



BHV, INC.

NOTICE IS HEREBY GIVEN OF A MEETING OF THE BHV, INC. BOARD OF DIRECTORS TO BE HELD ON TUESDAY, APRIL 15, 2025, AT 4:30 P.M. IN THE CITY HALL COUNCIL CHAMBERS AT 11977 MEMORIAL DRIVE, HOUSTON, TEXAS, FOR THE PURPOSE OF DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:

This meeting agenda, and the agenda packet, are posted online at www.bunkerhilltx.gov

NOTICE OF MEETING BY TELEPHONE AND VIDEO CONFERENCE:

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

Join Zoom Meeting

<https://us06web.zoom.us/j/87418058671?pwd=6zw8FviTdY8SMwEctUi2oSLrMManXl.1>

Meeting ID: 874 1805 8671

Passcode: 476016

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. PUBLIC COMMENTS**
- III. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE APRIL 16, 2024, MEETING MINUTES**
- IV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE BOARD OF DIRECTORS OF BHV, INC. AMENDING THE BHV, INC. BYLAWS**
- V. CONSIDERATION AND POSSIBLE ACTION REGARDING ELECTION OF OFFICERS TO SERVE A ONE-YEAR TERM**
- VI. REPORT FROM THE ASSISTANT SECRETARY OF BHV, INC./ CITY ADMINISTRATOR OF THE CITY OF BUNKER HILL VILLAGE**
 - A. Report on Activities
- VII. ADJOURN**

I, Gerardo Barrera, Assistant Secretary of the Board of Directors of BHV, Inc. 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, on April 11, 2025, by 12:00 p.m.

(SEAL)



Gerardo Barrera, Assistant Secretary

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

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
BOARD OF DIRECTORS OF BHV, INC.
APRIL 16, 2024**

I. CALL TO ORDER

President Robert Lord called the meeting to order at 4:35 p.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present

Robert Lord, President
Susan Schwartz, Vice President
Keith Brown, Member
Carl Moerer, Member
Laurie Rosenbaum, Secretary
Will Franklin, Treasurer

Staff in Attendance

Gerardo Barrera, Assistant Secretary of the Board of Directors/ City Administrator
Susan Engels, Assistant Treasurer of the Board of Directors/ Finance Director
Loren Smith, City Attorney
Mallory Pack, Management Analyst

Absent

Eric Thode, Member

II. PUBLIC COMMENTS

There were no public comments.

III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE SEPTEMBER 19, 2023, MEETING MINUTES

A motion was made by Board Member Franklin and seconded by Board Member Schwartz to approve the September 23, 2023, meeting minutes.

The motion carried 6-0

IV. CONSIDERATION AND POSSIBLE ACTION REGARDING ELECTION OF OFFICERS

The BHV, Inc. bylaws require the Board of Directors to hold an annual meeting in April of each year to elect officers to the Board.

At the March 21, 2023, BHV, Inc. meeting, the Board elected the following Board Members to the officer positions listed below:

Officer Position	Current Appointment
President	Robert Lord
Vice President	Susan Schwartz
Secretary	Laurie Rosenbaum
Treasurer	Will Franklin
Assistant Secretary	City Secretary of the City of Bunker Hill Village
Assistant Treasurer	Finance Director of the City of Bunker Hill Village

The Board was in favor of keeping the current officer positions unchanged.

A motion was made by Board Member Brown and seconded by Board Member Schwartz to appoint Robert Lord as President, Susan Schwartz as Vice President, Laurie Rosenbaum as Secretary, Will Franklin as Treasurer, City Secretary of the City of Bunker Hill Village as Assistant Secretary, and Finance Director of the City of Bunker Hill Village as Assistant Treasurer, to the BHV, Inc. Board of Directors for a one-year term ending April 15, 2025.

The motion carried 6-0

V. REPORT FROM CITY ADMINISTRATOR OF CITY OF BUNKER HILL VILLAGE

City Administrator Barrera provided an update on the Public Works & Disaster Operations Building Enhancement Project:

- Five (5) donors have contributed to the project.
- Furniture has been delivered, and City staff have earmarked \$12,000 for this purchase.
- The certificate of occupancy has been issued. Staff are working to establish phone and internet connectivity in the building before moving Public Works crews into the new workspace.
- Staff have opened an account at Independent Financial, the City’s primary depository bank, to receive donations. The total balance as of March 29, 2024, is \$24,031.34.
- Staff are coordinating with MVPD to schedule a ribbon cutting event for the building.

