

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
SEPTEMBER 17, 2024**

I. CALL TO ORDER

Mayor Lord called the meeting to order at 5:01 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 Carl Moerer
Councilmember Keith Brown
Councilmember Andrew Poor

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

Councilmember Eric Thode

II. PLEDGE OF ALLEGIANCE

Susan Engels led the Pledge of Allegiance.

III. CITIZENS' COMMENTS

Scott Frankel, 26 Valley Forge property owner and home builder, spoke regarding the stop work order and municipal court citation issued for the property. He admitted that the trees were mistakenly removed by the contractor without a permit . He has built homes in the City for several years, and the treatment he has received in response to this single incident has been unfair and the punishment is excessive.

IV. PRESENTATION AND PUBLIC HEARINGS

ALL INTERESTED PARTIES SHALL HAVE THE RIGHT AND OPPORTUNITY TO APPEAR AND BE HEARD ON THE ITEM LISTED BELOW:

- A. PRESENTATION AND PUBLIC HEARING ON THE 2025 PROPOSED BUDGET FOR 2023 AND THE 2024 PROPOSED TAX RATE TO SUPPORT THE BUDGET** – *Gerardo Barrera, City Administrator and Susan Engels, Finance Director*

In accordance with Chapter 102.006 of the Texas Local Government Code, municipalities are required to hold a public hearing on the proposed budget. Notice of a public hearing was published in the City’s newspaper of record on August 21, 2024. The 2025 budget totals \$18.7 million; comprised of \$6 million (32%) in capital improvements and \$12.7 million (68%) for operating expenses including police, fire, water/ wastewater, and solid waste services also debt service and special revenue funds. Public Safety accounts for 36% of the total operating budget and 73% of the General Fund operating costs. The budget prepares for future success and ensures continued financial and operational stability for many years to come.

In accordance with Property Tax Code and Truth-In Taxation, the City is required to hold a public hearing on the tax rate. Notice of a public hearing was published in the City’s newspaper of record on August 21, 2024.

At the July 24, 2024, Budget Workshop, Council voted on a proposed tax rate of \$0.27100. The budget presented was supported based on a \$0.27100 tax rate option, which is the same as the current 2023 adopted tax rate.

B. ADOPTION OF THE 2025 BUDGET

THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE 2025 PROPOSED BUDGET

Mayor Lord opened the Public Hearing at 5:41 p.m.

There were no public comments.

Mayor Lord closed the Public Hearing at 5:42 p.m.

CONSIDERATION AND POSSIBLE ACTION OF ORDINANCE NO. 24-631 ADOPTING THE CITY OF BUNKER HILL VILLAGE, TEXAS ANNUAL BUDGET FOR THE YEAR 2025, MAKING APPROPRIATIONS FOR THE CITY FOR SUCH YEAR AS REFLECTED IN SAID BUDGET; ESTABLISHING THE PROCEDURE FOR INTRA-BUDGET TRANSFERS; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

Ordinance No. 24-631 adopts the 2025 Budget, which must be adopted before the tax rate.

A motion was made by Councilmember Brown and seconded by Councilmember Poor to approve Ordinance No. 24-631, approving the 2025 Budget.

Roll Call Vote

Mayor Pro-Tem Schwartz..... Yes
Councilmember Thode..... Absent
Councilmember Moerer..... Yes
Councilmember Brown..... Yes
Councilmember Poor..... Yes

The motion carried 4-0

C. ADOPTION OF THE 2024 TAX RATE

THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE INPUT FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE 2024 PROPOSED PROPERTY TAX RATE TO SUPPORT THE 2025 BUDGET

Mayor Lord opened the Public Hearing at 5:43 p.m.

There were no public comments.

Mayor Lord closed the Public Hearing at 5:43 p.m.

