



City of Bunker Hill Village
City Council
Agenda Request

Agenda Date: August 18, 2026
Agenda Item: IV
Subject: Memorial Villages Police Department Report
Exhibits: Chief's Monthly Report – June-July 2026
Funding: N/A
Presenter(s): Chief Schultz

Executive Summary

The Memorial Villages Police Department Report will include the following items:

- A. Update on Activities

Recommended Action

Staff recommends City Council receive the June and July 2026 Monthly Reports.



Memorial Villages Police Department
11981 Memorial Drive
Houston, Texas 77024
Tel. (713) 365-3701

Raymond Schultz
Chief of Police

June 8, 2026

TO: MVPD Police Commissioners

FROM: R. Schultz, Chief of Police

REF: June 2026 Monthly Report

During the month of June, MVPD responded/handled a total of 8,353 calls/incidents. 5,479 house watch checks were conducted. 912 traffic stops were initiated with 958 citations being issued for 1368 violations. (Note: 28 Assists in Hedwig, 165 in Houston, 1 in Spring Valley and 0 in Hillshire)

Calls/Events by Village were:

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	3096/13587	1996/6751	0	215/214/429	7@3:08
Piney Point:	2153/9777	1411/5346	1	230/292/522	2@3:12
Hunters Creek:	2872/13185	2072/8118	7	201/229/430	5@3:37
				Cites/Warn/Total	14@3:27

Type and frequency of calls for service/citations include:

Call Type	#	Call Type	#	Citations	#
False Alarms:	133	E-Bike Violations	6	Speeding:	269
Animal Calls:	25	Ord. Violation	34	Exp. Registration	353
ALPR Hits:	35	Information	7	Ins	128
Assist Fire:	47	Suspicious Situation	77	No License	86
Assist EMS:	29	Loud Party	8	Stop Sign	141
Construction Checks	778	Welfare Checks	5	Fake Plate	11

*This month the department generated a total of 71 police reports.
BH-29, PP-16, HC-26, HOU-0, HED-0, SV-0*

Crimes Against of Persons (2)

Assault (2)

Crimes Against Property (12)

ID Theft/Fraud	6	Auto Burglary	1
Theft	4	Burglary of a Home (vacant)	1

Petty/Quality of Life Crimes/Events (57)

ALPR Hits (valid)	4	DWI	2
Accidents	8	UUMV	2
Warrants	21	Fake Plates	5
Towed vehicles	10	Misc	5

Arrest Summary: Individuals Arrested (24)

Warrants	21	DWI	2
Class 3 Arrests	1		

Budget YTD:	Expense	Budget	%
• Personnel Expense:	3,256,923	7,392,694	44.1%
• Operating Expense:	873,816	1,543,196	56.6%
• Total M&O Expenditures:	4,130,739	8,935,890	46.2%
• Capital Expenses:	191,408	195,435	102%
• Net Expenses:	4,326,174	9,129,298	47.0%

Follow-up on Previous Month Items/Requests from Commission

Received printed versions of the 2025 Annual Report and made distribution. Posted the final report on the webpage.

All 2027 grant application requirements have been submitted to the MVCPA for review and consideration. A presentation will be made to the selection committee on July 21, 2026.

Personnel Changes/Issues/Updates

Staff tested several police applicants and are awaiting background packet submissions for further processing.

Officer Nick Harwood has been reassigned upstairs and is now managing building and vehicle operations. Sergeant Owens is assisting in patrol along with D.A.R.E. Officer King during the summer.

Communications Supervisor Ms. Sachs has gone back on intermittent leave due to complications with a recent surgery.

Major/Significant Events/Updates

Detectives were able to identify and locate a suspect who had stolen items he had agreed to pay for from a resident. Detectives utilized the homeowners doorbell camera and the ALPR system to locate the suspects' vehicle and obtain a license plate. After being contacted by detectives, the suspect paid for the items as originally agreed upon. The victim declined to prosecute after restitution was made.

In a recent theft case, detectives have been able to locate social media posts of the suspect displaying photographs of her wearing the victims jewelry. The suspect has a history of taking items from the homes of friends and family. Detectives are working with the suspect's parents and the DA's Office in resolving the situation.

The ALPR system was significant this month in locating 2 missing people (one was high risk) and reuniting them with family members.

Community Projects

Officers have been closely monitoring several large construction projects across the villages including Center Point work, water line installation, road repaving and new sewer pipe repair work.

Extensive work was completed for the VIF parade and festival by department personnel. A department float was constructed, and parade and festival tactical operations plans were created.

V-LINC new registrations in June +19

BH – 1816 (+7)
PP – 1340 (+6)

HC – 1840 (+4)
Out of Area – 662 (+2)

MVPD – VFD Monthly Response Times Report

June 2026

911/Emergency Designated Calls - EMS and Fire

Total	8@4:42
Bunker Hill	5@3:49
Piney Point	1@4:59
Hunters Creek	2@5:35

EMS Only

Total	5@5:06
Bunker Hill	3@4:07
Piney Point	1@4:59 *
Hunters Creek	2@5:35

Fire Only

Total	3@4:03
Bunker Hill	3@4:03
Piney Point	0@0:00
Hunters Creek	0@0:00

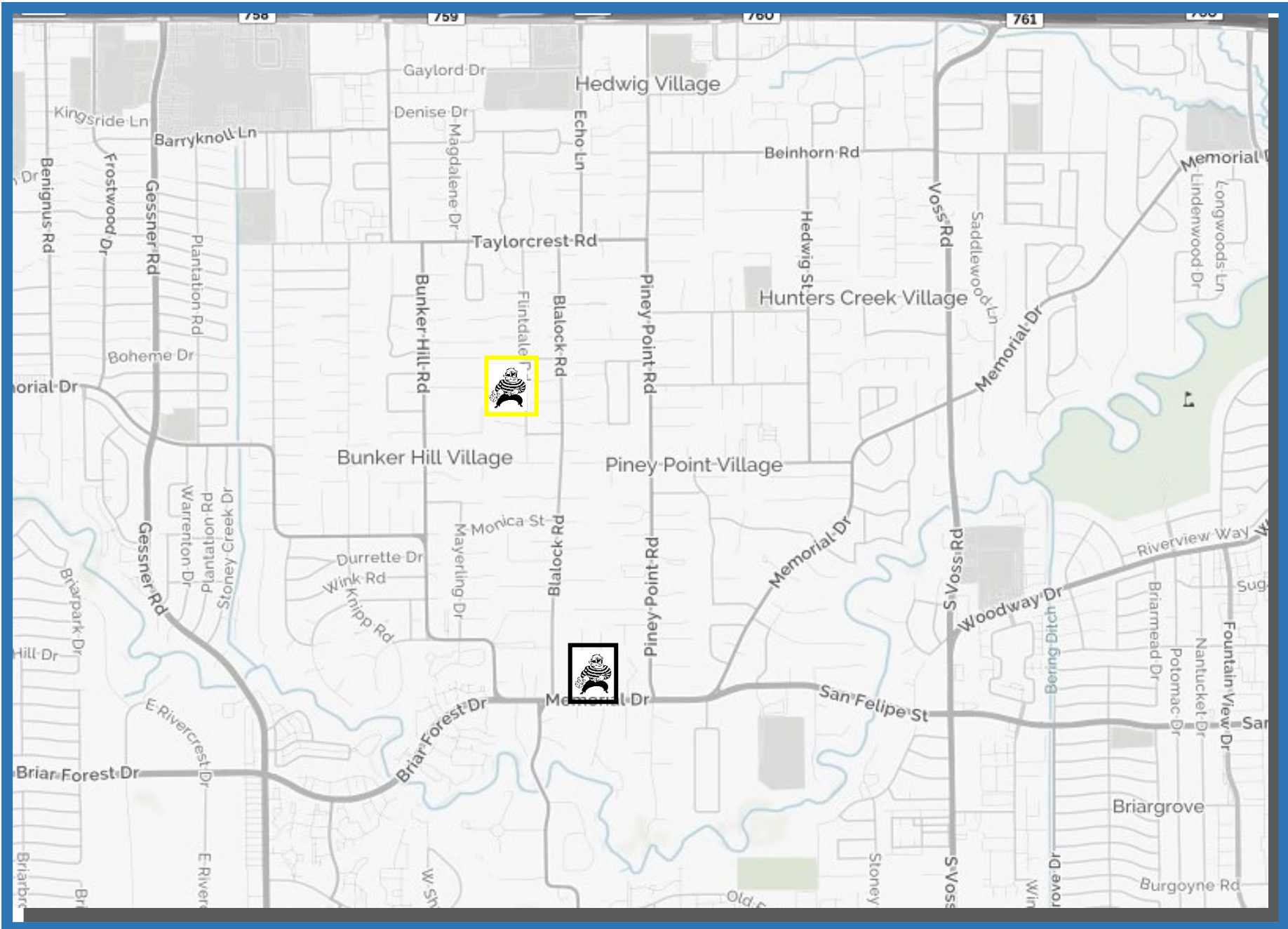
Radio Only

Total	23@3:10
Bunker Hill	9@2:20
Piney Point	7@3:39
Hunters Creek	7@3:16

VFD All Assists, Any Phone + Radio

Total	66@4:23
Bunker Hill	22@3:37
Piney Point	17@5:05
Hunters Creek	27@4:25

* Back pain



2026 Burglary Map

Address	Alarm	POE
3 Liberty Bell Circle	N/A	Rear Door
207 Hertiage Oaks	N/A	Vacant

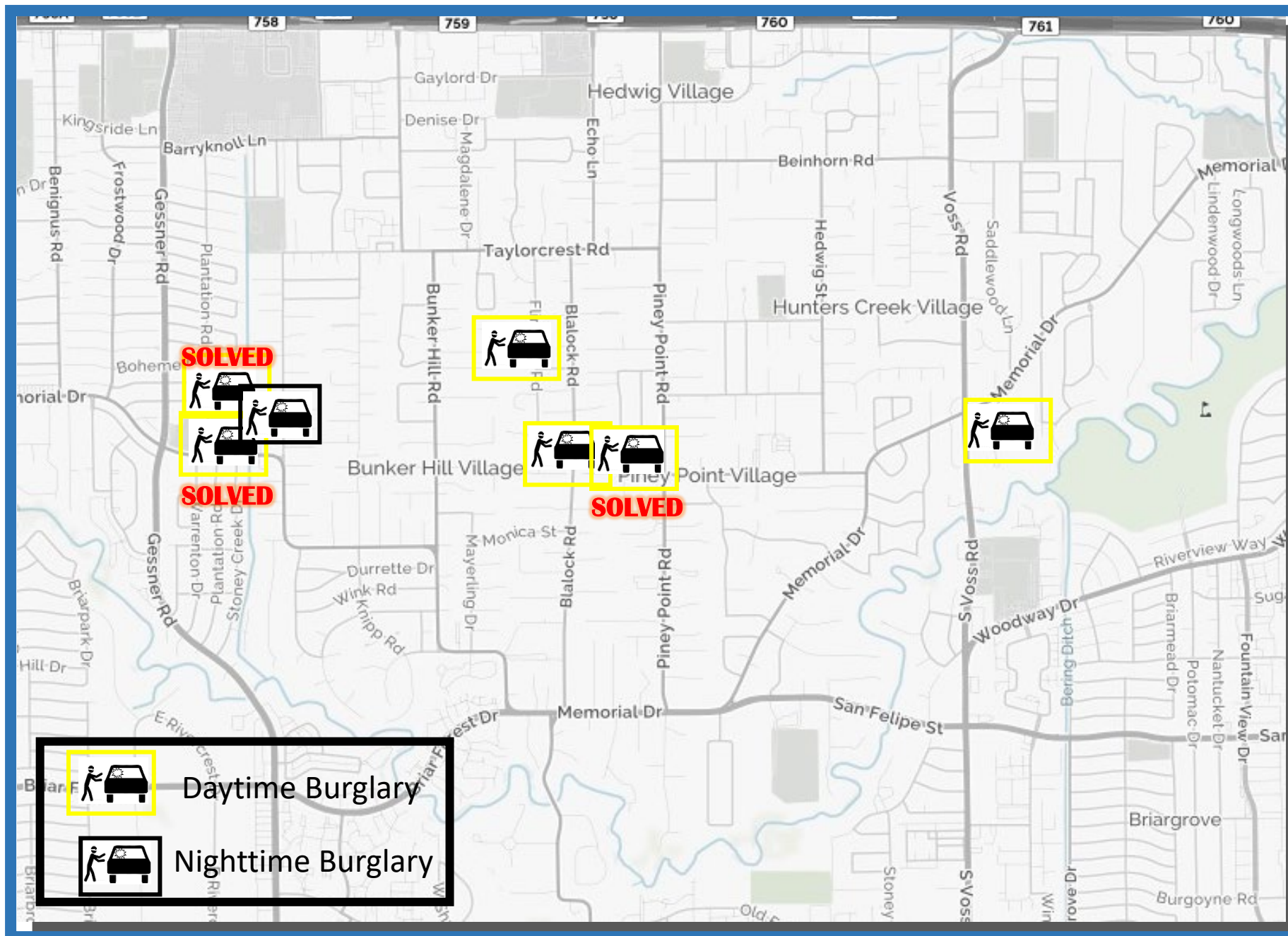
2026 Robberies

Address	MO
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 Daytime Burglary

 Nighttime Burglary

 Robbery



2026 Auto Burglary Map

Address	POE
12122 Tara Dr.	UNL
12131 Rhett	UNL
409 Ripplecreek	UNL**
11600 Mockingbird	UNL
11700 Flintwood	UNL
302 Gentilly Pl	UNL
12199 Tara Dr	UNK

Contractor

Lock/Win Punch

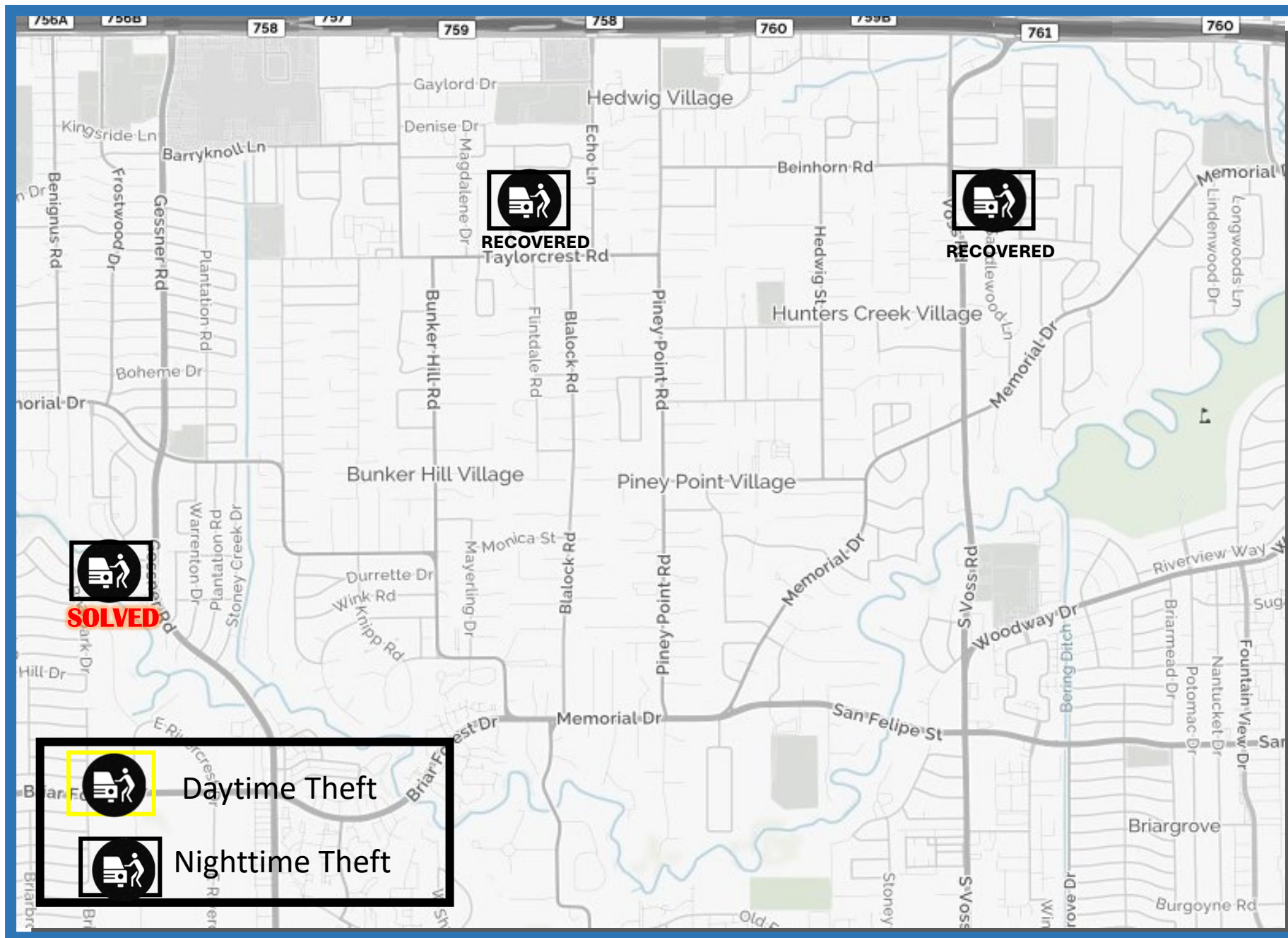
- Jugging
- ** unknown where occurred



Blue Entry = Actual
Location Unknown

SOLVED

6/01/26



2026 Auto Theft Map

Address	POE
825b Saddlewood Ln	UNL
800 Ourlane Cir	UNL
400 Tealmeadow	LCK'D

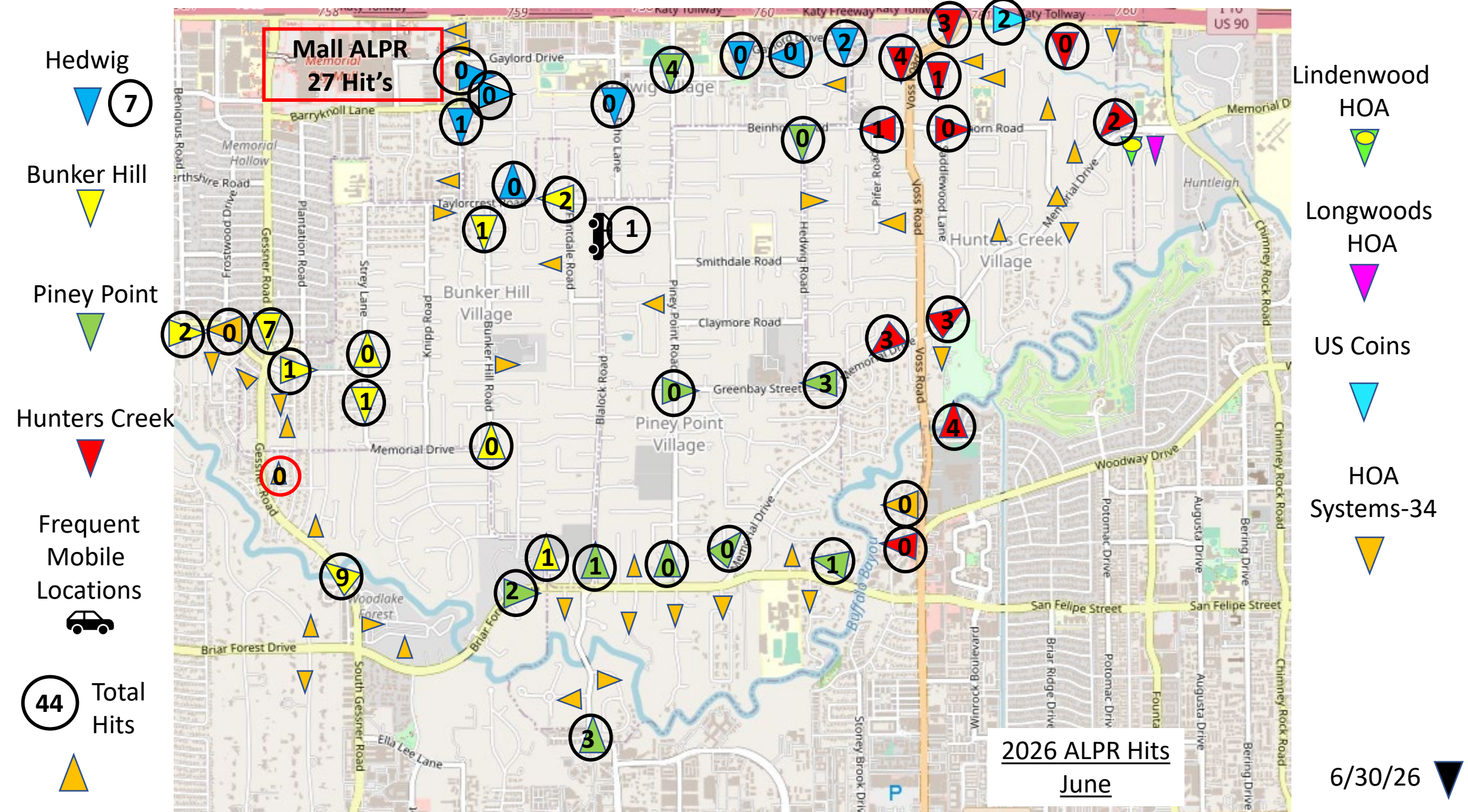
Burglary

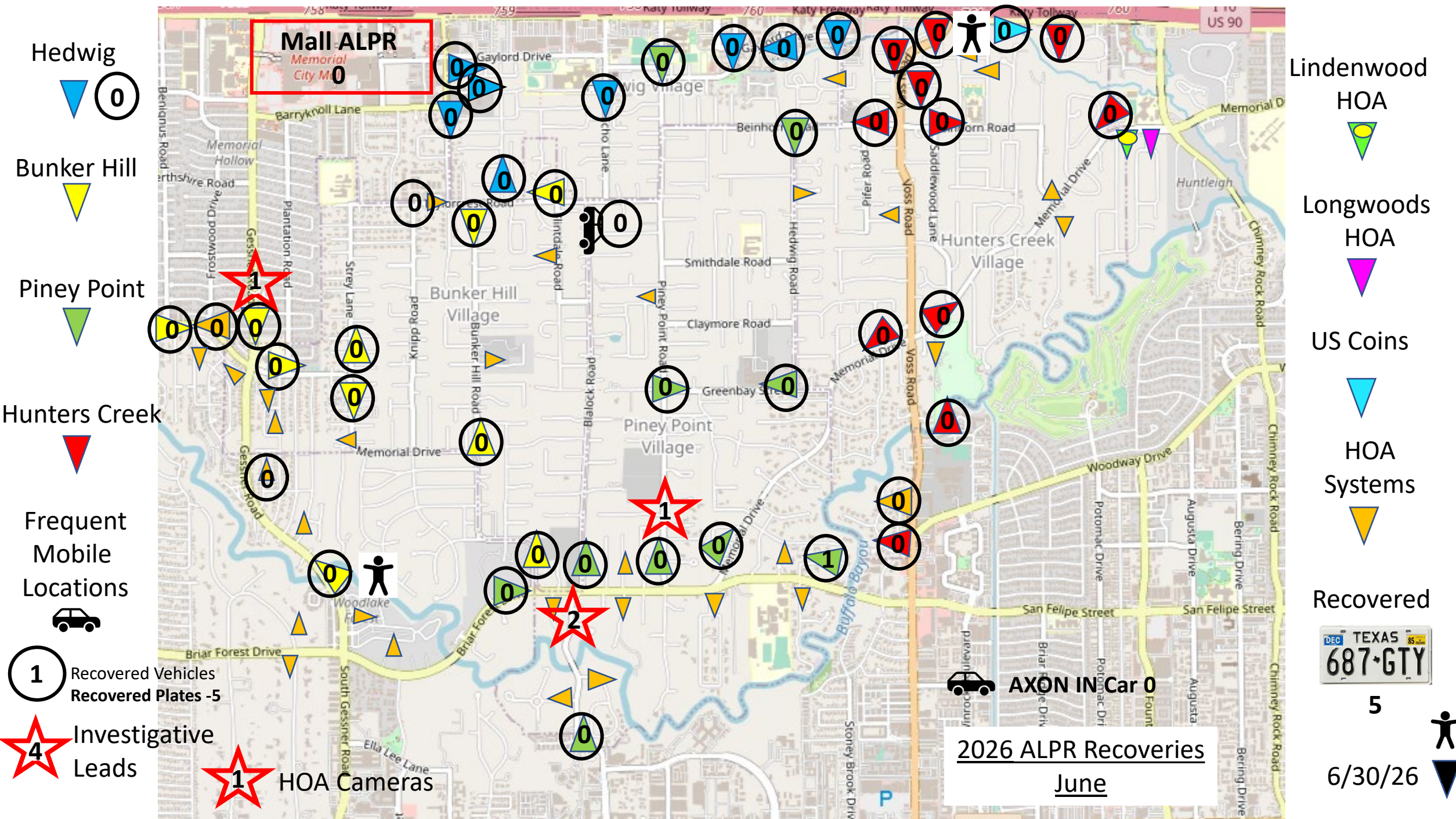


Blue Entry = Actual
Location Unknown

SOLVED

6/01/26







June 2026 ALPR REPORT

Total Plate Reads, Incl's multiple reads of same plate
Number of Unique Plates Read – Total without repeats
Number of Hits/Alerts - All 14 possible categories
Number of Hits/Alerts of the 6 monitored categories
Number of Sex Offender Hits (not monitored live)
Summary Report
Total Hits-Reads/total vehicles passed by each camera



