

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
APRIL 21, 2026**

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 Eric Thode
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
Jeff Lubritz, City Attorney, Olson & Olson
Mallory Pack, Management Analyst

Absent

Loren Smith, City Attorney, Olson & Olson

II. PLEDGE OF ALLEGIANCE

Councilmember Pratt led the Pledge of Allegiance.

III. CITIZENS' COMMENTS

There were no comments.

IV. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

A. Update on Activities – Chief Schultz provided an update on activities, including personnel, calls for service, and the 2026 Budget.

- 25% of the budget has been expended to date.
- The FY 2025 audit is being completed. Funds are expected to be returned to the three (3) cities.
- One (1) officer resigned to accept a position at Fort Bend County. The Department is recruiting to fill the vacancy.
- MVPD Detectives are working with the Inspector General and Postal Inspectors on several cases involving property tax payments in the form of checks mailed to SBISD

that were intercepted within the US Postal Service and were washed and fraudulently cashed. Chief Schultz reported that arrests have been made and that the suspects are targeting the 77024 area code and specific pieces of mail. The investigation is ongoing.

- The Memorial Dr. resurfacing project, managed by Harris County, has started. Officers are assisting with traffic control in construction zones near the Memorial Villages.
- Detectives are investigating a fraud case in which a resident was scammed out of \$90,000.00 in cash. Detectives are working with law enforcement agencies in Virginia, where a portion of the funds was sent via FedEx.
- Chief Schultz reported that he continues to provide residents with scam awareness information through his weekly V-Linc messages. Officer Boggus has been meeting with community groups to educate residents on identifying the warning signs of scams.
- The Memorial Villages Police Foundation (MVPF) and Memorial High School successfully hosted the annual Birdies Fore Blue golf tournament fundraiser in March.
- MVPD responded to 2,460 calls for service in Bunker Hill Village during March. Top calls for service are false alarms and suspicious situations.

Mayor Brown commended MVPD for their work on the mail theft cases, their coordination with other law enforcement agencies, and their continued commitment to going above and beyond in service to the community.

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

At the May 20, 2025, meeting, City Council approved Resolution No. 05-20-2025 authorizing MVPD to apply for and receive grant funding from the Texas Motor Vehicle Crime Prevention Authority (MVCPA). MVPD was subsequently awarded the grant, and the funds were used to purchase Condor cameras and associated software, as well as Peregrine software that enables interagency data sharing.

Chief Schultz explained that both technologies are effective policing tools but have ongoing maintenance costs, which are structured as a pay-as-you-go service with monthly fees and a maintenance contract. MVPD intends to reapply for the MVCPA grant to continue funding these maintenance costs.

Chief Schultz noted that MVPD staff recently attended a grant workshop and received verification that MVPD is eligible to reapply for the grant. Of the more than 200 agencies statewide, MVPD is one of only 12 that are fully compliant with all reporting and documentation requirements for the grant application. If awarded, the grant will reimburse 80% of eligible expenses.

As a standalone agency, MVPD is not eligible to apply for the grant directly. Instead, one of the three cities must sponsor the application. MVPD will prepare and submit the application and, if awarded, administer the grant. An approved resolution is required to be submitted as part of the grant application.

A motion was made by Councilmember Schwartz and seconded by Councilmember Poor to approve Resolution No. 04-21-2026, authorizing the Memorial Villages Police Department to Apply for and Receive Grants from the Motor Vehicle Crime Prevention Authority.

The motion carried 5-0

C. Consideration and Possible Action to Approve Budget Amendment 2026.01 to the Fiscal Year 2026 Budget for the Memorial Villages Police Department

FY 2026 Budget Amendment 2026.01 reflects increased revenues and corresponding expenditures associated with grant funding, adjustments to healthcare premium costs, upgrades to equipment and software maintenance contracts, and the implementation of Phase I of the eight-step officer compensation schedule in the amount of \$330,900.00, with Bunker Hill Villages' assessment being \$110,300.00.

Chief Schultz noted that the Finance Committee of the Police Commission reviewed the pay parity scale to ensure that MVPD remains competitive with other law enforcement agencies in the Houston region.

Councilmember Morer informed Council that the Police Commission unanimously approved the budget amendment.

A motion was made by Councilmember Poor and seconded by Councilmember Thode to approve Budget Amendment 2026.01 to the FY 2026 Budget for the Memorial Villages Police Department.

