

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
MAY 19, 2026**

I. CALL TO ORDER

Mayor Brown 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 (arrived at 5:02 p.m.)
Councilmember Carl Moerer
Councilmember Josh Pratt
Councilmember Andrew Poor
Councilmember Hunter Cameron

Staff in Attendance

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

II. PLEDGE OF ALLEGIANCE

Mayor Brown led the Pledge of Allegiance.

III. CONSIDERATION AND POSSIBLE ACTION TO ACCEPT THE RESIGNATION BY JOSH PRATT FROM BUNKER HILL VILLAGE CITY COUNCIL POSITION NO. 4

Councilmember Josh Pratt was elected to City Council Position No. 4 in May 2025. He serves as Council liaison to the Planning and Zoning Commission and represents the City on the Village Fire Commission. On April 28, 2026, Councilmember Pratt submitted his letter of resignation from Council Position No. 4, effective May 19, 2026. He stated that his resignation is due to his family relocating out of state for professional reasons.

For a resignation to be effective, Local Government Code Sec. 22.012 requires the resignation of an elected official to be written, signed, and submitted for formal acceptance and approval by the City's governing body.

A motion was made by Councilmember Poor and seconded by Councilmember Thode to accept the resignation of Josh Pratt from Bunker Hill Village City Council Position No. 4.

The motion carried 5-0

Mayor Brown presented Councilmember Pratt with a gift in recognition of his service to the City. Councilmember Pratt thanked City Council and staff for their support during his tenure.

Councilmember Pratt stepped down from the dais and left the meeting at 5:07 p.m.

IV. CONSIDERATION AND POSSIBLE ACTION TO APPOINT HUNTER CAMERON TO BUNKER HILL VILLAGE CITY COUNCIL POSITION NO. 4 TO COMPLETE THE TERM ENDING MAY 2027

In accordance with Local Government Code provisions, Councilmember Josh Pratt tendered his letter of resignation from Council Position No. 4 effective May 19, 2026.

Local Government Code 22.010 sets forth the process by which to fill a vacancy on the City Council. If, for any reason, a single vacancy exists on the governing body of the municipality, a majority of the remaining members who are present and voting, excluding the Mayor, may fill the vacancy by appointment unless an election to fill the vacancy is required by Section 11, Article XI, Texas Constitution.

The appointed individual must be a resident of the City, satisfy all qualifications required for elected councilmembers, and will hold office for the remainder of the unexpired term through May 2027.

Mayor Brown recommended appointing Hunter Cameron to City Council Position No. 4.

A motion was made by Councilmember Moerer and seconded by Councilmember Schwartz to appoint Hunter Cameron to Bunker Hill Village City Council Position No. 4 to complete the term ending May 2027.

The motion carried 4-0

V. OATH OF OFFICE

The City 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 20, 2026, meeting, City Council approved Ordinance No. 26-662, ordering the May 2, 2026, General Election for Council Positions 1, 2, and 3. During the candidate application filing period (January 14, 2026, to February 13, 2026), the City received only one application for each available position. Additionally, no write-in candidate applications were received by the February 17, 2026, filing deadline.

Subsequently, Council approved Ordinance No. 26-668 at the March 17, 2026, meeting, formally canceling the May 2, 2026, General Election and declaring the unopposed candidates for Councilmember Positions No. 1, 2, and 3, as elected to office:

City Council Position No. 1 – Eric Thode

City Council Position No. 2 – Susan Schwartz

City Council Position No. 3 – Carl Moerer

City Attorney Smith administered the Statement of Appointed Officer and Oath of Office to Council Positions No. 1, 2, and 3.

Hunter Cameron also received the Statement of Appointed Officer and Oath of Office to assume the responsibilities of Council Position No. 4.

No action was required for this item.

VI. CITIZENS' COMMENTS

There were no comments.

VII. PRESENTATION AND RECEIPT FOR FILING OF THE 2025 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 2025. 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 13, 2026, meeting. After discussion and review, the Committee recommended that staff present the final audit results to the City Council and request formal acceptance of the Fiscal Year 2025 audit.

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

Mayor Brown recognized staff for their work in completing the audit successfully.

No action was required for this item.

