

**MINUTES OF THE SPECIAL MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
FEBRUARY 11, 2025**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order at 5:00 p.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present

Mayor Robert Lord
Mayor Pro-Tem Susan Schwartz
Councilmember Eric Thode
Councilmember Carl Moerer
Councilmember Keith Brown
Councilmember Andrew Poor

Staff in Attendance

Gerardo Barrera, City Administrator
Susan Engles, Finance Director
Elvin Hernandez, Public Works Director
Philip Boedeker, City Attorney
Mallory Pack, Management Analyst

II. PLEDGE OF ALLEGIANCE

Councilmember Poor led the Pledge of Allegiance.

III. CITIZENS' COMMENTS

Allen Shindler, 226 Bylane and owner of 225 Bylane, spoke against the Memorial Drive Presbyterian Church (MDPC) Master Plan, stating the new building would be 50 ft. from his property line and intrusive to his backyard. He has been a resident for 31 years and is concerned the plan's approval would negatively impact his property investment. He threatened to move out of the City if the plan is approved.

Mary Johnson, 218 Bylane, spoke against construction of the MDPC Master Plan, and stated the proposed plan would wrap the new building around her property and reduce its value. She stated MDPC has the option to build the facilities elsewhere.

Ray Schultz, MVPD Police Chief, 11981 Memorial Dr., presented an award to Councilmember Moerer in recognition of his service and leadership on the Police Commission.

Tim Drone, 201 Bylane, spoke in opposition of the MDPC Master Plan and wants to support his property values. He stated he is hopeful of a resolution from Council.

Fred Bakht, 212 Bylane, expressed his concerns about the loss of privacy and harm to property values due to MDPC Master Plan. He stated there must be a win-win situation and other alternatives where the Church could construct new buildings without negatively impacting residents.

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.

- Received \$71,000.00 reimbursement from FEMA for Hurricane Beryl response.
- The Department is hiring for two (2) officer positions. The Telecommunicator Officer started in January. Chief Schultz attended a Texas Police Chief meeting, and the main topic of discussion was filling vacancies across the state/ nation.
- Chief Schultz provided a brief overview of a series of home burglaries in Piney Point and Hunters Creek, which were linked to other burglaries in the Houston area. All cases in the Villages have been solved.
- Office Taylor was seriously injured in a motorcycle accident while working outside employment. He remains in intensive care. Staffing adjustments have been made to ensure proper coverage during his absence.
- The Department activated emergency operations in response to the January 21, 2025 winter storm. No weather-related traffic accidents were reported.
- Three (3) new unmarked vehicles were ordered in accordance with the FY 2025 vehicle replacement plan and budget. Three (3) new patrol vehicles are being upfitted.
- A report named the Memorial Villages the #1 safest place to live in Texas.
- For FY 2026, MVPD will propose adding a new camera at Briarforest/ Memorial.

B. Consideration and Possible Action Regarding Employee Insurance Coverage for the Time Period of April 1, 2025, through March 31, 2026, Contracting for Health, Vision, and Dental Insurance in Partnership with the Memorial Villages Police Department and the City of Piney Point Village, Texas

All full-time City employees are eligible for employee insurance benefits. Insurance coverage has been provided through the Memorial Villages Police Department and includes health, dental, vision, life, and disability insurance. The City of Piney Point Village also participates in this group.

In collaboration with MVPD and Alliant (consultant), the annual process for health, vision, and dental will be from April 1, 2025, through March 31, 2026.

Information based on presentation:

- *Three (3) qualified bids were received – Blue Cross Blue Shield (BCBS) [current provider], United Healthcare, and Curative. Aetna, Cigna, Deltek, IEBP/ TML, and Trustmark declined to submit a quote due to uncompetitive rates. Memorial Herman provided a quote but it was not a sealed bid as required and thus not accepted.*
- *BCBS initial rate was a 23.1% increase. The final rate provided was 8% based on bundling of medical, dental, and vision.*

The Police Commission approved the proposal from Blue Cross Blue Shield. Staff recommended approval to continue employee insurance coverage with the MVPD contracting with Blue Cross Blue Shield serving as the insurance carrier for health insurance, dental, and vision insurance.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve Employee Insurance Coverage for the Time Period of April 1, 2025, through March 31, 2026, Contracting for Health, Vision, and Dental Insurance and Insurance in Partnership with the Memorial Villages Police Department and the City of Piney Point Village, Texas.