Finance Director Engels stated that the Corporation will be audited as part of the City’s annual audit and reported as a separate/ special revenue line item.

Board Member Franklin requested that staff provide a quarterly financial report to the Treasurer.

The Board discussed fundraising strategies to increase donations, including:

- *Develop a list of needed items and estimated costs.*
- *Establish a “Giving Day” in conjunction with National Public Works Week.*

- *Continue to promote the fundraiser project through the City newsletter, website, and V-Linc.*

This item was for discussion only. No action was taken.

VI. ADJOURN

A motion was made by Board Member Brown and seconded by Board Member Lord to adjourn the meeting at 4:51 p.m.

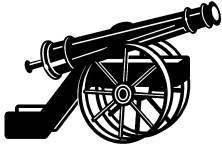
The motion carried 6-0

Approved and accepted on April 15, 2025.

President of the Corporation

ATTEST:

Secretary of the Corporation



City of Bunker Hill Village
BHV, Inc.
Agenda Request

Agenda Date:	April 15, 2025
Agenda Item:	IV
Subject:	Amendment to Bylaws
Exhibits:	Resolution No. 04-15-2025
Funding:	N/A
Presenter(s):	Gerardo Barrera, Assistant Secretary

Executive Summary

The BHV, Inc. bylaws require the Board of Directors of 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, the City's Finance Director and City Secretary, 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.

To better align the Board's officer election process with the City's May election cycle and the onboarding/ swearing in of Councilmembers, staff recommends moving the annual meeting requirement from the month of April to June. This adjustment will ensure the Board reflects the most current composition of the City Council and that officer terms align with the City's election calendar, than the respective terms of each individual member of the City Council.

Article VIII of the BHV, Inc. bylaws requires consent from the City Council to amend the bylaws. Should the Board vote to amend the bylaws, it will be presented to the City Council for formal approval.

Recommended Action

Staff recommends the Board approve Resolution No. 04-15-2025 to amend the 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.

RESOLUTION NO. 04-15-2025

**A RESOLUTION OF THE BOARD OF DIRECTORS OF BHV, INC.
APPROVING THE AMENDMENT OF THE BYLAWS OF THE
BHV, INC., A NON-PROFIT CORPORATION.**

* * * * *

WHEREAS, the Board of Directors of BHV, Inc. finds it to be in the best interest of the health, safety and welfare of the citizens of the City to amend the bylaws of BHV, Inc. to change the annual meeting date to June of each year, and to change the terms of all Board members to one year;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF BHV, INC.:

Section 1. The facts and matters set forth in the preamble are hereby found to be true and correct.

Section 2. The bylaws of BHV, Inc. are hereby amended 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. A true and correct copy of the amended bylaws is attached hereto as Exhibit "A."

PASSED, APPROVED, AND RESOLVED on this 15th day of April, 2025.

President of the Corporation

ATTEST:

Secretary of the Corporation

EXHIBIT A

**BYLAWS
OF
BHV, INC.**

These Bylaws govern the affairs of BHV, Inc. (the "Corporation"), a Texas nonprofit corporation created pursuant to the Texas Non-profit Corporation Act (the "Act"), and other applicable laws.

ARTICLE I

PURPOSE

Public Purpose

- 1.01. The Corporation is incorporated as a nonprofit corporation for the purposes set forth in the Certificate of Formation. The Corporation is a nonprofit corporation as defined by the Internal Revenue Code of 1986, as amended, and the applicable rulings of the Internal Revenue Service of the United States prescribed and promulgated thereunder.

Powers

- 1.02. In the fulfillment of its corporate purpose, the Corporation shall be governed by the Texas Nonprofit Corporation Act, and shall have all of the powers set forth and conferred in its Certificate of Formation, in the Act, and in other applicable law, subject to the limitations prescribed herein.