The motion carried 5-0

V. VILLAGE FIRE DEPARTMENT REPORT

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

- The Department has received 25% of budget revenues from the six (6) cities to date. 22% of personnel expenses and 17% of operational expenses have been expended to date.
- EMS revenue totals \$109,000.00 to date, which is on track with the 2025 revenue. Chief Croft reported that he met with representatives from the Department's billing company, and collection is tracking at 40% and is above the industry average for EMS revenue.
- The Department completed the hiring process for two (2) new personnel. One (1) firefighter is on medical leave.
- The Department hosted 12 CPR and AED classes in March.
- All six (6) cities approved the budget amendment to fund the purchase of a blocker apparatus vehicle and rescue boat. The blocker apparatus is expected to be in service in May.
- The rescue boat has been delivered and is undergoing required testing and set up prior to being placed into service.
- The FY 2025 audit is nearing completion.
- VFD responded to 30 calls for service in Bunker Hill Village during March. The average response time was 5:31.

Mayor Brown requested an update on emergency management operations. Chief Croft reported that he is meeting with each city to review and update the existing emergency response plan. Updates will reflect designated points of contact and current resources of each city. The goal is to improve the coordination of resources, enhance communication, and reduce duplication of efforts during emergency responses.

VI. MAYOR'S REPORT

A. Proclamations

- A Proclamation Naming April 22, 2026, "Administrative Professionals Day"
- A Proclamation Naming April 24, 2026, "Arbor Day"
- A Proclamation Naming May 10-16, 2026, "National Police Week"
- A Proclamation Naming May 17-23, 2026, "National Public Works Week"

Mayor Brown recognized the importance of each proclamation. He expressed his appreciation for the dedicated service of the City's administrative professionals, the officers of the Memorial Villages Police Department, and the City's public works department crews.

B. Report on Activities and Upcoming Events

- Mayors' Meetings – The Mayors, Chief Schultz, Commander Baker, and officers from Hedwig Village and Spring Valley Village met with Harris County District Attorney Sean Teare on April 21, 2026, to discuss the office accepting/ dismissing charges from MVPD and the other village police departments.

VII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

- Planning and Zoning Commission Meeting – *March 24, 2026* – The Commission unanimously approved an ordinance amending Chapter 4, Sec. 4-10 of the City's Code of Ordinances regarding notification to residents when construction of a new home or an addition is planned on adjacent property within 200 feet. The proposed ordinance is on this agenda for formal action by City Council.

Councilmember Thode inquired about the status of the MDPC master plan. City Administrator Barrera reported that City staff met with MDPC representatives on April 21, 2026. He explained that the property is currently considered nonconforming and was grandfathered in under prior regulations. City Ordinance prohibits nonconforming lots from being altered in a manner that would increase the degree of nonconformity. As a result, MDPC continues to explore design concepts related to permeability and coverage requirements. City Administrator Barrera confirmed that no formal plans have been submitted to the City for formal review.

B. Public Works Director Report

- Development Report -- Public Works Director Hernandez presented the permits issued in March 2026.
- CIP Project Update
 - The rehabilitation of sanitary sewer lines on Strey Ln. is expected to begin in May.
 - The water modeling study has been completed, and the City Engineer will present a summary of the findings at this meeting.
 - In response to resident concerns regarding drainage and ponding, crews are surveying areas throughout the City where drainage maintenance work may be needed.

- AT&T has informed staff that the pedestals along Bunker Hill Rd. will be removed and relocated underground.
- Sidewalk Discussion – In response to resident inquiries about installing sidewalks on streets with pedestrian traffic but no existing sidewalks, Public Works Director Hernandez requested feedback and direction from City Council regarding whether to conduct assessments for potential sidewalk installation on streets such as Flintdale Rd. and Mayerling.

Mayor Brown inquired how the sidewalks would be financed. City Administrator Barrera explained that any sidewalk projects would be incorporated into the City's 5-year Capital Improvement Program (CIP). He also noted that on streets with open ditches, such as Flintdale Rd., the ditch would need to be closed prior to sidewalk construction, as well as ensure that drainage and conveyance would not be adversely affected. Additionally, underground utilities would need to be evaluated, which could significantly increase project complexity and cost.