The motion carried 5-0

V. VILLAGE FIRE DEPARTMENT REPORT

- A. Update on Activities – Chief Miller and Commissioner Brown reported on activities, staffing, calls for service, and response times.
- Average response time for Bunker Hill Village was 6:04 in January.
 - Three (3) firefighters are out due to injury.
 - The Department increased staffing in response to the snowstorm in January. No significant calls/ incidents were reported.
 - The 2026 budget process has started.
 - Fire hydrant inspections are expected to begin soon.
 - The Deputy Chief’s vehicle has been ordered.
 - Ladder 1 insurance claim has been approved due to over 60% vehicle damage. The damage payout will be \$2M and will fund the purchase of a new ladder truck.
 - A new pumper truck has been ordered and is expected to arrive in 2027. A budget amendment will be required and will be presented as a separate item.
 - Commissioner Brown reported the department transitioned to a new collection agency for ambulance fees, and collections have significantly increased. The estimated collection is \$800K.
- B. Consideration and Possible Action to Approve Budget Amendment 2025-01 to the Fiscal Year 2025 Budget for the Village Fire Department in the amount of \$2,300,000.00 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 2025-01

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: January 24, 2025
Re: **Budget Amendment 2025-01 Budget**

During the regular monthly Village Fire Department Board Meeting on January 22, 2025, the Village Fire Department Board of Commissioners unanimously approved a budget amendment to fund the purchase of an SME006 Arial Ladder Truck to replace Ladder 1. The insurance proceeds from Ladder 1 are anticipated to cover a significant portion of the funds necessary to purchase the SME006 Arial Ladder Truck; however, the Village Fire Department Board of Commissioners is requesting that the member Cities approve a 2025 budget amendment in an amount not to exceed \$2,300,000 to facilitate the purchase. **This budget amendment will not result in an additional assessment to the member cities.**

The total budget amendment of \$2,300,000 will be funded by:

- Ladder 1 insurance proceeds (in an amount anticipated to be approximately \$2,000,000); and
- The Capital Replacement Fund in an amount not to exceed \$300,000.

While this is an amendment to the 2025 budget, the vehicle will not be delivered until mid-2026 and will be built into the FY26 Budget and Capital Replacement Fund Schedule.

At the January 22, 2025 Village Fire Department Board Meeting, the Board of Commissioners also approved the purchase of an ERV010 Pumper Truck which was previously budgeted. By purchasing the Pumper Truck and the Ladder Truck together, the Village Fire Department would receive a multi-unit discount which would result in significant savings.

Councilmember Brown (current chair of the Fire Commission) stated that purchasing two (2) trucks is a good deal. The purchase has been approved by the Fire Commission.

A motion was made by Councilmember Thode and seconded by Councilmember Moerer to approve Budget Amendment 2025-01 to the Fiscal Year 2025 Budget for the Village Fire Department in the amount of \$2,300,000.00 with no additional assessments.

The motion carried 5-0

VI. MAYOR'S REPORT

A. Report on Activities and Upcoming Events

- Mayors' Meetings – The meeting is scheduled for Thursday, February 13, 2025.

Mayor Lord reported that he and staff met with METRO representatives, Harris County Commissioner Ramsey, and Hunters Creek & Piney Point Mayors to discuss partnership funding for the Memorial and Gessner Reconstruction Project.

VII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

- Planning and Zoning Commission Meeting – *January 27, 2025* – The Commission continues to discuss property minimum lease length and potential amendments to the City's zoning ordinance including the 50% improvement rule and use of accessory structures.
- Public Safety Committee Meeting – *January 30, 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.
- May 3, 2025, Election – The May 3, 2025, General Election was called by ordinance at the January 21, 2025, Council meeting. Filing for a place on the ballot will end on February 14, 2025, at 5:00 p.m.

