

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
MAY 20, 2025**

**I. CALL TO ORDER**

Mayor Pro-Tem Schwartz 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 Keith Brown

Mayor Pro-Tem Susan Schwartz

Councilmember Eric Thode

Councilmember Carl Moerer

Councilmember Josh Pratt

Councilmember Andrew Poor (arrived at 5:29 p.m.)

Staff in Attendance

Gerardo Barrera, City Administrator

Susan Grass, Finance Director

Elvin Hernandez, Public Works Director

Loren Smith, City Attorney

Mallory Pack, Management Analyst

**II. PLEDGE OF ALLEGIANCE**

Chief Schultz led the Pledge of Allegiance.

**III. OATH OF OFFICE**

The City of Bunker Hill Village holds its election on the first Saturday in May of each year. The election for Council Positions 1, 2, and 3 are held in even-numbered years, and the election for Mayor and Council Positions 4 and 5 are held in odd-numbered years.

At the January 21, 2025, meeting, City Council approved Ordinance No. 25-641, ordering the May 3, 2025, General Election. During the candidate application filing period (January 15, 2025, to February 14, 2025), the City received only one application for each available position. Additionally, no write-in candidate applications were received by the February 21, 2025, filing deadline.

Subsequently, Council approved Ordinance No. 25-646 at the March 18, 2025, meeting, formally canceling the May 3, 2025, General Election and declaring the following unopposed candidates elected to office:

<b>Candidate</b>	<b>Position</b>
Keith Brown	Mayor
Josh Pratt	Council Position No. 4
Andrew Poor	Council Position No. 5

City Attorney Smith administered the Statement of Appointed Officer and Oath of Office to Mayor Brown and Councilmember Pratt.

**No action was taken on this item.**

#### **IV. CITIZENS' COMMENTS**

There were no public comments.

#### **V. PRESENTATION AND RECEIPT FOR FILING OF THE 2024 FINANCIAL AUDIT CONDUCTED BY CROWE LLP – *Susan Grass, Finance Director***

Local Government Code Sections 103.001 through 103.004 require the City to conduct an annual audit of its financial records and accounts. The City's independent auditing firm, Crowe LLP, has completed the audit process for Fiscal Year 2024. After an extensive review of all financial records, the City received an unmodified opinion, which is the highest level of assurance a city can receive. The report contains the audited financial statements for all funds.

City staff and representatives from Crowe LLP presented the audit results to the Audit Finance Committee during the May 14, 2025, meeting. After discussion and review, the Committee recommended staff present the final audit results to City Council and request formal acceptance of the Fiscal Year 2024 audit results.

Ben Cohen of Crowe LLP attended the meeting to present the report and address any comments and questions from Council.

There were no questions from Council.

**This was a formal process only. No action was taken on this item.**

#### **VI. 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.

- The Department responded to 1,600 calls for service in Bunker Hill Village in April.
- 31% of the budget has been expended to date. The Department is currently underbudget.
- The FY 2024 audit has been completed and will be presented after approval by the Police Commission. Each city will receive a refund in the amount of \$100,000.00 that will be kept in reserves.
- The Department is interviewing for one (1) dispatcher position.
- CAD system upgrades have started as part of the FY 2025 CIP.

- The Department is working on upgrades to the drone, including the ability to fly remotely. The Department is exploring locations to station the drone in a more central area to improve coverage and enable quicker deployment for faster response times. The Water Plant on Taylorcrest and Flintdale is being considered as a location.
- Officer Boggus was recognized as “Officer of the Year” by the Memorial Exchange Club.
- Commander Baker graduated from the FBI Academy.

B. Consideration and Possible Action to Approve a Resolution of the City of Bunker Hill Village, Texas, Authorizing the Memorial Villages Police Department to Apply For and Receive Grants From the Motor Vehicle Crime Prevention Authority

Chief Schultz explained that the state grant, part of Senate Bill 224, is intended to combat catalytic converter theft and crimes involving vehicles.