2025 ALPR Data Report

Total Reads 7,610,012

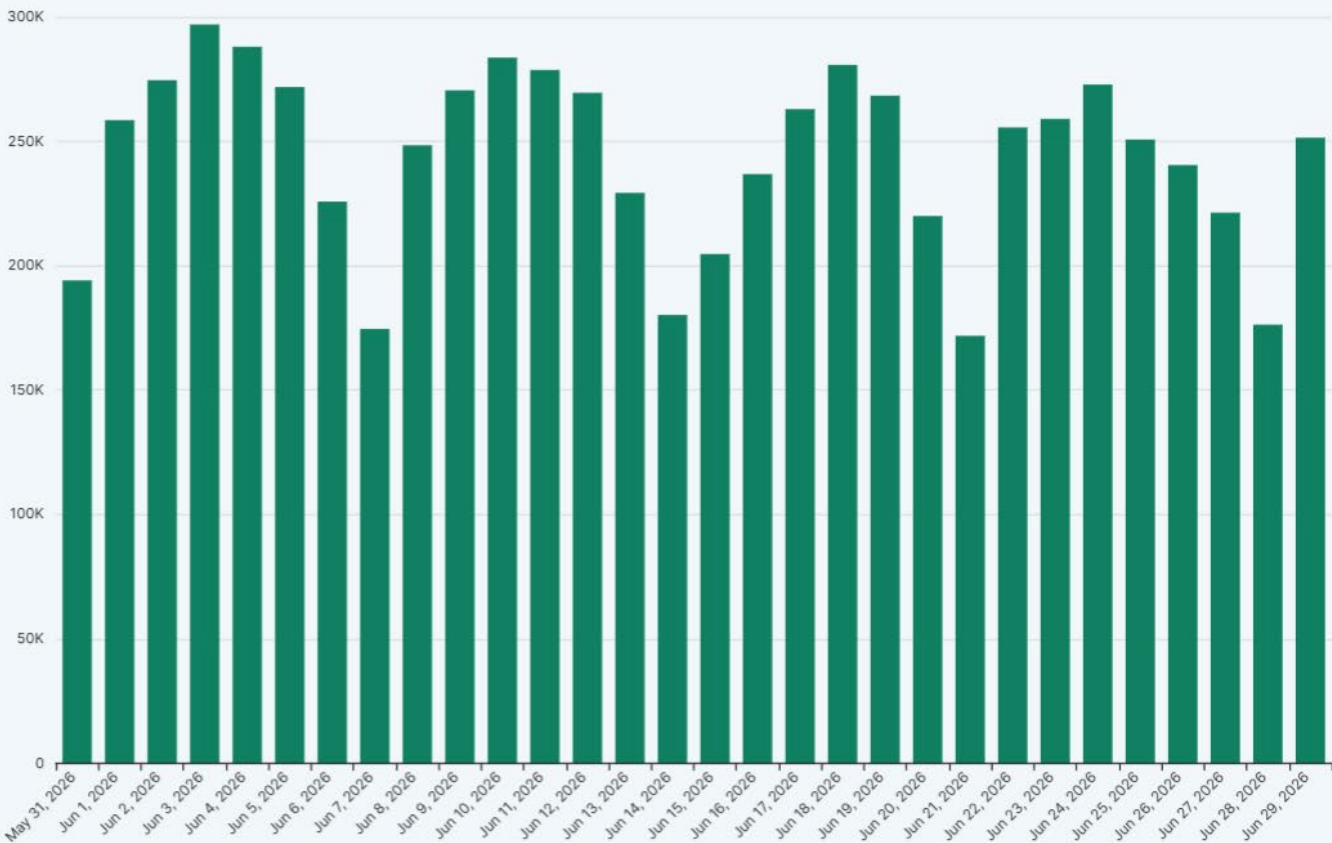
Total Vehicle Volume

7,610,012

Year To Date Vehicle Volume

41,577,196

Total Vehicle Volume



Total Vehicle Volume

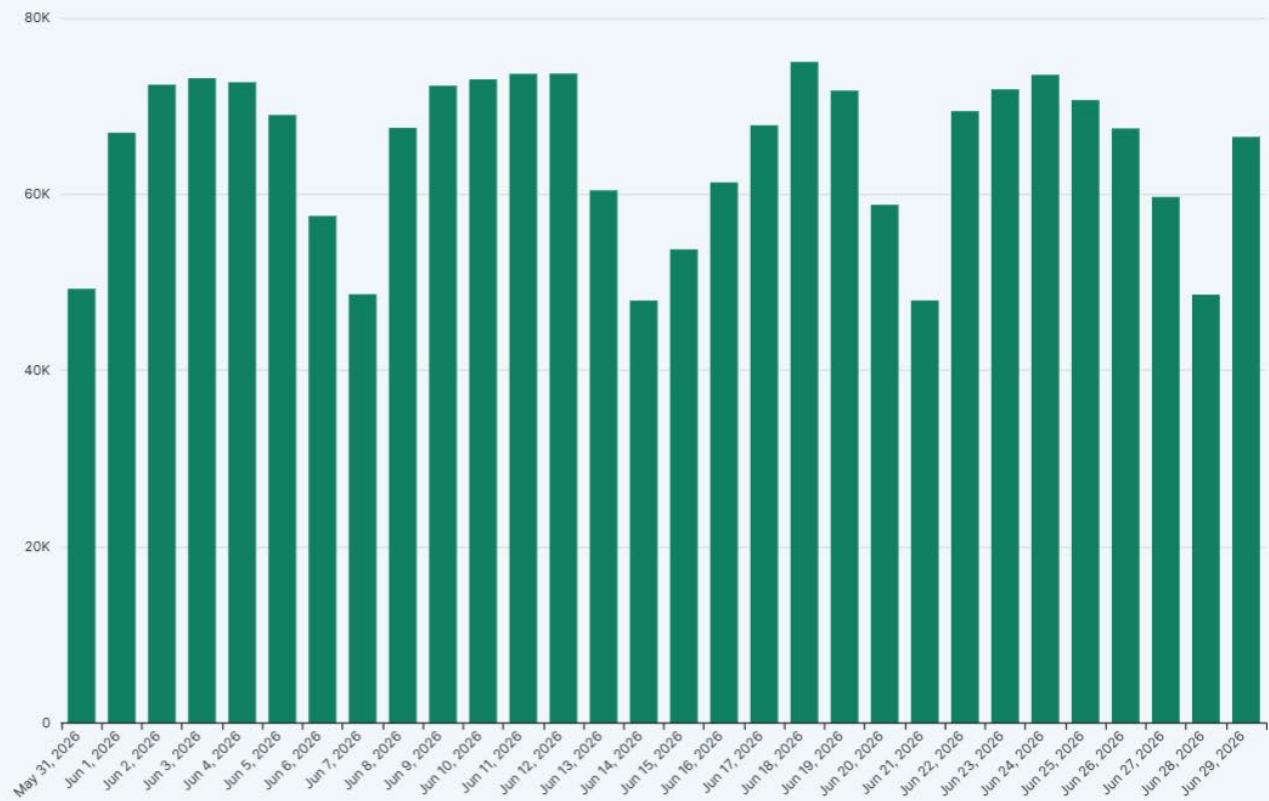
Date	Total Vehicle Volume
Jun 4, 2026	287,993
Jun 5, 2026	271,790
Jun 6, 2026	225,754
Jun 7, 2026	174,576
Jun 8, 2026	248,380
Jun 9, 2026	270,473
Jun 10, 2026	283,631
Jun 11, 2026	278,676
Jun 12, 2026	269,501
Jun 13, 2026	229,256
Jun 14, 2026	180,182
Jun 15, 2026	204,679
Jun 16, 2026	236,819
Jun 17, 2026	262,907
Jun 18, 2026	280,704
Jun 19, 2026	268,337
Jun 20, 2026	219,949
Jun 21, 2026	171,797
Jun 22, 2026	255,554
Jun 23, 2026	259,006
Jun 24, 2026	272,805
Jun 25, 2026	250,703
Jun 26, 2026	240,457
Jun 27, 2026	221,312

Unique Reads 738,850

Unique Vehicle Volume

738,850

Unique Vehicle Volume



Unique Vehicle Volume

Date	Total Unique Vehicles
May 31, 2026	49,271
Jun 1, 2026	66,984
Jun 2, 2026	72,433
Jun 3, 2026	73,170
Jun 4, 2026	72,707
Jun 5, 2026	68,998
Jun 6, 2026	57,536
Jun 7, 2026	48,652
Jun 8, 2026	67,537
Jun 9, 2026	72,314
Jun 10, 2026	73,040
Jun 11, 2026	73,668
Jun 12, 2026	73,697
Jun 13, 2026	60,439
Jun 14, 2026	47,940
Jun 15, 2026	53,746
Jun 16, 2026	61,343
Jun 17, 2026	67,829
Jun 18, 2026	75,022
Jun 19, 2026	71,764
Jun 20, 2026	58,798
Jun 21, 2026	47,949
Jun 22, 2026	69,428
Jun 23, 2026	71,908

All Categories – All Hotlists

Total Hotlist Alerts

2,528

Official Hotlist Alerts

206

Your Custom Hotlist Alerts

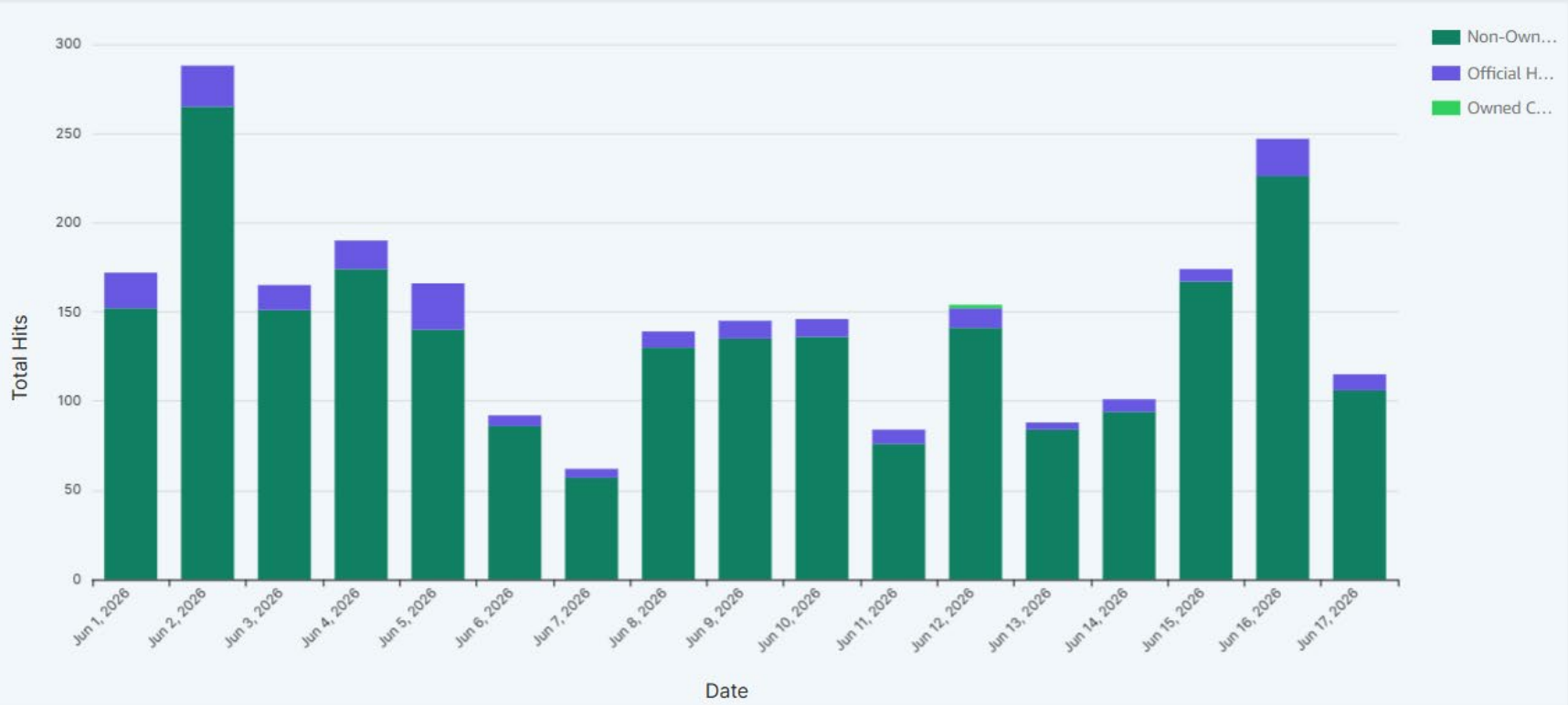
2

Other Custom Hotlist Alerts on
Your Networks

2,320

Total Alerts by Topic

Topic	Alerts
Non Owned Custom Hotlist Alert	2,320
Protection Order	103
Sex Offender	41
Stolen Plate	23
Stolen Vehicle	15
Gang or Suspected Terrorist	14
Warrants	9
Custom Hotlist Alert	2
Missing Person	1



Top 6 Categories

Total Hotlist Alerts

55

Official Hotlist Alerts

53

Your Custom Hotlist Alerts

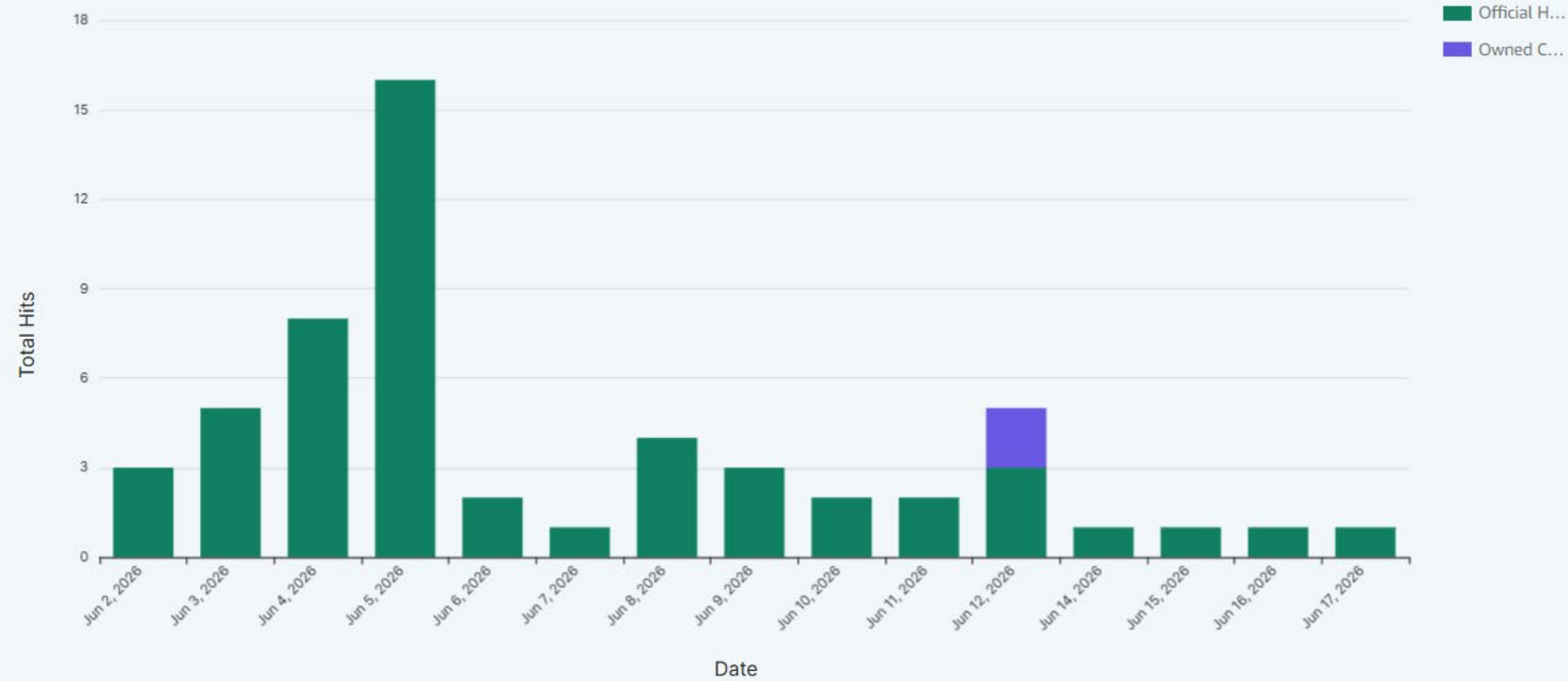
2

Other Custom Hotlist Alerts on
Your Networks

No data

Total Alerts by Topic

Topic	Alerts
Stolen Plate	23
Stolen Vehicle	15
Gang or Suspected Terrorist	14
Custom Hotlist Alert	2
Missing Person	1



Sex Offenders

Total Hotlist Alerts

41

Official Hotlist Alerts

41

Your Custom Hotlist Alerts

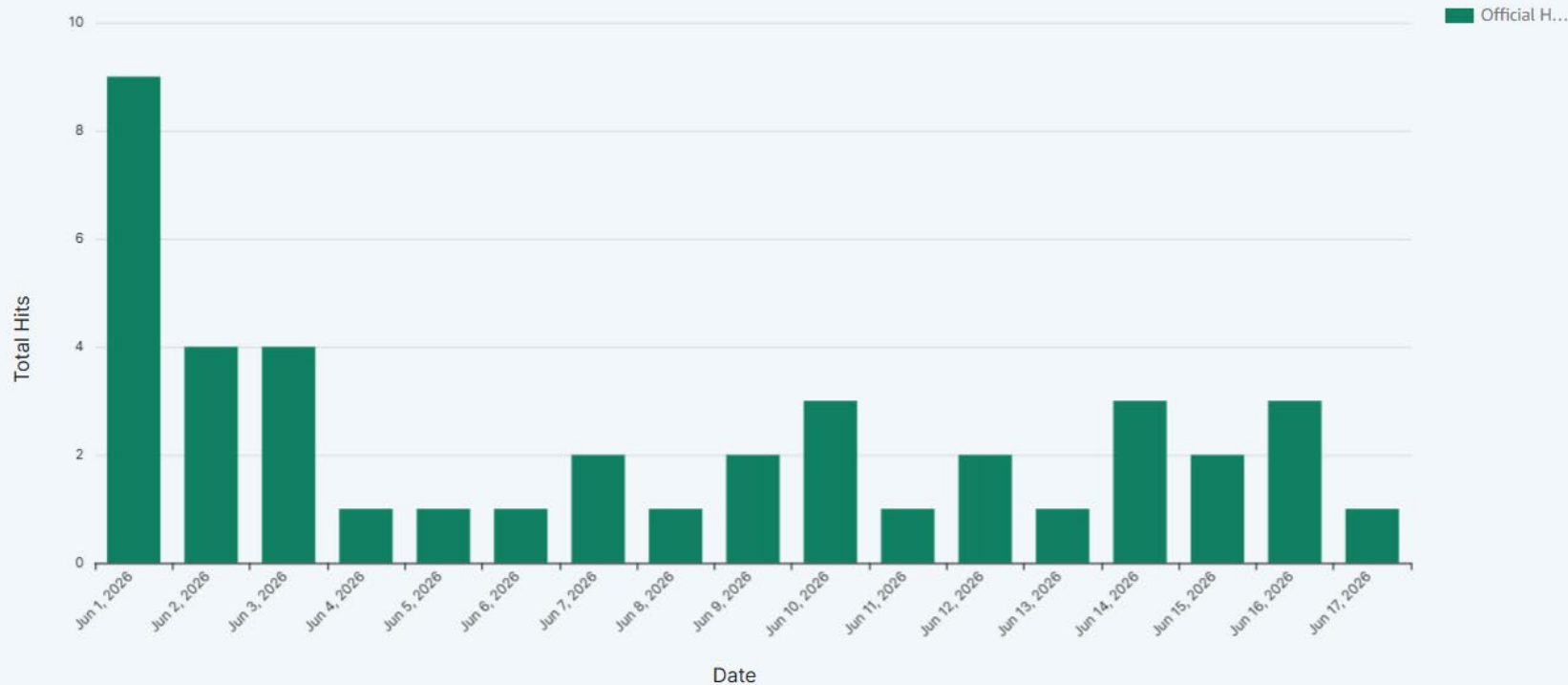
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Other Custom Hotlist Alerts on
Your Networks

