



## CITY OF BUNKER HILL VILLAGE

NOTICE IS HEREBY GIVEN OF A MEETING OF THE BUNKER HILL VILLAGE CITY COUNCIL TO BE HELD ON TUESDAY, JUNE 20, 2023 AT 5:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS AT 11977 MEMORIAL DRIVE, HOUSTON, TEXAS, FOR THE PURPOSE OF DISCUSSION, AND IF DEEMED ADVISABLE BY THE CITY COUNCIL, ACTION ON THE FOLLOWING:

*“The Mayor, City Council and Staff of Bunker Hill Village are committed to governing with integrity and fiscal responsibility. We are dedicated to creating a sense of community, ensuring the safety and well-being of our citizens, and preserving our unique character and quality of life so that we can pass on a greater and more beautiful city to future generations.”*

### **NOTICE OF MEETING BY TELEPHONE AND VIDEO CONFERENCE:**

In accordance with Texas Government Code, Sec. 551.127, on a regular, non-emergency basis, Councilmembers may attend and participate in a meeting remotely by video conference. Should such attendance transpire, a quorum of the Council will be physically present at the location noted above on this agenda.

*This meeting agenda, and the agenda packet, are posted online at*  
[www.bunkerhilltx.gov](http://www.bunkerhilltx.gov)  
**LATEST NEWS**

*The public will be able to observe and participate in the meeting as follows:*

### **Join Zoom Meeting**

<https://us06web.zoom.us/j/84459500575?pwd=U1Z1WDgwWXp2VlhJRDMxcjNPTUs2QT09>

**Meeting ID: 844 5950 0575**

**Passcode: 356775**

**Dial by your location**

**+1 346 248 7799 US (Houston)**

*The public will be permitted to offer public comments by video conference as provided by the agenda and as permitted by the presiding officer during the meeting. A recording of the meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request.*

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE – *Girl Scouts of San Jacinto Council Troop 126129***

**III. CITIZENS' COMMENTS**

This is an opportunity for citizens to speak to council relating to agenda and non-agenda items. Comments are limited to three minutes. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer comments until such time the item is discussed. Speakers are required to address council at the microphone and give their name and address prior to voicing their concerns.

Note: To comply with provisions of the Open Meetings Act, the City Council may not deliberate on items discussed under this agenda item. Items that cannot be referred to the city staff for action may be placed on the agenda of a future City Council meeting.

**IV. DISCUSSION AND DIRECTION ON GOALS AND PRIORITIES FOR THE CITY'S PROPOSED FY 2024 BUDGET AND 2023 TAX RATE TO SUPPORT THE BUDGET- *Gerardo Barrera, City Administrator and Susan Grass, Finance Director***

**V. PRESENTATION, PUBLIC HEARING AND CONSIDERATION AND ACTION ON AMENDING THE CITY'S ZONING ORDINANCE:**

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

Amendments to the City's Zoning Ordinance:

- A. Synthetic Turf
- B. Solar Panels

*Open Public Hearing*

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

- A. Public Hearing Regarding Amending the Definition of the Term Permeable and Regulating the Installation of Synthetic Turf
- B. Public Hearing Regarding Regulating the Installation of Solar Panels and Related Equipment

*Close Public Hearing*

**CONSIDERATION AND POSSIBLE ACTION REGARDING THE FOLLOWING ORDINANCES AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION:**

- A. ORDINANCE NO. 23-608, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING APPENDIX “A”, ZONING, OF ITS CODE OF ORDINANCES BY AMENDING SECTION 2.01, GENERAL, OF ARTICLE II, DEFINITIONS, TO AMEND THE DEFENITION OF PERMEABLE; BY AMENDING SECTION 5.04, AREA REGULATIONS, SIZE OF LOT, OF ARTICLE V, DISTRICT A REGULATIONS, AND SECTION 6.04, AREA REGULATIONS, SIZE OF LOT, OF ARTICLE VI, DISTRICT B REGULATIONS, OF APPENDIX A, ZONING, TO ADD THAT SYNTHETIC TURF SHALL BE CONSIDERED A PERMEABLE SURFACE AND SHALL BE PROHIBITED IN THE FRONT YARD; 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
- B. ORDINANCE NO. 23-609, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS AMENDING APPENDIX “A” OF ITS CODE OF ORDINANCES, THE SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY, TO ADD A NEW SECTION 7.16, SOLAR PANELS, OF ARTICLE VII, SUPPLEMENTARY DISTRICT REGULATIONS, TO ADD REGULATIONS FOR BOTH ROOF MOUNTED AND GROUND MOUNTED SOLAR PANELS AND ACCESSORY EQUIPMENT; 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