VIII. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

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

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

- 33% of the budget has been expended to date.
- April 2026 activity for Bunker Hill Village included:
 - 1, 943 calls for service
 - 777 house watches
 - 3 accidents
 - 244 citations and 274 warnings issued
 - Response time: 2@3:49
- The FY 2025 audit report is awaiting presentation to the Police Commission before being sent to the three (3) cities.
- The Police Commission approved the FY 2027 budget, which includes Phase II of the eight-step updated compensation plan designed to maintain competitive salaries with the City of Houston and other regional law enforcement agencies.
- The Department is recruiting to fill one (1) vacant position.

- MVPD Detectives continue to work with the Inspector General and Postal Inspectors on 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. Two (2) arrests have been made, and the investigation remains ongoing.
- The final Flock Condor camera has been installed and is fully operational.
- Two (2) dog bite calls were investigated.
- The Department successfully hosted the 7th Annual Food Truck Rodeo in April.
- A resident was the victim of a scam resulting in the loss of \$170,000. MVPD is producing an educational video featuring the victim explaining the incident/ crime to help raise community awareness. Chief Schultz reported that he continues to provide residents with scam awareness information through his weekly V-Linc messages.

B. Consideration and Possible Action to Approve the Fiscal Year 2027 Budget for the Memorial Villages Police Department

The Police Commission unanimously approved the FY 2027 Budget at their May 11, 2026, meeting. Chief Schultz presented the FY 2027 Budget details:

- Personnel: Request in the amount of \$8,644,345 (16.9% increase) to maintain competitive salaries and benefits to address regional pay parity and to attract and retain qualified personnel. The budget also includes funding for a part-time officer to expand the DARE program.
- Operations: Request in the amount of \$1,463,126 (reduction of \$80,070) to maintain current operational service levels.
- Capital: Request in the amount of \$255,000 for upgrades to the Department's phone system and replacement of handheld walkie-talkies that reached the end of their service life.

The FY 2027 Budget totals \$10,362,471. The assessment for each of the three (3) member cities is \$3,454,157, which is an increase of \$394,391 per city (\$411,058 minus \$50,000 spent down for auto replacement).

A motion was made by Councilmember Moerer and seconded by Councilmember Cameron to approve the FY 2027 Budget for the Memorial Villages Police Department.

The motion carried 5-0

IX. VILLAGE FIRE DEPARTMENT REPORT

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

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

- VFD responded to 16 calls for service in Bunker Hill Village during April. The average response time was 5:16.
- The Department has received 33% of budget revenues and expended 22% of the budget to date. EMS Revenue surplus is \$135,000 to date.
- Two (2) new personnel have started.
- The rescue boat has been delivered and is operational. Personnel are completing training.

- The blocker truck has been received and will be fitted with emergency lights and VFD signage/ striping.
- Chief Croft reported that 26 individuals completed CPR and AED training in April. To date, 115 people have successfully completed the training, placing the Department ahead of last year's certification numbers. VFD is coordinating with several community groups to schedule training throughout the summer.
- The Department welcomed eight (8) walk-ins during April, including visitors interested in viewing the fire trucks and equipment. Personnel use these visits as opportunities to educate visitors on fire prevention and life safety practices.

Councilmember Cameron thanked Chief Croft for the Department's community outreach efforts.

B. Consideration and Possible Action to Approve Budget Amendment 2026-02 to the Fiscal Year 2026 Budget for the Village Fire Department

Budget Amendment 2026-02 totals \$164,167. Of this amount, \$134,167 will be funded from the FY 2025 Surplus, and \$30,000 will be funded from previously donated funds that are restricted to life safety equipment purchases. Budget Amendment 2026-02 will not result in additional assessments to the six (6) cities served by VFD.

A motion was made by Councilmember Poor and seconded by Councilmember Moerer to approve Budget Amendment 2026-02 to the FY 2026 Budget for the Village Fire Department.

The motion carried 5-0

C. Consideration and Possible Action to Approve the Fiscal Year 2027 Budget for the Village Fire Department

Chief Croft presented the FY 2027 Budget, which prioritizes operational readiness, personnel support, and long-term financial stability. The Budget also establishes the Equipment Replacement Fund (ERF) as a structured funding mechanism to replace critical equipment exceeding \$20,000 and to improve long-term capital planning.