ARTICLE II

OFFICES

Principal Office

- 2.01. The Corporation's principal office in Texas is located at 11977 Memorial Drive, Houston, Texas, 77024.

Registered Office and Agent

- 2.02. The Corporation shall maintain a registered office and registered agent in Texas. The registered office may, but need not, be identical with the Corporation's principal office in Texas. The Board of Directors may change the registered office and the registered agent as permitted by law.

ARTICLE III

BOARD OF DIRECTORS

Management of the Corporation

- 3.01. The affairs of the Corporation shall be managed by the Board of Directors.

Number, Qualifications and Service of Directors

- 3.02. The business of the Corporation and all corporate powers shall be executed by or under authority of the Board of Directors (the "Board") subject to the limitations imposed by the Texas Nonprofit Corporation Act, the Texas Business Corporation Act, the Certificate of Formation, and these Bylaws. The Board may, by contract, resolution, or otherwise, give general or limited or special power and authority to the officers and employees of the Corporation to transact the general business or any special business of the Corporation, and may give powers of attorney to agents of the Corporation to transact any special business requiring such authorization. The Board of Directors shall consist of the Mayor and City Council of the City of Bunker Hill, Texas together with one additional member to be appointed by the City Council of the City of Bunker Hill, Texas. The terms of ~~the Mayor and City Council shall run concurrent with the respective terms of each member of the City Council. The additional~~ each member of the Board of Directors shall ~~serve an initial term to expire at the end of the current term of the Mayor. Thereafter, the term of the additional member of the Board of Directors shall run concurrent with the term of the Mayor of the City of Bunker Hill, Texas~~ be for one (1) year, to be appointed at the annual meeting each year.

Annual Meeting

- 3.03. The annual meeting of the Board of Directors shall be held during the month of ~~April~~ June of each year. The Board shall designate the time and location of the annual meeting which shall be held in the principal offices of the corporation or at such other location as the Board may designate.

Regular Meetings

- 3.04. The Board of Directors may provide for regular meetings by resolution stating the time and place of such meetings. The meeting shall be held within the City of Bunker Hill, Texas, and, to the extent practical, at the principal offices of the Corporation or at such other location as the Board may designate.

Special Meetings

- 3.05. Special meetings of the Board of Directors may be called at the request of the president or any two Directors. The person(s) calling the meeting shall fix the time and location of the meeting, which meeting shall be conducted within the City of Bunker Hill, Texas, as provided above for regular meetings. The person(s) calling a special meeting shall notify the secretary of the Corporation of the information required to be included in the notice of the meeting. In addition to the posting of a meeting notice in accordance with these Bylaws, a copy of each such meeting notice shall be delivered to each Director not less than seventy two (72) hours before the time of the meeting. A meeting notice shall be deemed delivered to any Director when delivered to the Director in person, deposited in the United States mail addressed to the Director at his or her address as it appears on the records of the Corporation, or by electronic mail. Such additional notice may be waived in writing by a Director at any time either before or after the time

of the meeting and such additional notice shall be deemed waived by attendance.

Notice of Meetings; Open Meetings

- 3.06. Meetings of the Board of Directors are subject to the open meetings law, Chapter 551, Texas Government Code.

Quorum

- 3.07. Four (4) Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. The presence of a Director may not be established by proxy. No business shall be conducted, nor shall any action be taken by the Board, in the absence of a quorum.

Duties of Directors

- 3.08. Directors shall exercise ordinary business judgment in managing the affairs of the Corporation. In acting in their official capacity as Directors of the Corporation, Directors shall act in good faith and take actions they reasonably believe to be in the best interests of the Corporation or which would be lawful and shall refrain from actions not in the best interest of the Corporation or which would be unlawful. A Director shall not be liable if, in the exercise of ordinary care, the Director acts in good faith relying on written financial and legal statements provided by an accountant or attorney retained by the Corporation.

Actions of Board of Directors: Proxy Voting Prohibited

- 3.09. The vote of a majority of Directors present at a meeting at which a quorum is present shall be sufficient to constitute the act of the Board of Directors. The president shall be entitled to vote on all matters before the Board. A director may not vote by proxy.