## **VI. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT**

- A. Update on Activities

## **VII. VILLAGE FIRE DEPARTMENT REPORT**

- A. Update on Activities
- B. Presentation and Acceptance of the 2022 Annual Audit
- C. Consideration and Possible Action to Approve the Following Budget Amendments to the Annual Budget for the Village Fire Department as Recommended by the Fire Commission:
  - Amendment 2022-03 for an Intra-Budgetary Transfer for a Surplus in FY 2022 in an Amount of \$91,040.00 Related to Personnel Expenditures, Operational Expenditures, and Increase in Additional Income
  - Amendment 2023-02 in an Amount of \$141,000.00 for the Purchase of Protective Gear and Radio Equipment
  - Amendment 2023-03 in an Amount of \$184,000.00 for a Roof Retrofit on the Annex Building
  - Amendment 2023-04 in an Amount of \$451,276.90 for Personnel, Insurance, Office and Professional Service Expenditures
- D. Consideration and Possible Action to Approve the 2024 Annual Budget for the Village Fire Department Including the FY 2024 Capital Project Plan as Recommended by the Fire Commission

## **VIII. MAYOR'S REPORT**

- A. Recognition
  - Recognition of Councilmember Schwartz's service as President of Harris County Mayors and Councils Association
- B. Consideration and Possible Action to Approve a Contract with Karen Glynn for Incidental Work
- C. Consideration and Possible Action Regarding Appointment of Mayor Pro-Tem for a Term of One Year
- D. Consideration and Possible Action to Approve Resolution No. 06-20-2023A of the City Council of the City of Bunker Hill Village, Texas Naming the City's Commissioner and Alternate Commissioner on the Board of Commissioners of the Memorial Villages Police Department
- E. Consideration and Possible Action to Approve Resolution No. 06-20-2023B of the City Council of the City of Bunker Hill Village, Texas Naming the City's Commissioner and Alternate Commissioner on the Board of Commissioners of the Village Fire Department
- F. Consideration and Possible Action Regarding Designation of City Council Assignments:
  - Liaison for the Planning and Zoning Commission
  - Financial Audit Committee
  - Beautification Committee
  - Drainage Committee
  - Technology Committee
  - Public Safety Committee
- G. Report on Activities and Upcoming Events
  - Mayor's Luncheon
  - Retirement Reception for Karen Glynn, City Administrator – *Tuesday, May 23, 2023*
  - Villages Independence Day Parade – *Tuesday, July 4, 2023*

## **IX. CITY ADMINISTRATOR'S REPORT**

- A. Report on Activities and Upcoming Events
  - Personnel Update
  - Planning and Zoning Commission Meeting – *Tuesday, June 6, 2023*
  - City Hall Holiday – *Tuesday, July 4, 2023*
  - 2023 Water Quality Report
  - July City Council and Municipal Court Schedule
- B. Report on Capital Projects
  - Public Works and Emergency Operations Building
  - Wastewater Televising
  - Water Meter Upgrade Project
  - Street Maintenance
  - Fire Hydrant Painting
  - Sidewalk Assessment
- C. Finance Director Report

- Consideration and Possible Action to Approve Resolution No. 06-20-2023C, a Resolution of the City Council of the City of Bunker Hill Village, Texas, accepting the City's Financial Management Policy
- Investments and Opportunities