B. Public Works Director Report

- Development Report – Director Hernandez reported on permits issued in the month of January and provided a comparison of the number of permits issued in 2023 and 2024 as requested by Council at the January 21, 2025, meeting.

Council directed staff to present the average change for each type of permit issued each month between 2024 and 2025 at the next meeting.

- CIP Project Update – Director Hernandez reported on the status of the wastewater line replacement on Bunker Hill Rd. and the Waterline Project on Rhett, Tara, and Mayerling.
 - The Bunker Hill Rd. and Greenbay Sanitary Sewer Rehab project is 85% complete. Reconstruction of Bunker Hill Rd. is expected to begin after the sanitary sewer rehab work is completed. Staff are working with the engineer to finalize costs. The City will utilize a cooperative contract with the County for this work.
 - The Waterline Replacement project is ongoing. Phase 1 of the project includes replacement along Mayerling. Staff recommended Plantation Rd. be added to the project due to increased frequency of emergency repairs, water service interruptions, and the poor condition of the line. The change order for this additional work on Plantation Rd. is on this agenda for Council consideration and action. Work will begin immediately after Mayerling is completed.
 - New gateway hardware for AMI has been installed as part of the Water Meter Replacement project. Staff are coordinating with the vendor for system training and testing.

C. Finance Director Report

- Investments and Opportunities – The City continues to take advantage of favorable interest rates. As of January 31, 2025, 82% of property taxes have been collected.

- Annual Audit – The audit is being scheduled.

Director Grass reported that the City received an award for its Annual Comprehensive Financial Report (ACFR) for the year 2023, and a Certificate of Distinction for the Investment Policy for the year 2025-2026.

VIII. PRESENTATION, PUBLIC HEARING, CONSIDERATION AND POSSIBLE ACTION REGARDING AMENDING THE CITY’S SUBDIVISION ORDINANCE

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

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS BY AMENDING SECTION 14-7 (B) (7), STANDARDS AND SPECIFICATIONS, OF CHAPTER 14, SUBDIVISIONS, TO ALLOW THE SUBDIVISION OF LOTS WHERE THE RESULTING LOT IS ADJACENT TO EITHER A PUBLIC OR PRIVATE STREET; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 PER DAY WITH EACH DAY CONSTITUTING A NEW VIOLATION

At the July 24, 2024, City Council Special Meeting, the property owner at 11821 Chapelwood Ln. presented a request to subdivide the property into either three one-acre lots or two lots.

The property was originally three separate lots before being platted into one single lot in 2009. The subdivision ordinance was revised in 2014, and no longer allows lots facing private streets to be subdivided.

Per the current ordinance, the only way to subdivide the lot is to make both Chapelwood Ln. and Fallen Timbers into public streets. This would be at the expense and full responsibility of the property owner, and would require final acceptance of the streets, drainage, etc. from the City. There is no variance process to allow the subdividing of the lot otherwise, and one would need to be established to explore alternative options.

During the Council meeting, Councilmember Brown provided background on the ordinance, stating that the reasoning for preventing lots facing private streets from being subdivided was to “strongly encourage” property owners to allow the streets to turn from private to public.

No action was taken on this item at the meeting. Council directed this item to the Planning and Zoning (P&Z) Commission for further review and discussion of potential amendments to Chapter 14 of the City’s Subdivision Ordinance.

At the August 27, 2024 P&Z meeting, the Commission inquired about potential disadvantages to the City regarding private streets, including negative impacts to neighboring properties, and staff confirmed there were none. The Commission was in favor

of amending the subdivision ordinance to allow a lot to be subdivided that fronts a private street and directed staff to revise the ordinance.

During the October 22, 2024 meeting, the Commission held a formal public hearing and voted unanimously to amend the subdivision ordinance and send it to the City Council for final approval. The ordinance was subsequently approved by Council at the November 19, 2024 City Council meeting.