Minutes

- 3.10. The Board of Directors will keep minutes of its meetings, which minutes will constitute the record of such meetings.

Committees of Directors

- 3.11. The Board of Directors may by resolution establish one or more special or standing committees of its members. Such committees shall have the powers, duties and responsibilities established by the Board. The committees shall keep regular minutes of their meetings and report the same to the Board when required. The action of such a committee shall not constitute action by the Board.

Compensation

- 3.12. The duly appointed members of the Board shall serve without compensation, but may be reimbursed for actual or commensurate cost of travel, lodging and incidental expenses while on official business of the Board in accordance with State law and the rules of the Board.

ARTICLE IV

OFFICERS

Officer Positions

- 4.01. The officers of the Corporation shall be a president, a vice president, a secretary, and a treasurer. The Board of Directors may create additional officer positions, define the authorities and duties of such additional positions and appoint persons to fill such positions. No person may hold more than one such office.

Election and Terms of Officers

- 4.02. The officers of the Corporation shall be elected annually by the Board of the Directors at the regular annual meeting.

Removal of Officers

- 4.03. Any officer may be removed by the Board of Directors at any time, with or without cause. The removal of an officer by the Board does not result in the removal of such person as a Director of the Corporation.

Vacancies

- 4.04. A vacancy in any office may be filled by the Board of Directors for the unexpired portion of the officer's term.

President

- 4.05. The president shall be the chief executive officer of the Corporation. The president shall supervise and control all of the business and affairs of the Corporation. The president shall preside at all meetings of Board of Directors. When the execution of any contract or installment shall have been authorized by the Board, then the president shall execute same except where such power is expressly delegated to another officer of the Corporation. The president shall perform other duties prescribed by the Board and all duties incident to the office of president.

Vice President

- 4.06. When the president is absent, is unable to act, or refuses to act, the vice president shall perform the duties of the president. When acting in place of the president, the vice president shall have all the powers and duties as the president and be subject to all of the limitations and restrictions placed upon the president.

Secretary

- 4.07. The secretary shall oversee that the Corporation staff perform the following duties:

- (a) Give all notices as provided in the Bylaws or as required by law.
- (b) Take minutes of the meetings of the Board of Directors and keep the minutes as part of the corporate records.

- (c) Maintain custody of the corporate records, authenticate corporate documents and affix the seal of the Corporation as required.
- (d) Keep a register of the mailing address of each Director and officer of the Corporation.
- (e) Perform duties as assigned by the president or Board of Directors.
- (f) Perform all duties incident to the office of secretary.

Treasurer

4.08. The treasurer shall oversee that the Corporation staff perform the following duties:

- (a) Have charge and custody of and be responsible for all funds and securities of the Corporation.
- (b) Receive and give receipts for moneys due and payable to the Corporation from any source.
- (c) Deposit all moneys in the name of the Corporation in banks, trust companies, or other depositories as provided by these Bylaws.
- (d) Write checks and disburse funds to discharge obligations of the Corporation.
- (e) Maintain the financial books and records of the corporation.
- (f) Prepare financial reports at least annually.
- (g) Perform other duties as assigned by the Board of Directors.
- (h) Perform all duties incident to the office of treasurer.

Assistant Officers

4.09. Assistant officers may be created to assist the Board of Directors in the conduct of the affairs of the Corporation. Such assistant officers may be created as needed by the Board of Directors.

ARTICLE V

TRANSACTIONS OF THE CORPORATION

Contracts

5.01. The Board of Directors may by formal action or resolution authorize an officer or agent of the Corporation to enter into a contract or execute and deliver any instrument in the name of or on behalf of the Corporation. This authority may be limited to a specific contract or instrument or it may extend to any number and type of contracts and instruments.

Depository

5.02. The Board of Directors of the Corporation shall designate a depository bank. All

funds of the Corporation shall be deposited with the depository bank.

Potential Conflicts of Interest; Code of Ethics

- 5.03. The members of the Board of Directors shall be governed by the Code of Ethics of the City of Bunker Hill, Texas. If a Director has a substantial interest in a business entity or real property which is the subject of deliberation by the Board, the Director shall file an affidavit with the secretary of the corporation stating the nature and extent of the interest. Such affidavit shall be filed prior to any vote of decision upon the matter by the Board, and the interested Director shall abstain from any vote or decision upon the matter.