CONSIDERATION AND POSSIBLE ACTION OF THE 2024 PROPOSED MAINTENANCE AND OPERATING TAX RATE OF \$0.241000 PER \$100 OF ASSESSED VALUATION ON ALL AUTHORIZED PROPERTY WITHIN THE CITY TO FUND THE 2025 BUDGET

A motion was made by Councilmember Brown and seconded by Councilmember Poor to approve a Maintenance & Operating Tax Rate of \$0.241000/\$100.

Roll Call Vote

**Mayor Pro-Tem Schwartz..... Yes
Councilmember Thode..... Absent
Councilmember Moerer..... Yes
Councilmember Brown..... Yes
Councilmember Poor..... Yes**

The motion carried 4-0

CONSIDERATION AND POSSIBLE ACTION OF THE 2024 PROPOSED DEBT SERVICE TAX RATE OF \$0.030000 PER \$100 OF ASSESSED VALUATION ON ALL AUTHORIZED PROPERTY WITHIN THE CITY TO FUND THE 2024 DEBT OBLIGATION

A motion was made by Councilmember Schwartz and seconded by Councilmember Brown to approve a Debt Service Tax Rate of \$0.030000 /\$100.

Roll Call Vote

**Mayor Pro-Tem Schwartz..... Yes
Councilmember Thode..... Absent
Councilmember Moerer..... Yes
Councilmember Brown..... Yes
Councilmember Poor..... Yes**

The motion carried 4-0

CONSIDERATION AND POSSIBLE ACTION OF ORDINANCE NO. 24-632 FOR THE ASSESSMENT, LEVY, AND COLLECTION OF AD VALOREM TAXES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE YEAR 2024 AND FOR EACH YEAR THEREAFTER UNTIL OTHERWISE PROVIDED; PROVIDING THE DATE ON WHICH SUCH TAXES SHALL BE DUE AND PAYABLE; PROVIDING FOR PENALTY AND INTEREST ON ALL TAXES NOT TIMELY PAID; AND REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve Ordinance No. 24-632, for the assessment, levy and collection of ad valorem taxes of the City of Bunker Hill Village, Texas, for the year 2024 in the amount of \$0.27100/\$100 assessed valuation and for each year thereafter until otherwise provided.

Roll Call Vote

**Mayor Pro-Tem Schwartz..... Yes
Councilmember Thode..... Absent
Councilmember Moerer..... Yes
Councilmember Brown..... Yes
Councilmember Poor..... Yes**

The motion carried 4-0

V. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A SECOND AMENDMENT AND RESTATED INTERLOCAL AGREEMENT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND THE MEMORIAL CITY REDEVELOPMENT DISTRICT (MCRA) IN THE AMOUNT OF \$3,000,000 AS PART OF A GRANT AWARDED BY THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD GRANT) FOR THE RECONSTRUCTION OF MEMORIAL DRIVE – *Gerardo Barrera, City Administrator*

At the August 2018 meeting, Council approved an interlocal agreement (the “Original Agreement”) with the Memorial City Redevelopment Authority (MCRA)/ TIRZ 17 to submit a joint application for federal funding for the reconstruction of Memorial Dr. from Beltway 8 and Tallowood.

During the November 16, 2021 meeting, Council approved an Amended and Restated Interlocal Agreement between the City and MCRA (the “Amended and Restated Agreement”).

In 2024, the project was awarded a grant in the amount of \$3,000,000 from the United States Department of Housing and Urban Development (HUD). The proportional share of the grant is as follows: MCRA will be awarded \$2,334,146.50 and \$665,853.47 will be awarded to the City.

The Second Amended and Restated Agreement includes the organizational items for the project and outlines the estimated costs and the pro-rata share for each entity. The agreement mirrors the terms of the 2021 agreement but updates the provisions regarding final design and

cost elements. The City will continue to serve as the project “sponsor”, while MCRA agrees to fund all costs incurred by the grant administrator firm, The Goodman Corporation.

