

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
SEPTEMBER 16, 2025**

I. CALL TO ORDER

Mayor Brown called the meeting to order at 5:02 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 Carl Moerer
Councilmember Josh Pratt
Councilmember Andrew Poor

Staff in Attendance

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

Absent

Councilmember Eric Thode

II. PLEDGE OF ALLEGIANCE

Fire Marshal Brian Croft led the Pledge of Allegiance.

III. CITIZENS' COMMENTS

Brent Arriaga (via Zoom), 238 Warrenton, spoke about speeding and cut-through traffic on his street and the unsafe conditions it creates for walkers. He asked what could be done to minimize speeding, such as installing speed bumps and signage. He stated that many of the speeders are residents.

IV. PRESENTATION AND PUBLIC HEARINGS ON THE 2026 PROPOSED BUDGET AND THE 2025 PROPOSED TAX RATE TO SUPPORT THE BUDGET – *Gerardo Barrera, City Administrator and Susan Grass, Finance Director*

Chapter 102.006 of the Texas Local Government Code requires municipalities to hold a public hearing on the proposed budget. Notice of a public hearing was published in the Memorial Examiner, the City’s newspaper of record, on August 20, 2025.

The 2026 budget totals \$16.1 million; comprised of \$2.9 million (18%) in capital improvements and \$13.2 million (82%) for operating expenses, including police, fire, water/wastewater, and solid waste services as well as debt service and special revenue funds. Public Safety accounts for 37% of the total operating budget and 73% of the General Fund operating costs. The budget prepares for future success and ensures continued financial and operational stability for many years to come.

Texas Tax Code Section 26.06 and Truth-In-Taxation require cities to hold a public hearing on the tax rate. Notice of a public hearing on the tax rate was published in the Memorial Examiner, the City’s newspaper of record, on August 20, 2025.

At the Special City Council Meeting held on August 5, 2025, Council voted on a proposed tax rate of \$0.271000, as well as the tax rate allocation between debt service (\$0.030992) and maintenance and operation (M&O) (\$0.240008) to support debt service, operations, and the capital improvement program.

The proposed tax rate (\$0.271000) to support the 2026 budget is the same as the current adopted tax rate (\$0.271000).

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

A. ADOPTION OF THE 2026 BUDGET

THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE 2026 PROPOSED BUDGET

Mayor Brown opened the Public Hearing at 5:31 p.m.

There were no public comments.

Mayor Brown closed the Public Hearing at 5:32 p.m.

CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING THE CITY OF BUNKER HILL VILLAGE, TEXAS ANNUAL BUDGET FOR THE YEAR 2026, MAKING APPROPRIATIONS FOR THE CITY FOR SUCH YEAR AS REFLECTED IN SAID BUDGET; ESTABLISHING THE PROCEDURE FOR INTRA-BUDGET TRANSFERS; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

A motion was made by Councilmember Pratt and seconded by Councilmember Poor to approve, by record vote, Ordinance No. 25-654, to adopt the FY 2026 Budget.

Roll Call Vote

Mayor Brown.....	Does not vote
Councilmember Schwartz	Yes
Councilmember Thode.....	Absent
Councilmember Moerer.....	Yes
Councilmember Pratt.....	Yes
Councilmember Poor.....	Yes

The motion carried 4-0

B. ADOPTION OF THE 2025 TAX RATE

1. CONSIDERATION AND POSSIBLE ACTION TO RATIFY THE PROPOSED TAX RATE OF \$0.271000 PER \$100 OF ASSESSED VALUATION THAT WILL GENERATE MORE REVENUE THAN THE 2025 BUDGET

A motion was made by Councilmember Pratt and seconded by Councilmember Poor to ratify by record vote the proposed tax rate of \$0.271000 per \$100 assessed valuation that will generate more revenue than the FY 2025 Budget.