The grant will fund the following initiatives:

- Increase the number of ALPR cameras (as included in the FY 2026 Budget)
- Reinstitute a virtual task force to facilitate information sharing on active criminals and suspect vehicles
- Software that enables MVPD to access and share criminal records with other law enforcement agencies throughout the Houston area

As a standalone agency, MVPD is not eligible to apply for the grant directly. Instead, one of the three cities must sponsor the application (Hunters Creek sponsored the previous MVPD grant, and Bunker Hill Village is next on the rotation). MVPD will prepare and submit the application and, if awarded, administer the grant. The City of Bunker Hill Village will be listed as the grantee. A resolution is required to be signed by the City to apply for the grant.

**A motion was made by Councilmember Pratt and seconded by Councilmember Schwartz to approve Resolution No. 05-20-2025, authorizing the Memorial Villages Police Department to Apply For and Receive Grants From the Motor Vehicle Crime Prevention Authority.**

**The motion carried 4-0**

C. Consideration and Possible Action to Approve Budget Amendment 2025.01 to the Fiscal Year 2025 Budget for the Memorial Villages Police Department

MEMORIAL VILLAGES POLICE DEPARTMENT BUDGET AMENDMENT FISCAL YEAR ENDING DECEMBER 31, 2025 AMENDMENT NUMBER 2025.01					
Fund Name	Original Budget Amount	Requested Amended Budget	Increase/(Decrease)	Source of revenue/reserves to cover amendment	Comments
General Fund	7,936,966.00	100,000.00	8,036,966.00	2024 Budget Refund	Department AED's are at EOL and require replacement. The Department Emergency Dispatch Center Call Logger is unreliable and subject to system failure without notification requiring replacement.
Totals:	7,936,966.00	100,000.00	8,036,966.00		

Each city will receive a refund in the amount of \$100,000.00 (for \$300,000.00 total) that will be kept in reserves.

Chief Schultz proposed that the refund be used to replace 21 Automated External Defibrillators (AEDs) that are currently carried in vehicles and have reached the end of useful service life (12-15 years). Although the AED replacements were originally planned to be phased in over multiple budget cycles, the Police Commission recommended that all units be replaced at once due to the critical nature of the equipment. The expected replacement cost is \$50,000.00.

Additionally, the funds will cover the replacement of the call logger system used in the dispatch center. This system records 911 calls and radio traffic across all channels but is currently not operating correctly, resulting in partial or missing recordings. The projected cost for a new call logger system is \$50,000.00.

**A motion was made by Councilmember Pratt and seconded by Councilmember Schwartz to approve Budget Amendment 2025.01 to the Fiscal Year 2025 Budget for the Memorial Villages Police Department.**

**The motion carried 4-0**

- D. Consideration and Possible Action to Approve the Fiscal Year 2026 Budget for the Memorial Villages Police Department as Recommended by the Police Commission

Chief Schutlz presented the FY 2026 Budget, highlighting key priorities of personnel, operations, and capital improvements.

*Councilmember Poor arrived at 5:29 p.m. Mayor Brown requested Chief Schultz pause the budget presentation and directed City Attorney Smith to administer the Statement of Appointed Office and Oath of Office to Councilmember Poor for City Council Position No. 5.*

The total FY 2026 budget request is \$8,680,494.00, with each city's share amounting to \$2,860.165.00.

Chief Schultz noted that the budget was presented to Hunters Creek and Piney Point during their April meetings, and both Villages are expected to approve the budget at their respective May meetings. (The budget was not presented to Bunker Hill Village in advance due to Chief Schultz's absence during the April 15, 2025, City Council meeting and the Police Commission meeting occurring afterward on April 21, 2025.)

Mayor Brown thanked Chief Schultz for his efforts in preparing the budget and expressed concern that a nearly 6% increase over the 2025 budget is excessive.