The next steps include drafting and publishing a formal Request for Qualification (RFQ) for engineering design services. It is recommended that both MCRA and the City utilize one engineering firm to design both respective portions of the project. The HUD grant will be utilized to cover all design costs associated with this project for both entities, but each entity will maintain control over design decisions for their respective jurisdiction. The City will fund this project through the Capital Improvement Project (CIP) general fund and submit for the apportioned reimbursement. MCRA will fund its own share of the work.

At the September 10, 2024, MCRA meeting, the Board voted to approve the Second Amended and Restated Interlocal Agreement.

Jim Webb of The Goodman Corporation presented an overview of the agreement, explaining that the second amendment is necessary to incorporate the grant funds received from HUD. He stated the funds will be coordinated between the City and MCRA and used for design engineering work. The agreement is based on reimbursement, meaning the City will fund the project initially and later submit for the apportioned reimbursement. The design work is expected to be completed within 18 months.

Mayor Lord noted that these funds and associated design work will position the project to be “shovel ready” for future construction-phase funding opportunities. He also emphasized the project’s several public safety and economic benefits.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve the Second and Restated Interlocal Agreement.

The motion carried 4-0

VI. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

- A. Update on Activities – Chief Schultz provided an update on activities including personnel, calls for service, and the 2024 budget.
- The Department is fully staffed.
 - The Department has expended 68% of the budget and expects to temporarily be overbudget at the end of the year due to expenses related to the May Derecho storm and Hurricane Beryl. Expenses for both storms have been submitted to FEMA for reimbursement.
 - Top calls for service are false alarms and suspicious situations.

VII. VILLAGE FIRE DEPARTMENT REPORT

- A. Update on Activities – Chief Miller and Fire Commissioner Brown reported on activities, staffing, calls for service, and response times.
- The average response time for Bunker Hill was 5:16 in August.
 - The Finance Director position has been filled and will start in October.
 - Deputy Chief Will Wyatt retired in September.
 - Ladder 1 remains out of service for maintenance and preventative work.
 - The roof project is expected to begin in September. Work will take three (3) weeks to complete.

VIII. MAYOR'S REPORT

A. Proclamation – Mayor Lord proclaimed Saturday, October 5, 2024, as “World Teachers' Day” in the City, recognizing teachers’ efforts to educate and empower students to achieve their full potential. City Administrator Barrera will coordinate the delivery of the proclamations to both Frostwood and Bunker Hill Elementary Schools.

B. Report on Activities and Upcoming Events

- Mayors’ Meetings – Mayors’ continue to coordinate a meeting date.
- CenterPoint Meeting – Mayor Lord and other local officials met with CenterPoint representatives to discuss emergency management operations and communications, including how to improve preparation and response efforts.

City Council directed staff to convene the City’s Public Safety Committee to discuss/determine response objectives, including evaluating and prioritizing the resources and/or partnerships needed for recovery operations, as well as identifying any challenges and gaps in resources and capabilities that may exist.

Mayor Lord noted that he will participate in Bunker Hill Elementary Constitution Day on Thursday, September 19, 2024.

IX. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

- FEMA/ State Recovery for Hurricane Beryl – All activities, hours worked, equipment used and purchased, etc. related to Hurricane Beryl have been documented and submitted to FEMA for review and potential reimbursement for Category A (vegetative material) and Category B (emergency protective measures) expenses. The total amount was \$116,746.35. The estimated 75% reimbursement from FEMA for the May Derecho storm is \$87,559.77.
- 2024 Annual Texas Municipal League Conference – *October 9-11, 2024* – Final reminder for Council if they are interested in attending to ensure they are registered for the conference.
- Planning and Zoning Commission Meeting Review – The Commission continues to review and discuss potential amendments to the City’s zoning ordinance, including: required distance between generator foundation and structures, accessory use regulations, tree preservation, removal and replacement, 50% improvement rule, subdividing lots facing private streets and allowing chickens.
- Memorial Villages Recycling Event – *Saturday, October 26, 2024* – The event will be hosted by Hedwig Village, and will provide Village residents the opportunity to shred documents, recycle electronics, dispose of prescription medications, donate household items, and a free tree giveaway.