Following further review, staff identified additional areas to improve and clarify the ordinance to ensure minimum standards for both public and private streets. The proposed revisions provide further guidance while preserving current functionality that shall apply exclusively to a new road construction and not impact existing roads unless modifications or new construction is undertaken after the adoption of the new amendment.

The revisions were presented to the P&Z Commission at the January 27, 2025 meeting. A formal public hearing was held, and no public comments were received for or against the measure. The Commission voted unanimously to amend the ordinance and forward it to City Council for final approval.

As this amendment is in Chapter 14 of the Zoning ordinance, a public hearing is required prior to formal Council consideration and action.

Mayor Lord opened the Public Hearing at 6:40 p.m.

RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE FOLLOWING:

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS BY AMENDING SECTION 14-7 (B) (7), STANDARDS AND SPECIFICATIONS, OF CHAPTER 14, SUBDIVISIONS, TO ALLOW THE SUBDIVISION OF LOTS WHERE THE RESULTING LOT IS ADJACENT TO EITHER A PUBLIC OR PRIVATE STREET; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 PER DAY WITH EACH DAY CONSTITUTING A NEW VIOLATION

Public Comments received:

New property owner, who requested their name and address remain private for security reasons, stated their intention to build on the lot at 11821 Chapelwood Ln. and is looking forward to living in the City.

Mayor Lord closed the Public Hearing at 6:44 p.m.

CONSIDERATION AND POSSIBLE ACTION REGARDING THE FOLLOWING:

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS BY AMENDING SECTION 14-7 (B) (7), STANDARDS AND SPECIFICATIONS, OF CHAPTER 14, SUBDIVISIONS, TO ALLOW THE SUBDIVISION OF LOTS WHERE THE RESULTING LOT IS ADJACENT TO EITHER A PUBLIC OR PRIVATE STREET; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 PER DAY WITH EACH DAY CONSTITUTING A NEW VIOLATION

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve Ordinance No. 25-642, amending the City’s Subdivision Ordinance.

The motion carried 5-0

IX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE CHANGE ORDER NO. 1 TO THE CONTRACT WITH LANGFORD ENGINEERING IN THE AMOUNT OF \$39,500.00 FOR CONSTRUCTION DESIGN FOR THE WATERLINE REPLACEMENT PROJECT TO INCLUDE PLANTATION ROAD
– Elvin Hernandez, Public Works Director

Due to the increased frequency of emergency repairs, water service interruptions, and the poor condition of the waterline on Plantation Rd., staff recommend the line be replaced immediately. To leverage remaining grant funding and benefit from economies of scale, this work will be added to the current waterline replacement project.

At the February 20, 2024, meeting, Council approved a professional services agreement in the amount of \$149,320.00 with Langford Engineering for engineering services for the replacement/ rehabilitation of waterlines on Mayerling, Rhett, and Tara.

Change Order #1 for this project will add \$39,500 to Langford Engineering for construction phase services and the development of engineering plans to include line replacement on Planation Rd. Funding will be sourced through a combination of ARPA funds and the City’s 2025 adopted budget for waterline replacement.

Councilmember Brown stated he lives on Plantation Rd. and would abstain from voting.

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve change order #1 to the contract with Langford Engineering in the amount of \$39,500.00 for construction design of the waterline replacement project to include Plantation Rd.

The motion carried 4-0-1

Councilmember Brown abstained.

X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE CHANGE ORDER NO. 1 TO THE CONTRACT WITH UNDERGROUND CONSTRUCTION IN THE AMOUNT OF \$207,422.00 FOR THE CONSTRUCTION OF THE WATERLINE REPLACEMENT PROJECT TO INCLUDE PLANTATION ROAD – *Elvin Hernandez, Public Works Director*

Due to recent increased frequency of emergency repairs, water service interruptions, and the poor condition of the waterline on Plantation Rd., staff recommend the line be replaced immediately. To leverage remaining grant funding and benefit from economies of scale, this work will be added to the current waterline replacement project.