Roll Call Vote

Mayor Brown.....	Does not vote
Councilmember Schwartz	Yes
Councilmember Thode.....	Absent
Councilmember Moerer.....	Yes
Councilmember Pratt.....	Yes
Councilmember Poor.....	Yes

The motion carried 4-0

THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE INPUT FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE 2025 PROPOSED PROPERTY TAX RATE TO SUPPORT THE 2026 BUDGET

Mayor Brown opened the Public Hearing at 5:41 p.m.

There were no public comments.

Mayor Brown closed the Public Hearing at 5:42 p.m.

2. CONSIDERATION AND POSSIBLE ACTION OF THE 2025 PROPOSED MAINTENANCE AND OPERATING TAX RATE OF \$0.240008 PER \$100 OF ASSESSED VALUATION ON ALL AUTHORIZED PROPERTY WITHIN THE CITY TO FUND THE 2026 BUDGET

A motion was made by Councilmember Pratt and seconded by Councilmember Poor to approve by record a vote a maintenance and operations tax rate of \$0.240008 per \$100 of assessed valuation for the purposes of maintenance and operations, and that the tax rate will effectively be raised by 1.66 percent and will raise taxes for maintenance and operations on a \$100,000 home by approximately (\$0.92).

Roll Call Vote

Mayor Brown..... Does not vote
Councilmember Schwartz Yes
Councilmember Thode..... Absent
Councilmember Moerer..... Yes
Councilmember Pratt..... Yes
Councilmember Poor..... Yes

The motion carried 4-0

3. CONSIDERATION AND POSSIBLE ACTION OF THE 2025 PROPOSED DEBT SERVICE TAX RATE OF \$0.030992 PER \$100 OF ASSESSED VALUATION ON ALL AUTHORIZED PROPERTY WITHIN THE CITY TO FUND THE 2026 DEBT OBLIGATION

A motion was made by Councilmember Pratt and seconded by Councilmember Schwartz to approve by record vote a debt service tax rate of \$0.030992 per \$100 of assessed valuation for the purposes of debt service.

Roll Call Vote

Mayor Brown..... Does not vote
Councilmember Schwartz Yes
Councilmember Thode..... Absent
Councilmember Moerer..... Yes
Councilmember Pratt..... Yes
Councilmember Poor..... Yes

The motion carried 4-0

4. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE ASSESSMENT, LEVY, AND COLLECTION OF AD VALOREM TAXES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE YEAR 2025 AND FOR EACH YEAR THEREAFTER UNTIL OTHERWISE PROVIDED; PROVIDING THE DATE ON WHICH SUCH TAXES SHALL BE DUE AND PAYABLE; PROVIDING FOR PENALTY AND INTEREST ON ALL TAXES NOT TIMELY PAID; AND REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HERewith

A motion was made by Councilmember Poor and seconded by Councilmember Pratt to approve by record vote Ordinance No. 25-655, that the property tax rate be increased by the adoption of a tax rate of \$0.271000, which is effectively a 1.66 percent increase in the tax rate.

Roll Call Vote

Mayor Brown.....	Does not vote
Councilmember Schwartz	Yes
Councilmember Thode.....	Absent
Councilmember Moerer.....	Yes
Councilmember Pratt.....	Yes
Councilmember Poor.....	Yes

The motion carried 4-0

V. 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.
- 61% of the budget has been expended to date, and 91% is projected to be expended by year-end.
 - The new officer started on September 7, 2025. With this hire, the Department is fully staffed.
 - Officer Taylor – who was seriously injured in a motorcycle accident while working outside employment in January 2025 – is on reserve duty while he continues on long-term disability status.
 - The Finance Committee of the Police Commission is meeting with various governmental accounting software vendors. The goal is to implement new software by the end of the year.
 - Three (3) Condor Cameras were purchased with funding from the S.B. 224 grant.
 - MVPD responded to 3,048 calls for service in Bunker Hill Village during August. Top calls for service are for false alarms and suspicious situations.
 - Chief Schutlz reported on ongoing traffic enforcement efforts to address speeding concerns. He noted that pedestrians may perceive cars traveling faster than they actually are. He explained that one of the problems is that the posted speed limit in Houston is 30 MPH compared to 25 MPH in Bunker Hill Village. However, most drivers do slow down due to the narrow streets. He stated that officers are present on Warrenton, Stoney Creek, and Plantation (boundary streets with Houston), and that the average speed is in the 85th percentile between 23-24 MPH.