The FY 2027 Budget totals \$11,035,686, with the City's total assessment being \$2,096,78 (19% of the total). The FY 2027 Budget is a 4.23% increase from the FY 2026 Budget.

Chief Croft presented the FY 2027 Budget details:

- Capital: \$210,000
- Personnel: \$9,480,520
 - Payroll: \$7,606,703
 - Benefit: \$1,873,817
- Operational Expenditures: \$1,345,166

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve the FY 2027 Budget for the Village Fire Department.

The motion carried 5-0

X. MAYOR'S REPORT

A. Report on Activities and Upcoming Events

- Mayors' Meetings – The Mayors plan to meet after the new Mayors for Piney Point Village and Spring Valley Village are sworn in to office.

Mayor Brown reported that CenterPoint Energy has activated their Emergency Operations Center for incoming weather events.

Mayor Brown requested Council provide feedback to staff regarding the FY 2027 Budget.

B. Consideration and Possible Action to Approve a Resolution of the City Council of the City of Bunker Hill Village, Texas, Appointing a Prosecutor and Associate Prosecutor to the Municipal Court

The Municipal Court Prosecutor resigned in March 2026 to accept a position with the City of Houston. The positions of Municipal Court Prosecutor and Associate Prosecutor are currently vacant.

The Prosecutor and Associate Prosecutor's term will end on January 31, 2027, aligning with the term of the current Municipal Court Judge and Associate Judge.

A motion was made by Councilmember Poor and seconded by Councilmember Thode to approve Resolution No. 05-19-2026A, appointing William McLellan as Prosecutor and Gerald Patrick Monks as Associate Prosecutor to the Municipal Court.

The motion carried 5-0

C. Consideration and Possible Action to Approve a Resolution of the City Council of the City of Bunker Hill Village, Texas, Naming the City's Commissioner and Alternate Commissioner to the Fire Commission for the Village Fire Department

Mayor Brown recommended Councilmember Hunter Cameron to serve as the Commissioner and Clara Towsley to remain as the Alternate Commissioner.

A motion was made by Councilmember Moerer and seconded by Councilmember Schwartz to approve Resolution No. 05-19-2026B, naming Hunter Cameron as the Commissioner and Clara Towsley as the Alternate Commissioner from the City of Bunker Hill Village to the Fire Commission for the Village Fire Department.

The motion carried 5-0

D. City Council Committee Liaison Appointments – The City Council liaison to the Planning and Zoning Commission is currently vacant.

Mayor Brown requested that Council determine their availability to serve as liaison to the Planning and Zoning Commission.

No liaison was appointed at this time.

XI. CITY ADMINISTRATOR’S REPORT

A. Report on Activities and Upcoming Events

- City Hall Office Closure – City Offices will be closed on Monday, May 25, 2026, in observance of Memorial Day.
- Villages Independence Day Parade & Festival – The six (6) Memorial Villages, in partnership with the Memorial Villages Police Department and Village Fire Department, will host the Villages Independence Day Parade & Festival on Saturday, July 4, 2026.

B. Public Works Director Report

- Development Report – Public Works Director Hernandez presented the permits issued in April 2026.
- CIP Project Update
 - In response to resident concerns regarding drainage and ponding, crews are surveying areas throughout the City where drainage maintenance work may be needed.
 - Rehabilitation of Sanitary Sewer Lines on Strey Ln. – Work is expected to begin in May. Work will be along the west side right-of-way (ROW).
 - Mill and Overlay of Knipp Rd. – Crews will begin mobilizing the week of May 25, 2026. Notice will be provided to residents.
 - Taylorcrest Groundwater Storage Tank Design – The City engineer has reached the first milestone of 30% design and presented the plans to staff for review and comments.

C. Finance Director Report

- Investments and Opportunities – The City continues to take advantage of favorable interest rates.
- 2027 Budget Update – Planning for the FY 2027 Budget has started. Preliminary discussions with the Mayor and Finance Committee provided direction to keep the tax rate flat.
- Staff continues discussion with Masterson regarding proposed bond issuance for utility projects.

XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A SERVICES AGREEMENT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND BRIGHTVIEW LANDSCAPE SERVICES IN THE AMOUNT OF \$147,458.82 FOR BEAUTIFICATION PROJECTS AS RECOMMENDED BY THE BEAUTIFICATION COMMITTEE – *Elvin Hernandez, Public Works Director*

City Administrator explained that this item was presented for Council discussion, direction, and feedback regarding projects recommended by the Beautification Committee.

Public Works Director Hernandez presented a project list to Council and addressed questions. Following discussion, Council requested a line-item detail breakout of the types of plants, the

number of plants, and the gallon size of plants to be planted at each identified location that justifies the costs. Staff noted the report would be prepared and presented at the next meeting.

City Administrator Barrera addressed Council that an amended contract for this work would be presented at the next meeting for Council consideration and possible approval.

No action was taken.

XIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A SERVICES AGREEMENT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND AFTERMATH DISASTER RECOVERY FOR EMERGENCY DEBRIS REMOVAL SERVICES – *Gerardo Barrera, City Administrator*

At the July 15, 2025, City Council meeting, City Administrator Barrera reported on storm preparedness efforts undertaken by staff to prepare the City's infrastructure for severe weather events. Council directed staff to begin the process of establishing a contract for on-call debris removal to ensure the prompt cleanup of storm debris following a severe weather event. Council prioritized having contract(s) in place, regardless of potential future reimbursement.

Subsequently, staff solicited formal bids for debris hauling and disposal services. The bid notice was published in the Memorial Examiner – the City's newspaper of record – on July 30, 2025, and August 6, 2025. No bids for this service were received by the bid closing date.

At the September 16, 2025, meeting, staff reported that efforts to establish a contract for debris hauling and disposal services would resume in 2026.

In February 2026, staff engaged the City Engineer, IDS Engineering, to re-bid and manage the RFP process for debris hauling and disposal services. Six (6) qualified bids were received:

Bids Received
Aftermath Disaster Recovery
CTC Disaster Response, Inc.
DRC Emergency Services
Garner Environmental Services
Load Masters Management
T.F.R Enterprises

After reviewing all bids received, contract qualifications, and confirming competitive pricing, staff and the City Engineer recommended awarding a contract to Aftermath Disaster Recovery for on-call debris hauling and disposal services.

All contracts are competitively bid and awarded in compliance with State and Federal procurement requirements. Staff did not request funding for this contract, as services would be provided during an extreme disaster. Typically, expenses incurred under this contract would be reimbursable through FEMA.

City Administrator Barrera reported that this item fulfills a directive given by Council to have a contract in place prior to the start of hurricane season.

Mayor Brown noted that having a contract in place is the first step to qualifying for receiving reimbursement from FEMA.

A motion was made by Councilmember Schwartz and seconded by Councilmember Thode to approve a services agreement with Aftermath Disaster Recovery for on-call emergency debris removal services.

The motion carried 5-0

XIV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A SERVICE AGREEMENT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND TLC ENGINEERING FOR DISASTER DEBRIS MANAGEMENT AND MONITORING – *Gerardo Barrera, City Administrator*

At the July 15, 2025, City Council meeting, City Administrator Barrera reported on storm preparedness efforts undertaken by staff to prepare the City's infrastructure for severe weather, such as hurricanes. Council directed staff to begin the process of establishing a contract for on-call debris removal to ensure the prompt cleanup of storm debris following a severe weather event. Council prioritized having contract(s) in place, regardless of potential future reimbursement.

To leverage economies of scale and attain competitive pricing, staff initially pursued a contract for disaster debris management and monitoring services through an interlocal cooperative purchasing program. This approach ensured compliance with City and State procurement requirements while securing best value. However, because no bids were received for debris hauling and disposal services by the bid closing date, a contract for management and monitoring services was not secured, as there would be no associated work to oversee.

At the September 16, 2025, meeting, staff reported that efforts to secure a contract for disaster debris management and monitoring services would continue.