B. Public Works Director Report

- Development Report & Work Stop Order Updates – Public Works Director Hernandez reported on permits issued in August 2024, and provided an overview of the work stop order issued for the property located at 26 Valley Forge.

Council inquired if the court could vacate the judgment and refund the payment to the property owner. Councilmember Moerer stated that the time for the complainant to file an appeal has likely passed, making it unlikely that the judgment can be reversed. City Administrator Barrera will discuss with the Municipal Court and City Prosecutor and report back to Council.

- CIP Project Update –
 - The water meter replacement project began June 24, 2024, and an estimated 400 meters have been replaced to date. Mayor Lord asked if the volume usage has increased with the new meters and requested staff to report the data at the November meeting.
 - A notice to bidders/ RFQ has been published for waterline replacement on Rhett, Tara, and Mayerling, and staff expects to recommend award of contract for this work at the November Council meeting
 - All televising work for the sanitary sewer line under Bunker Hill Rd. has been completed. The inspection revealed severe deterioration to the sanitary sewer line under Bunker Hill Rd. and Greenbay. Repairs will be necessary before road work can begin. Staff is working to obtain final cost estimates for the repair work.

C. Finance Director Report

- Investments and Opportunities – The City continues to take advantage of favorable interest rates.
- Audit Update – The interim date to begin the audit is the week of November 11.

X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENTS NO. 4 THROUGH 11 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 a revised budget for Fiscal Year 2024 based on year-end projections. Adopting a revised budget more accurately reflects the City's current financial position as well as ensures a more accurate depiction of the fund balance as used in the preparation and adoption of the Fiscal Year 2025 Budget.

Amendments 4 through 11 compare the Fiscal Year 2024 Adopted Budget passed by City Council to the Fiscal Year 2024 year-end projections, including both revenues and expenditures/expenses for all funds, to see the changes. The 2024 Adopted Budget also includes amendments 1 through 3, which were approved by the Council throughout the year.

In the past, Council amended the budget based on year-end actuals. Since the following year's budget (2025) makes assumptions about the current year's available fund balance for use in the 2024 budget, staff recommended that Council approve a budget amendment based on current year-end projections to ensure projected ending fund balance availability. As the end of the 2024 fiscal/ calendar year approaches, line-item budgets will more accurately reflect expenditures/expenses that staff can rely upon when making purchases. This will also help prepare for the annual audit.

The end result will fall to the bottom line and increase or decrease fund balance in the current year. The increase/decrease in fund balance will be as follows:

- General Fund decrease fund balance \$260,866
- General Fund Construction Fund increase fund balance \$2,008,400
- General Fund Construction Fund increase fund balance \$2,008,400
- Utility Fund decrease fund balance \$109,300
- Utility Fund CIP decrease fund balance \$750,000
- Solid Waste increase fund balance \$600
- Court decrease fund balance \$2,150
- Offsite Tree Program Fund decrease fund balance \$60,000
- Restricted Donation Fund decrease fund balance \$18,700

CITY OF BUNKER HILL VILLAGE	AMENDMENT NO. 4
GENERAL FUND	

	ACCOUNT #	DESCRIPTION	2024 ADOPTED BUDGET WITH AMENDMENTS	2024 PROJECTIONS	INCREASE/ DECREASE
01	00-00-4010	Taxes - Current Year	6,330,491	6,430,491	100,000
01	00-00-4120	Sales Tax Revenue	245,000	300,000	55,000
01	00-00-4112	Franchise Fees - Other	52,200	61,000	8,800
01	00-00-4310	Permits - Animal Licenses	100	350	250
01	00-00-4315	Permits - Building	550,000	620,000	70,000
01	00-00-4910	Interest Income	450,000	650,000	200,000
01	00-00-4920	Miscellaneous Income	17,632	157,000	139,368
01	00-00-4930	Ambulance Fund	-	70,000	70,000
01	00-00-4940	Rent Income	20,784	30,000	9,216
01	00-00-4980	Intergovernmental Revenue	676,001	35,000	(641,001)
TOTAL GF REVENUES			8,342,208	8,353,841	11,633