Councilmember Moerer recognized MVPD and Commander Baker for their diligence and persistence in pursuing cases and filing charges with the county, despite dismissals by the District Attorney’s office. He commended MVPD for not allowing this to discourage their work.

VI. VILLAGE FIRE DEPARTMENT REPORT

A. Update on Activities – Chief Miller reported on activities, staffing, calls for service, and response times.

- Average response time for Bunker Hill Village was 5:36 in August.
- The Department is fully staffed.
- One (1) Captain is on injury leave, and one (1) firefighter is out due to extended illness.
- Suspension and alignment are being completed on the new aerial ladder truck before delivery to VFD.
- A seam on the rescue boat was damaged, and the boat will need to be replaced.
- A date is being scheduled to install fuel system upgrades.
- Pricing for the new generator is being negotiated.
- Chief Miller introduced Fire Marshal Brian Croft as the new Fire Chief, effective October 1, 2025. Chief Miller announced that he will remain as Emergency Management Coordinator until the end of the year.

VII. MAYOR’S REPORT

A. Report on Activities and Upcoming Events

- Mayors’ Meetings – No meetings are scheduled.

B. Proclamation

- A Proclamation Naming October 5, 2025, as “World Teachers’ Day”

C. Consideration and Possible Action Regarding Appointments to the Zoning Board of Adjustment for a Two-Year Period Ending June 30, 2027

Mayor Brown recommended the appointment of Laurie Rosenbaum.

A motion was made by Councilmember Schwartz and seconded by Councilmember Pratt to appoint Laurie Rosenbaum to the Zoning Board of Adjustment for a two-year period ending June 30, 2027.

The motion carried 4-0

Mayor Brown stated that he will participate in “Constitution Day” at Bunker Hill Elementary on Friday, September 19, 2025.

VIII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

- Emergency Debris Removal RFP – No bids were received.
- Planning and Zoning Commission Meeting – *August 26, 2025* – City Attorney Smith administered the Oath of Office to the three (3) new Commission members.

The Commission discussed amending Appendix A definition of corner lot, as directed by Council at the June 17, 2025, meeting.

- Memorial Villages Recycling Event – *October 25, 2025* – The event will be hosted at Hedwig Village City Hall.
- Twinkle Light Parade – *December 18, 2025*

B. Public Works Director Report

- Development Report – Director Hernandez presented the permits issued in the month of August 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 various CIP projects:
 - Bunker Hill Rd. Improvements – All punch list items are 99% complete. The engineer of record is scheduling a date to walk the site to close out the project.
 - Taylorcrest Rd. Improvements – All punch list items are 100% complete.
 - SCADA system upgrades and the water modeling study are ongoing.
 - METRO is completing improvements to bus stops throughout the City for ADA compliance. This is not a city managed project.

C. Finance Director Report

- Investments and Opportunities – The City continues to take advantage of favorable interest rates.

IX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE PROJECTS AS RECOMMENDED BY THE BEAUTIFICATION COMMITTEE – *Gerardo Barrera, City Administrator*

Each year, the Beautification Committee is allotted approximately \$40,000 for annual projects that include site landscaping upgrades, tree plantings, etc. Historically, the committee recommends new proposed projects to City Council to ensure they align with Council's direction.

With a high number of vacancies currently on the committee, the committee chair recommended the purchase of a bronze bench to be located on City Hall grounds. This would be added to the already in-progress project of landscaping upgrades at City Hall. The estimated cost, including shipping, is approximately \$4,200. Funding is available in the Beautification account, and if approved, staff will coordinate the purchase.

City Council discussed concerns about using public funds to purchase what could be considered public art.

No action was taken on this item.