Council discussed the necessity of sidewalks on the identified streets, noting that pedestrian traffic varies by time of day and potential impact on residential front yards. No formal direction was given by Council. Staff will continue to monitor the identified areas.

City Administrator Barrera reported to Council that the design plans for the Memorial Gessner project are expected to be at 60% completion in August, at which time a town hall will be held.

C. Finance Director Report

- Investments and Opportunities – The City continues to take advantage of favorable interest rates.
- Annual Audit – The FY 2025 audit is in progress. The draft of the audit report is expected on May 1, 2026. The Finance Committee is scheduled to meet on May 13, 2026, to review the results of the audit, after which the results will be formally presented to City Council.
- Proposed 2027 Budget Calendar – Finance Director Grass presented the proposed calendar for City Council review.

Finance Director Grass reported that the former backhoe vehicle was sold at auction for \$23,000.00. The revenue will be placed into the vehicle replacement fund.

VIII. PRESENTATION, DISCUSSION, AND FEEDBACK REGARDING WATER MODELING STUDY RESULTS – *Elvin Hernandez, Public Works Director*

At the July 15, 2025, meeting, Council approved a services agreement with IDS Engineering, the City's Engineer, to complete a water modeling study to evaluate the condition, adequacy, and performance of the City's water distribution system.

A final engineering report was prepared and submitted to staff in April 2026. The results of the study outline the continued reliability and efficiency of the City's water infrastructure through a structured inspection and maintenance program that will proactively address potential issues, extend the operational service life of system components, and ensure the continued delivery of safe and reliable water services to the City. Findings of the report include:

- Confirmed TCEQ compliance
- Highlight demand conditions
- General resiliency
- Areas of vulnerabilities

Next steps will focus on proactive infrastructure planning, including water line replacements, improved power reliability & emergency power upgrades, and enhanced system redundancy. Recommendations made within this report will be added to the City’s Capital Improvement Program (CIP).

John Hale with IDS Engineering attended the meeting and presented the four (4) scenarios conducted as part of the study, and the recommendations identified for each. He also provided a list of recommended projects that ranked proposed improvements based on overall priority and considered the risk of failure and the impact the failure would have on the water system.

Council discussed the overall priority ranking, expected timeline for completion, and funding for each of the recommended projects. Following this discussion, Council directed staff to shift item #4 (complete power system rehabilitation at City Hall Water Plant) to priority level 1 and item #5 (complete power system rehabilitation at Taylorcrest Water Plant) to priority level 2. Because items #4 and #5 include new generators, this would remove item #3 (water plant back-up power improvements – generator swap between water plants) from the list of recommended projects and result in cost savings.

Mr. Hale confirmed that he would revise the recommended project list to reflect Council direction and provide the updated list to staff. It was also recommended to schedule annual well tests to review production of groundwater wells.

No action was required for this item.

IX. PRESENTATION, DISCUSSION, AND FEEDBACK REGARDING UPDATES TO FEMA FLOOD MAPS – *Elvin Hernandez, Public Works Director*

In February 2026, the City received newly released draft FEMA floodplain mapping (MAAPNext) for review. These updated maps provide a more accurate representation of current flood risk based on improved data and modeling.

The updated mapping is an important tool for residents, businesses, and the City to better understand risks and make more informed decisions, as well as:

- Identifies potential changes to floodplain boundaries within the city
- May affect flood insurance requirements for certain properties
- Influences potential evolving building and development standards, including elevation requirements
- Helps guide future drainage and flood mitigation planning efforts

Tim Buscha with IDS Engineering presented the FEMA MAAPNext Draft Floodplain Maps. The maps are expected to be officially released by FEMA in 2028.

He explained that while the maps show that a majority of the City would not be in the floodplain, a small portion of the Southwest side of the City would be impacted by the 500-year floodplain.

No action was required for this item.

X. PRESENTATION, DISCUSSION, AND FEEDBACK REGARDING A STREET ASSESSMENT COMPLETED ON STREY LANE AND KNIPP ROAD – *Elvin Hernandez, Public Works Director*

At the March 17, 2025, meeting, staff presented a services agreement for the mill and overlay of Strey Ln. and Knipp Rd. Council discussed whether the improvements were necessary based on roadway conditions or simply proposed because they are included in the City’s FY 2026 Capital Improvement Plan (CIP) schedule. No action was taken. After discussion, Council directed staff to conduct a street assessment of Strey Ln. and Knipp Rd. to evaluate their remaining service life and to present the findings at the April City Council meeting before proceeding with the proposed work.