Personnel

01	00-00-5010	Wages	458,000	481,000	23,000
01	00-00-5020	Wages - Overtime	2,000	19,000	17,000
01	00-00-5110	Payroll Taxes - FICA Employer	35,000	39,500	4,500
01	00-00-5210	Retirement - TMRS Employer	78,000	87,500	9,500
01	00-00-5510	Employee Relations	1,200	1,500	300
01	00-00-6490	Janitorial Services	7,800	9,000	1,200
01	00-00-6660	Printing & Stationary	5,000	5,500	500
01	00-00-6890	Traffic Signs & Signals	5,000	45,000	40,000
01	00-00-7504	Prof Fees - LEGAL	55,000	107,000	52,000
01	00-00-8260	Elections	2,500	-	(2,500)
01	00-00-8410	Animal Control	5,500	6,000	500
01	00-00-8610	Court - General	4,000	5,000	1,000
01	00-00-8615	Court - Translation	6,000	7,500	1,500
TOTAL G & A Operating Expenses			665,000	813,500	148,500

Capital Outlay

01	00-00-9255	Transfer to UF Const Cares Funds	676,001	-	(676,001)
01	00-00-9256	Transfer to Utility Fund	-	800,000	800,000
TOTAL Capital Outlay			676,001	800,000	123,999

	TOTAL General Fund Expenditures	1,341,001	1,613,500	272,499
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	REVENUE OVER/(UNDER) EXPENDITURES			260,866
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CITY OF BUNKER HILL VILLAGE	AMENDMENT NO. 5
UTILITY FUND	

ACCOUNT #	DESCRIPTION	2024 ADOPTED BUDGET WITH AMENDMENTS	2024 PROJECTIONS	INCREASE/ DECREASE	
04	00-00-4410	Water Sales	2,700,000	3,000,000	300,000
04	00-00-4510	Wastewater Sales	800,500	1,000,500	200,000
04	00-00-4920	Miscellaneous Income	20,000	40,000	20,000
TOTAL UTILITY REVENUES		3,520,500	4,040,500	520,000	
04	00-00-5010	Wages	506,000	513,000	7,000
04	00-00-5020	Wages - Overtime	29,000	59,000	30,000
04	00-00-5110	Payroll Taxes - FICA Employer	42,000	50,500	8,500
04	00-00-5210	Retirement - TMRS Employer	100,000	107,600	7,600
04	00-00-5310	Insurance-Workers Compensation	8,400	9,500	1,100
04	00-00-5340	Insurance - Medical	80,000	85,000	5,000
04	00-00-6090	Chemicals	8,000	10,000	2,000
04	00-00-6091	Lab Fees	10,000	5,000	(5,000)
04	00-00-6250	Fuel	10,000	11,000	1,000
04	00-00-6340	Garbage - Dumping Fees	1,500	2,000	500
04	00-00-6490	Janitorial Services	4,600	7,400	2,800
04	00-00-6810	Tools & Equipment	1,500	4,500	3,000
04	00-00-6970	Uniforms	3,000	3,500	500
04	00-00-7540	Water - Water Meters	34,000	30,000	(4,000)
04	00-00-7610	Wastewater - Lines	11,000	15,000	4,000
04	00-00-8002	Water Purchase/COH	800,000	900,000	100,000
04	00-00-8003	WW Treatment Fee	550,000	1,800,000	1,250,000
04	00-00-8130	Bank & Credit Card Charges	37,000	47,000	10,000
04	00-00-8450	Insurance - General	25,000	23,000	(2,000)
04	00-00-8630	Natural Gas	1,800	7,000	5,200
04	00-00-9140	Capital Outlay - Vehicle Reserve		2,100	2,100
TOTAL Operating Expenses		2,262,800	3,692,100	1,429,300	
Capital Outlay				-	
04	00-00-9253	TRANSFER FROM GENERAL FUND	-	(800,000)	(800,000)
TOTAL Capital Outlay		0	(800,000)	(800,000)	
TOTAL UTILITIES EXPENSES		2,262,800	2,892,100	629,300	
REVENUE OVER/(UNDER) EXP				(109,300)	