X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A MASTER SERVICE AGREEMENT AND SCOPE OF SERVICES BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, THE MEMORIAL CITY REDEVELOPMENT AUTHORITY (MCRA), AND HR GREEN FOR THE RECONSTRUCTION OF MEMORIAL AND GESSNER – *Gerardo Barrera, City Administrator*

This item was taken out of order and presented after item IV

In April 2025, the City and Memorial City Redevelopment Authority (MCRA) issued an RFQ for professional engineering services for the construction design of Memorial Drive Phase 2 project. This project will be funded through the \$3,000,000 grant approved by the United States Department of Housing and Urban Development (HUD).

Eight (8) qualified Statement of Qualifications (SOQ) were received. The evaluation committee, made up of members from the City and MCRA, ranked all SOQ's on the following criteria:

- Qualifications and organization capacity
- Experience on similar past projects
- Approach and response to the scope of work
- References

After review, HR Green was selected as the construction design engineer for this project. Per the level of effort, it was determined that the City's cost share exceeded the amount allocated under the Second Amended and Restated Agreement, while MCRA's share was less, resulting in additional funding being available. City Council approved a Third Amended and Restated Agreement at the August 19, 2025, meeting to amend the agreement to supplement the City's full portion for the design.

With funding reallocated to cover the City's portion for 100% design (as reflected in the Third Amended and Restated Agreement), staff recommended City Council approve a services agreement with HR Green for the construction design of Memorial Drive Phase 2. This work is expected to take approximately twelve (12) months to complete, with key milestones at 30%-60%-90% design.

The City is the lead agency, and all associated costs will be reimbursed through the HUD grant. MCRA is responsible for all grant administration costs for this project.

The agreement has been reviewed by the City Attorney.

Muhammad Ali, engineer with HR Green, and Jim Webb with the Goodman Corporation, the project's grant administrator, attended the meeting to address any of Council's comments and questions.

Councilmember Poor inquired about the project's drainage study. Mr. Ali explained that the drainage analysis and corresponding report will be completed concurrently with the design. He confirmed that the drainage analysis is expected to take 45-60 days to complete, while the overall design is anticipated to be completed within 12 months.

City Administrator Barrera outlined how payments and reimbursements will be processed through the Goodman Corp. Mr. Webb confirmed this process.

Mayor Brown directed staff to include the City’s standard insurance agreement in the Master Service Agreement (MSA) provided by HR Green. City Administrator Barrera confirmed the City’s MSA will be attached to the copy provided by HR Green.

A motion was made by Councilmember Pratt and seconded by Councilmember Poor to approve a master service agreement and scope of services with Memorial City Redevelopment Authority and HR Green for the design of Memorial and Gessner Phase II.

The motion carried 4-0

XI. CONSIDERATION AND POSSIBLE ACTION TO PUBLISH AN RFP FOR FY 2026 AUDIT SERVICES – *Gerardo Barrera, City Administrator and Susan Grass, Finance Director*

At the City Council meeting held on August 19, 2025, staff presented and recommended approval of an engagement letter with Crowe for FY 2025 audit services. During the meeting, Council discussed whether to issue an RFP for audit services, considering the financial and time costs involved as well as the required publishing timeline. Staff outlined the advantages of retaining Crowe as the City’s audit firm for one additional year and recommended that Crowe complete the FY 2025 audit. Council concurred with staff and subsequently approved an engagement letter with Crowe for FY 2025 audit services.

As part of the discussion, Mayor Brown directed staff to issue an RFP for FY 2026 audit services and to place the issuance of an RFP for FY 2026 audit services on the September 16, 2025, City Council agenda so that Council may formally consider and direct staff to proceed with issuing the RFP.

Council discussed requiring all RFPs for professional services to be presented to City Council for formal approval prior to being issued.

A motion was made by Councilmember Schwartz and seconded by Councilmember Pratt to direct staff to issue an RFP for FY 2026 audit services.