Following Council direction, staff engaged Lloyd, Smitha & Associates to perform a detailed pavement condition assessment of both roadways. The additional assessment was completed in March 2026 (Knipp Rd. and Strey Ln. were not included in the previous assessment as both were planned for replacement). Findings of the report indicate that both Strey Ln. (rated 8/10) and Knipp Rd. (rated 6/10) exhibit signs of surface wear and localized deterioration, with varying pavement conditions along each corridor. While portions of the roadways remain serviceable in the near term, the overall condition reflects aging infrastructure with declining pavement integrity, suggesting that maintenance or rehabilitation will be necessary to preserve functionality and prevent more costly reconstruction in the future.

Ed Lloyd of Lloyd, Smitha & Associates attended the meeting and reported that Strey Ln. (rated 8/10) shows minor deterioration, however, immediate improvements are not required at this time. He stated that Knipp Rd. (rated 6/10) exhibits signs of asphalt failures, indicating potential base failures.

City Administrator Barrera informed Council that, based on discussions with Mayor Brown, it is recommended to replace streets rated below 5/6 and those rated above 6 be deferred to a later time. He emphasized the importance of maintaining a proactive approach to street maintenance and repairs to address conditions before significant failures occur. This proactive approach will help prevent more extensive damage and higher repair costs should failures occur before the completion of the next street assessment.

Public Works Director Hernandez advised Council that staff is aware of side/ minor streets rated at 6 in the street assessment report, and these streets will be incorporated into the City’s 5-year CIP for future replacement.

Based on the findings of the pavement assessment and the recommendations provided by the City’s engineer, staff recommended proceeding with the planned CIP improvements for Knipp Rd. Strey Ln. will be deferred to future years.

No action was required for this item.

XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A SERVICES AGREEMENT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND PAVECON LTD CO. IN THE AMOUNT OF \$474,728.08 FOR THE MILL AND OVERLAY OF KNIPP ROAD –
Elvin Hernandez, Public Works Director

On September 20, 2022, City Council approved the FY 2023 Budget that included the Five-Year Capital Improvement Plan (CIP) calling for the mill and overlay of Knipp Rd., Strey Ln, Taylorcrest Rd., and Bunker Hill Rd.

The following outlines the timeline of these projects:

- 10/17/2023 – Council approved contract for geotechnical study of Knipp, Strey, Taylorcrest, and Bunker Hill Rd.
- 03/19/2024 – After review of geotechnical study, Council approved the construction design contract for all four (4) roads identified.
- 06/18/2024 – Staff presented construction contract for the mill and overlay of Strey and Taylorcrest for Council consideration and action. No action was taken, and Council directed staff to prioritize Bunker Hill Rd.
 - Staff advised Council that review of underground utilities was necessary prior to any roadwork. Roadwork construction was paused until 2025.
- 07/24/2024 – Council approved contract for cleaning and televising both sanitary and storm sewer lines.
 - After review, the sanitary sewer line was found to be deteriorated and in need of replacement. Storm sewer lines were in good condition and not in need of replacement.
- 10/02/2024 – Council approved contract to replace sanitary sewer line under Bunker Hill Rd.
 - Replacement of sanitary sewer lines completed in April 2025.
- 03/18/2025 – Council approved contract for reconstruction of Bunker Hill Rd. and the mill and overlay of Taylorcrest Rd. Work commenced in June 2025 in coordination with the SBISD summer break.
 - All road work was completed in September 2025. The project was accepted in November 2025.
- 03/17/2026 – The cleaning and televising of sanitary sewer lines along Strey Ln. found that a substantial portion of the sanitary sewer main is severely deteriorated and at or beyond its service life and in need of replacement. Council approved a contract for sanitary sewer line rehabilitation on Strey Ln. prior to any planned roadwork. Subsequently, staff presented the construction contract for the mill and overlay of Strey Ln. and Knipp Rd. Council took no action and directed staff to complete a street assessment of Strey Ln. and Knipp Rd. before the April meeting to evaluate the remaining service life of the roadways to determine if road improvements are necessary.