CITY OF BUNKER HILL VILLAGE	AMENDMENT NO. 6
GENERAL FUND CONSTRUCTION FUND	

	ACCOUNT #	DESCRIPTION	2024 ADOPTED BUDGET WITH AMENDMENTS	2024 PROJECTIONS	INCREASE/ DECREASE
06	00-00-9183.03	Drainage Master Plan	50,000	-	(50,000)
06	00-00-9184.07	Taylor Crest	860,000		(860,000)
06	00-00-9184.08	Bunker Hill Road Overlay	380,000	200,000	(180,000)
06	00-00-9184.01	Asphalt Rehabilitation	75,000	28,000	(47,000)
06	00-00-9184.03	Gessner Northbound & Memorial	868,000	300,000	(568,000)
06	00-00-9184.04	Sidewalks	120,000	100,000	(20,000)
06	00-00-9184.10	Asphalt Design	100,000	196,600	96,600
06	00-00-9184.11	Dads Club Sidewalk - Memorial Dr	400,000		(400,000)
06	00-00-9184.09	Street Master Plan	25,000	45,000	20,000
06	00-00-9190	Public Safety- Police	209,243	96,557	(112,686)
06	00-00-9190.01	Public Safety- Fire		112,686	112,686
06	00-00-9191	Facilities	-	50,000	50,000
06	00-00-9191.02	City Hall Park Study	50,000	-	(50,000)
TOTAL Capital Outlay			3,137,243	1,128,843	(2,008,400)
TOTAL EXPENDITURES					
REVENUE OVER/(UNDER) EXPENDITURES					

CITY OF BUNKER HILL VILLAGE	AMENDMENT NO. 7
UTILITY FUND CONSTRUCTION FUND	

	ACCOUNT #	DESCRIPTION	2024 ADOPTED BUDGET WITH AMENDMENTS	2024 PROJECTIONS	INCREASE/ DECREASE
Capital Outlay					
07	00-00-9182.01	Gessner Water Lines with Roadway Design	887,500		(887,500)
07	00-00-9183.03	Underground Utilities - BH Road		137,500	137,500
TOTAL Capital Outlay			887,500	137,500	(750,000)
EXPENDITURES					(750,000)

CITY OF BUNKER HILL VILLAGE	AMENDMENT NO. 8
SOLID WASTE FUND	

	ACCOUNT #	DESCRIPTION	2024 ADOPTED BUDGET	2024 PROJECTIONS	INCREASE/ DECREASE
Solid Waste					
09	00-00-4750	Late Fee - Penalty	2,400	3,000	600
TOTAL REVENUES			2,400	3,000	600

CITY OF BUNKER HILL VILLAGE	AMENDMENT NO. 9
COURT FUND	

ACCOUNT #	DESCRIPTION	2024 ADOPTED BUDGET	2024 PROJECTIONS	INCREASE/DECREASE
05	00-00-4260 Security Fees	2,500	2,000	(500)
05	00-00-4270 Technology Fees	4,000	2,000	(2,000)
TOTAL COURT REVENUES		6,500	4,000	(2,500)
COURT FUND EXPENDITURES				
Support Services				
05	00-00-8140 Child Safety	150	2,100	1,950
05	00-00-8626 Security	8,300	6,000	(2,300)
TOTAL COURT EXPENDITURES		8,450	8,100	(350)
REVENUE OVER/(UNDER) EXPENDITURES		(1,950)	(4,100)	(2,150)