No data

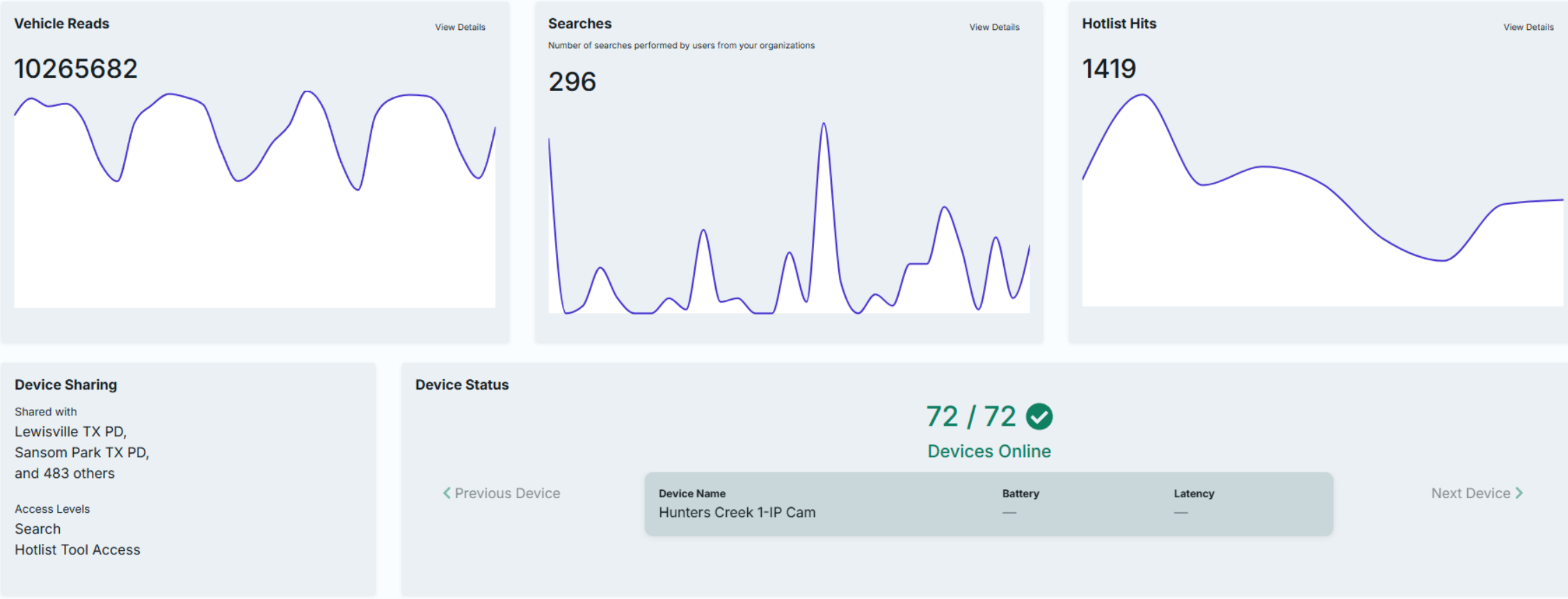
Total Alerts by Topic

Topic	Alerts
Sex Offender	41



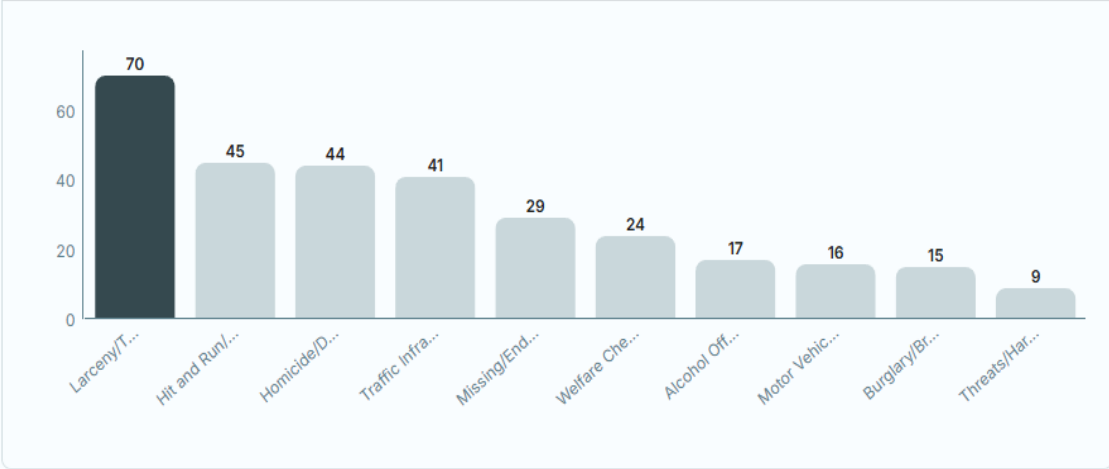
Summary Report

Insights Dashboard



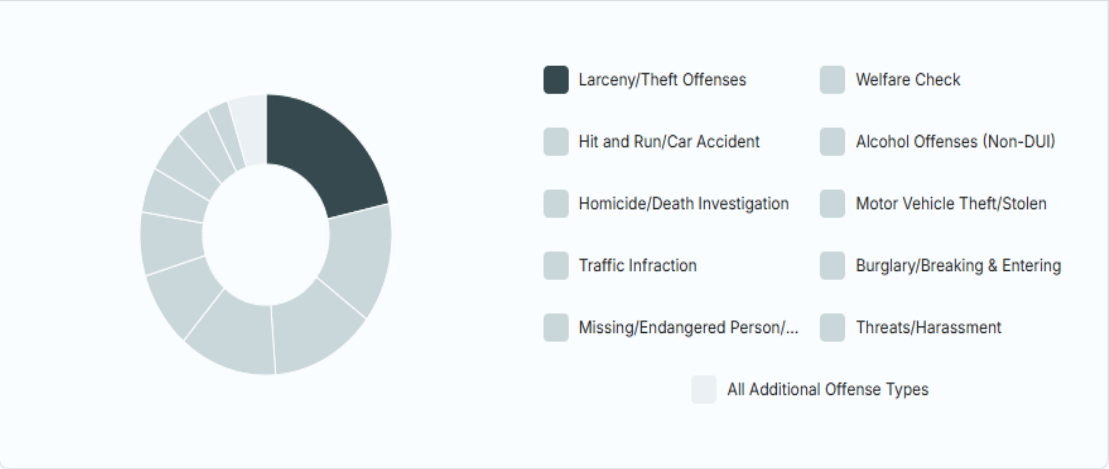
Top Offense Types by Total Number

All users over the last 30 days



Top Offense Types by Total Number

All users over the last 30 days



Rank	Offense Type	Number of Searches	Percentage of Searches
1	Larceny/Theft Offenses	70	21.5%
2	Hit and Run/Car Accident	45	13.8%
3	Homicide/Death Investigation	44	13.5%
4	Traffic Infraction	41	12.6%
5	Missing/Endangered Person/Runaway	29	8.9%
6	Welfare Check	24	7.4%
7	Alcohol Offenses (Non-DUI)	17	5.2%
8	Motor Vehicle Theft/Stolen	16	4.9%
9	Burglary/Breaking & Entering	15	4.6%
10	Threats/Harassment	9	2.8%

#1 Gessner S/B at Frostwood

#2 Memorial E/B at Gessner

#3 NO ALPR - Future Location

#4 Memorial N/B at Briar Forrest

#5 Bunker Hill S/B at Taylorcrest

#6 Taylorcrest W/B at Flintdale

#7 Memorial E/B at Briar Forrest

#8 2200 S. Piney Point N/B

#9 N. Piney Point N/B at Memorial

#10 Memorial E/B at San Felipe

#11 Greenbay E/B Piney Point

#12 Piney Point S/B at Gaylord

#13 Gessner N/B at Bayou

#14 Beinhorn W/B at Pipher

#15 Hunters Creek Drive S/B at I-10

#16 Memorial W/B at Creekside

#17 Memorial W/B at Voss

#18 Memorial E/B at Voss

#19 S/B Voss at Old Voss Ln 1

#20 S/B Voss at Old Voss Ln 2

#21 N/B Voss at Magnolia Bend Ln 1

#22 N/B Voss at Magnolia Bend Ln 2

#23 W/B San Felipe at Buffalo Bayou

#24 N/B Blalock at Memorial

#25 N/B Bunker Hill at Memorial

#26 S/B Hedwig at Beinhorn

#27 Mobile Unit #181

#28 Mobile Speed Trailer/Station

#29 Riverbend Main Entrance

#30 Beinhorn E/B at Voss

#31 Memorial E/B at Tealwood (new)

#32 Greenbay W/B at Memorial

#33 Strey N/B at Memorial

Private Systems monitored by MVPD

US COINS - I-10 Frontage Road

Memorial Manor NA Lindenwood/Memorial

Greyton Lane NA

Calico NA

Windemere NA

Mott Lane

Kensington NA

Stillforest NA

Farnham Park

Riverbend NA

Pinewood NA

Hampton Court

Bridlewood West NA

N Kuhlman NA

Longwoods NA

Memorial City Mall – 22

Flintwood Drive



Yellow = Bunker Hill

Green = Piney Point

Red = Hunters Creek

Blue = MVPD Mobile

Purple = Privately Owned Systems

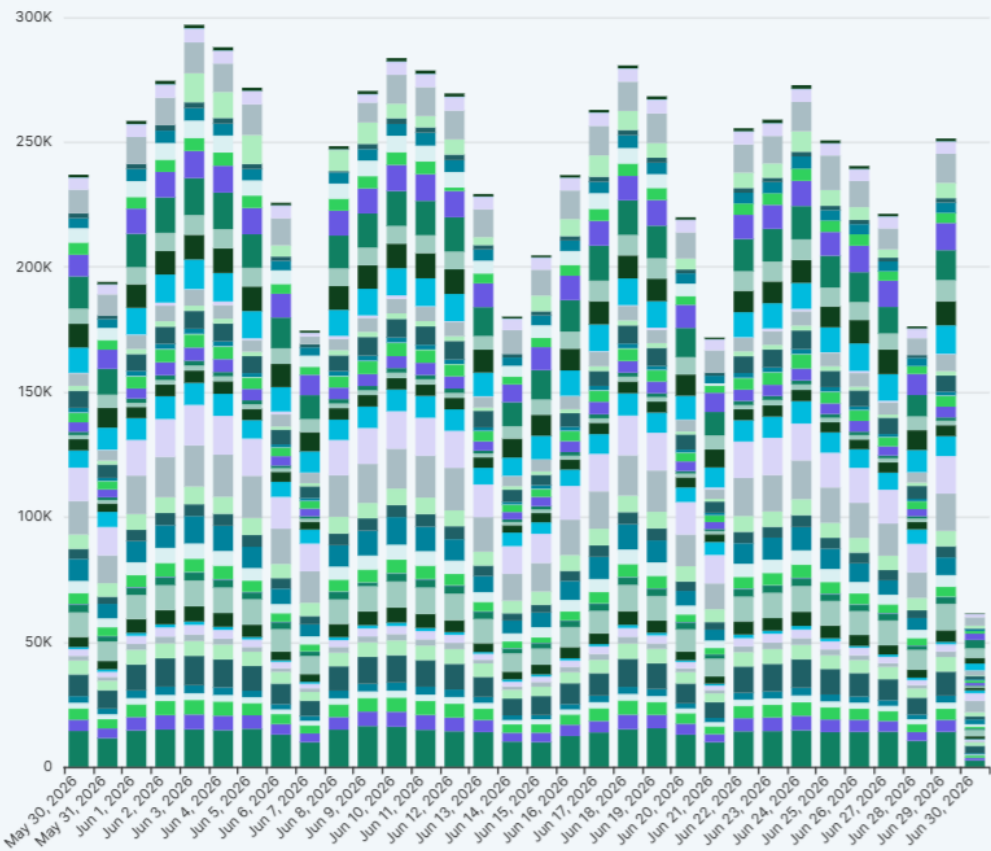
Total Vehicle Volume

7,615,476

Year To Date Vehicle Volume

41,582,781

Total Vehicle Volume by Camera



Camera

- #01 Gessner SB at Frostwood Eleme...
- #02 Memorial Dr EB at Gessner
- #04 Memorial Dr @ Briar Forest NB
- #05 Bunkerhill Rd SB at Taylorcrest
- #06 Taylorcrest Rd WB at Flintdale
- #07 Memorial Dr @ Briar Forest EB
- #08 2200 S Piney Point Rd NB at Cit...
- #09 N Piney Point Rd at Memorial Dr
- #10 On Memorial Dr EB from San Fe...
- #11 Greenbay St EB at Piney Point Rd
- #12 Piney Point Dr SB at Gaylord
- #13 NB Gessner Rd
- #14 Beinhorn Rd WB at Pipher
- #15 Hunters Creek Dr SB at I-10
- #16 Memorial Dr @ E Creekside Dr WB
- #17 Memorial Dr @ Voss WB
- #18 Memorial Dr EB at Voss
- #19 - SB Voss x Old Voss (Lane 1)
- #20 - SB Voss x Old Voss (Lane 2)
- #21 - SB Voss @ Katy Fwy
- #22 - NB Voss x Magnolia Bend (Lan...
- #23 - WB San Felipe x Buffalo Bayou
- #24 - NB Blalock x Memorial

Total Vehicle Volume by Camera

Date	Camera	Total Vehicle Volume
May 30, 2026	#01 Gessner SB at Frostwood ...	14,379
May 31, 2026	#01 Gessner SB at Frostwood ...	11,544
Jun 1, 2026	#01 Gessner SB at Frostwood ...	14,599
Jun 2, 2026	#01 Gessner SB at Frostwood ...	14,937
Jun 3, 2026	#01 Gessner SB at Frostwood ...	15,025
Jun 4, 2026	#01 Gessner SB at Frostwood ...	14,710
Jun 5, 2026	#01 Gessner SB at Frostwood ...	15,277
Jun 6, 2026	#01 Gessner SB at Frostwood ...	12,933
Jun 7, 2026	#01 Gessner SB at Frostwood ...	9,915
Jun 8, 2026	#01 Gessner SB at Frostwood ...	14,906
Jun 9, 2026	#01 Gessner SB at Frostwood ...	16,349
Jun 10, 2026	#01 Gessner SB at Frostwood ...	16,062
Jun 11, 2026	#01 Gessner SB at Frostwood ...	14,824
Jun 12, 2026	#01 Gessner SB at Frostwood ...	14,271
Jun 13, 2026	#01 Gessner SB at Frostwood ...	13,939
Jun 14, 2026	#01 Gessner SB at Frostwood ...	10,142
Jun 15, 2026	#01 Gessner SB at Frostwood ...	9,925
Jun 16, 2026	#01 Gessner SB at Frostwood ...	12,343
Jun 17, 2026	#01 Gessner SB at Frostwood ...	13,813
Jun 18, 2026	#01 Gessner SB at Frostwood ...	15,067
Jun 19, 2026	#01 Gessner SB at Frostwood ...	15,438
Jun 20, 2026	#01 Gessner SB at Frostwood ...	12,882
Jun 21, 2026	#01 Gessner SB at Frostwood ...	9,907
Jun 22, 2026	#01 Gessner SB at Frostwood ...	14,249

Total 'Total Vehicle Volume' by 'Camera'

Camera	Sum of Total Vehicle Volume
#21 - SB Voss @ Katy Fwy	451566
#22 - NB Voss x Magnolia Bend (Lane 2)	433717
#01 Gessner SB at Frostwood Elementary	425628
C#003 Memorial at S. Piney Point S/W Corner in Esplanade Cam N/E side c	389344
PTZ#001 Voss @ I-10 S C#001 - Zoom	318040
C#001 Voss Rd @ Memorial Dr	317931
C#004 Beinhorn at Voss Road S/W corner of Intersection Cam N/E side of	302192
#13 NB Gessner Rd	293987
#07 Memorial Dr @ Briar Forest EB	293431
C#002 Gessner Rd @ Memorial Dr	282332
#18 Memorial Dr EB at Voss	244497
#23 - W/B San Felipe x Buffalo Bayou	232110
C#002 Memorial at San Felipe West Center Median Cam on N/E side of Po	219519
#31 EB Memorial Dr near Tealwood	199169
#20 - SB Voss x Old Voss (Lane 2)	190651
C#001 Memorial at N. Piney Point S/W corner of Intersection Cam N/E side	162379
#08 2200 S Piney Point Rd NB at City Limit	162122
CP#004 8501 Katy Freeway	156211
#02 Memorial Dr EB at Gessner	152464
#17 Memorial Dr @ Voss W/B	149170
#04 Memorial Dr @ Briar Forest NB	146643
PTZ#001 Voss @ I-10 S C#002 - Ultrawide	145464
#12 Piney Point Dr SB at Gaylord	142468
C#006 Memorial Creole at Memorial N/E corner of Intersection Cam on S s	133629
#19 - SB Voss x Old Voss (Lane 1)	133386
C#008 Plantation at Memorial Southside of Street Cam on N/S of Pole	133363
#28 MYPD Station S/B Memorial Drive	132889
#16 Memorial Dr @ E Creekside Dr W/B	132365
#27 Unit 181 Blalock S/B at Taylorcrest	131751
#24 - NB Blalock x Memorial	130964
C#007 Briar Forest at Memorial New Pole in Median (Us) Cam on N/S of P	128959
#10 On Memorial Dr EB from San Felipe	90078
#14 Beinhorn Rd W/B at Pipher	82473
#06 Taylorcrest Rd W/B at Flintdale	80361
#05 Bunkerhill Rd SB at Taylorcrest	71500
#09 N Piney Point Rd at Memorial Dr	64369
C#009 Taylorcrest at Bunker Hill Southside of Street Cam on N/S of Pole	55691
#32 W/B Greenbay @ Memorial Dr	54466
#25 - NB Bunker Hill x Memorial	54120
#30 EB Beinhorn Rd @ Voss Rd	50079
#26 - SB Hedwig x Beinhorn	44912
Streg Ln @ Memorial Dr NB	34685
#11 Greenbay St EB at Piney Point Rd	32867
C#001 River Bend Dr @ Woodway Dr	16981
#15 Hunters Creek Dr SB at I-10	6084
#29 - River Bend Dr Main IB	5430
S#01 Hickory Hollow from Interstate 10	3720
Grand Total	7616157

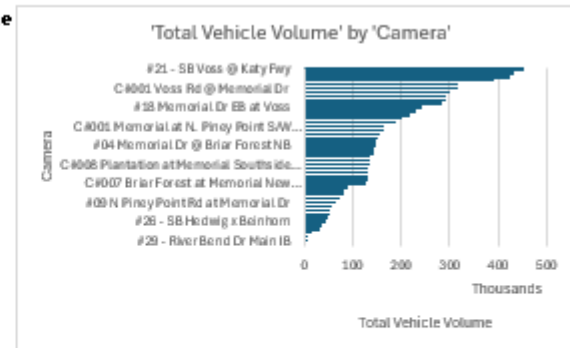


Plate Reads
By Location

Controls

Date Range ⓘ
2026/06/01 - 2026/06/30

Timeframe ⓘ
Day

Cameras ⓘ
All

Networks ⓘ
All

Category ⓘ
All

Alert Sources ⓘ
All

Hot List Reason ⓘ
Custom Hotlist Alert, Extreme Risk Pro...

Show Hits By ⓘ
Camera Name

Visual Type ⓘ
Bar Chart

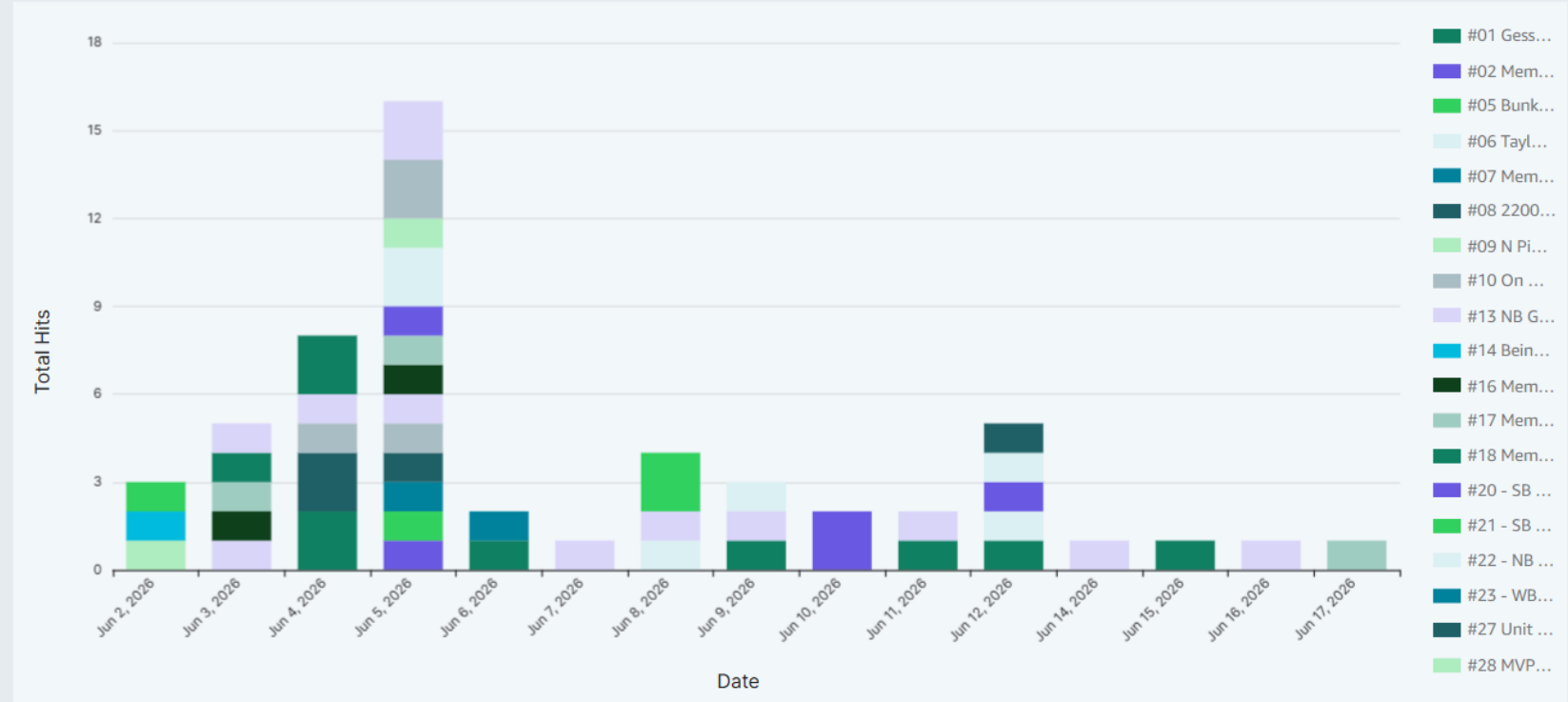
Total Hotlist Alerts
55

Official Hotlist Alerts
53

Your Custom Hotlist Alerts
2

Other Custom Hotlist Alerts on Your Networks
No data

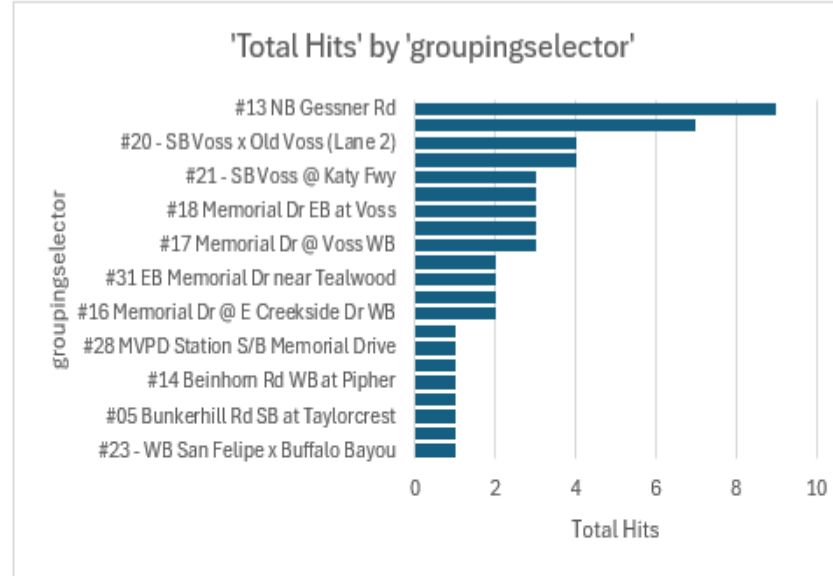
Total Alerts by Topic	
Topic	Alerts
Stolen Plate	23
Stolen Vehicle	15
Gang or Suspected Terrorist	14
Custom Hotlist Alert	2
Missing Person	1