Review of the street assessment conducted by Lloyd, Smitha & Associates determined that Knipp Rd. exhibits surface wear, including cracking and localized deterioration. While the roadway remains serviceable, the pavement is showing signs of aging, and timely rehabilitation is recommended to prevent further degradation and more costly repairs. Staff recommended a mill and overlay of Knipp Rd. to extend the roadway's service life.

To leverage economies of scale and attain competitive pricing, staff utilized an interlocal cooperative purchasing program that ensures compliance with City and State procurement requirements while securing best value. After reviewing proposals, contractor qualifications, and confirming

competitive pricing, both staff and the City’s engineer recommend awarding a contract to Pavecon in an amount not to exceed \$474,728.08 for the mill and overlay of Knipp Rd.

Prior to mobilization, staff will provide advanced notification to residents, emergency services (MVPD and VFD), neighboring municipalities, and the general public. To minimize disruption to Bunker Hill Elementary and the public, all work is scheduled to begin in June after school has been dismissed.

Staff presented an updated contract in the amount of \$449,896.66. The change in cost is due to a miscalculation and a reduction in mobilization and contingency. The error was identified and corrected after the agenda had been posted and agenda packets were delivered to City Council. Per the Open Meetings Act, an agenda cannot be revised once it is posted.

Staff recommended approval of a services agreement with Pavecon in an amount not to exceed \$449,896.66 for the mill and overlay of Knipp Rd., as presented in the updated contract.

The contract has been reviewed by the City Attorney.

A motion was made by Councilmember Thode and seconded by Councilmember Pratt to approve a services agreement with Pavecon in an amount not to exceed \$449,896.66 for the mill and overlay of Knipp Rd., as presented in the updated contract.

The motion carried 5-0

XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A SERVICES AGREEMENT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND LLOYD, SMITHA & ASSOCIATES IN THE AMOUNT OF \$18,108.45 FOR PROJECT MANAGEMENT SERVICES FOR THE MILL AND OVERLAY OF KNIPP ROAD – *Elvin Hernandez, Public Works Director*

Staff requested and received a proposal from Lloyd, Smitha & Associates, LLC to provide construction management services for the asphalt mill and overlay of Knipp Rd.

The City has contracted with Lloyd, Smitha & Associates, LLC on several projects, most recently in 2025 for construction management of road improvements on Bunker Hill Rd. and Taylorcrest Rd. Given the contractor’s proven expertise, extensive experience in construction management and project coordination with other City projects, staff recommended approving a services agreement with Lloyd, Smitha & Associates, LLC in an amount not to exceed \$18,108.45 for construction management services for the mill and overlay of Knipp Rd. The scope of work includes on-site inspections, quality control measures, review of monthly pay estimates, communication with residents, complaint investigations, and the main point of contact to address resident concerns.

Prior to mobilization, staff will provide advanced notification to residents, emergency services (MVPD and VFD), neighboring municipalities, and the general public.

Per Local Government Code Sec. 252.022, professional services are exempt from formal bidding requirements. The agreement has been reviewed by the City Attorney.

Public Works Director Hernandez stated all roadwork, pending favorable weather conditions, is anticipated to be completed within 1.5 months from the start date.

A motion was made by Councilmember Schwartz and seconded by Councilmember Poor to approve a services agreement with Lloyd, Smitha & Associates, LLC in an amount not to exceed \$18,108.45 for construction management of the mill and overlay of Knipp Rd.

The motion carried 5-0

XIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY AMENDING SECTION 4-10, NOTIFICATION OF PERMIT APPLICATIONS; PROCESS, OF ARTICLE I, IN GENERAL, OF CHAPTER 4, DEVELOPMENT, BUILDING AND CONSTRUCTION TO AMEND ITEM B; 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
– *Elvin Hernandez, Public Works Director*

At the October 28, 2025, Planning and Zoning Commission meeting, a public comment was received regarding how residents are notified when new home construction is planned on their street. In response, the Commission recommended reviewing the process and requirements for issuing notices to adjacent property owners when construction of a new home or addition is proposed.

Chapter 4, Sec. 4-10 of the City’s Code of Ordinances outlines the notification process:

Sec. 4-10. Notification of permit applications; process.

(a) *Definitions.* For the purposes of this section, the following words or terms shall have the meanings ascribed thereto, unless the context clearly indicates otherwise:

Recorded restriction shall mean a restriction that is contained or incorporated by reference in any properly recorded plan, plat, replat or other instrument affecting a subdivision.