Transactions of the Corporation

Staff Support

- 5.04. The Corporation may contract with the City to provide legal, financial and other services for the Corporation upon terms, conditions and compensation as mutually agreeable.

Gifts

- 5.05. The Board of Directors may accept on behalf of the Corporation any gift or bequest provided for the general purposes of or for any special purpose of the Corporation. Special funds shall include all funds from government contracts and gifts designated by a donor for special purposes. All other funds shall be general funds.

Prohibited Acts

- 5.06. As long as the Corporation is in existence, no director, officer or committee member of the Corporation shall:
- (a) Do any act in violation of the Bylaws or bidding obligations of the Corporation.
 - (b) Do any act with the intention of harming the Corporation or any of its operations.
 - (c) Do any act that would make it impossible or unnecessarily difficult to carry on the intended or ordinary business of the Corporation.
 - (d) Receive an improper personal or business benefit from the operation of the Corporation.
 - (e) Use the assets of the Corporation, directly or indirectly, for any purpose other than carrying on the business of the Corporation.
 - (f) Wrongfully transfer or dispose of Corporation property, including intangible property such as goodwill.
 - (g) Use the name of the Corporation (or any substantially similar) or any trademark or trade name adopted by the Corporation, except on behalf of the Corporation in the ordinary course of the Corporation's business.
 - (h) Disclose any of the Corporation business practices, trade secrets or any other information not generally known to the business community to any

- person not authorized to receive it.
- (i) Commit Corporation funds without the prior approval of the Board of Directors.

ARTICLE VI

BOOKS AND RECORDS

Required Books and Records

- 6.01. The Corporation shall cause to be kept correct and complete books and records of account. All books and records of the Corporation may be inspected by Directors of the Corporation at any reasonable time. The Corporation's books and records shall include:
- (a) A file endorsed copy of all documents filed with the Texas Secretary of State relating to the Corporation, including, but not limited to, the certificate of formation, any articles of amendment, restated articles, and statement of change of registered office or agent.
 - (b) A copy of the Bylaws, and any amended versions or amendments to the Bylaws.
 - (c) Minutes of the proceedings of the Board of Directors.
 - (d) A list of names and addresses of the Directors and officers of the Corporation.
 - (e) A financial statement showing the assets, liabilities, and net worth of the Corporation.
 - (f) A financial statement showing the income and expenses of the Corporation.
 - (g) All rulings, letters, and other documents relating to the Corporation's federal, state and local tax status.
 - (h) The Corporation's federal, state and local information or income tax returns for each of the Corporation's tax years.

Public Information

- 6.02. The Board of Directors is subject to the public information law, Chapter 552, Government Code.

Audits

- 6.03. The Board of Directors shall provide for an independent annual audit of the Corporation's books; provided, further, that an annual audit by the City Council of the Corporation's books and records in conjunction with the annual audit of the City's books and records shall be sufficient.

**ARTICLE VII
FISCAL YEAR**

The fiscal year of the corporation shall begin on the first day of January and end on the last day of December.

**ARTICLE VIII
AMENDMENTS TO BYLAWS**

The Bylaws may be altered, amended, or repealed by the Board of Directors with the consent of the City Council of the City of Bunker Hill, Texas, as evidenced by a resolution of the City Council with the Bylaws attached.

**ARTICLE IX
MISCELLANEOUS PROVISIONS**

Legal Authorities Governing Construction of Bylaws

- 9.01. To the greatest extent possible, these Bylaws shall be construed to conform to all legal requirements for obtaining and maintaining all tax exemptions that may be available to nonprofit corporations. Further, the Bylaws shall be constructed in accordance with the laws of the State of Texas. All references in the Bylaws to statutes, regulations, or other sources of legal authority shall refer to the authorities cited, or their successors, as they may be amended from time to time. It is expressly provided that the provisions of the Development Corporation Act applicable to corporations governed under Chapter 505 of the Texas Local Government Code, are incorporated within these Bylaws by reference. In the event of any conflict between the applicable provisions of the Development Corporation Act and these Bylaws, then the applicable provisions of such Act shall control.