Councilmember Moerer noted the budget prioritizes attracting and retaining high-quality personnel and investing in advanced technology, as residents expect high-quality police services.

**A motion was made by Councilmember Pratt and seconded by Councilmember Moerer to approve the Fiscal Year 2026 Budget for the Memorial Villages Police Department as recommended by the Police Commission.**

**The motion carried 5-0**

## **VII. 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 5:05 in April.
  - One (1) firefighter is on injury leave.
  - The Department is in the process of leasing a ladder truck until the new vehicle – replacing the truck that was involved in a traffic accident – is delivered. Chief Miller and Deputy Chief Witt will inspect/ confirm the condition of the truck before approving the lease agreement.
  - The 2026 budget is expected to be presented at the June 17, 2025, City Council meeting.
  - Fire hydrant inspections within the City have been completed.
  - The Department is working with Harris County to complete the Multi-Jurisdiction Hazard Mitigation Plan.
  - The Department is scheduled to conduct boat rescue and live fire training exercises.
  - Chief Miller spoke regarding the FIFA World Cup games that will be hosted in Houston in 2026. Additional staffing and resources will be needed to support the expected increased public safety response for the event.
  - Chief Miller presented a VFD Badge to Mayor Brown in recognition of his service and leadership as Chair of the Fire Commission.

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

- A. Report on Activities and Upcoming Events
- Mayors' Meetings – *This item was not discussed.*
  - Legislative Update – Mayor Pro-Tem Schwartz reported that the Legislative Committee continues to monitor bills that could negatively impact the Villages. The Committee met with Senator Gates, author of SB 673 ("ADU Bill"), to express

concerns about the bill's provision exempting accessory dwelling units from City Zoning requirements.

*City Administrator Barrera reported that he traveled to Austin to testify against SB 673, however, the meeting was rescheduled to a later time and could not stay. The position of being against the bill was recorded on the official witness list.*

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

### **A. Report on Activities and Upcoming Events**

- Zoning Board of Adjustment Meeting – *April 30, 2025* – The Board approved a variance request to allow the placement of a generator in the required front yard.

*City Administrator Barrera addressed Council that decisions made by ZBOA do not set precedent and each case is evaluated individually. It is the responsibility of City staff to enforce ordinances as written.*

*City Attorney Smith concurred that ZBOA decisions are not legal precedent.*

- City Hall Office Closure – *May 26, 2025* – In observance of Memorial Day, City offices will be closed on Monday, May 26, 2025.
- Villages Independence Day Parade – *July 4, 2025* – Bunker Hill Village will coordinate this year's parade.
- Board and Commission Appointments – Letters of interest have been sent to current members of the Planning and Zoning Commission, Zoning Board of Adjustment, Police Commission, and Fire Commission to confirm their intent to serve for the next two-year term (July 2025 - July 2027). Formal appointments will be made at the City Council meeting on June 17, 2025.

### **B. Public Works Director Report**

- Development Report – Director Hernandez presented the permits issued in the month of April and the average change for each type/ category of permit issued each month between 2024 and 2025 as requested by Council at the February 18, 2025, meeting.
- CIP Project Update – Director Hernandez reported on the status of the underground utility work on Bunker Hill Rd. and Greenbay, the Waterline Replacement Project, and the Road Improvements on Bunker Hill Rd. & Taylorcrest Rd.
  - The underground utility work on Bunker Hill Rd. and Greenbay has been completed. Cost savings are expected.
  - The Waterline Replacement project is ongoing through phases:
    - Phase 1 (replacement on Mayerling) has been completed.

- Phase 2 (water main replacement on the 200 block of Plantation) is 65% complete. Water line testing and service connections are expected to be finished in June.
  - Phase 3 (replacement on Rhett and Tara) is scheduled to begin following the completion of Phase 2.
- Bunker Hill Rd. & Taylorcrest Rd. Improvement Project – Construction on the southbound lane of Bunker Hill Rd. continues to progress. Crews have laid the black base, however, the final 2-inch surface layer has not yet been applied. The black base is not the final product. The final surface layer will be installed after the base layer is completed on the northbound lane. Crews are expected to transition construction to the northbound lane of Bunker Hill Rd. the week of May 19, 2025.