Hits By Camera

Total 'Total Hits' by 'groupingselector'

groupingselector	Sum of Total Hits
#13 NB Gessner Rd	9
#01 Gessner SB at Frostwood Elementary	7
#20 - SB Voss x Old Voss (Lane 2)	4
#22 - NB Voss x Magnolia Bend (Lane 2)	4
#21 - SB Voss @ Katy Fwy	3
#32 WB Greenbay @ Memorial Dr	3
#18 Memorial Dr EB at Voss	3
#08 2200 S Piney Point Rd NB at City Limit	3
#17 Memorial Dr @ Voss WB	3
#10 On Memorial Dr EB from San Felipe	2
#31 EB Memorial Dr near Tealwood	2
#06 Taylorcrest Rd WB at Flintdale	2
#16 Memorial Dr @ E Creekside Dr WB	2
#02 Memorial Dr EB at Gessner	1
#28 MVRD Station S/B Memorial Drive	1
#27 Unit 181 Blalock S/B at Taylorcrest	1
#14 Beinhorn Rd WB at Pipher	1
#09 N Piney Point Rd at Memorial Dr	1
#05 Bunkerhill Rd SB at Taylorcrest	1
#07 Memorial Dr @ Briar Forest EB	1
#23 - WB San Felipe x Buffalo Bayou	1
Grand Total	55



Total Reads – 7,610,012

Unique – 738,850

Hits- 206

6 Top Hits – 55

Hotlist – 2

- Stolen Vehicle
- Stolen Plate
- Gang Member
- Missing
- Hot List
- Priority Restraining Order

Program Summary			
2026 Value	\$ 27,500.00	Recovered	7
2025 Value	\$ 408,500.00	Recovered	19
2024 Value	\$ 746,000.00	Recovered	30
2023 Value	\$ 646,500.00	Recovered	30
2022 Value	\$ 1,733,000.00	Recovered	74
2021 Value	\$ 1,683,601.00	Recovered	75
2020 Value	\$ 1,147,500.00	Recovered	61
2019 Value	\$ 438,000.00	Recovered	22
Program Total	\$ 6,830,601.00		318

INVESTIGATIVE LEADS/Solves							
Crime	Plate	Date	ALPR	Crime	Plate	Date	ALPR
Auto Theft	WMV7298	13-Jan	Condor	Hotlist JV	FD54309	6/24/2026	8 Condor
BMV	TMP88CM5	20-Jan	HOU	BMV	Suspect	6/22/2026	
FSGI	TCD1611	2-Feb	Riverview				
FSGI	KMY3660	17-Feb	Condor				
BMV	FPS2927	26-Feb	6				
Fraud	WZJ4401	23-Mar	SV				
BMV	XSH4087	21-Apr	US Coins				
Criminal Mischief	Person	28-Apr	Taylorcrest®				
BMV	SKY5659	13-May	Calico Ln.				
Theft	XBS0529	25-May	7				
FSGI	XGC0148	24-May	1				
Theft	XXZ6037	29-May	5				
FSGI	XIXS855	10-Jun	9				
CT/Harrassment		12-Jun	8				

Located but Fled			Date	Plate	Camera	Date	Plate	Camera
9-Jan	RGN7136	22						
30-Jan	PLC4475	13						
10-Apr	WDF6326	19						
24-Apr	VRL5215	13						

7 of 8 involved in other crimes = 87.5%

[illegible]

E-Bikes Safety Captures	
6/5/2026	3
6/11/2026	Golf
6/12/2026	4

2026 Total Incidents

2026	Crimes Against Persons	Crimes Against Property	Quality of Life Incidents	Total	Arrests	Incidents	House Checks	YTD BH INC	YTD BH HC	YTD PP INC	YTD PP HC	YTD HC INC	YTD HC HC
January	1	8	64	73	16	6109	3105	1960	784	1624	896	2292	1424
February	0	59	61	120	16	4825	1960	1648	573	1226	508	1730	879
March	3	12	69	84	23	6337	3351	2460	1328	1368	690	2139	1325
April	0	5	59	64	20	5645	2567	1943	777	1547	812	1855	978
May	1	8	66	75	20	6894	3762	2480	1293	1859	1029	2297	1440
June	2	12	57	71	24	8353	5479	3096	1996	2153	1411	2872	2072
July													
August													
September													
October													
November													
December													
Total	7	104	376	487	119	38163	20224	13587	6751	9777	5346	13185	8118

2024 Totals	16	115	885	1016	286
Difference					
% Change					

2026 Officer Committed Time to Service Report

Employee Name		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
ALSALMANI, ALI		29:59:28	17:43:36	17:17:59	23:58:46	18:23:57	11:48:22							3	53
BAKER, BRIAN C	*	0:00:00	2:07:02	0:56:47	0:00:00	0:12:01	0:00:00								
BALDWIN, BRIAN	*	5:24:20	0:00:00	0:00:00	0:31:41	6:02:26	0:00:00								
BIEHUNKO, JOHN		16:20:41	16:32:10	18:51:07	23:52:46	19:07:38	15:51:38							1	54
BOGGUS, LARRY	*	0:00:00	0:03:01	0:00:00	1:58:36	0:00:00	3:17:56								
BURLESON, Jason		18:54:09	10:23:42	9:47:45	10:50:00	12:28:23	15:19:37							2	23
BYRD, Rachied		19:29:59	26:30:57	7:41:15	18:55:58	15:03:00	26:23:59							2	20
CANALES, RALPH EDWARD		19:38:24	20:00:13	14:48:57	13:02:20	10:45:05	10:08:24							2	46
CERNY, BLAIR C.	*	0:00:00	1:41:03	1:56:26	0:00:00	0:00:30	0:00:00								
GARCIA, CHRIS					15:31:14	15:47:56	19:06:49							4	45
GONZALEZ, Jose		29:48:21	12:27:13	8:03:55	17:11:17	11:16:39	12:42:35							3	15
HARWOOD, NICHOLAS		12:57:06	16:50:56	8:17:39	4:58:16	3:06:43	0:04:42								
JARVIS, RICHARD		17:59:41	13:37:50	15:29:35	9:15:50	5:19:41	22:38:04							5	46
JOHNSON, JOHN		16:52:47	9:58:11	8:39:44	14:25:59	8:13:24	16:54:10							8	45
JONES, ERIC	*	0:02:59	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00								
KING, JEREMY		3:46:54	0:04:30	0:55:40	6:56:37	7:55:37	36:06:00							1	7
KUKOWSKI, Andy		19:01:24	12:06:04	14:29:30	14:05:27	12:03:31	10:10:25							2	57
MCELVANY, ROBERT		7:34:39	6:14:04	15:26:42	6:43:21	5:00:21	3:51:26							1	29
MILLARD, Shaneca		18:11:21	23:05:30	12:39:07	7:41:12	20:20:29	15:02:08								30
ORTEGA, Yesenia		26:42:03	14:47:34	14:06:26	14:12:35	15:10:28	11:58:56							2	40
OWENS, Michelle					2:12:10	0:00:00	0:00:00								
OWENS, LANE	*	0:00:00	0:04:25	0:00:00	0:12:01	0:00:00	8:32:20							5	41
PALOMINO, Michelle		22:07:16	17:38:36	24:19:22	19:02:45	14:45:33	22:53:51							4	36
PAVLOCK, JAMES ADAM		17:28:44	11:29:51	12:53:30	0:01:56										
RODRIGUEZ, CHRISTOPHER	*	2:19:56	0:00:00	3:10:11	4:33:51	0:00:00	0:00:00								
RODRIGUEZ, JOSE		19:09:35	14:55:02	7:38:57	15:02:21	28:48:00	20:25:48							3	58
RODRIGUEZ, REGGIE		14:43:28	7:48:55	31:24:20	12:53:47	13:10:28	16:00:18							4	34
SCHULTZ, RAYMOND	*	0:11:12	0:02:27	0:00:00	0:00:00	0:00:00	0:00:00								
SILLIMAN, ERIC		11:30:43	10:30:37	12:46:25	21:18:08	16:26:11	17:04:09							10	92
SPRINKLE, MICHAEL		20:54:49	24:42:01	17:02:31	14:57:44	20:04:53	14:17:18							1	37
TAYLOR, CRAIG		25:59:44	21:11:07	20:38:13	15:07:36	16:21:49	15:09:33							3	45
VALDEZ, JUAN		17:05:04	17:02:22	17:16:04	15:52:15	21:14:26	13:35:52							3	47
WHITE, TERRY		27:08:04	17:35:04	23:46:20	12:50:52	21:28:25	12:43:47							2	58
* = Admin													Total	71	958

Dispatch Committed Time		Yr Total												
911 Phone Calls		310	226	268	225	289	276							1594
3700 Phone Calls		3986	2415	2412	2214	2393	2334							15754
DP General Phone Calls*		91:48:32	73:28:26	56:15:37	51:06:02	52:38:01	56:21:37							
Radio Transmissions		17926	11013	11958	11097	11564	11065							

* This is the minimal time as all internal calls route through the 3700 number.



Memorial Villages Police Department
11981 Memorial Drive
Houston, Texas 77024
Tel. (713) 365-3701

Raymond Schultz
Chief of Police

August 17, 2026

TO: MVPD Police Commissioners

FROM: R. Schultz, Chief of Police

REF: July 2026 Monthly Report

During the month of July, MVPD responded/handled a total of 10,132 calls/incidents. 7,223 house watch checks were conducted. 1069 traffic stops were initiated with 1086 citations being issued for 1368 violations. (Note: 38 Assists in Hedwig, 141 in Houston, 0 in Spring Valley and 0 in Hillshire)

Calls/Events by Village were:

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	3642/17229	2493/9244	2	225/233/458	7@3:50
Piney Point:	2635/12412	1855/7201	3	237/319/556	5@3:34
Hunters Creek:	3644/16829	2875/10993	4	254/262/516	5@3:02
				Cites/Warn/Total	17@3:25

Type and frequency of calls for service/citations include:

Call Type	#	Call Type	#	Citations	#
False Alarms:	139	E-Bike Violations	7	Speeding:	297
Animal Calls:	14	Ord. Violation	16	Exp. Registration	414
ALPR Hits:	17	Information	21	Ins	132
Assist Fire:	36	Suspicious Situation	91	No License	80
Assist EMS:	32	Loud Party	5	Stop Sign	160
Construction Checks	652	Welfare Checks	11	Fake Plate	5

*This month the department generated a total of 57 police reports.
BH-21, PP-16, HC-19, HOU-1, HED-0, SV-0*

Crimes Against of Persons (1)
Terroristic Threats (1)

Crimes Against Property (4)
ID Theft/Fraud 3
Theft 1

Petty/Quality of Life Crimes/Events (52)
ALPR Hits (valid) 0
Accidents 9
Warrants 11
Towed vehicles 13

DWI 1
Fake Plates 4
Misc. 14

Arrest Summary: Individuals Arrested (13)
Warrants 11
Class A Arrests 1

DWI 1

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	4,018,132	7,392,694	54.4%
• Operating Expense:	967,227	1,543,196	62.7%
• Total M&O Expenditures:	4,985,359	8,935,890	55.8%
• Capital Expenses:	191,408	195,435	102%
• Net Expenses:	5,180,794	9,127,298	57.0%

Follow-up on Previous Month Items/Requests from Commission

The vendor installing the new accounting software has responded and uploaded the requested historic files to the new system. The finance manager is reviewing the files.

Personnel Changes/Issues/Updates

Officers Gonzalez was released from limited duty (surgery) and has returned to patrol.

Major/Significant Events/Updates

Personnel have been closely monitoring several construction projects in the villages. The largest project has been sewer relining occurring along Memorial Drive between Briar Forest and Farnham Park. Officers have been facilitating the movement of vehicles, enforcing traffic laws and monitoring N. Piney Point Road where many motorists are attempting to quickly cut through the villages.

House watches increased dramatically during the month of July due to the vacation season. Officers conducted 7,223 house watches and 652 construction site checks.

On July 4, 2026, a vehicle pursuit being conducted by HPD entered the villages at which time the suspects fled officers on foot running into the yards of nearby homes. MVPD officers quickly established a perimeter and were able to take both suspects into custody. The suspects were turned over the HPD.

During the Week of July 10, 2026, The MVPD was hit with numerous spammed/false 911 calls including one which was a false call of a man being held hostage. MVPD dispatchers quickly determined the calls to be false and addressed the calls appropriately.

On 7/16/26 a resident had a package stolen from the front porch shortly after it was delivered. Detectives were able to locate the suspect's vehicle on the ALPR system. The suspect has been identified and charges are pending.

During the month the ALPR system alerted officers to two missing persons in the area. One of the victim's was a high-risk dementia patient from Galveston, and the other a man who was distraught after a domestic situation. Both were reunited with family.

Community Projects

The VIF Parade and Festival went off with no significant issues.

Officer Boggus presented at an engineering summer camp at Kinkaid School that was heavily attended and Officers Boggus and Gonzales held a safety class at Holy Spirit Episcopal School as part of their summer program.

V-LINC new registrations in July +20

BH – 1822 (+6)

PP – 1347 (+7)

HC – 1845 (+5)

Out of Area – 664 (+2)

MVPD – VFD Monthly Response Times Report

July 2026

911/Emergency Designated Calls - EMS and Fire

Total	9@3:39
Bunker Hill	3@4:19
Piney Point	2@4:02
Hunters Creek	4@3:07

EMS Only

Total	6@3:20
Bunker Hill	2@3:36
Piney Point	1@4:20
Hunters Creek	3@2:46

Fire Only

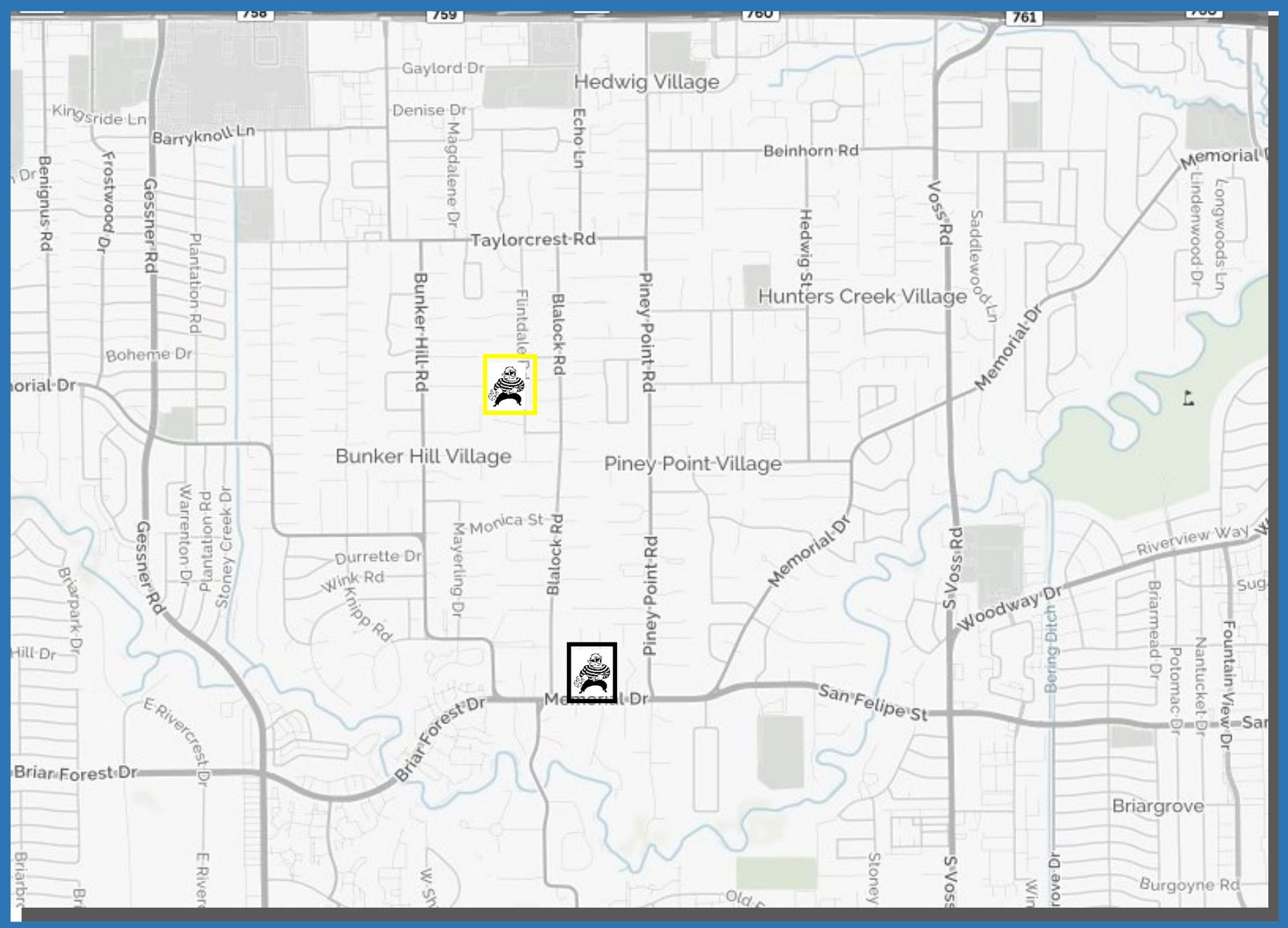
Total	3@4:15
Bunker Hill	1@4:46
Piney Point	1@3:46
Hunters Creek	1@4:12

Radio Only

Total	23@3:43
Bunker Hill	9@4:17
Piney Point	5@3:31
Hunters Creek	9@4:07

VFD All Assists, Any Phone + Radio

Total	62@4:08
Bunker Hill	17@4:12
Piney Point	24@4:24
Hunters Creek	21@3:33



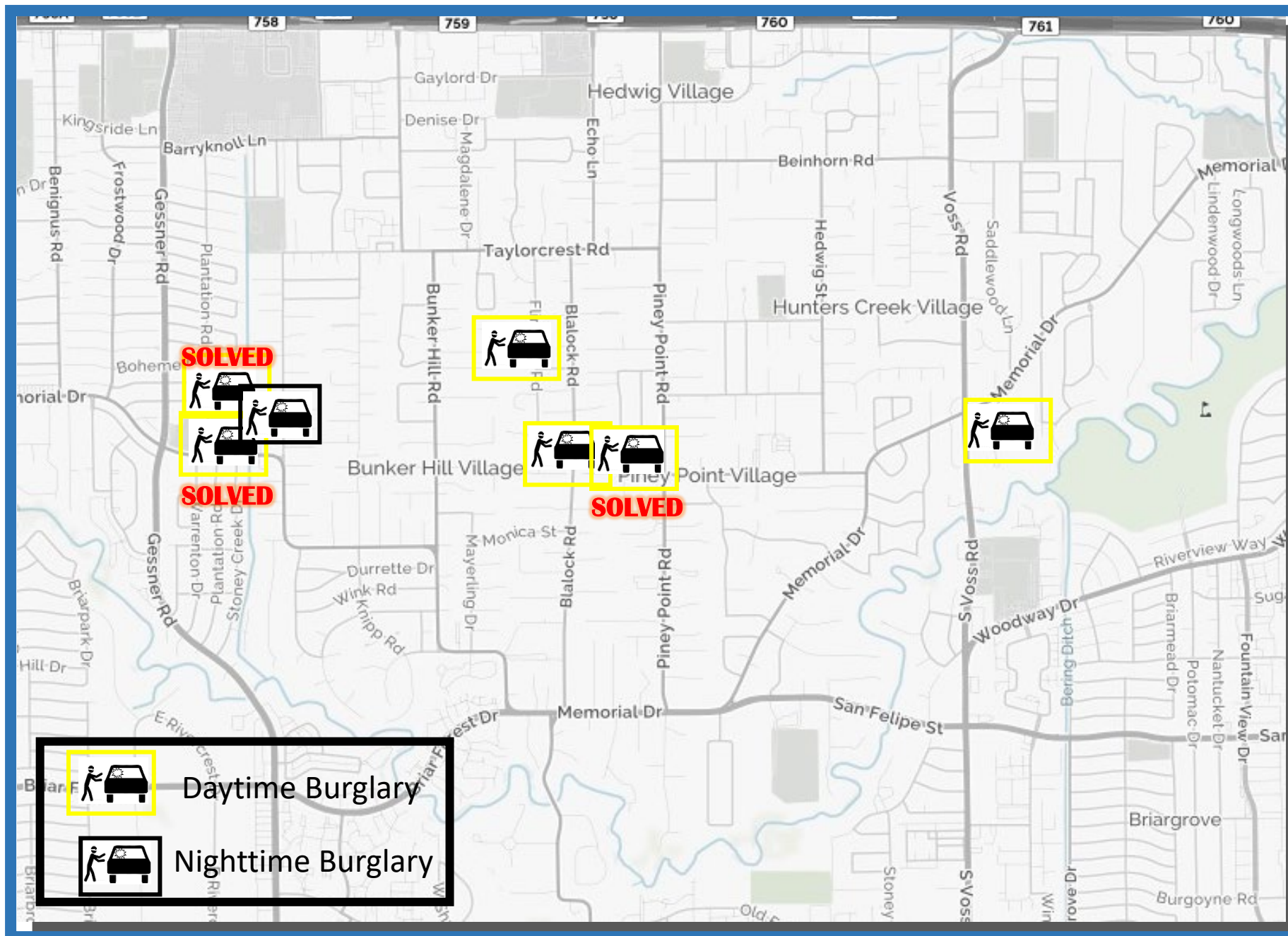
2026 Burglary Map

Address	Alarm	POE
3 Liberty Bell Circle	N/A	Rear Door
207 Hertiage Oaks	N/A	Vacant

2026 Robberies

Address	MO
---------	----

-  Daytime Burglary
-  Nighttime Burglary
-  Robbery



2026 Auto Burglary Map

Address	POE
12122 Tara Dr.	UNL
12131 Rhett	UNL
409 Ripplecreek	UNL**
11600 Mockingbird	UNL
11700 Flintwood	UNL
302 Gentilly Pl	UNL
12199 Tara Dr	UNK