CITY OF BUNKER HILL VILLAGE	AMENDMENT NO. 10
OFFSITE TREE PROGRAM FUND	

ACCOUNT #	DESCRIPTION	2024 ADOPTED BUDGET	2024 PROJECTIONS	INCREASE/DECREASE
17	00-00-4351 Offsite Tree Program	60,000	100,000	40,000
TOTAL REVENUES		60,000	100,000	40,000
Support Services				
17	00-00-8752 Offsite Tree Program	100,000	200,000	100,000
TOTAL SOLID WATER EXP		100,000	200,000	100,000
REVENUE OVER/(UNDER) EXPENDITURES				(60,000)

CITY OF BUNKER HILL VILLAGE	AMENDMENT NO. 11
RESTRICTED DONATION FUND	

ACCOUNT #	DESCRIPTION	2024 ADOPTED BUDGET	2024 PROJECTIONS	INCREASE/DECREASE
14	00-00-4920 Contributions	-	5,000	5,000
14	00-00-4910 Interest Income		300	300
TOTAL REVENUES		-	5,300	5,300
Support Services/Capital Outlay				
14	00-00-9139 Capital Outlay	-	24,000	24,000
TOTAL Support Services		-	24,000	24,000
TOTAL SOLID WATER EXP		-	24,000	24,000
REVENUE OVER/(UNDER) EXPENDITURES		-	(18,700)	(18,700)

A motion was made by Councilmember Poor and seconded by Councilmember Schwartz to approve Ordinance No. 24-633, adopting Amendments No. 4 through 11 to the Original Budget of the City of Bunker Hill Village, Texas for Fiscal Year 2024.

The motion carried 4-0

XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A SIX-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 OCTOBER 1, 2024 THROUGH MARCH 31, 2025 – *Gerardo Barrera, City Administrator*

At the February 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 provides the option for two one-year extensions. The first one-year extension was approved by Council for the period of March 31, 2023, to April 1, 2024.

In response to concerns regarding service quality in all landscaping areas raised throughout the year, Council approved a six-month contract extension for the period of March 31, 2024, to September 30, 2024, during the March 2024 meeting. Council directed staff to monitor and subsequently evaluate the quality of landscaping work at the end of this period to determine whether to continue with the contract or initiate a formal bidding process for landscaping and maintenance services.

After a thorough evaluation, staff expressed satisfaction with the services provided by Yardworks. Staff met with Yardworks to review the contract and ensure that their services continue to align with the City's expectations. This is the final extension to the contract. Landscaping services will be re-bid in FY 2025.

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

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

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve a six-month contract extension covering the period of October 1, 2024, to March 31, 2025, with Yardworks, Inc. for landscape and maintenance services.

The motion carried 4-0

XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AN INTERLOCAL AGREEMENT WITH MEMORIAL VILLAGES POLICE DEPARTMENT; AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS; AND MAKING OTHER PROVISIONS RELATED THERETO – *Gerardo Barrera, City Administrator*

The Interlocal Cooperation Act of the Texas Government Code is designed to increase the efficiency and effectiveness of local governments by authorizing them to contract with other governmental agencies or cooperative organizations for services and goods. The City has successfully executed interlocal agreements in the past with, including but not limited to, Harris County, Houston Galveston Area Council (HGAC), Texas Comptroller of Public Accounts (TX Smart Buy), and TIPS Purchasing Cooperative for various purchasing needs.

Purchasing cooperatives offer the following benefits:

- Access to competitively procured contracts with quality vendors that meet state and federal bid requirements
- Savings of time and financial resources necessary to fulfill bid requirements
- Assistance throughout the purchasing process by qualified cooperative staff

Staff recommended a cooperative purchasing agreement with the Memorial Villages Police Department (MVPD). This allows the City to purchase from competitively bid contracts awarded by MVPD when it is determined to be in the best interest of the City to do so, and conversely allows MVPD to purchase from contracts awarded by the City. The City and MVPD already collaborate on various operations, and this ensures that both entities can share the resources and benefits of each other's awarded contracts, improving the efficiency of their operations.