Construction on Taylorcrest Rd. is tentatively scheduled to start in June after the school year.

*Director Hernandez reported that the water tank and well inspections have been completed. City staff will meet with the City Engineer, IDS Engineering Group, to review the inspection findings and evaluate the current performance and condition of the water system. City Administrator Barrera stated this review will help guide future CIP schedules and budgeting.*

*Councilmember Pratt inquired whether Bunker Hill Rd. construction could damage underground cable lines and cause Internet disruptions, similar to what was experienced during the Bunker Hill Rd. and Greenbay underground utility project. Director Hernandez stated that based on the depth and scope of the road construction work, cable lines should be buried deep enough to avoid any issues. Project staff are in communication with AT&T but cannot guarantee their cooperation or response.*

*City Administrator Barrera announced that the week of May 18 is National Public Works Week and expressed his appreciation for the City's dedicated Public Works team.*

#### C. Finance Director Report

- 2026 Budget Update – Staff have started to work on the 2026 Budget.
- Preliminary Estimated Tax Roll – The preliminary values show a 6.35% increase in taxes from last year. The final certified tax roll will be released on July 25, 2025.
- Investments and Opportunities – The City continues to take advantage of favorable interest rates. 97% of property taxes have been collected.

*Mayor Brown recognized Director Grass for her diligent work on completing the FY 2024 audit.*

- X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING SECTION 16-26, (1)-(5) OF ARTICLE II OF CHAPTER 16 THEREOF AND SUBSTITUTING THEREFORE A NEW SECTION 16-26, (1)-(5); ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR WATER AND SANITARY SEWER SERVICES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY – Susan Grass, Finance Director**

During the annual budget process, staff reviews utility rates to determine if charges will generate adequate revenue to operate and maintain the City's utilities and associated infrastructure. Following the adoption of the Fiscal Year (FY) Budget, City Council must establish the utility rates for water and wastewater services for the upcoming year. At the October 15, 2024, meeting, Council approved Ordinance No. 24-636, which increased only water rates by 8%, effective January 1, 2025.

Based on the updated funding request from Memorial Village Water Authority's proposed Capital projects that were not included in the FY 2025 budget, staff recommended an 8% increase to sewer rates. The adjustment is necessary to ensure adequate funding for continued service reliability and infrastructure maintenance, as well as to ensure the utility fund remains self-sustainable.

Staff recommended an effective date of June 1, 2025, for the new sewer rates.

**A motion was made by Councilmember Thode and seconded by Councilmember Pratt to approve Ordinance No. 25-651 for FY 2025 wastewater rates effective June 1, 2025.**

**The motion carried 5-0**

- XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS AND SAS CONCRETE, LLC IN THE AMOUNT OF \$70,491.75 FOR PARKING LOT IMPROVEMENTS AT CITY HALL AND WATER PLANTS – Elvin Hernandez, Public Works Director**

The City's Five-Year Capital Improvement Plan (CIP) includes improvements to the City Hall front parking lot and the parking areas at the City's water plants. Staff requested and received a proposal from SAS Concrete Construction, LLC, the City's on-call concrete provider, for this work.

The scope of this work includes the following improvements:

- City Hall
  - The existing front parking lot at City Hall has 16 parking spaces and one (1) designated disabled space. Parking is limited for staff and is often insufficient during events such as meetings and Municipal Court. To address this, staff recommended adding ten (10) new parking spaces with



standard striping to the front lot. This work will also include necessary drainage improvements to accommodate the increase in non-permeable surface area created by the additional pavement. This project was delayed by a year.