Contractor

Lock/Win Punch

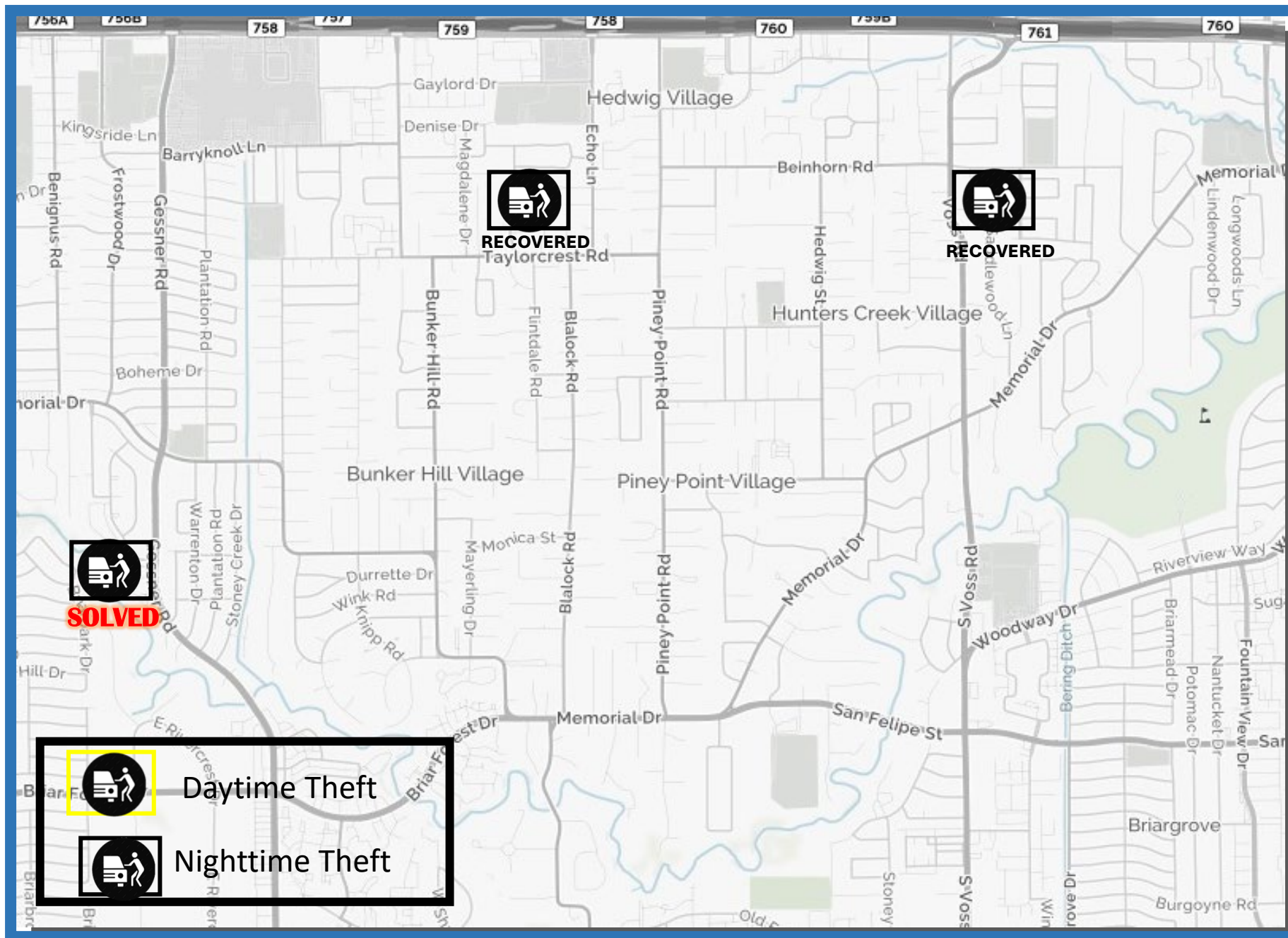
- Jugging
- ** unknown where occurred



Blue Entry = Actual
Location Unknown

SOLVED

7/31/26



2026 Auto Theft Map

Address	POE
825b Saddlewood Ln	UNL
800 Ourlane Cir	UNL
400 Tealmeadow	LCK'D

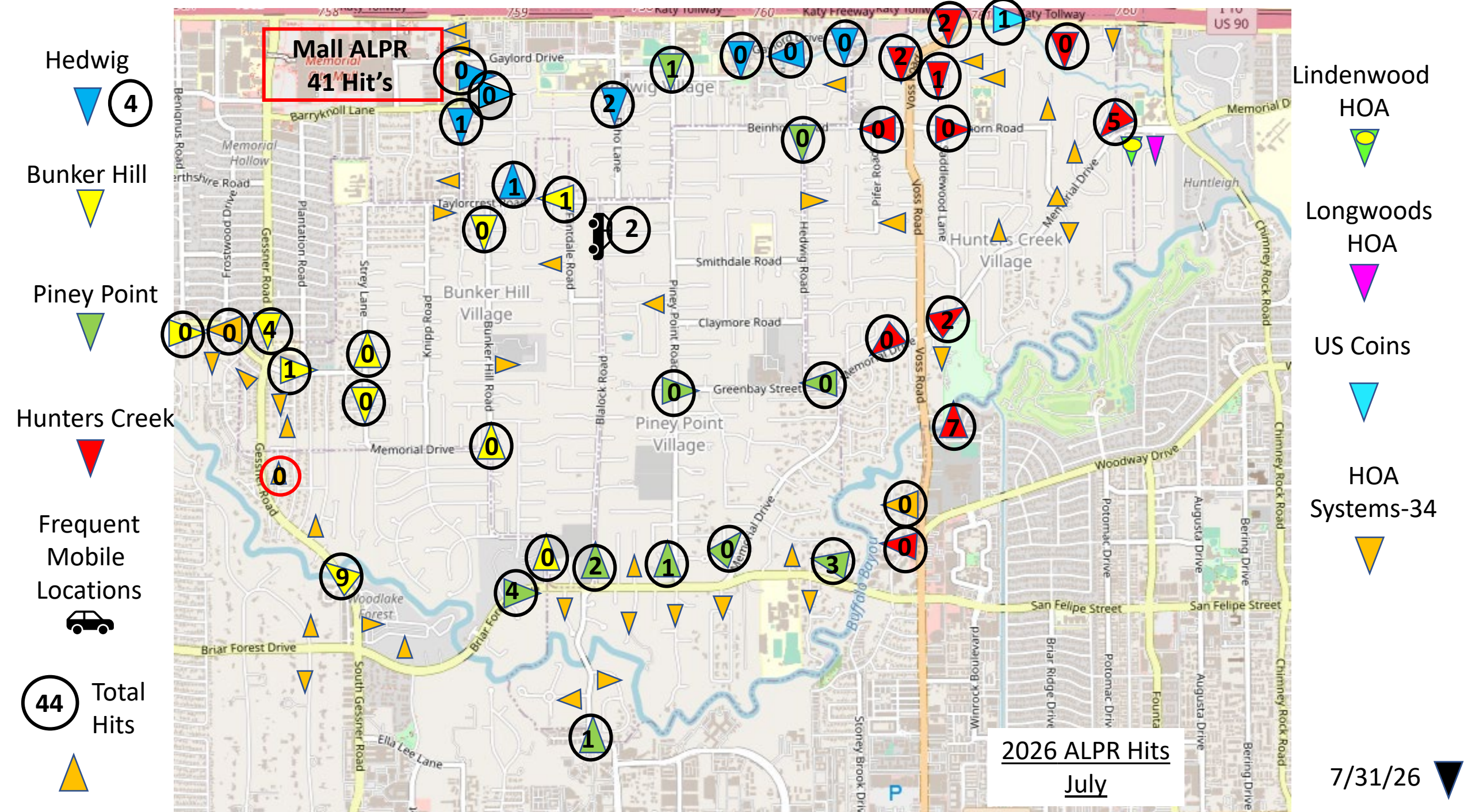
Burglary

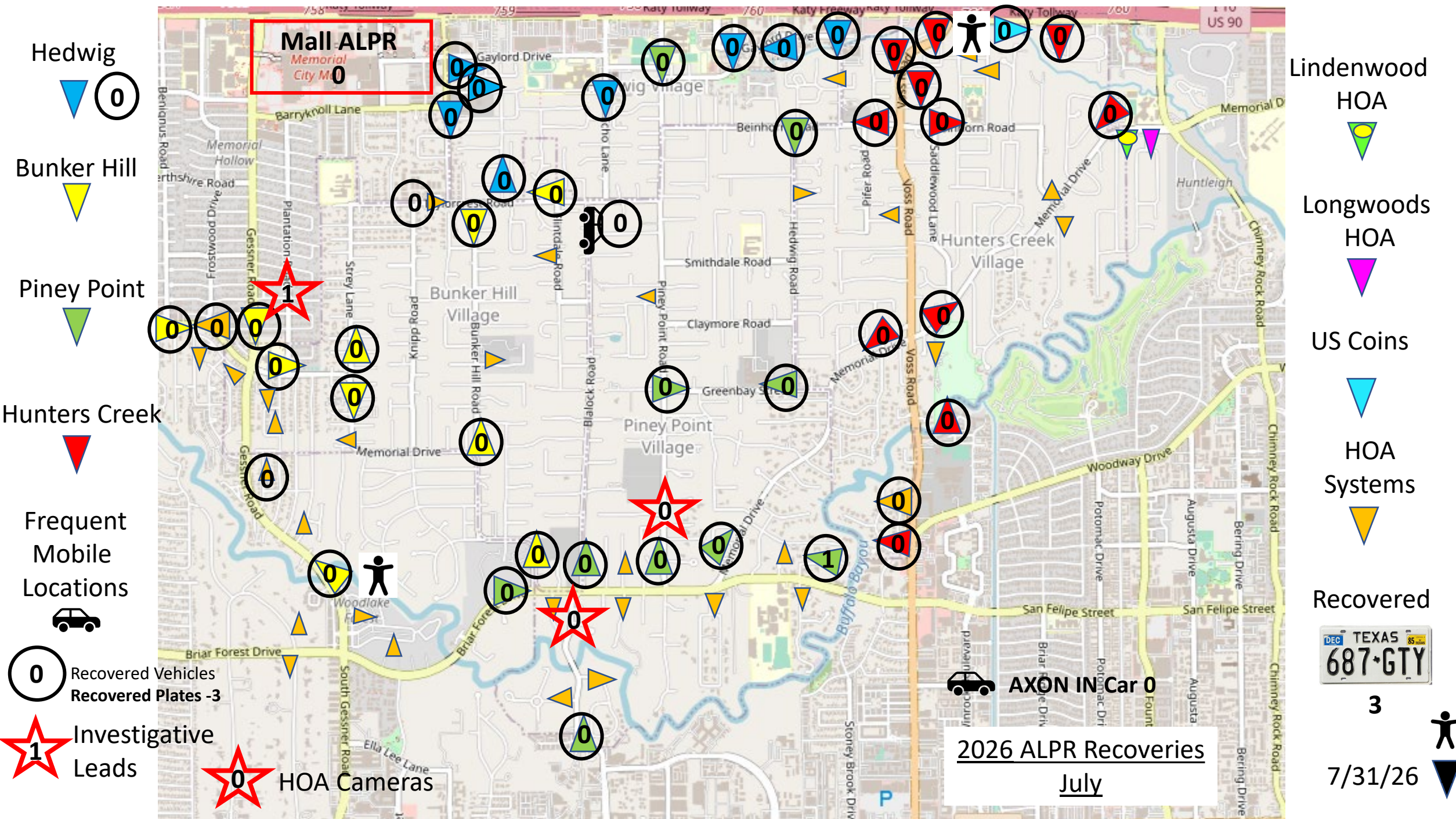


Blue Entry = Actual
Location Unknown

SOLVED

7/31/26







July 2026 ALPR REPORT

Total Plate Reads, Incl's multiple reads of same plate
Number of Unique Plates Read – Total without repeats
Number of Hits/Alerts - All 14 possible categories
Number of Hits/Alerts of the 6 monitored categories
Number of Sex Offender Hits (not monitored live)
Summary Report
Total Hits-Reads/total vehicles passed by each camera



2026 ALPR Data Report

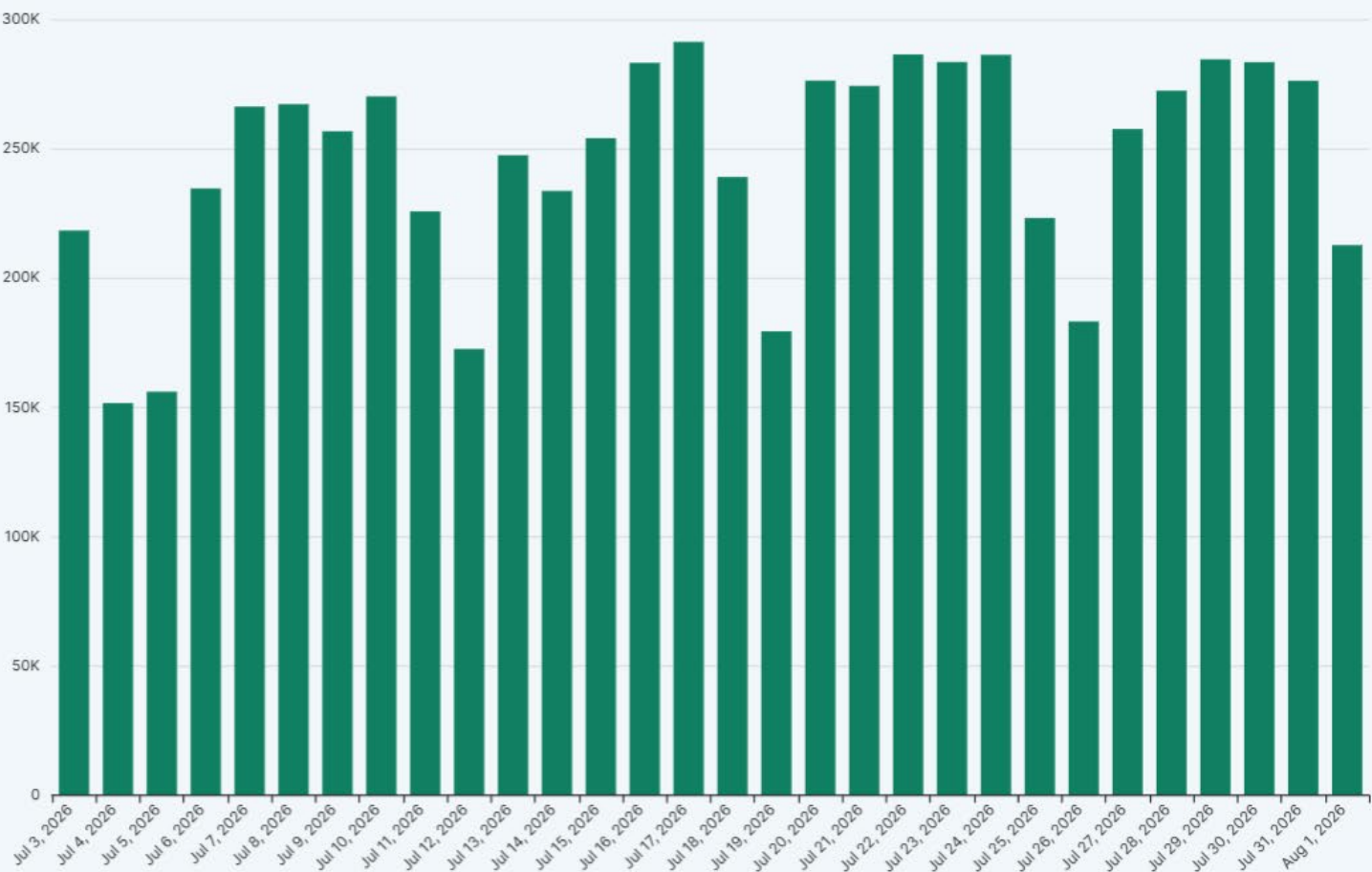
Total Vehicle Volume

7,607,046

Year To Date Vehicle Volume

49,656,312

Total Vehicle Volume



Total Vehicle Volume

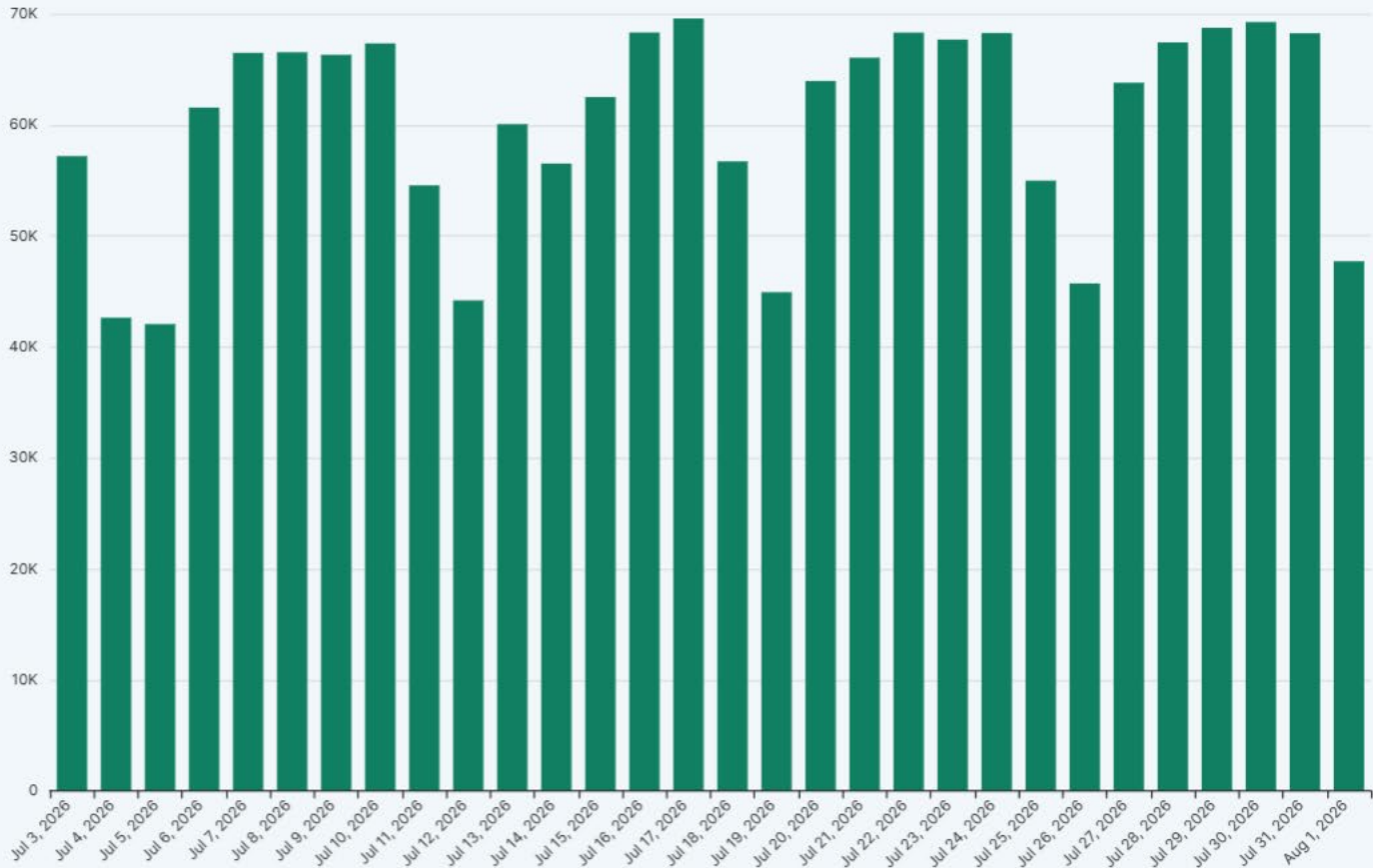
Date	Total Vehicle Volume
Jul 3, 2026	218,337
Jul 4, 2026	151,627
Jul 5, 2026	156,040
Jul 6, 2026	234,604
Jul 7, 2026	266,252
Jul 8, 2026	267,184
Jul 9, 2026	256,709
Jul 10, 2026	270,202
Jul 11, 2026	225,740
Jul 12, 2026	172,540
Jul 13, 2026	247,456
Jul 14, 2026	233,647
Jul 15, 2026	254,046
Jul 16, 2026	283,162
Jul 17, 2026	291,268
Jul 18, 2026	239,033
Jul 19, 2026	179,391
Jul 20, 2026	276,270
Jul 21, 2026	274,247
Jul 22, 2026	286,376
Jul 23, 2026	283,484
Jul 24, 2026	286,235
Jul 25, 2026	223,195
Jul 26, 2026	183,193

Unique Reads 738,850

Unique Vehicle Volume

658,232

Unique Vehicle Volume



Unique Vehicle Volume

Date	Total Unique Vehicles
Jul 3, 2026	57,190
Jul 4, 2026	42,636
Jul 5, 2026	42,057
Jul 6, 2026	61,558
Jul 7, 2026	66,493
Jul 8, 2026	66,546
Jul 9, 2026	66,311
Jul 10, 2026	67,341
Jul 11, 2026	54,556
Jul 12, 2026	44,194
Jul 13, 2026	60,068
Jul 14, 2026	56,516
Jul 15, 2026	62,515
Jul 16, 2026	68,324
Jul 17, 2026	69,587
Jul 18, 2026	56,718
Jul 19, 2026	44,930
Jul 20, 2026	63,961
Jul 21, 2026	66,055
Jul 22, 2026	68,316
Jul 23, 2026	67,686
Jul 24, 2026	68,283
Jul 25, 2026	54,981
Jul 26, 2026	45,715

All Categories – All Hotlists

Total Hotlist Alerts

2,718

Official Hotlist Alerts

379

Your Custom Hotlist Alerts

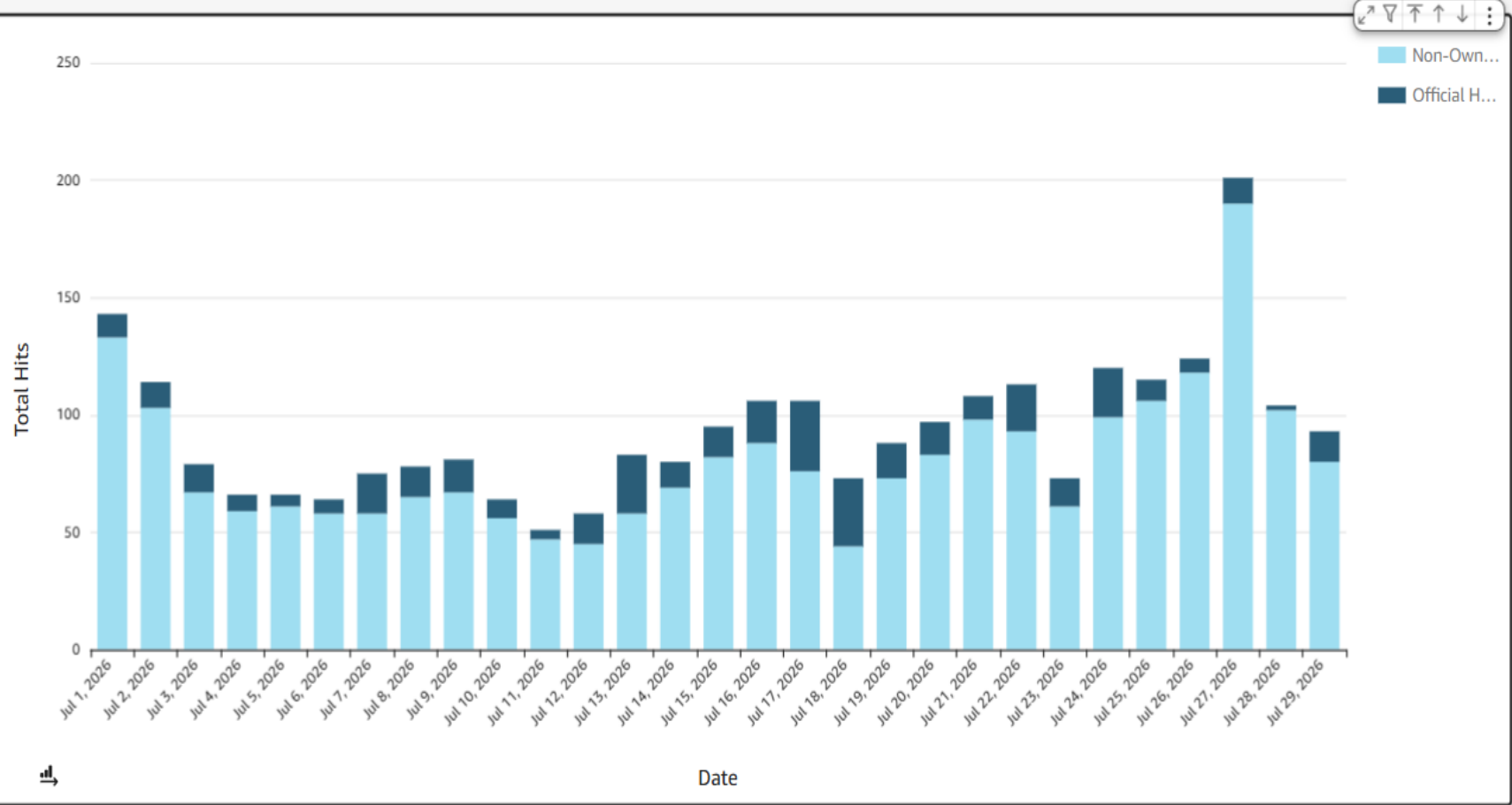
No data

Other Custom Hotlist Alerts on
Your Networks

2,339

Total Alerts by Topic

Topic	Alerts
Non Owned Custom Hotlist Alert	2,339
Protection Order	293
Sex Offender	23
Gang or Suspected Terrorist	22
Stolen Plate	18
Warrants	10
Stolen Vehicle	8
Violent Person	5



