galveston Subsidence District, fee no. 389134 in the amount of \$29,260.00 for the Water Conservation School Program sponsorship for the month of February 2025.
- F. Harris-Galveston Subsidence District, fee no. 391087 in the amount of \$28,386.00 for the Water Conservation School Program sponsorship for the month of March 2025.
- G. Probstfeld & Associates, invoice no. 71086 in the amount of \$92.50 for drainage plan review services completed in February 2025.
- H. Probstfeld & Associates, invoice no. 71087 in the amount of \$355.00 for drainage plan review services completed in February 2025.
- I. Probstfeld & Associates, invoice no. 71131 in the amount of \$355.00 for drainage plan review services completed in February 2025.
- J. Probstfeld & Associates, invoice no. 71132 in the amount of \$180.00 for drainage plan review services completed in February 2025.

- K. Probstfeld & Associates, invoice no. 71133 in the amount of \$355.00 for drainage plan review services completed in February 2025.
- L. Probstfeld & Associates, invoice no. 71134 in the amount of \$355.00 for drainage plan review services completed in February 2025.
- M. Probstfeld & Associates, invoice no. 71135 in the amount of \$355.00 for drainage plan review services completed in February 2025.
- N. TX BBG Consulting, Inc., invoice no. 1500499 in the amount of \$1,800.00 for building plan reviews completed in February 2025.

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

The motion carried 3-0

XVII. ADJOURN


Mayor Pro-Tem Schwartz adjourned the meeting at 6:45 p.m.

Approved and accepted on May 20, 2025.



Susan Schwartz, Mayor Pro-Tem

ATTEST



Gerardo Barrera, City Administrator/ Acting City Secretary