In February 2026, staff engaged the City Engineer, IDS Engineering, to manage the RFP process for disaster debris management and monitoring services. One (1) qualified bid was received:

Bids Received
TLC Engineering

The scope of work requires the contractor to provide debris monitoring and management services to oversee debris removal contractor operations to ensure that removal operations are efficient, effective, and compliant with all applicable laws, including FEMA regulations, policies, and guidelines, to maximize potential reimbursement from FEMA and other federal, state, and local agencies.

After reviewing the submitted bid, contract qualifications, and confirming competitive pricing, both staff and the City's Engineer recommended awarding a contract to TLC Engineering for on-call disaster debris management and monitoring services.

Staff did not request funding for this contract, as services would be provided during an extreme disaster. Typically, expenses incurred under this contract would be reimbursable through FEMA.

City Administrator Barrera reported that this item fulfills a directive given by Council to have a contract in place prior to the start of hurricane season.

A motion was made by Councilmember Poor and seconded by Councilmember Cameron to approve a services agreement with TLC Engineering for on-call disaster debris management and monitoring services.

The motion carried 5-0

XV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NOS. 4 AND 5 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2026; PROVIDING DETAILED LINE-ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT – Susan Grass, Finance Director

Budget Amendment No. 4: The FY 2026 Budget includes two (2) line items for the Utility Underground project on Strey Lane. One account is the rollover from the previous year and the other is for the current year project. Staff recommended combining these into a single account to improve project management. This will result in no change to the net position.

CITY OF BUNKER HILL VILLAGE
ADOPTED 2026 BUDGET
CAPITAL PROJECTS UTILITY FUND

AMENDMENT NO. 4

Acct. # Description			2026 Adopted	2026 No. 4 Amendment	Change
CAPITAL PROJECTS UTILITY FUND EXPENSES					
07	9180.04	REPLACEMENT OF CONCRETE LINES	\$ 54,329	\$ -	\$ (54,329)
07	9183.03	UNDERGROUND UTILITIES	\$ 300,000	\$ 354,329	\$ 54,329
TOTAL CAPITAL PROJECTS UTILITY FUND EXP.			\$ 354,329	\$ 354,329	\$ -

Budget Amendment No. 5: This amendment reflects the Memorial Villages Police Department FY 2026 budget amendment approved by Council at the April 21, 2026, meeting that reflected increased revenues and expenditures associated with grant funding, adjustments to healthcare premium costs, upgrades to equipment and software maintenance contracts, and implementation of Phase I of the eight-step officer compensation schedule. This amendment will not change the fund balance.

**CITY OF BUNKER HILL VILLAGE
ADOPTED 2026 BUDGET
GENERAL FUND**

AMENDMENT NO. 5

Acct. # Description			2026 Adopted	2026 No. 4 Amendment	Change
GENERAL FUND REVENUE AND EXPENDITURES					
01	4920.00	MISC REVENUE	\$ 110,000	\$ 210,300	\$ (100,300)
01	5602.00	POLICE DEPARTMENT	\$ 2,860,165	\$ 2,960,465	\$ 100,300
TOTAL CAPITAL PROJECTS UTILITY FUND EXP.			\$ 2,970,165	\$ 3,170,765	\$ -

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve Ordinance No. 26-669, amending the 2026 Adopted Budget.

The motion carried 5-0

XVI. 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 21, 2026, Regular City Council Meeting.
- B. April 2026 Financials.
- C. Check Register dated April 8, 2026, to April 30, 2026.
- D. Probstfeld & Associates, invoice no. 72974 in the amount of \$92.50 for drainage plan review services completed in February 2026.
- E. Tetra Tech, invoice no. 52557004 in the amount of \$840.00 for engineering services rendered through February 20, 2026, for the mill and overlay of Knipp Rd.

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

The motion carried 5-0

XVII. ADJOURN

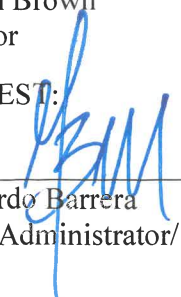
Mayor Brown adjourned the meeting at 7:24 p.m.

Approved and accepted on June 16, 2026.



Keith Brown
Mayor

ATTEST:



Gerardo Barrera
City Administrator/ Acting City Secretary