Top 6 Categories

Total Hotlist Alerts

2,387

Official Hotlist Alerts

48

Your Custom Hotlist Alerts

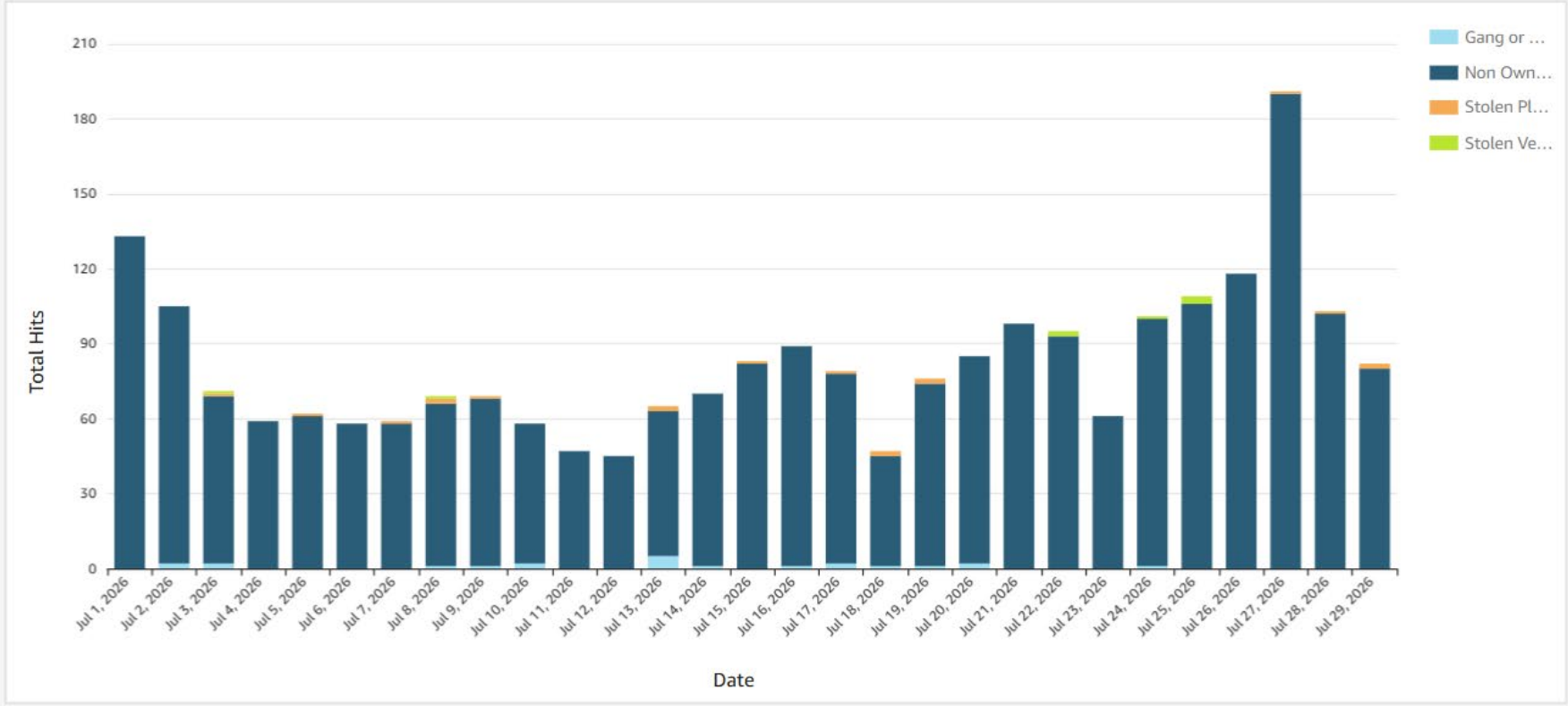
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Other Custom Hotlist Alerts on
Your Networks

2,339

Total Alerts by Topic

Topic	Alerts
Non Owned Custom Hotlist Alert	2,339
Gang or Suspected Terrorist	22
Stolen Plate	18
Stolen Vehicle	8



Sex Offenders

Total Hotlist Alerts

27

Official Hotlist Alerts

27

Your Custom Hotlist Alerts

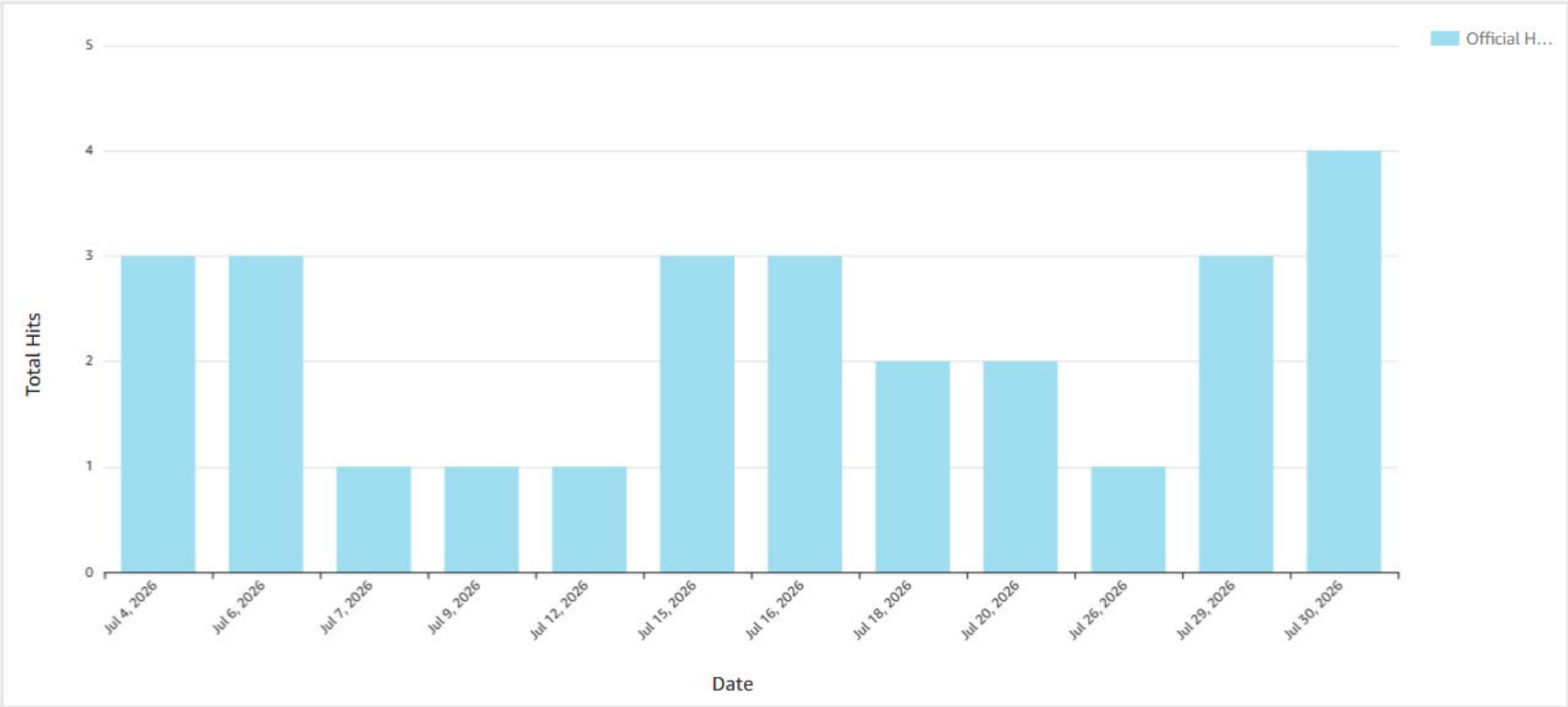
No data

Other Custom Hotlist Alerts on Your Networks

No data

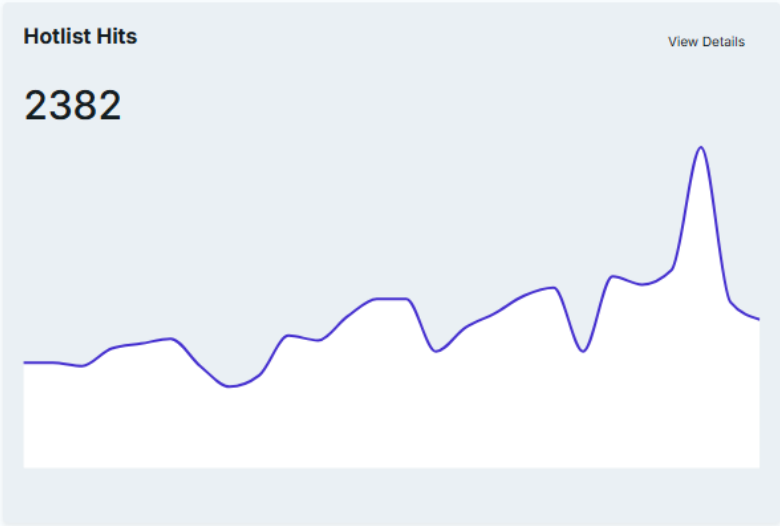
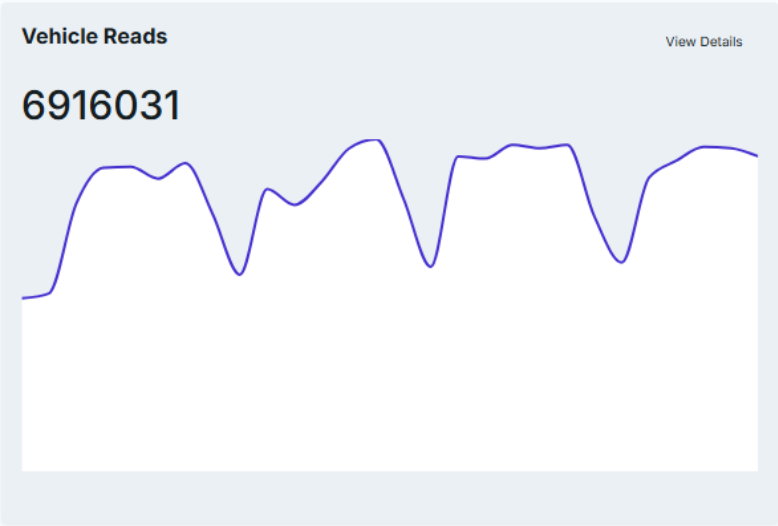
Total Alerts by Topic

Topic	Alerts
Sex Offender	27



Summary Report

Insights Dashboard



Device Sharing

Shared with
Lewisville TX PD,
Sansom Park TX PD,
and 661 others

Access Levels
Search
Hotlist Tool Access

Device Status



Device Health has moved!

Get an even more robust status experience within Devices.

Organization Audit

Monitor and investigate search activity across your organization.

Dashboard Audit History Audit Assistance (5)

Filters

Users

All Users

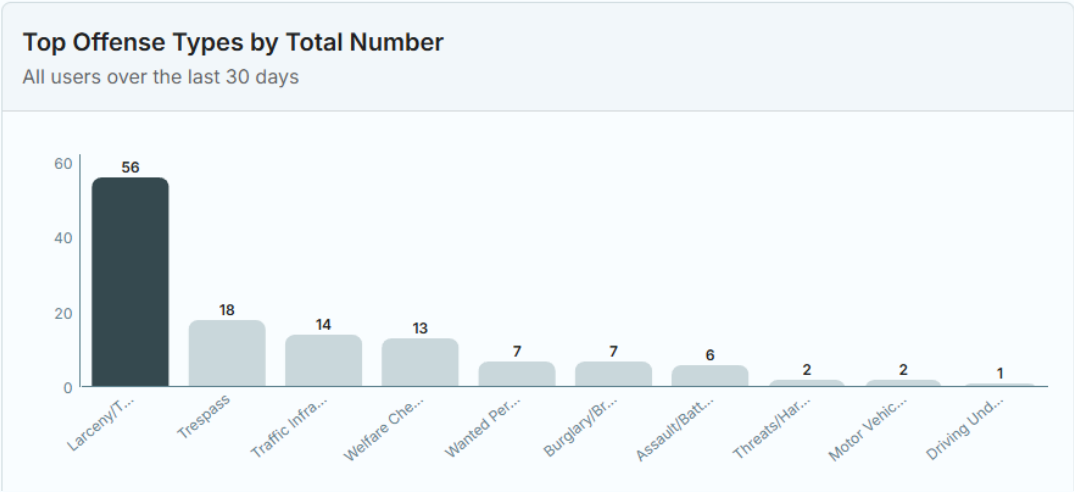
Start Date & Time

07/02/2026 07:10 PM

End Date & Time

08/01/2026 07:10 PM

Update



Rank	Offense Type	Number of Searches	Percentage of Searches
1	Larceny/Theft Offenses	56	43.8%
2	Trespass	18	14.1%
3	Traffic Infraction	14	10.9%
4	Welfare Check	13	10.2%
5	Wanted Person (Arrest Warrant/Fugitive)	7	5.5%
6	Burglary/Breaking & Entering	7	5.5%

#1 Gessner S/B at Frostwood

#2 Memorial E/B at Gessner

#3 NO ALPR - Future Location

#4 Memorial N/B at Briar Forrest

#5 Bunker Hill S/B at Taylorcrest

#6 Taylorcrest W/B at Flintdale

#7 Memorial E/B at Briar Forrest

#8 2200 S. Piney Point N/B

#9 N. Piney Point N/B at Memorial

#10 Memorial E/B at San Felipe

#11 Greenbay E/B Piney Point

#12 Piney Point S/B at Gaylord

#13 Gessner N/B at Bayou

#14 Beinhorn W/B at Pipher

#15 Hunters Creek Drive S/B at I-10

#16 Memorial W/B at Creekside

#17 Memorial W/B at Voss

#18 Memorial E/B at Voss

#19 S/B Voss at Old Voss Ln 1

#20 S/B Voss at Old Voss Ln 2

#21 N/B Voss at Magnolia Bend Ln 1

#22 N/B Voss at Magnolia Bend Ln 2

#23 W/B San Felipe at Buffalo Bayou

#24 N/B Blalock at Memorial

#25 N/B Bunker Hill at Memorial

#26 S/B Hedwig at Beinhorn

#27 Mobile Unit #181

#28 Mobile Speed Trailer/Station

#29 Riverbend Main Entrance

#30 Beinhorn E/B at Voss

#31 Memorial E/B at Tealwood (new)

#32 Greenbay W/B at Memorial

#33 Strey N/B at Memorial

Private Systems monitored by MVPD

US COINS - I-10 Frontage Road

Memorial Manor NA Lindenwood/Memorial

Greyton Lane NA

Calico NA

Windemere NA

Mott Lane

Kensington NA

Stillforest NA

Farnham Park

Riverbend NA

Pinewood NA

Hampton Court

Bridlewood West NA

N Kuhlman NA

Longwoods NA

Memorial City Mall – 22

Flintwood Drive



Yellow = Bunker Hill

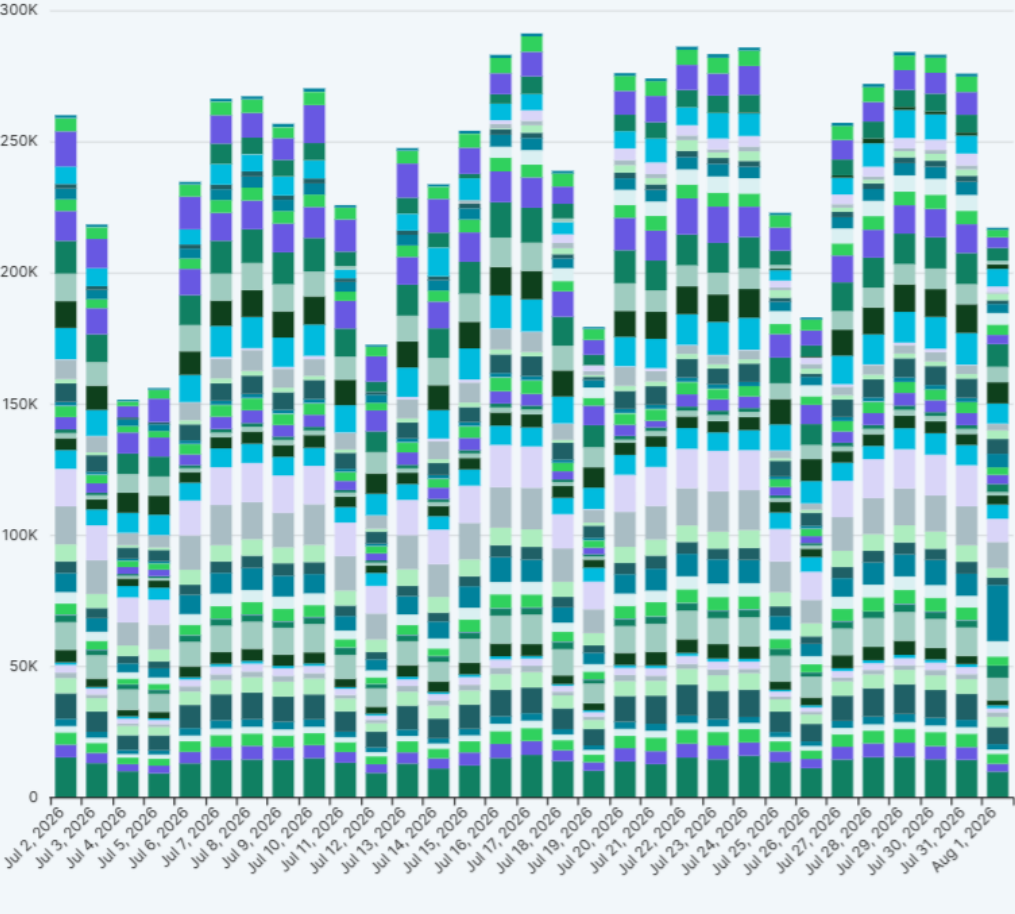
Green = Piney Point

Red = Hunters Creek

Blue = MVPD Mobile

Purple = Privately Owned Systems

Total Vehicle Volume by Camera

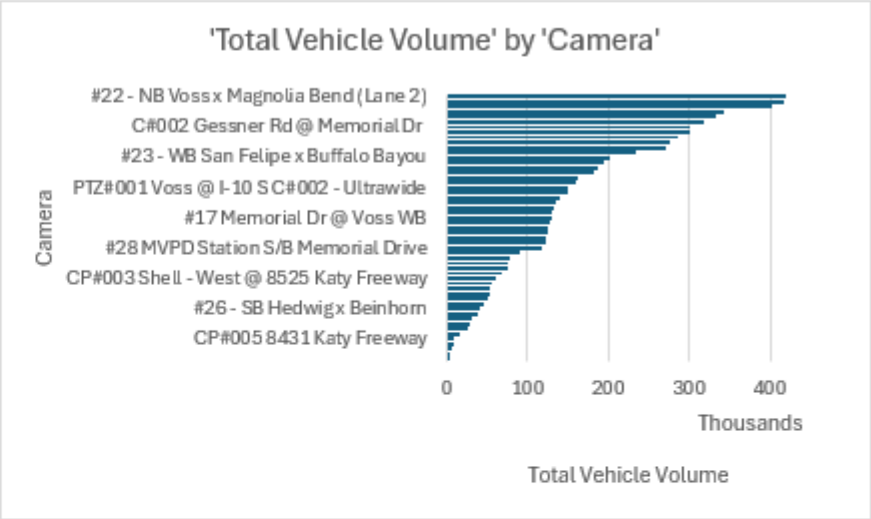


Total Vehicle Volume by Camera

Date	Camera	Total Vehicle Volume
Jul 2, 2026	#01 Gessner SB at Frostwood ...	15,359
Jul 3, 2026	#01 Gessner SB at Frostwood ...	13,177
Jul 4, 2026	#01 Gessner SB at Frostwood ...	10,098
Jul 5, 2026	#01 Gessner SB at Frostwood ...	9,343
Jul 6, 2026	#01 Gessner SB at Frostwood ...	13,130
Jul 7, 2026	#01 Gessner SB at Frostwood ...	14,350
Jul 8, 2026	#01 Gessner SB at Frostwood ...	14,595
Jul 9, 2026	#01 Gessner SB at Frostwood ...	14,378
Jul 10, 2026	#01 Gessner SB at Frostwood ...	15,097
Jul 11, 2026	#01 Gessner SB at Frostwood ...	13,322
Jul 12, 2026	#01 Gessner SB at Frostwood ...	9,488
Jul 13, 2026	#01 Gessner SB at Frostwood ...	13,055
Jul 14, 2026	#01 Gessner SB at Frostwood ...	11,148
Jul 15, 2026	#01 Gessner SB at Frostwood ...	12,289
Jul 16, 2026	#01 Gessner SB at Frostwood ...	15,164
Jul 17, 2026	#01 Gessner SB at Frostwood ...	16,321
Jul 18, 2026	#01 Gessner SB at Frostwood ...	14,028
Jul 19, 2026	#01 Gessner SB at Frostwood ...	10,299
Jul 20, 2026	#01 Gessner SB at Frostwood ...	13,842
Jul 21, 2026	#01 Gessner SB at Frostwood ...	12,810
Jul 22, 2026	#01 Gessner SB at Frostwood ...	15,304
Jul 23, 2026	#01 Gessner SB at Frostwood ...	14,663
Jul 24, 2026	#01 Gessner SB at Frostwood ...	16,027
Jul 25, 2026	#01 Gessner SB at Frostwood ...	13,675

Total 'Total Vehicle Volume' by 'Camera'

Camera	Sum of Total Vehicle Volume
#22 - NB Voss x Magnolia Bend (Lane 2)	420161
#01 Gessner SB at Frostwood Elementary	416952
#21 - SB Voss @ Katy Fwy	402473
C#003 Memorial at S. Piney Point S/W Corner in Esplanade Cam N/E side of Pole	342435
C#001 Voss Rd @ Memorial Dr	332659
C#004 Beinhorn at Voss Road S/W corner of Intersection Cam N/E side of Pole	318209
C#002 Gessner Rd @ Memorial Dr	300432
#13 NB Gessner Rd	299861
PTZ#001 Voss @ I-10 S C#001 - Zoom	286368
#07 Memorial Dr @ Briar Forest EB	277160
C#002 Memorial at San Felipe West Center Median Cam on N/E side of Pole	270013
#18 Memorial Dr EB at Voss	233113
#23 - WB San Felipe x Buffalo Bayou	201929
#31 EB Memorial Dr near Tealwood	194160
CP#004 8501 Katy Freeway	187456
#20 - SB Voss x Old Voss (Lane 2)	182159
C#001 Memorial at N. Piney Point S/W corner of Intersection Cam N/E side of Pole	163187
#08 2200 S Piney Point Rd NB at City Limit	158769
PTZ#001 Voss @ I-10 S C#002 - Ultrawide	150774
CP#008 2200 S. Piney Point	148581
#02 Memorial Dr EB at Gessner	138688
C#006 Memorial Creole at Memorial N/E corner of Intersection Cam on S side of Po	135669
#04 Memorial Dr @ Briar Forest NB	133365
#16 Memorial Dr @ E Creekside Dr WB	129982
#17 Memorial Dr @ Voss WB	129461
#24 - NB Blalock x Memorial	128487
#12 Piney Point Dr SB at Gaylord	124342
#19 - SB Voss x Old Voss (Lane 1)	123717
C#008 Plantation at Memorial Southside of Street Cam on N/S of Pole	123608
#27 Unit 181 Blalock S/B at Taylorcrest	123066
#28 MVPD Station S/B Memorial Drive	117615
C#007 Briar Forest at Memorial New Pole in Median (Us) Cam on N/S of Pole	91213
#10 On Memorial Dr EB from San Felipe	77610
#06 Taylorcrest Rd WB at Flintdale	75932
#14 Beinhorn Rd WB at Pipher	75411
#05 Bunkerhill Rd SB at Taylorcrest	68299
CP#003 Shell - West @ 8525 Katy Freeway	59461
#09 N Piney Point Rd at Memorial Dr	55383
C#009 Taylorcrest at Bunker Hill Southside of Street Cam on N/S of Pole	53993
#25 - NB Bunker Hill x Memorial	52076
#32 WB Greenbay @ Memorial Dr	49497
#30 EB Beinhorn Rd @ Voss Rd	46092
#26 - SB Hedwig x Beinhorn	40230
CP#001 Shell - East @ 8525 Katy Freeway	38982
Strey Ln @ Memorial Dr NB	31599
#11 Greenbay St EB at Piney Point Rd	29386
CP#002 Shell - South @ 8525 Katy Freeway	26490
C#001 River Bend Dr @ Woodway Dr	15146
CP#005 8431 Katy Freeway	9094
CP#007 10840 Beinhorn Rd	8190
#15 Hunters Creek Dr SB at I-10	5959
#29 - River Bend Dr Main IB	4691
S#01 Hickory Hollow from Interstate 10	3272
Grand Total	7612857



Date Range ⓘ
2026/07/01 - 2026/07/31

Timeframe ⓘ
Day

Cameras ⓘ
All

Networks ⓘ
All

Category ⓘ
All

Alert Sources ⓘ
All

Hot List Reason ⓘ
Custom Hotlist Alert, Extreme Risk Protection Order, Gang...