Legal Construction

- 9.02. If any Bylaw provision is held to be invalid, illegal or unenforceable in any respect, the invalidity, illegality or unenforceability shall not affect any other provision and the Bylaws shall be construed as if the invalid, illegal, or unenforceable provision had not been included in the Bylaws.

Headings

- 9.03. The headings used in the Bylaws are used for convenience and shall not be considered in constructing the terms of the Bylaws.

Seal

- 9.04. The Board of Directors may provide for a corporate seal. Such seal would contain the words "BHV, Inc."

Parties Bound

9.05. The Bylaws shall be binding upon and inure to the benefit of the Directors, officers and agents of the Corporation and their respective heirs, executors, administrators, legal representatives, successors and assigns except as otherwise provided in the Bylaws.

Effective Date

9.06. These Bylaws, and any subsequent amendments, hereto, shall be effective of and from the date upon which approval has been given both by the Board of Directors and the City Council of the City of Bunker Hill, Texas.

Miscellaneous Provisions

9.07. The Corporation shall indemnify any Director or officer or former Director or officer of the Corporation for the expenses and costs, including attorney fees, actually and necessarily incurred by said officer or director in connection with any claim asserted against said officer or director by action in court or otherwise by reason of such person being or having been a director or officer, except in relation to matters as to which said person shall have been guilty of negligence or misconduct in respect of the matter in which indemnity is sought.

Corporation May Provide Insurance

9.08. The Corporation may purchase and maintain insurance on behalf of any person who is or was a Director, officer, employee or agent of the Corporation to insure such person against any liability asserted against said person by reason of such person being or having been a director, officer, employee or agent of the Corporation. The premiums for such insurance shall be paid for by the Corporation.

Dissolution of the Corporation

9.09. The Corporation is a nonprofit corporation. Upon dissolution, all of the Corporation's assets shall be distributed to the City of Bunker Hill.

Signed this 15th day of April, 2025.

President of the Corporation

ATTEST:

Secretary of the Corporation



City of Bunker Hill Village
BHV, Inc.
Agenda Request

Agenda Date: April 15, 2025
Agenda Item: V
Subject: Election of Officers
Exhibits: N/A
Funding: N/A
Presenter(s): Gerardo Barrera, Assistant Secretary

Executive Summary

The BHV, Inc. bylaws require the Board of Directors to hold an annual meeting each April to elect officer positions.

Officer Position	Current Appointment
President	Vacant (formerly Robert Lord)
Vice President	Susan Schwartz
Secretary	Vacant (formerly Laurie Rosenbaum)
Treasurer	Will Franklin
Assistant Secretary	City Secretary of the City of Bunker Hill Village
Assistant Treasurer	Finance Director of the City of Bunker Hill Village

There are two (2) vacant positions:

- President – At the March 18, 2025, City Council meeting, Council accepted President Robert Lord’s resignation from the position of Mayor of the Bunker Hill Village City Council, effective March 18, 2025. Mayor Pro-Tem Susan Schwartz will serve as Acting Mayor until Mayor-Elect Keith Brown takes office on May 20, 2025.
- Secretary – At the May 16, 2024, City Council meeting, Council accepted the resignation of Secretary Laurie Rosenbaum from City Council Position No. 5. Council appointed Andrew Poor to fill the remainder of the unexpired term, which runs through May 2025.

Recommended Action

Staff recommends the Board elect officer positions to serve a one-year term.



City of Bunker Hill Village
BHV, Inc.
Agenda Request

Agenda Date:	April 15, 2025
Agenda Item:	VI
Subject:	Assistant Secretary/ City Administrator Report
Exhibits:	N/A
Funding:	N/A
Presenter(s):	Gerardo Barrera, Assistant Secretary/ City Administrator

Executive Summary

The BHV, Inc. Assistant Secretary/ City Administrator of the City of Bunker Hill Village will provide a report on the Public Works & Disaster Operations Building Enhancement Project and financials.

Recommended Action

Staff recommends the Board receive the Assistant Secretary/ City Administrator's Report.