- Water Plant No. 1 (Taylorcrest Rd.)
  - Due to the poor condition of the pavers in the parking area at Water Plant No. 1, staff recommend that they be removed, and new concrete be poured in their place to improve the safety and functionality of the parking area for crews.

After review, staff recommended awarding a contract to SAS Concrete Construction, LLC, in the amount not to exceed \$70,491.75 for the above mentioned work. Funding for this work was included and approved in the FY 2025 CIP Budget.

The contract has been reviewed by the City Attorney.

**A motion was made by Councilmember Pratt and seconded by Councilmember Poor to approve a services agreement with SAS Concrete, LLC in the amount of \$70,491.75 for parking lot improvements at City Hall and City Water Plants.**

**The motion carried 5-0**

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

- A. City of Houston water bill dated April 21, 2025, in the amount of \$152,330.31 for March 2025 water purchase.
- B. Memorial Villages Water Authority, invoice no. 010 CIP-24-025 in the amount of \$1,988,812.57 for FY 2024-2025 CIP expenses, and uncollected expenses for April-December 2024 & January-February 2025.
- C. Underground Construction Solutions, LLC, monthly estimate no. 2 in the amount of \$78,708.60 for construction of the Waterline Replacement Project completed in March 2025.

*Item A – City Administrator Barrera clarified that the City of Houston water bill is for water purchase in the months of February and March.*

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

**The motion carried 5-0**

**XIII. 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 April 15, 2025, Regular City Council Meeting.
- B. April 2025 Financials.
- C. Check Register dated April 10, 2025, to May 9, 2025.
- D. GrantWorks, invoice no. 03 in the amount of \$7,760.00 for the April 2025 administration of ARPA funds related to the Waterline Replacement Project.
- E. Langford Engineering, invoice no. 28723 in the amount of \$4,694.03 for engineering services completed through March 2025 for the Waterline Replacement Project.
- F. Langford Engineering, invoice no. 28724 in the amount of \$1,139.06 for construction phase engineering services completed through March 2025 for the Bunker Hill Rd. and Greenbay Sanitary Sewer Rehab Project.
- G. Langford Engineering, invoice no. 28825 in the amount of \$3,375.27 for engineering services completed through April 2025 for the Waterline Replacement Project.
- H. Langford Engineering, invoice no. 28826 in the amount of \$2,065.92 for construction phase engineering services completed through April 2025 for the Bunker Hill Rd. and Greenbay Sanitary Sewer Rehab Project.
- I. Probstfeld & Associates, invoice no. 71222 in the amount of \$355.00 for drainage plan review services completed in March 2025.
- J. Probstfeld & Associates, invoice no. 71223 in the amount of \$355.00 for drainage plan review services completed in March 2025.
- K. Probstfeld & Associates, invoice no. 71250 in the amount of \$92.50 for drainage plan review services completed in March 2025.
- L. Probstfeld & Associates, invoice no. 71251 in the amount of \$92.50 for drainage plan review services completed in March 2025.
- M. Tetra Tech, invoice no. 52409150 in the amount of \$5,479.48 for drainage plan review services completed through March 2025.
- N. Tetra Tech, invoice no. 52409752 in the amount of \$2,000.00 for professional services rendered through March 2025 for the Bunker Hill Rd. and Taylorcrest Rd. Improvement Project.
- O. Tetra Tech, invoice no. 52420248 in the amount of \$3,071.80 for drainage plan review rendered through April 2025.
- P. TX BBG Consulting, Inc., invoice no. 1629912 in the amount of \$1,750.00 for building plan review services completed in March 2025.
- Q. TX BBG Consulting, Inc., invoice no. 1718247 in the amount of \$250.00 for building plan review services completed in April 2025.

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


**The motion carried 5-0**

**XIV. ADJOURN**

**Mayor Brown adjourned the meeting at 7:05 p.m.**

Approved and accepted on June 17, 2025.

  
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Keith Brown, Mayor

ATTEST:   
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Gerardo Barrera, City Administrator/ Acting City Secretary