Show Hits By ⓘ
Camera Name

Visual Type ⓘ
Bar Chart

Total Hotlist Alerts
50

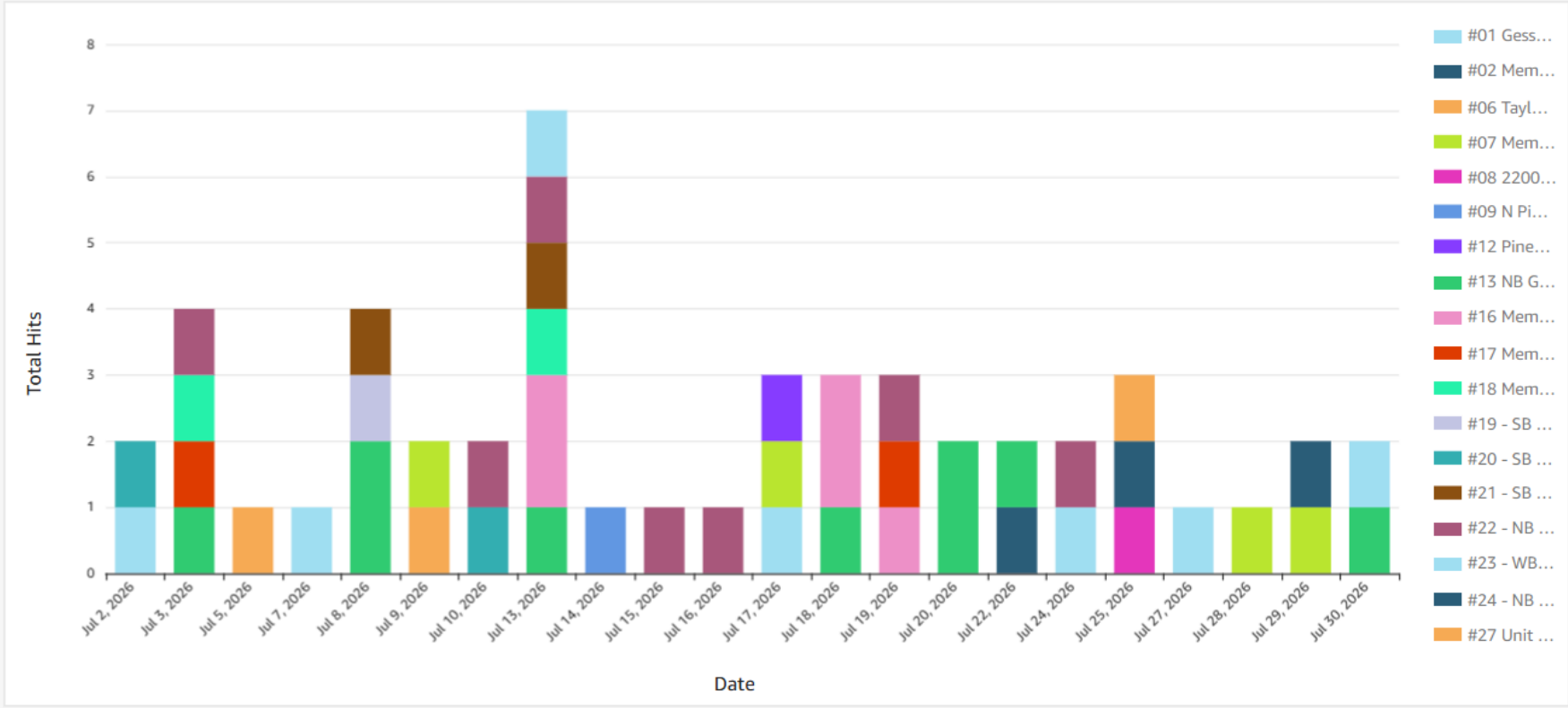
Official Hotlist Alerts
50

Your Custom Hotlist Alerts
No data

Other Custom Hotlist Alerts on Your Networks
No data

Total Alerts by Topic

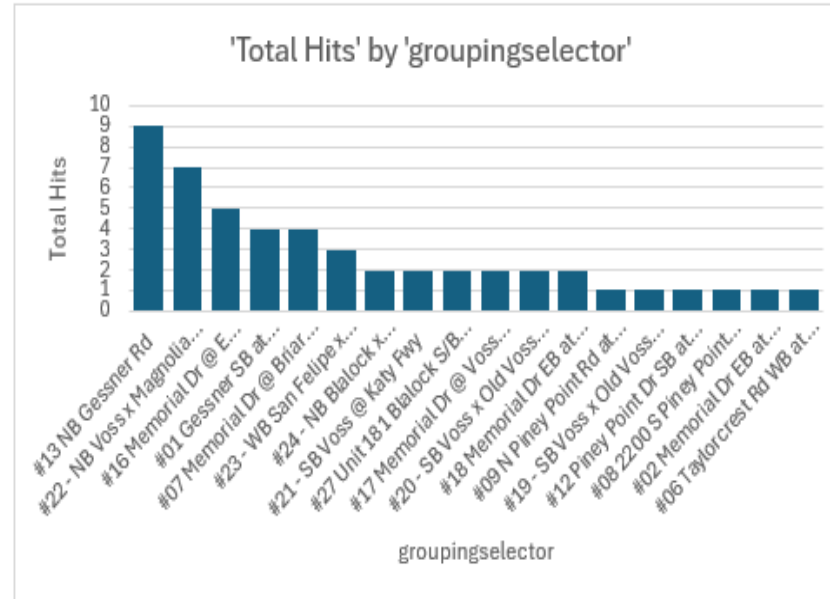
Topic	Alerts
Gang or Suspected Terrorist	24
Stolen Plate	18
Stolen Vehicle	8



Hits By Camera

Total 'Total Hits' by 'groupingselector'

groupingselector	Sum of Total Hits
#13 NB Gessner Rd	9
#22 - NB Voss x Magnolia Bend (Lane 2)	7
#16 Memorial Dr @ E Creekside Dr WB	5
#01 Gessner SB at Frostwood Elementary	4
#07 Memorial Dr @ Briar Forest EB	4
#23 - WB San Felipe x Buffalo Bayou	3
#24 - NB Blalock x Memorial	2
#21 - SB Voss @ Katy Fwy	2
#27 Unit 181 Blalock S/B at Taylorcrest	2
#17 Memorial Dr @ Voss WB	2
#20 - SB Voss x Old Voss (Lane 2)	2
#18 Memorial Dr EB at Voss	2
#09 N Piney Point Rd at Memorial Dr	1
#19 - SB Voss x Old Voss (Lane 1)	1
#12 Piney Point Dr SB at Gaylord	1
#08 2200 S Piney Point Rd NB at City Limit	1
#02 Memorial Dr EB at Gessner	1
#06 Taylorcrest Rd WB at Flintdale	1
Grand Total	50



Total Reads – 7,607,046

Unique – 658,232

Hits- 379

6 Top Hits – 48

Hotlist – 0

- Stolen Vehicle
- Stolen Plate
- Gang Member
- Missing
- Hot List
- Priority Restraining Order

Program Summary			
2026 Value	\$ 27,500.00	Recovered	8
2025 Value	\$ 408,500.00	Recovered	19
2024 Value	\$ 746,000.00	Recovered	30
2023 Value	\$ 646,500.00	Recovered	30
2022 Value	\$ 1,733,000.00	Recovered	74
2021 Value	\$ 1,683,601.00	Recovered	75
2020 Value	\$ 1,147,500.00	Recovered	61
2019 Value	\$ 438,000.00	Recovered	22
Program Total	\$ 6,830,601.00		319

INVESTIGATIVE LEADS/Solves								INVESTIGATIVE LEADS/Solves							
Crime	Plate	Date	ALPR	Crime	Plate	Date	ALPR	Crime	Date	Plate	ALPR	Crime	Date	Plate	ALPR
Auto Theft	WMV7298	13-Jan	Condor	Hotlist JV	FD54309	6/24/2026	8								
BMV	TMP88CM5	20-Jan	HOU	BMV	Suspect	6/22/2026	Condor								
FSGI	TCD1611	2-Feb	Riverview	Theft	WDN4572	7/16/2026	5								
FSGI	KMY3660	17-Feb	Condor												
BMV	FPS2927	26-Feb	6												
Fraud	WZJ4401	23-Mar	SV												
BMV	XSH4087	21-Apr	US Coins												
Criminal Mischief	Person	28-Apr	Taylorcrest®												
BMV	SKY5659	13-May	Calico Ln.												
Theft	XBS0529	25-May	7												
FSGI	XGC0148	24-May	1												
Theft	XXZ6037	29-May	5												
FSGI	XJX5855	10-Jun	9												
CT/Harrassment		12-Jun	8												

Firearm in vehicle	Vehicle found to be Stolen	
Temp Tag	Hotlist	Protective Order

<u>Runaways/Missing</u>		<u>Community Safety Hotline</u>
2/3/2026	HDW9235	104
4/6/2026	JPG8794	21
6/23/2026	VTY6288	13
6/25/2026	HNR1738	19

7 of 8 involved in other crimes = 87.5%

[illegible]

Recovered Stolen Cars Non-ALPR					
2/8/2026	8500 San felipe	VKF5884	26-0113		
5/15/2026	2 Stillforest	N/A	26-0395	M/C	Facebook

E-Bikes Safety Captures	
6/5/2026	3
6/11/2026	Golf
6/12/2026	4
Ended	

2026 Total Incidents

2026	Crimes Against Persons	Crimes Against Property	Quality of Life Incidents	Total	Arrests	Incidents	House Checks	YTD BH INC	YTD BH HC	YTD PP INC	YTD PP HC	YTD HC INC	YTD HC HC
January	1	8	64	73	16	6109	3105	1960	784	1624	896	2292	1424
February	0	59	61	120	16	4825	1960	1648	573	1226	508	1730	879
March	3	12	69	84	23	6337	3351	2460	1328	1368	690	2139	1325
April	0	5	59	64	20	5645	2567	1943	777	1547	812	1855	978
May	1	8	66	75	20	6894	3762	2480	1293	1859	1029	2297	1440
June	2	12	57	71	24	8353	5479	3096	1996	2153	1411	2872	2072
July	1	4	52	57	13	10,132	7223	3642	2493	2635	1855	3644	2875
August													
September													
October													
November													
December													
Total	8	108	428	544	132	48295	27447	17229	9244	12412	7201	16829	10993

2024 Totals	16	115	885	1016	286
Difference					
% Change					

80751	51864		27597	17507	21036	14006	29005	20319

2026 Officer Committed Time to Service Report

Employee Name		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
ALSALMANI, ALI		29:59:28	17:43:36	17:17:59	23:58:46	18:23:57	11:48:22	16:27:21						1	64
BAKER, BRIAN C	*	0:00:00	2:07:02	0:56:47	0:00:00	0:12:01	0:00:00	0:04:11							
BALDWIN, BRIAN	*	5:24:20	0:00:00	0:00:00	0:31:41	6:02:26	0:00:00	3:49:05							
BIEHUNKO, JOHN		16:20:41	16:32:10	18:51:07	23:52:46	19:07:38	15:51:38	16:43:47						1	49
BOGGUS, LARRY	*	0:00:00	0:03:01	0:00:00	1:58:36	0:00:00	3:17:56	5:14:11							
BURLESON, Jason		18:54:09	10:23:42	9:47:45	10:50:00	12:28:23	15:19:37	14:17:37						3	47
BYRD, Rachied		19:29:59	26:30:57	7:41:15	18:55:58	15:03:00	26:23:59	1:45:25						1	2
CANALES, RALPH EDWARD		19:38:24	20:00:13	14:48:57	13:02:20	10:45:05	10:08:24	16:23:46						1	64
CERNY, BLAIR C.	*	0:00:00	1:41:03	1:56:26	0:00:00	0:00:30	0:00:00	2:28:24							
GARCIA, CHRIS					15:31:14	15:47:56	19:06:49	16:53:11						1	57
GONZALEZ, Jose		29:48:21	12:27:13	8:03:55	17:11:17	11:16:39	12:42:35	3:43:59						2	3
HARWOOD, NICHOLAS		12:57:06	16:50:56	8:17:39	4:58:16	3:06:43	0:04:42	0:00:00							
JARVIS, RICHARD		17:59:41	13:37:50	15:29:35	9:15:50	5:19:41	22:38:04	17:21:24						5	34
JOHNSON, JOHN		16:52:47	9:58:11	8:39:44	14:25:59	8:13:24	16:54:10	33:25:23						1	93
JONES, ERIC	*	0:02:59	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00							
KING, JEREMY		3:46:54	0:04:30	0:55:40	6:56:37	7:55:37	36:06:00	30:39:53						1	12
KUKOWSKI, Andy		19:01:24	12:06:04	14:29:30	14:05:27	12:03:31	10:10:25	27:17:49						4	65
MCELVANY, ROBERT		7:34:39	6:14:04	15:26:42	6:43:21	5:00:21	3:51:26	12:28:19							42
MILLARD, Shaneca		18:11:21	23:05:30	12:39:07	7:41:12	20:20:29	15:02:08	33:21:19						6	31
ORTEGA, Yesenia		26:42:03	14:47:34	14:06:26	14:12:35	15:10:28	11:58:56	19:06:44						1	41
OWENS, Michelle					2:12:10	0:00:00	0:00:00	0:00:00							
OWENS, LANE	*	0:00:00	0:04:25	0:00:00	0:12:01	0:00:00	8:32:20	19:03:00						4	58
PALOMINO, Michelle		22:07:16	17:38:36	24:19:22	19:02:45	14:45:33	22:53:51	33:57:44						4	45
PAVLOCK, JAMES ADAM		17:28:44	11:29:51	12:53:30	0:01:56										
RODRIGUEZ, CHRISTOPHER	*	2:19:56	0:00:00	3:10:11	4:33:51	0:00:00	0:00:00	0:00:00							
RODRIGUEZ, JOSE		19:09:35	14:55:02	7:38:57	15:02:21	28:48:00	20:25:48	24:21:48						2	62
RODRIGUEZ, REGGIE		14:43:28	7:48:55	31:24:20	12:53:47	13:10:28	16:00:18	14:10:04						4	44
SCHULTZ, RAYMOND	*	0:11:12	0:02:27	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00							
SILLIMAN, ERIC		11:30:43	10:30:37	12:46:25	21:18:08	16:26:11	17:04:09	13:04:40						5	80
SPRINKLE, MICHAEL		20:54:49	24:42:01	17:02:31	14:57:44	20:04:53	14:17:18	23:35:18						4	50
TAYLOR, CRAIG		25:59:44	21:11:07	20:38:13	15:07:36	16:21:49	15:09:33	18:35:46							44
VALDEZ, JUAN		17:05:04	17:02:22	17:16:04	15:52:15	21:14:26	13:35:52	22:29:45						3	45
WHITE, TERRY		27:08:04	17:35:04	23:46:20	12:50:52	21:28:25	12:43:47	13:14:53						3	54
* = Admin													Total	57	1086

Dispatch Committed Time		Yr Total												
911 Phone Calls		310	226	268	225	289	276	256						1850
3700 Phone Calls		3986	2415	2412	2214	2393	2334	2566						18320
DP General Phone Calls*		91:48:32	73:28:26	56:15:37	51:06:02	52:38:01	56:21:37	49:03:58						
Radio Transmissions		17926	11013	11958	11097	11564	11065	11535						

* This is the minimal time as all internal calls route through the 3700 number.



**City of Bunker Hill Village
City Council
Agenda Request**

Agenda Date: August 18, 2026
Agenda Item: V
Subject: Village Fire Department Report
Exhibits: Monthly Report – June-July 2026
Funding: N/A
Presenter(s): Chief Croft

Executive Summary

The Village Fire Department Report will include the following items:

- A. Update on Activities

Recommended Action

Staff recommends City Council receive the June and July 2026 Monthly Reports.



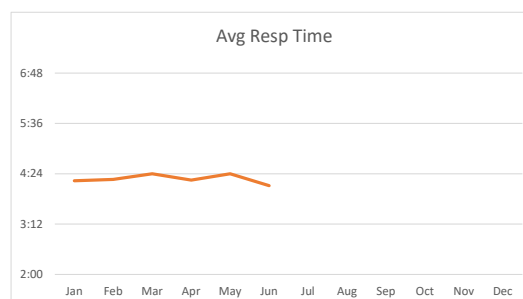
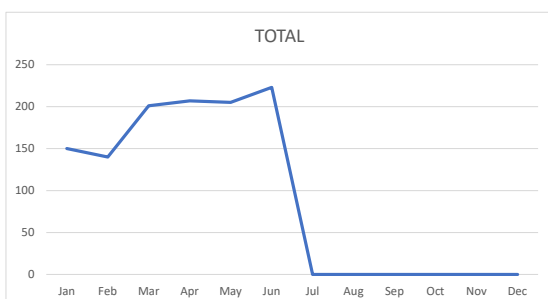
Village Fire Department
901 Corbindale Rd
Houston, TX, 77024
Phone# (713) 468-7941 Fax# (713) 468-5039

2026 Summary - All Cities

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	150	140	201	207	205	223	0	0	0	0	0	0	1126
Abdominal Pain	1	1	0	0	0	1							3
Allergic Reaction	0	0	2	1	2	1							6
Animal Bite	0	0	1	0	0	0							1
Assault	1	0	2	0	0	0							3
Automatic Aid	0	0	1	0	0	1							2
Automatic Aid- Apartment Fire	0	0	4	9	6	6							25
Automatic Aid- Building Fire	0	0	3	5	4	3							15
Automatic Aid- Elevator Rescue	0	0	7	1	2	1							11
Automatic Aid- Entrapment MVC	0	0	3	0	2	1							6
Automatic Aid- Gas Leak	0	0	5	6	5	8							24
Automatic Aid- High Rise Fire	0	0	1	1	0	1							3
Automatic Aid- House Fire	0	0	5	4	3	7							19
Back Pain	0	1	0	1	0	0							2
Bomb Threat	0	0	0	0	1	0							1
Business Fire	1	0	0	0	0	0							1
Carbon Monoxide Alarm with Symptoms	3	1	1	0	0	0							5
Carbon Monoxide Detector No Symptoms	6	4	6	5	12	3							36
Cardiac/Respiratory Arrest	0	1	1	2	0	0							4
Check a Noxious Odor	0	1	0	0	0	0							1
Check for Fire	2	1	1	1	1	3							9
Check for the Smell of Natural Gas	5	2	1	3	4	4							19
Check for the Smell of Smoke	3	2	0	0	1	0							6
Chest Pain	4	8	3	5	6	7							33
Child Locked in a Vehicle Engine and AC running	0	0	1	0	0	2							3
Child Locked in a Vehicle Engine not running	0	0	1	0	0	1							2
Choking	0	1	1	1	1	1							5
Diabetic Emergency	1	2	1	2	0	2							8
Difficulty Breathing	9	8	7	8	6	7							45
Dumpster Fire Not near Structure	0	0	0	0	0	0							0
Electrical Fire	0	0	0	1	0	0							1
Elevator Rescue	1	2	1	0	1	1							6
Entrapment- Non MVC	0	0	0	0	0	0							0
Explosion	0	0	0	0	0	0							0
Fall Victim	11	9	10	20	10	11							71
Fire Alarm Business	3	5	4	3	2	14							31
Fire Alarm Church or School	0	4	2	5	3	7							21
Fire Alarm Residence	22	23	24	25	28	34							156
Gas Leak	2	2	1	0	3	5							13
Grass Fire	0	1	0	0	1	0							2
HAZMAT Emergency	0	0	0	0	0	0							0
Headache- Stroke symptoms not present	2	1	1	1	0	1							6
Heart Problems	2	4	10	10	4	4							34
Heat/Cold Exposure	0	0	0	0	0	1							1
Hemorrhage/Laceration	1	1	1	1	0	0							4
House Fire	3	0	1	1	1	0							6
Illegal Burning	0	1	0	0	0	0							1
Injured Party	1	3	1	3	5	5							18
Medical Alarm	3	1	4	3	10	1							22
Motor Vehicle Collision	13	16	21	23	12	12							97
Motor Vehicle Collision with Entrapment	0	1	1	0	1	1							4
Motor Vehicle vs Motorcycle	0	0	0	0	2	1							3
Motor Vehicle vs Pedestrian	0	0	1	0	2	1							4
Object Down in Roadway	0	0	2	4	2	1							9
Oven/Appliance Fire	0	0	1	0	0	0							1
Overdose/Poisoning	0	1	1	1	1	1							5
Possible D.O.S.	1	0	0	1	0	1							3
Powerlines Down Arcing/Burning	1	3	3	1	2	5							15
Pregnancy/ Childbirth	0	0	0	0	0	1							1
Psychiatric Emergency	3	3	2	1	2	1							12
Seizures	4	1	5	1	0	1							12
Service Call Non-emergency	18	9	11	17	13	10							78
Shooting/Stabbing	0	0	0	0	0	1							1
Sick Call	8	7	13	8	18	12							66
Smoke in Business	0	1	0	0	0	1							2
Smoke in Residence	0	1	0	0	0	0							1
Stroke	1	1	4	7	3	4							20
Transformer Fire	0	0	4	0	1	1							6
Trash Fire	1	0	0	1	0	0							2
Traumatic Injury	0	0	0	1	0	0							1
Unconscious Party/Syncope	8	4	12	8	15	17							64
Unknown Medical Emergency	3	1	0	4	4	3							15
Vehicle Fire	2	1	2	1	3	4							13

Month	# of Incidents*	Avg Resp Time
Jan	117	4:14
Feb	119	4:16
Mar	142	4:24
Apr	136	4:15
May	150	4:24
Jun	160	4:07
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
824		4:16

*Does not include HFD, Cancelled,
Disregard Enroute, Objects Down, and
Nonemergency Service Calls*