The motion carried 4-0

XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENTS NO. 9 THROUGH 13 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 RELATED TO THE SUBJECT – *Susan Grass, Finance Director*

Staff presented a revised budget for Fiscal Year 2025 based on year-end projections. Adopting a revised budget provides a more accurate reflection of the City’s current financial position

and ensures a more accurate depiction of the fund balance as used in the preparation and adoption of the Fiscal Year 2026 Budget.

Budget amendments 9 through 13 compare the Fiscal Year 2025 Adopted Budget approved by City Council to the Fiscal Year 2025 year-end projections, including both revenues and expenditures/expenses for all funds, to see the changes. The 2025 Adopted Budget also includes amendments 1 through 8, which have been approved by the Council throughout the year.

In the past, Council has amended the budget based on year-end actuals. Since the 2026 Budget makes assumptions about the current year's available fund balance for use in the 2025 budget, staff recommended that Council approve a budget amendment based on current year-end projections to ensure projected ending fund balance availability. As the end of the 2025 fiscal/calendar year approaches, line-item budgets will more accurately reflect expenditures/expenses that staff can rely upon when making purchases. This will also help prepare for the annual audit.

The end result will fall to the bottom line and increase or decrease fund balance in the current year. The increase/decrease in fund balance will be as follows:

- General Fund increase fund balance \$221,570
- General Fund Construction Fund increase fund balance \$232,000.
- Utility Fund increase fund balance \$118,710.
- Utility Fund CIP increase fund balance \$750,000
- Court increase fund balance \$1,600

City of Bunker Hill Village			Amendment No. 9		
Adopted 2025 Budget					
General Fund					
			2025	2025	
Account #		Description	Adopted Budget	Amendment No.9	Change
01	00-00-4020	Taxes - Prior Years	10,000	65,000	55,000
01	00-00-4030	Taxes - Penalty & Interest	32,000	75,000	43,000
01	00-00-4112	Franchise Fees - Other	61,000	71,000	10,000
01	00-00-4120	Sales Tax Revenue	305,000	325,000	20,000
01	00-00-4210	Court - Fines	205,000	225,000	20,000
01	00-00-4310	Permits - Animal Licenses	230	6,000	5,770
01	00-00-4315	Permits - Building	620,000	630,000	10,000
01	00-00-4910	Interest Income	600,000	580,000	(20,000)
01	00-00-4930	Ambulance Fund	-	71,900	71,900
01	00-00-4980	Intergovernmental Revenue	-	100,000	100,000
TOTAL GF REVENUES			1,833,230	2,148,900	315,670
Personnel					
01	00-00-5010	Wages	490,000	510,000	20,000
01	00-00-5120	Payroll Taxes - TWC	1,000	1,500	500
01	00-00-5211	RETIREMENT 457 PLAN	12,500	17,500	5,000
01	00-00-5350	Insurance - Life	350	450	100
TOTAL Personnel			503,850	529,450	25,600
Commodities					
01	00-00-6650	Postage	3,000	3,500	500
TOTAL Commodities			3,000	3,500	500
Maintenance					
01	00-00-7230	Equipment - Office Equip	1,250	2,250	1,000
TOTAL Maintenance			1,250	2,250	1,000
Contract Services					
01	00-00-7502	Prof Fees - Accounting	30,000	38,000	8,000
TOTAL Contract Services			30,000	38,000	8,000
Support Services					
01	00-00-8170	Data Processing-IT Services	30,300	64,000	33,700
01	00-00-8171	Website Services	3,700	4,500	800
01	00-00-8172	Software Subscription	13,000	14,000	1,000
01	00-00-8250	Dues & Subscriptions	5,300	6,300	1,000
01	00-00-8251	Professional Development	6,000	5,300	(700)
01	00-00-8270	Electricity	8,000	25,000	17,000
01	00-00-8450	Insurance - General	19,800	25,000	5,200
01	00-00-8930	Travel & Training	5,000	6,000	1,000
TOTAL Support Services			91,100	150,100	59,000
TOTAL General Fund EXPENDITURE			629,200	723,300	94,100
Over (Under) Amendment					221,570