Restriction shall mean a limitation that:

- (1) Affects the use to which real property may be put;
- (2) Fixes the distance that a building must be set back from property lines, street lines, or lot lines; or
- (3) Affects the size of a lot or the size, type or number of buildings that may be built on a lot.

(b) *Affidavit required.* No building permit shall be issued for the construction of a new building, or for any addition to an existing building that would extend such building beyond the footprint of the building prior to the proposed addition, on a lot subject to a recorded restriction, unless the permit applicant has submitted an affidavit certifying that notice of the permit application has been delivered to the owner, as shown on the current tax roll, of each lot within the subdivision that is subject to the recorded restriction. Provided however, if the instrument(s) establishing the recorded restriction provides for creation of a committee or association with authority to enforce the recorded restriction, and there is a committee or association duly organized and operational in accordance with such instrument, certification that notice has been served on an authorized agent or officer of the committee or association may be given in lieu of notice to all individual property owners within the subdivision other than owners of property adjacent to the lot subject to the permit. If the permit application is for construction on a lot that is not subject to a recorded restriction, the applicant shall certify such fact by affidavit. The city administrator is authorized to promulgate affidavit forms for use in the implementation of this section.

(c) *Form of notice; method of delivery.* Any notice required in paragraph (b) above shall include a general description of the proposed construction, the name of the subdivision, and the lot and block number and street address of the lot subject to the permit. Such notice, as outlined below, shall be delivered by depositing the same, properly addressed and postage prepaid, in the United States mail, registered or certified, return receipt requested.

(d) *Waiting period; stop work orders.* The building official shall not issue a building permit for construction on a lot subject to a recorded restriction until the expiration of five (5) business days following the receipt of an executed affidavit that fully complies with paragraph (b) above.

At the December 2, 2025, Commission meeting, Director Hernandez explained the current notification process of how residents are made aware of new construction occurring near them. However, notification is limited to new construction and additions to existing buildings that extend beyond the footprint of the building prior to the proposed construction. Smaller remodels and drainage projects are not subject to the notification requirement. Notification requirements are discussed during the mandatory pre-development meetings and are intended to inform adjacent and nearby property owners of upcoming development on a lot near them. The notices provide the contractor's name and contact information should surrounding property owners have questions regarding the project. Area property owners may also contact the City to review new development plans.

Following discussion, the Commission was in favor of amending the ordinance to require contractors to notify surrounding properties within 200 feet of a proposed development site for both new construction and remodel projects.

At the February 24, 2026, meeting, the Commission further discussed which construction projects are considered "major development," as presented by staff in the redline revisions. Director Hernandez explained that major developments include new construction and construction that adds additional square footage to an existing building (i.e., additions). The Commission recommended that "major development" be clearly specified in the final ordinance to include new construction and construction that adds additional square footage.

Additionally, staff recommended that when construction occurs within a deed restricted subdivision governed by a Homeowners Association (HOA), notice of construction should be provided to both the HOA and individual property owners to ensure consistent notification to all adjacent properties within 200 feet. The Commission was in favor of the proposed revision and had no additional feedback.

The final proposed ordinance was presented at the March 24, 2026, Commission meeting. The Commission voted unanimously to approve the ordinance and forward it to City Council for final approval.

Council inquired how 200 feet would be measured given the large size of lots. City Administrator Barrera clarified that the measurement is made from the property line, not the structure itself. This ensures that properties located behind, next to, or across the street from the construction site are notified. Additionally, the 200-foot notification radius is currently used successfully by the Zoning Board of Adjustment, as established by state law.

Council further discussed whether remodel projects should be classified as major development and require notification to adjacent properties. While the Planning and Zoning Commission defined major development as new construction and construction that adds additional square footage to an existing building, Council discussed that remodels – though not increasing square footage – could still impact neighboring properties due to increased traffic, construction vehicles, dumpsters, and other construction related activities. Staff noted that remodels can range from minor interior work, such as changing out cabinets, to more extensive work involving electrical and plumbing work. City Administrator Barrera reminded Council that work exceeding the 50% improvement threshold is classified as reconstruction.

Following discussion, Council directed staff to revise the ordinance to incorporate elements of a major remodel under the definition of major development/ major renovation.

No action was taken on this item.