All services are properly procured and meet all state purchasing requirements per Texas Local Government Code 252.

Pending Council approval, the agreement will be presented to the Police Commission for approval.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve Resolution No. 09-17-2024, authorizing the City to participate in cooperative purchasing with MVPD.

The motion carried 4-0

XIII. CONSIDERATION AND POSSIBLE ACTION TO CAST A BALLOT FOR THE TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL BOARD OF TRUSTEES ELECTION FOR PLACES 11-14 – *Gerardo Barrera, City Administrator*

The Texas Municipal League Intergovernmental (TML) Risk Pool provides workers' compensation, liability, and property insurance to the City. As a member of the risk pool, the City is entitled to vote for members of the Board of Trustees. The Board is governed by 17 members, and this year's election is for places 11, 12, 13, and 14. The officials listed on the ballot have been nominated to serve a six-year term.

Council discussed that they were not familiar with any of the candidates on the ballot.

No action was taken on this item.

XIV. CONSIDERATION AND POSSIBLE ACTION TO CAST A BALLOT FOR THE ELECTION OF THE REGION 14 DIRECTOR OF THE TEXAS MUNICIPAL LEAGUE BOARD OF DIRECTORS – *Gerardo Barrera, City Administrator*

The City is located in TML Region 14. TML Region 14 – San Jacinto Region is comprised of a 17-county area which includes counties of; Austin, Brazoria, Chambers, Colorado, Ft. Bend, Galveston, Grimes, Harris, Madison, Matagorda, Montgomery, San Jacinto, Trinity, Walker, Waller and Wharton. The officials listed on the ballot have been nominated for Region 14 Director.

A motion was made by Councilmember Schwartz and seconded by Councilmember Moerer to cast the City’s ballot for Joe Zimmerman as TML Region 14 Director.

The motion carried 4-0

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

- A. City of Houston, monthly water bill dated July 22, 2024, in the amount of \$64,900.00 for monthly water purchase.
- B. Memorial Villages Water Authority, invoice no. 003-24-25 in the amount of \$60,080.25 for July 2024 wastewater treatment.
- C. Precision One Call, LLC, invoice no. 1142 in the amount of \$58,500.00 for August 2024 vegetative storm debris collection (Hurricane Beryl).

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

The motion carried 4-0

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 August 20, 2024, Regular City Council Meeting.
- B. August 2024 Financials.
- C. Check Register dated August 20, to September 6, 2024.
- D. The Goodman Corporation, invoice no. 8-2024-1 in the amount of \$310.00 for professional services rendered through August 2024 for the Memorial Dr. and Gessner Rd. reconstruction project grant application.
- E. Langford Engineering, invoice no. 27799 in the amount of \$2,156.00 for engineering services completed through July 2024 for the waterline rehab project on Mayerling Dr. and Tara Dr.
- F. Langford Engineering, invoice no. 27800 in the amount of \$1,076.10 for general engineering services completed through July 2024.
- G. Tetra Tech (formerly RPS), invoice no. 52253811 in the amount of \$7,966.73 for City Drainage Committee meeting activities through May 2024.

- H. Tetra Tech (formerly RPS), invoice no. 52281819 in the amount of \$6,368.24 for drainage plan review services completed through July 2024.
- I. Remaining balance of \$200.00 for Ram Rod Utilities, invoice no. 183 for wastewater televising on Chatam Ln. completed in January 2024.

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

The motion carried 4-0

XVII. ADJOURN

Mayor Lord adjourned the meeting at 7:52 p.m.

Approved and accepted on October 15, 2024.



Robert P. Lord, Mayor

ATTEST:



Gerardo Barrera, City Administrator/ Acting City Secretary