City of Bunker Hill Village		Amendment No. 10		
Adopted 2025 Budget				
Construction Fund				
Account #	Description	2025 Adopted Budget	2025 Amendment No.10	Change
Capital Outlay				
06-00-00-9184.03	Gessner Northbound & Memorial	600,000	368,000	(232,000)
TOTAL Capital Outlay		600,000	368,000	(232,000)

City of Bunker Hill Village Adopted 2025 Budget Utility Fund			Amendment No. 11		
Account #		Description	2025 Adopted Budget	2025 Amendment No.11	Change
04	00-00-4510	Wastewater Sales	1,360,000	1,560,000	200,000
TOTAL UTILITY REVENUES			1,360,000	1,560,000	200,000
Utility Fund Expenses					
Personnel					
04	00-00-5010	Wages	535,000	540,000	5,000
04	00-00-5020	Wages - Overtime	30,600	50,000	19,400
04	00-00-5110	Payroll Taxes - FICA Employer	44,500	50,000	5,500
04	00-00-5211	Retirement 457 Plan	15,000	22,000	7,000
04	00-00-5350	Insurance - Life	510	550	40
04	00-00-5410	Contract Labor	20,000	22,000	2,000
TOTAL Personnel			645,610	684,550	38,940
Commodities					
04	00-00-6410	Landscaping	6,500	7,000	500
04	00-00-6490	Janitorial Services	11,150	10,000	(1,150)
TOTAL Commodities			17,650	17,000	(650)
Maintenance					
04	00-00-7410	Vehicles Maint	6,500	7,500	1,000
TOTAL Maintenance			6,500	7,500	1,000
Contracted Services					
04	00-00-7502	Prof Serv - Accounting	17,000	19,000	2,000
TOTAL Contract Services			17,000	19,000	2,000
Support Services					
04	00-00-8130	Bank & Credit Card Charges	60,000	80,000	20,000
04	00-00-8170	Data Processing-IT Services	35,000	45,000	10,000
04	00-00-8172	Software Subscriptions	10,000	11,000	1,000
04	00-00-8270	Electricity	135,000	140,000	5,000
04	00-00-8450	Insurance - General	26,000	30,000	4,000
TOTAL Support Services			266,000	306,000	40,000
TOTAL M&O UTILITY			952,760	1,034,050	81,290
Over (Under) Amendment					118,710

City of Bunker Hill Village Adopted 2025 Budget Utility Construction Fund			Amendment No. 12		
			2025	2025	
Account #	Description		Adopted Budget	Amendment No.12	Change
Capital Outlay					
07	00-00-9182.01	Gessner Water Lines with Roadway	750,000		(750,000)
07	00-00-9183.03	Underground Utilities - BH Road	751,016	583,016	(168,000)
07	00-00-9184.01	Water Modeling Study	-	98,000	98,000
07	00-00-9184.02	Scada Software	-	70,000	70,000
		TOTAL Capital Outlay	1,501,016	751,016	(750,000)

City of Bunker Hill Village Adopted 2025 Budget Court Fund			Amendment No. 13		
Account #	Description	2025 Adopted Budget	2025 Amendment No.13	Change	
05	00-00-4217	Court - OMNI	650	1,250	600
05	00-00-4225	Child Safety 1015	3,000	4,000	1,000
05	00-00-4260	Security Fees	1,000	1,100	100
05	00-00-4270	Technology Fees	1,000	900	(100)
TOTAL COURT REVENUES		5,650	7,250	1,600	

A motion was made by Councilmember Pratt and seconded by Councilmember Poor to approve Ordinance No. 25-656, adopting Budget Amendments No. 9 through 13 to the FY 2025 Budget.

The motion carried 4-0

XIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A FINAL PLAT FOR 46 CAROLANE TRAIL AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION – *Elvin Hernandez, Public Works Director*

During the plan review of a new home at 46 Carolane Trail, it was found that a final plat had not been recorded with Harris County.