At the November 19, 2024, meeting, Council approved allocating \$497,267.00 of the funds for essential infrastructure improvements, such as water line replacement, in compliance with funding restrictions. Subsequently, Council approved a contract with Underground Construction for the replacement/ rehabilitation of waterlines on Mayerling, Rhett, and Tara.

Change Order #1 for this project will add \$207,422 to the contract with Underground Construction for project construction to include Plantation Rd. Funding will be sourced through a combination of ARPA funds and the City's 2025 adopted budget for waterline replacement.

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve change order #1 to the contract with Underground Construction in the amount of \$207,422.00 for the construction of the waterline replacement project to include Plantation Rd.

The motion carried 4-0-1

Councilmember Brown abstained.

XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NOS. 13 AND 14 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*

Items XI and XII were presented together but required separate vote for formal approval.

Staff presented an amended budget for Fiscal Year 2024 and Fiscal Year 2025. The City budgeted in 2024 and 2025 for Capital Projects Utility Construction Fund based on a project's percentage of completion at year-end. The amount proposed for the year 2025 is funds not expended in the year 2024 and will fall to the fund balance in 2024.

CITY OF BUNKER HILL VILLAGE ADOPTED 2024 BUDGET UTILITY FUND			AMENDMENT NO. 13		
Acct. # Description			2024 Adopted	2024 No. 13 Amendment	Change
UTILITY FUND EXPENDITURES					
04	7510	WATER FIRE HYDRANT	\$ 13,500	\$ 2,500	\$ (11,000)
04	7520	WATER WELLS PUMPS	\$ 49,500	\$ 22,000	\$ (27,500)
04	7535	WATER LINES	\$ 11,000	\$ 5,500	\$ (5,500)
04	7540	WATER METERS	\$ 30,000	\$ 20,000	\$ (10,000)
04	7610	WW LINES	\$ 15,000	\$ 13,000	\$ (2,000)
TOTAL UTILITY FUND EXP.			\$ 119,000	\$ 63,000	\$ (56,000)

CITY OF BUNKER HILL VILLAGE ADOPTED 2024 BUDGET CAPITAL PROJECTS UTILITY FUND			AMENDMENT NO. 14		
Acct. # Description			2024 Adopted	2024 No. 14 Amendment	Change
CAPITAL PROJECTS UTILITY FUND EXPENDITURES					
07	9182	REPLACE CAST IRON LINES	\$ 900,000	\$ 97,813	\$ (802,187)
16	9192	METER REPLACEMENT	\$ 495,898	\$ 388,644	\$ (107,254)
TOTAL CAPITAL PROJECTS UTILITY FUND EXP.			\$ 1,395,898	\$ 486,457	\$ (909,441)

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve Ordinance No. 25-643, adopting amendment numbers 13 and 14 to the Fiscal Year 2024 Budget.

The motion carried 5-0

XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NOS. 2 AND 3 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS FOR THE FISCAL YEAR 2025; PROVIDING DETAILED LINE-ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT – Susan Engels, Finance Director

Items XI and XII were presented together but required separate vote for formal approval.

The City requires funding to complete urgent waterline repairs on Plantation Rd. Staff recommended using funds in 2024 that will fall to the fund balance in 2024 in the Utility Fund for this expense.

CITY OF BUNKER HILL VILLAGE ADOPTED 2025 BUDGET UTILITY FUND			AMENDMENT NO. 2		
Acct. #	Description	2025 Adopted	2025 No. 2 Amendment	Change	
UTILITY FUND EXPENDITURES					
04	7535 WATER LINES	\$ 11,000	\$ 64,000	\$ 53,000	
TOTAL UTILITY FUND EXP.		\$ 11,000	\$ 64,000	\$ 53,000	

CITY OF BUNKER HILL VILLAGE ADOPTED 2025 BUDGET CAPITAL PROJECTS UTILITY FUND			AMENDMENT NO. 3		
Acct. #	Description	2025 Adopted	2025 No. 3 Amendment	Change	
CAPITAL PROJECTS UTILITY FUND EXPENDITURES					
07	9182 REPLACE CAST IRON LINES	\$ 199,500	\$ 1,001,687	\$ 802,187	
16	9192 METER REPLACEMENT	\$ -	\$ 107,254	\$ 107,254	
TOTAL CAPITAL PROJECTS UTILITY FUND EXP.		\$ 199,500	\$ 1,108,941	\$ 909,441	

A motion was made by Councilmember Brown and seconded by Councilmember Poor to approve Ordinance No. 25-644, adopting amendment numbers 2 and 3 to the Fiscal Year 2025 Budget.