- X. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO APPROVE AN INTERLOCAL AGREEMENT WITH THE CITY OF HEDWIG VILLAGE REGARDING A REQUEST FROM THE CITY OF HEDWIG VILLAGE TO ENHANCE THE PEDESTRIAN CROSSING SIGN AT THE MAGDELANE AND TAYLORCREST CROSSWALK – *Gerardo Barrera, City Administrator and City of Hedwig Village Representatives***
- XI. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDERS NO. 4 AND NO. 5 TO THE CURRENT CONTRACT WITH JLA CONSTRUCTION SOLUTIONS LLC FOR THE CONSTRUCTION OF THE PUBLIC WORKS AND DISASTER OPERATIONS BUILDING – *Gerardo Barrera, City Administrator***
- A. Change Order No. 4 for the Purchase of a Generator to Service City Hall and the Public Works and Disaster Operations Building in an Amount Not to Exceed \$78,000.00
- B. Change Order No. 5 for Improvements to the Sidewalk and Ramp to Meet ADA Requirements in an Amount Not to Exceed \$18,000.00
- XII. CONSIDERATION AND POSSIBLE ACTION TO AWARD A BID AND AUTHORIZE THE MAYOR TO EXECUTE CONTRACTS BETWEEN THE CITY OF BUNKER HILL VILLAGE AND SWEEPING CORP. OF AMERICA, LLC FOR THE SANITARY SEWER CLEANING AND TELEVISIONING PROJECT AT A BASE BID PRICE OF \$34,316.00 – *Gerardo Barrera, City Administrator***
- XIII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE CITY ADMINISTRATOR TO PURCHASE A REPLACEMENT VEHICLE FOR THE PUBLIC WORKS DEPARTMENT UTILIZING FUNDING IN THE VEHICLE REPLACEMENT FUND – *Gerardo Barrera, City Administrator***
- XIV. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 23-610 AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENTS NO. 7 AND NO. 8 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2023; PROVIDING DETAILED LINE-ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT – *Susan Grass, Finance Director***



- XV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 06-20-2023D OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE TEXAS, AMENDING A SCHEDULE OF FEES, RATES, DEPOSITS, AND OTHER CHARGES FOR PUBLIC SERVICES, INCLUDING THOSE RELATING TO THE DEVELOPMENT, BUILDING AND CONSTRUCTION, ELECTRICAL, PLUMBING, LICENSING AND REGISTRATIONS, REGULATORY INSPECTIONS, PERMITTING, APPLICATIONS, HEARINGS AND OTHER MATTERS – Gerardo Barrera, City Administrator**
- XVI. CONSIDERATION AND POSSIBLE ACTION TO RECLASSIFY THE CITY’S CURRENT PART-TIME EMPLOYMENT POSITION TO A FULL-TIME EMPLOYMENT POSITION – Gerardo Barrera, City Administrator**
- XVII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE FOLLOWING PAYMENTS THAT EXCEED \$150,000.00:**
- A. JLA Construction Solutions Application for Payment No. 5 in the amount of \$288,065.55 for Public Works and Emergency Operations Building construction from March 1, 2023 through March 31, 2023
- XVIII. 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 May 16, 2023 Regular Council Meeting.
  - B. May 2023 Financials.
  - C. Clark Condon Associates, Inc., Invoice No. 50958 in the amount of \$1,150.00 for professional services rendered for Water Well No. 5 site work in April 2023.
  - D. JLA Construction Solutions Application for Payment No. 6 in the amount of \$107,920.00 for Public Works and Emergency Operations Building construction from April 1, 2023 through April 31, 2023.
  - E. PGAL, Invoice No. 10059133 in the amount of \$1,600.00 for services completed from April 1, 2023 to April 30, 2023 for the City Hall Exterior Improvements and Public Works Building construction projects.
  - F. Willscot, Invoice No. 901775094 in the amount of \$1,509.80 for May 2023 facility rental (Public Works Team).

**XIX. ADJOURN**

**I, Gerardo Barrera, City Administrator of the City of Bunker Hill Village certify that the above notice of meeting was posted in a place convenient to the general public in compliance with Chapter 551, Texas government Code, by Friday, June 16, 2023 by 12:00 noon.**

(SEAL)



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Gerardo Barrera, City Administrator/ Acting City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive service must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 713-467-9762 for further information.