

**MINUTES OF THE SPECIAL MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
JULY 23, 2025**

I. CALL TO ORDER

Mayor Brown called the meeting to order at 10:00 a.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 Carl Moerer
Councilmember Josh Pratt
Councilmember Andrew Poor

Staff in Attendance

Gerardo Barrera, City Administrator
Susan Grass, Finance Director
Elvin Hernandez, Public Works Director
Mallory Pack, Management Analyst

Absent

Councilmember Eric Thode
Loren Smith, City Attorney

II. PLEDGE OF ALLEGIANCE

This item was not presented at the direction of the Mayor.

III. CITIZENS' COMMENTS

There were no public comments.

IV. DISCUSSION AND DIRECTION ON THE CITY'S PROPOSED FISCAL YEAR 2026 BUDGET AND 2025 TAX RATE – Susan Grass, Finance Director

Staff presented the proposed FY 2026 Budget, including the proposed 2025 tax rate, utility rates, details on all funds, and the City's Five-Year Capital Improvement Plan (CIP).

Tax Rate

Staff recommended maintaining a flat tax rate of \$0.2710 per \$100 of assessed value, as discussed at the June 17, 2025, City Council meeting. Preliminary tax values indicate a 6.35% increase in taxes from last year. The certified tax roll is expected to be received on July 25, 2025.

Council did not have any objections to the recommended tax rate.

General Fund

The General Fund includes an 8% increase in funding over the FY 2025 Adopted Budget for MVPD (as approved by the Police Commission), and an 11% increase over the FY 2025 Adopted Budget for VFD (as approved by the Fire Commission). A 3% Cost of Living Adjustment (COLA) and a 3% salary/ merit increase for staff was recommended.

In accordance with the 4% policy in the City's Financial Management Policy, General Fund Maintenance and Operation (M&O) Expenditures will not exceed the 4% cap on total operating expense increases.

Mayor Brown recessed the meeting for lunch at 11:23 a.m.

Mayor Brown reconvened the meeting at 11:35 a.m.

Utility Fund

Staff recommended an 8% increase to the base rate for both residential and non-residential utility customers. An 8% increase to the irrigation rate structure was also recommended. Additionally, the proposed budget includes a 3% increase in solid waste and recycling service rates for residents, reflected in the Solid Waste Fund.

City Council discussed the importance of communicating utility rate changes to residents and identifying the most effective methods for doing so. Council directed staff to explain the reasoning behind the increase to the base rate of the average utility bill in future communications to residents.

City Administrator Barrera confirmed that any changes to the base rate of the average utility bill will be communicated with transparency and with advanced notice to residents through V-Linc, the newsletter, and posted on the City's website. Finance Director Grass explained that although the proposed rates are included in the proposed FY 2026 Budget, they will be presented separately for Council consideration and approval at the October City Council meeting. Following approval, the increase to the base rate of the average utility bill will take effect January 1, 2026.

Capital Projects

Staff discussed current 2025 capital projects and those proposed for 2026. Priorities include improvements to Knipp Rd. and Strey Ln., citywide sidewalk improvements, design work for the reconstruction of Gessner and Memorial, and the rehabilitation of water and wastewater lines. The 2026 CIP calendar was presented to show how these projects would be coordinated throughout the year. City Administrator Barrera noted that while the calendar is subject to change, it serves as a useful planning tool.

City Administrator Barrera addressed Council that a Special Meeting is scheduled for August 5, 2025, to set the proposed tax rate and file the proposed budget.

Council recognized and thanked Finance Director Grass for her dedicated work and thoughtful preparation in developing and presenting the proposed FY 2026 Budget.

No action was taken on this item.

V. ADJOURN

Mayor Brown adjourned the meeting at 12:38 p.m.

Approved and accepted on August 19, 2025.



Keith Brown, Mayor

ATTEST


Gerardo Barrera, City Administrator/ Acting City Secretary