XIV. CONSIDERATION AND POSSIBLE ACTION TO RATIFY PAYMENTS EXCEEDING \$50,000.00

- A. Baird Gilroy & Dixon LLC, invoice no. 6163 in the amount of \$70,000.00 for SCADA system equipment upgrades completed through January 2026.
- B. City of Houston water bill dated March 23, 2026, in the amount of \$77,471.10 for February 2026 water purchase.

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

The motion carried 5-0

XV. 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 March 17, 2026, Regular City Council Meeting.
- B. March 2026 Financials.
- C. Check Register dated February 27, 2026, to April 7, 2026.
- D. Notice of contract extension with Stellar Bank for depository bank services for a term ending February 28, 2027.
- E. Services Agreement with Valley View Consulting, LLC in the amount of \$7,500.00 to assist the City in its Primary Depository Request for Applications solicitation process.
- F. IDS Engineering Group, invoice no. 0173548 in the amount of \$1,096.14 for general engineering services rendered from June 26, 2024, to July 25, 2024 (past due invoice not submitted by IDS).
- G. IDS Engineering Group, invoice no. 0173549 in the amount of \$1,233.42 for general engineering services rendered from June 26, 2024, to July 25, 2024, for wastewater flow investigation (past due invoice not submitted by IDS).
- H. IDS Engineering Group, invoice no. 0174757 in the amount of \$684.36 for general engineering services rendered from September 26, 2024, to October 25, 2024, for wastewater flow investigation (past due invoice not submitted by IDS).
- I. IDS Engineering Group, invoice no. 0177737 in the amount of \$1,307.44 for general engineering services rendered from April 26, 2025, to May 25, 2025 (past due invoice not submitted by IDS).
- J. IDS Engineering Group, invoice no. 0181343 in the amount of \$298.40 for RFP Management services rendered from January 26, 2025, to February 25, 2026.
- K. IDS Engineering Group, invoice no. 0181456 in the amount of \$5,779.51 for engineering services rendered from January 26, 2026, to February 25, 2026, for the Water Plant No. 1 Ground Storage Tank No. 1 Replacement Design Project.
- L. IDS Engineering Group, invoice no. 0181697 in the amount of \$477.44 for general engineering services rendered from January 26, 2026, to February 25, 2026.
- M. IDS Engineering Group, invoice no. 0181698 in the amount of \$6,598.62 for engineering services completed from January 26, 2026, to February 25, 2026, for the Water Modeling Study.
- N. Langford Engineering, invoice no. 29876 in the amount of \$101.36 for general engineering services rendered through February 27, 2026.

- O. Tetra Tech, invoice no. 52560504 in the amount of \$1,132.50 for general on-call drainage engineering services rendered from January 26, 2026, to February 20, 2026.
- P. Tetra Tech, invoice no. 52560505 in the amount of \$2,210.63 for drainage impacts site development reviews completed from January 26, 2026, to February 20, 2026.
- Q. Tetra Tech, invoice no. 52560506 in the amount of \$1,132.50 for Drainage Committee activities completed from January 26, 2026, to February 20, 2026.
- R. TX BBG Consulting, Inc., invoice no. 3398221 in the amount of \$750.00 for building plan review services completed through February 28, 2026.
- S. TX BBG Consulting, Inc., invoice no. 3526439 in the amount of \$210.00 for building code review and updates completed through February 28, 2026.
- T. SAS Concrete Construction, LLC, invoice no. 1-26 in the amount of \$42,800.27 for sidewalk repairs completed through February 27, 2026, at various locations along Memorial Dr.

Councilmember Schwartz inquired why items F-I were dated 2024. City Administrator Barrera explained that the contractor did not submit the invoices on time. Staff have since addressed the issue with the contractor to prevent similar occurrences in the future.

Council discussed that if invoices are submitted beyond a reasonable timeframe after the completion of work, the contract should be reviewed to determine whether the invoice should be returned to the contractor and not processed for payment.

A motion was made by Councilmember Pratt and seconded by Councilmember Poor to approve the Consent Agenda.

The motion carried 5-0

XVI. ADJOURN

Mayor Brown adjourned the meeting at 7:52 p.m.

Approved and accepted on May 19, 2026.



Keith Brown

Mayor

ATTEST:



Gerardo Barrera
City Administrator/ Acting City Secretary