At the August 26, 2025, Planning and Zoning Commission meeting, the Commission approved the final plat and recommended it be presented to City Council for final approval. The final plat has satisfied all requirements of the City's ordinances.

A motion was made by Councilmember Pratt and seconded by Councilmember Schwartz to approve a final plat for 46 Carolane Trail as recommended by the Planning and Zoning Commission.

The motion carried 4-0

XIV. CONSIDERATION AND POSSIBLE ACTION TO CAST A BALLOT FOR THE ELECTION OF THE REGION 14 DIRECTOR OF THE TEXAS MUNICIPAL LEAGUE BOARD OF DIRECTORS – *Gerardo Barrera, City Administrator*

The City is a member of the Texas Municipal League (TML). TML is structured into 15 sub-state regions, whose purpose is to promote interest in municipal government on a regional level; facilitate the exchange of information among cities in a region; and assist the TML Board of Directors in formulating policy that represents the diverse interests of the state.

Each region elects officers and conducts regional meetings. The City is located in Region 14 (San Jacinto). Each member within the region is entitled to one vote for Regional Director, which must be cast by a majority vote of the city's governing body. The officials listed on the ballot have been nominated to serve a one-year term on the TML Board of Directors for Region 14.

A motion was made by Councilmember Moerer and seconded by Councilmember Poor to cast a ballot for Josh Pratt for election to the Region 14 Director of the Texas Municipal League Board of Directors.

The motion carried 4-0

XV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, TO NOMINATE A CANDIDATE TO BE PLACED ON THE BALLOT FOR A POSITION ON THE BOARD OF DIRECTORS OF THE HARRIS CENTRAL APPRAISAL DISTRICT – *Gerardo Barrera, City Administrator*

The Chief Appraiser of the Harris Central Appraisal District (HCAD) requested taxing units to nominate up to two (2) candidates to be placed on the ballot for election to the Board of Directors to serve a four-year term beginning January 1, 2026. The City is entitled to both nominate and vote for candidates in this process.

The process consists of two steps:

- 1. Nominations** – Cities may adopt a resolution nominating a candidate(s) and submit it to the Chief Appraiser no later than October 15, 2025.
- 2. Voting** – The Chief Appraiser will prepare a ballot listing all nominees. Prior to December 15, 2025, City Council may cast its vote by ballot and formally adopt a resolution naming the candidate for whom it votes.

Council discussed that they were not familiar with any candidates for the position.

No action was taken on this item.

XVI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, TO NOMINATE A CANDIDATE TO FILL A VACANCY ON THE BOARD OF DIRECTORS OF THE HARRIS CENTRAL APPRAISAL DISTRICT – *Gerardo Barrera, City Administrator*

The Harris Central Appraisal District (HCAD) Board of Directors requested taxing units to nominate a candidate to fill a vacancy on the board of directors due to a resignation. All taxing units participating in the appraisal district under Section 6.03 may nominate a candidate to fill the vacancy and complete the term of a director who resigned from the board. The presiding officer of a taxing unit's governing body must submit the name and the corresponding nominating resolution to the chief appraiser by 5:00 p.m. on September 22, 2025. The list of nominees submitted to the chief appraiser will be given to HCAD's board of directors. The board of directors will then appoint by majority vote of its members one of the nominees timely submitted by the taxing units to fill the vacancy.

Council discussed that they were not familiar with a candidate for the vacancy.

No action was taken on this item.

XVII. CONSIDERATION AND POSSIBLE ACTION TO RATIFY PAYMENT(S) THAT EXCEED \$50,000.00

- A. City of Houston water bill dated July 21, 2025, in the amount of \$72,349.58 for July 2025 water purchase.
- B. Memorial Villages Water Authority, invoice no. 003-25-26 in the amount of \$54,076.83 for July 2025 wastewater treatment services.