The motion carried 5-0

XIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS AND TX BBG CONSULTING, INC., A WHOLLY OWNED SUBSIDIARY OF SAFEUILT, LLC FOR BUILDING PLAN REVIEW AND DEVELOPMENT SERVICES – *Elvin Hernandez, Public Works Director*

To supplement planning and development workload demand as needed, the City utilizes a third-party contract to perform building inspections and plan review services. TXBBG Consulting, Inc., a wholly owned subsidiary of SAFEuilt, LLC, has provided these professional services to the City since 2022. These services are provided on an as-needed basis at the request of the City. Contracting with TXBBG gives the City the ability to deliver timely building inspections and plan review services, maintaining a level of continuity during inspector absences and periods of increased workload demand.

TXBBG Consulting Inc. provided a proposed one-year contract agreement, including the fee schedule for consideration with no proposed cost increases for 2025.

Per Local Government Code 252.022, professional services are exempt from formal bids.

A motion was made by Councilmember Poor and seconded by Councilmember Brown to renew a contract with TXBBG Consulting, Inc., a wholly owned subsidiary of SAFEbuilt, LLC, for building inspections and plan review services as needed.

The motion carried 5-0

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

- A. City of Houston water bill dated December 19, 2024, in the amount of \$92,666.48 for November 2024 water purchase.
- B. City of Houston water bill dated January 21, 2025, in the amount of \$69,281.18 for December 2024 water purchase.

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

The motion carried 5-0

XV. 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 January 21, 2025, Regular City Council Meeting.
- B. December 2024 Financials.
- C. Check Register dated January 15, 2025, to January 29, 2025.
- D. Langford Engineering, invoice no. 28417 in the amount of \$2,390.55 for engineering services completed through December 2024 for the waterline replacement project on Mayerling Dr. and Tara Dr.
- E. Langford Engineering, invoice no. 28442 in the amount of \$2,888.78 for construction phase engineering services rendered through December 2024 for the Bunker Hill Rd. and Greenbay sanitary sewer rehabilitation project.
- F. Probstfeld & Associates, invoice no. 70734 in the amount of \$355.00 for drainage plan review services completed in November 2024.
- G. Probstfeld & Associates, invoice no. 70735 in the amount of \$355.00 for drainage plan review services completed in November 2024.
- H. Probstfeld & Associates, invoice no. 70840 in the amount of \$355.00 for drainage plan review services completed in December 2024.
- I. Probstfeld & Associates, invoice no. 70841 in the amount of \$355.00 for drainage plan review services completed in December 2024.
- J. Probstfeld & Associates, invoice no. 70843 in the amount of \$355.00 for drainage plan review services completed in December 2024.
- K. Probstfeld & Associates, invoice no. 70844 in the amount of \$355.00 for drainage plan review services completed in December 2024.

- L. Probstfeld & Associates, invoice no. 70845 in the amount of \$180.00 for drainage plan review services completed in December 2024.

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

The motion carried 5-0

XVI. 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 7:01 p.m.

Mayor Lord reconvened the Regular City Council meeting at 8:05 p.m.

XVII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN AGREEMENT WITH MEMORIAL VILLAGES WATER AUTHORITY

No action was taken on this item.

XVIII. ADJOURN

Mayor Lord adjourned the meeting at 8:11 p.m.

Approved and accepted on March 18, 2025.



Robert P. Lord, Mayor

ATTEST:



Gerardo Barrera, City Administrator/ Acting City Secretary