- C. Red Oak Construction, invoice no. 1014 in the amount of \$79,773.85 for drainage improvements on Williamsburg Ln. completed through August 1, 2025.
- D. SAS Concrete Solutions, invoice no. 1-25 in the amount of \$65,146.50 for City Hall and Water Plant parking lot improvements completed through June 31, 2025.
- E. SAS Concrete Solutions, invoice no. 2-25 in the amount of \$72,941.63 for the reconstruction of Applewood St. completed in July 2025.
- F. Underground Construction Solutions, monthly pay application no. 6 in the amount of \$76,908.60 for waterline replacement work completed from June 25, 2025, to July 22, 2025, as part of the Waterline Replacement Project.

A motion was made by Councilmember Poor and seconded by Councilmember Pratt to ratify payments exceeding \$50,000.00.

The motion carried 4-0

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 August 19, 2025, Regular City Council Meeting.
- B. August 2025 Financials.
- C. Check Register dated August 7, 2025, to August 27, 2025.
- D. Participation Agreement for the National Opioid Settlement with Purdue (and certain of its affiliates) and the Sackler Family [Purdue Direct Settlement – CL-1751527].
- E. Participation Agreement for the National Opioid Settlement with Secondary Manufacturers.
- F. Langford Engineering, invoice no. 29163 in the amount of \$1,112.94 for general engineering services rendered through July 25, 2025.
- G. Langford Engineering, invoice no. 29164 in the amount of \$5,775.26 for engineering services completed through July 25, 2025, for the Waterline Replacement Project.
- H. Lloyd, Smitha & Associates, LLC, invoice no. CMBH2501-02 in the amount of \$11,832.00 for construction management services rendered from June 30, 2025, to August 3, 2025, for the Bunker Hill Rd. and Taylorcrest Rd. Improvement Project.
- I. Probstfeld & Associates, invoice no. 71880 in the amount of \$355.00 for drainage plan review services completed in July 2025.
- J. Probstfeld & Associates, invoice no. 71991 in the amount of \$180.00 for drainage plan review services completed in July 2025.
- K. Tetra Tech, invoice no. 52450287 in the amount of \$2,072.06 for Drainage Committee activities performed from June 2, 2025, to June 26, 2025.
- L. Tetra Tech, invoice no. 52456247 in the amount of \$4,792.60 for general on-call engineering services completed from June 2, 2025, to June 26, 2025.
- M. Tetra Tech, invoice no. 52456248 in the amount of \$3,017.89 for site development review services completed from June 2, 2025, to June 26, 2025.
- N. Tetra Tech, invoice no. 52464898 in the amount of \$24,672.05 for project management and design coordination services rendered through July 25, 2025, for the Bunker Hill Rd. and Taylorcrest Rd. Improvement Project.
- O. Tetra Tech, invoice no. 52465515 in the amount of \$3,105.00 for general on-call engineering services completed from June 30, 2025, to July 25, 2025.

- P. Tetra Tech, invoice no. 52465518 in the amount of \$2,221.71 for site development review services completed from June 30, 2025, to July 25, 2025.
- Q. Tetra Tech, invoice no. 52465519 in the amount of \$729.47 for Drainage Committee activities completed from June 30, 2025, to July 25, 2025.

Councilmember Schwartz removed items D and E from the Consent Agenda for further discussion.

A motion was made by Councilmember Pratt and seconded by Councilmember Poor to approve the Consent Agenda without items D and E.

The motion carried 4-0

Councilmember Schwartz inquired about items D and E. City Attorney Smith clarified the Participation agreements are part of the National Opioid Settlement with Purdue and the Sackler Family and Secondary Manufacturers. The agreements allow the City to participate in both class action lawsuits.

A motion was made by Councilmember Schwartz and seconded by Councilmember Pratt to approve items D and E on the Consent Agenda.

The motion carried 4-0

XIX. ADJOURN

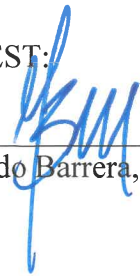
Mayor Brown adjourned the meeting at 7:14 p.m.

Approved and accepted on October 21, 2025.



Keith Brown, Mayor

ATTEST:



Gerardo Barrera, City Administrator/ Acting City Secretary