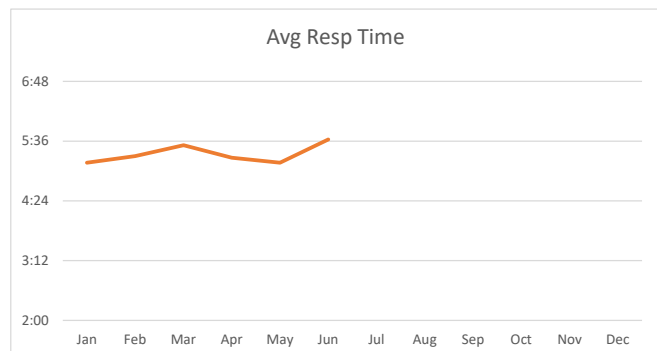
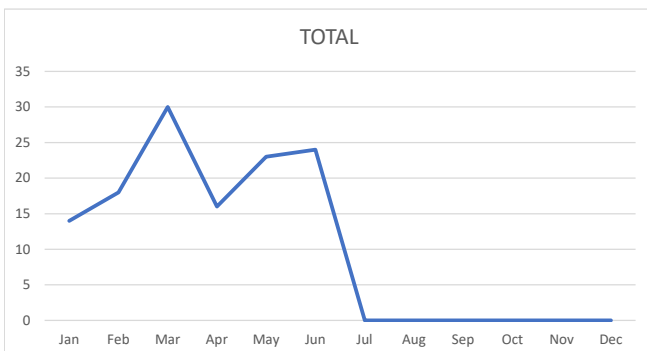
Village Fire Department
901 Corbindale Rd
Houston,TX,77024
Phone# (713) 468-7941 Fax# (713) 468-5039

2026 Summary - Bunker Hill

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	14	18	30	16	23	24	0	0	0	0	0	0	125
Abdominal Pain	0	1	0	0	0	0							1
Allergic Reaction	0	0	0	0	1	0							1
Animal Bite	0	0	0	0	0	0							0
Carbon Monoxide Detector with Symptoms	0	0	1	0	0	0							1
Carbon Monoxide Detector No Symptoms	1	1	1	1	3	1							8
Cardiac/Respiratory Arrest	0	0	0	0	0	0							0
Check a Noxious Odor	0	1	0	0	0	0							1
Check for Fire	0	0	0	0	0	0							0
Check for the Smell of Natural Gas	0	0	0	0	1	1							2
Check for the Smell of Smoke	0	1	0	0	0	0							1
Chest Pain	0	0	0	0	2	1							3
Child Locked in a Vehicle Engine not running	0	0	0	0	0	1							1
Child Locked in a Vehicle Engine and AC running	0	0	0	0	0	1							1
Choking	0	0	1	0	0	1							2
Diabetic Emergency	0	0	0	1	0	0							1
Difficulty Breathing	1	0	1	2	0	0							4
Fall Victim	2	3	2	2	0	1							10
Fire Alarm Business	0	0	0	0	0	1							1
Fire Alarm Church or School	0	1	0	0	0	1							2
Fire Alarm Residence	3	3	7	4	4	5							26
Gas Leak	0	0	0	0	0	0							0
Grass Fire	0	1	0	0	0	0							1
Headache- Stroke symptoms not present	1	0	1	0	0	0							2
Heart Problems	0	0	1	1	0	1							3
Heat/Cold Exposure	0	0	0	0	0	0							0
Hemorrhage/Laceration	0	0	0	1	0	0							1
House Fire	0	0	0	0	0	0							0
Injured Party	0	0	0	0	0	0							0
Medical Alarm	0	0	0	0	1	0							1
Motor Vehicle Collision	0	1	3	1	1	0							6
Motor Vehicle Collision with Entrapment	0	1	0	0	0	0							1
Motor Vehicle vs Motorcycle	0	0	0	0	1	0							1
Motor Vehicle vs Pedestrian	0	0	1	0	2	0							3
Object Down in Roadway	0	0	0	2	0	1							3
Oven/Appliance Fire	0	0	0	0	0	0							0
Overdose/Poisoning	0	0	0	0	0	1							1
Possible D.O.S.	0	0	0	0	0	0							0
Powerlines Down Arcing/Burning	0	0	1	0	1	0							2
Pregnancy/ Childbirth	0	0	0	0	0	1							1
Psychiatric Emergency	1	0	0	0	0	0							1
Seizures	1	0	1	0	0	0							2
Service Call Non-emergency	2	2	3	0	3	1							11
Sick Call	2	1	1	0	1	1							6
Smoke in Residence	0	1	0	0	0	0							1
Stroke	0	0	1	1	0	1							3
Transformer Fire	0	0	1	0	1	0							2
Unconscious Party/Syncope	0	0	2	0	1	1							4
Unknown Medical Emergency	0	0	0	0	0	0							0
Vehicle Fire	0	0	1	0	0	2							3

Month	# of Incidents*	Avg Resp Time
Jan	9	5:10
Feb	14	5:18
Mar	23	5:31
Apr	11	5:16
May	18	5:10
Jun	16	5:38
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
91		5:20

Does not include Cancelled, Disregard Enroute, Objects Down, and Nonemergency Service Calls





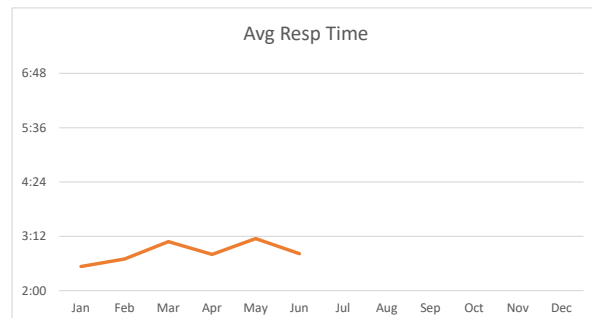
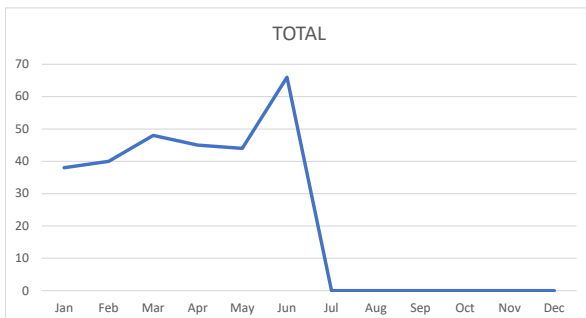
Village Fire Department
901 Corbindale Rd
Houston, TX, 77024
Phone# (713) 468-7941 Fax# (713) 468-5039

2026 Summary - Hedwig

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	38	40	48	45	44	66	0	0	0	0	0	0	281
Abdominal Pain	0	0	0	0	0	0							0
Allergic Reaction	0	0	2	1	1	1							5
Assault	1	0	1	0	0	0							2
Automatic Aid	0	0	1	0	0	0							1
Automatic Aid- Building Fire	0	0	0	0	1	0							1
Automatic Aid- Entrapment MVC	0	0	1	0	0	1							2
Back Pain	0	1	0	0	0	0							1
Carbon Monoxide Detector No Symptoms	0	0	1	1	0	0							2
Cardiac/Respiratory Arrest	0	0	1	0	0	0							1
Check a Noxious Odor	0	0	0	0	0	0							0
Check for Fire	0	0	1	0	0	0							1
Check for the Smell of Natural Gas	0	2	1	1	0	0							4
Check for the Smell of Smoke	0	0	0	0	1	0							1
Chest Pain	2	1	2	1	4	2							12
Child Locked in a Vehicle Engine and AC running	0	0	0	0	0	1							1
Child Locked in a Vehicle Engine not running	0	0	0	0	0	0							0
Choking	0	1	0	0	0	0							1
Diabetic Emergency	0	1	1	1	0	1							4
Difficulty Breathing	1	3	1	3	2	4							14
Dumpster Fire Not near Structure	0	0	0	0	0	0							0
Electrical Fire	0	0	0	1	0	0							1
Elevator Rescue	1	2	1	0	0	0							4
Fall Victim	1	2	5	4	5	5							22
Fire Alarm Business	3	4	4	1	1	8							21
Fire Alarm Church or School	0	0	1	0	1	3							5
Fire Alarm Residence	4	5	1	1	0	5							16
Gas Leak	0	0	0	0	0	3							3
Grass Fire	0	0	0	0	0	0							0
HAZMAT Emergency	0	0	0	0	0	0							0
Headache- Stroke symptoms not present	0	0	0	1	0	1							2
Heart Problems	1	3	4	4	1	2							15
Heat/Cold Exposure	0	0	0	0	0	1							1
Hemorrhage/Laceration	1	1	1	0	0	0							3
House Fire	1	0	1	0	0	0							2
Injured Party	1	3	1	0	3	5							13
Medical Alarm	0	0	1	1	1	0							3
Motor Vehicle Collision	6	3	3	8	4	2							26
Motor Vehicle Collision with Entrapment	0	0	0	0	0	1							1
Motor Vehicle vs Motorcycle	0	0	0	0	0	1							1
Motor Vehicle vs Pedestrian	0	0	0	0	0	0							0
Object Down in Roadway	0	0	0	0	0	0							0
Overdose/Poisoning	0	0	0	0	0	0							0
Possible D.O.S	0	0	0	0	0	0							0
Powerlines Down Arcing/Burning	0	0	0	0	0	1							1
Psychiatric Emergency	0	0	1	0	0	0							1
Seizures	3	1	1	0	0	1							6
Service Call Non-emergency	5	2	1	3	3	2							16
Shooting/ Stabbing	0	0	0	0	0	1							1
Sick Call	2	2	3	4	7	1							19
Smoke in Residence	0	0	0	0	0	0							0
Stroke	0	0	2	2	0	0							4
Transformer Fire	0	0	1	0	0	1							2
Trash Fire	0	0	0	0	0	0							0
Traumatic Injury	0	0	0	1	0	0							1
Unconscious Party/Syncope	3	2	3	4	8	8							28
Unknown Medical Emergency	2	1	0	1	1	2							7
Vehicle Fire	0	0	0	1	0	2							3

Month	# of Incidents*	Avg Resp Time
Jan	31	2:32
Feb	35	2:42
Mar	42	3:05
Apr	41	2:48
May	40	3:09
Jun	60	2:49
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
249		2:50

Does not include Cancelled, Disregard Enroute, Objects Down, and Nonemergency Service Calls





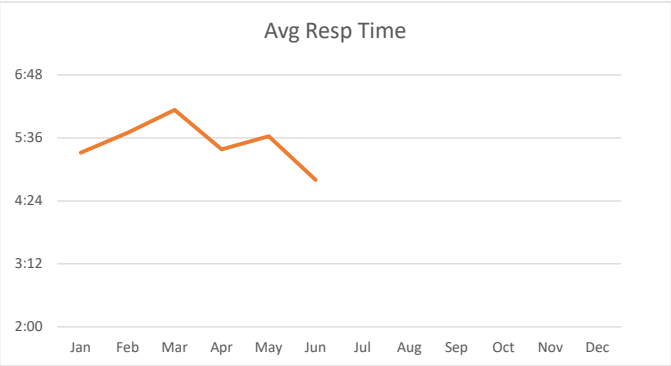
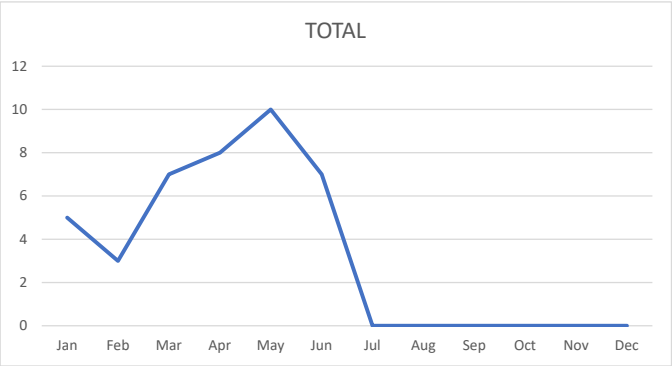
Village Fire Department
901 Corbindale Rd
Houston, TX, 77024
Phone# (713) 468-7941 Fax# (713) 468-5039

2026 Summary - Hilshire

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	5	3	7	8	10	7	0	0	0	0	0	0	40
Abdominal Pain	1	0	0	0	0	0							1
Carbon Monoxide Alarm with Symptoms	0	1	0	0	0	0							1
Carbon Monoxide Detector No Symptoms	0	0	0	0	1	0							1
Cardiac/Respiratory Arrest	0	0	0	0	0	0							0
Check for the Smell of Natural Gas	0	0	0	0	0	0							0
Chest Pain	0	1	0	0	0	1							2
Choking	0	0	0	1	0	0							1
Diabetic Emergency	1	0	0	0	0	0							1
Difficulty Breathing	0	0	0	0	0	0							0
Dumpster Fire Not near Structure	0	0	0	0	0	0							0
Fall Victim	0	0	0	1	0	0							1
Fire Alarm Church or School	0	0	1	2	0	1							4
Fire Alarm Residence	2	0	1	0	4	2							9
Gas Leak	0	0	0	0	0	1							1
Heart Problems	0	0	0	1	0	0							1
Hemorrhage/Laceration	0	0	0	0	0	0							0
House Fire	0	0	0	0	0	0							0
Medical Alarm	0	0	0	0	0	0							0
Motor Vehicle Collision	0	1	1	0	0	0							2
Object Down in Roadway	0	0	0	0	1	0							1
Overdose/Poisoning	0	0	0	0	0	0							0
Psychiatric Emergency	1	0	1	1	2	0							5
Service Call Non-emergency	0	0	0	1	0	0							1
Sick Call	0	0	1	1	0	0							2
Stroke	0	0	0	0	0	1	0						1
Trash Fire	0	0	0	0	0	0							0
Traumatic Injury	0	0	0	0	0	0							0
Unconscious Party/Syncope	0	0	1	0	0	2							3
Unknown Medical Emergency	0	0	0	0	0	0							0
Vehicle Fire	0	0	1	0	1	0							2

Month	# of Incidents*	Avg Resp Time
Jan	4	5:19
Feb	3	5:42
Mar	6	6:08
Apr	5	5:23
May	7	5:38
Jun	6	4:48
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
	31	5:29

Does not include Cancelled, Disregard Enroute, Objects Down, and Nonemergency Service Calls





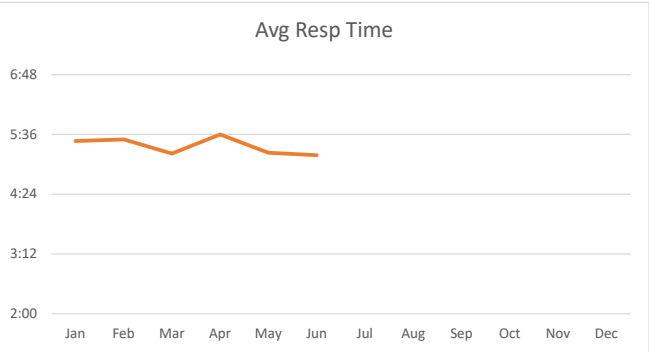
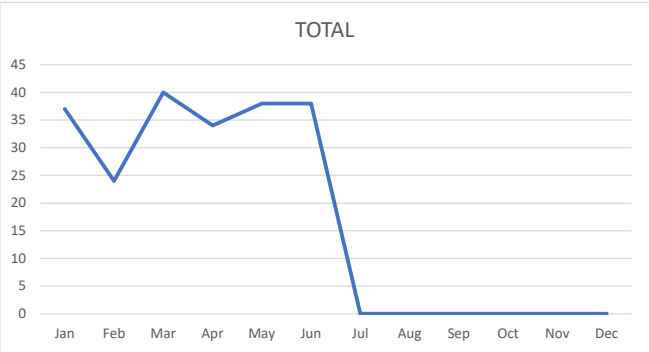
Village Fire Department
901 Corbindale Rd
Houston, TX, 77024
Phone# (713) 468-7941 Fax# (713) 468-5039

2026 Summary - Hunters Creek

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	37	24	40	34	38	38	0	0	0	0	0	0	211
Abdominal Pain	0	0	0	0	0	0							0
Allergic Reaction	0	0	0	0	0	0							0
Animal Bite	0	0	1	0	0	0							1
Back Pain	0	0	0	0	0	0							0
Carbon Monoxide Alarm with Symptoms	3	0	0	0	0	0							3
Carbon Monoxide Detector No Symptoms	1	1	2	0	4	1							9
Cardiac/Respiratory Arrest	0	1	0	0	0	0							1
Check a Noxious Odor	0	0	0	0	0	0							0
Check for Fire	2	1	0	0	1	3							7
Check for the Smell of Natural Gas	2	0	0	1	2	3							8
Check for the Smell of Smoke	1	0	0	0	0	0							1
Chest Pain	0	2	1	0	0	0							3
Child Locked in a Vehicle Engine not running	0	0	0	0	0	0							0
Choking	0	0	0	0	1	0							1
Diabetic Emergency	0	0	0	0	0	0							0
Difficulty Breathing	1	1	2	1	1	1							7
Elevator Rescue	0	0	0	0	0	1							1
Entrapment- Non MVC	0	0	0	0	0	0							0
Fall Victim	6	0	1	5	0	3							15
Fire Alarm Business	0	1	0	1	0	1							3
Fire Alarm Church or School	0	0	0	0	0	0							0
Fire Alarm Residence	8	6	7	12	14	13							60
Gas Leak	1	0	1	0	2	0							4
Grass Fire	0	0	0	0	1	0							1
Heart Problems	0	1	2	1	0	0							4
Hemorrhage/Laceration	0	0	0	0	0	0							0
House Fire	1	0	0	1	1	0							3
Illegal Burning	0	1	0	0	0	0							1
Injured Party	0	0	0	0	1	0							1
Medical Alarm	1	1	0	1	1	0							4
Motor Vehicle Collision	3	1	7	2	3	1							17
Motor Vehicle Collision with Entrapment	0	0	0	0	0	0							0
Motor Vehicle vs Motorcycle	0	0	0	0	0	0							0
Motor Vehicle vs Pedestrian	0	0	0	0	0	0							0
Object Down in Roadway	0	0	2	0	0	0							2
Over/Appliance Fire	0	0	1	0	0	0							1
Overdose/Poisoning	0	0	1	0	0	0							1
Possible D.O.S	0	0	0	1	0	0							1
Powerlines Down Arcing/Burning	1	0	1	0	0	0							2
Psychiatric Emergency	0	2	0	0	0	0							2
Seizures	0	0	2	0	0	0							2
Service Call Non-emergency	4	1	4	2	0	3							14
Sick Call	0	3	1	3	5	3							15
Smoke in a Business	0	0	0	0	0	1							1
Stroke	0	0	1	1	0	1							3
Transformer Fire	0	0	0	0	0	0							0
Traumatic Injury	0	0	0	0	0	0							0
Unconscious Party/Syncope	1	1	3	2	0	3							10
Unknown Medical Emergency	0	0	0	0	0	0							0
Vehicle Fire	1	0	0	0	1	0							2

Month	# of Incidents*	Avg Resp Time
Jan	27	5:28
Feb	19	5:30
Mar	31	5:13
Apr	27	5:36
May	31	5:14
Jun	31	5:11
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
166		5:22

Does not include Cancelled, Disregard Enroute, Objects Down, and Nonemergency Service Calls





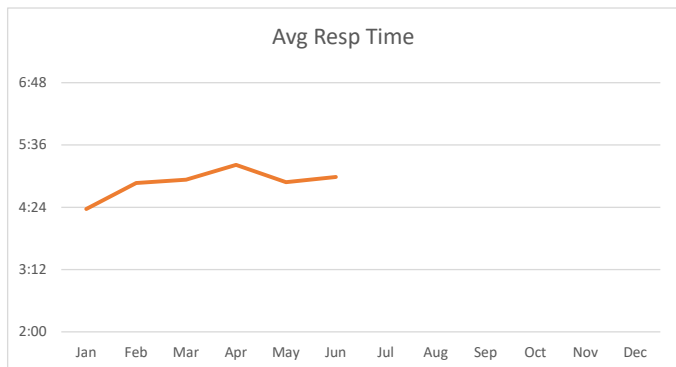
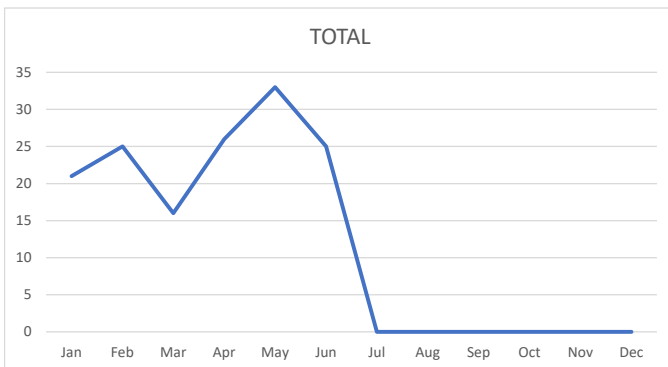
Village Fire Department
901 Corbindale Rd
Houston, TX, 77024
Phone# (713) 468-7941 Fax# (713) 468-5039

2026 Summary - Piney Point

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	21	25	16	26	33	25	0	0	0	0	0	0	146
Abdominal Pain	0	0	0	0	0	1							1
Allergic Reaction	0	0	0	0	0	0							0
Bomb Threat	0	0	0	0	1	0							1
Carbon Monoxide Detector with Symptoms	0	0	0	0	0	0							0
Carbon Monoxide Detector No Symptoms	0	1	0	1	3	0							5
Cardiac/Respiratory Arrest	0	0	0	0	0	0							0
Check a Noxious Odor	0	0	0	0	0	0							0
Check for Fire	0	0	0	0	0	0							0
Check for the Smell of Natural Gas	2	0	0	0	0	0							2
Check for the Smell of Smoke	0	1	0	0	0	0							1
Chest Pain	0	0	0	0	0	0							0
Child lock in Vehicle Engine not running	0	0	1	0	0	0							1
Choking	0	0	0	0	0	0							0
Elevator Rescue	0	0	0	0	0	0							0
Difficulty Breathing	1	2	1	1	0	0							5
Fall Victim	1	1	1	5	2	1							11
Fire Alarm Business	0	0	0	1	0	1							2
Fire Alarm Church or School	0	3	0	1	2	0							6
Fire Alarm Residence	3	7	6	5	6	6							33
Gas Leak	1	0	0	0	1	1							3
Headache- Stroke symptoms not present	0	0	0	0	0	0							0
Heart Problems	0	0	0	0	1	0							1
Hemorrhage/Laceration	0	0	0	0	0	0							0
House Fire	1	0	0	0	0	0							1
Injured Party	0	0	0	1	1	0							2
Medical Alarm	1	0	1	0	5	1							8
Motor Vehicle Collision	1	3	1	1	0	1							7
Motor Vehicle vs Pedestrian	0	0	0	0	0	0							0
Object Down in Roadway	0	0	0	1	1	0							2
Overdose/Poisoning	0	1	0	0	1	0							2
Possible D.O.S.	1	0	0	0	0	0							1
Powerlines Down Arcing/Burning	0	2	1	1	1	3							8
Psychiatric Emergency	0	0	0	0	0	0							0
Seizures	0	0	0	0	0	0							0
Service Call Non-emergency	3	3	0	5	6	3							20
Sick Call	3	0	3	0	0	4							10
Smoke in Business	0	1	0	0	0	0							1
Smoke in Residence	0	0	0	0	0	0							0
Stroke	0	0	0	2	1	1							4
Transformer Fire	0	0	1	0	0	0							1
Trash Fire	0	0	0	1	0	0							1
Traumatic Injury	0	0	0	0	0	0							0
Unconscious Party/Syncope	2	0	0	0	1	2							5
Unknown Medical Emergency	1	0	0	0	0	0							1

Month	# of Incidents*	Avg Resp Time
Jan	16	4:22
Feb	20	4:52
Mar	14	4:56
Apr	15	5:13
May	20	4:53
Jun	17	4:59
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
	102	4:52

Does not include Cancelled, Disregard Enroute, Objects Down, and Nonemergency Service Calls





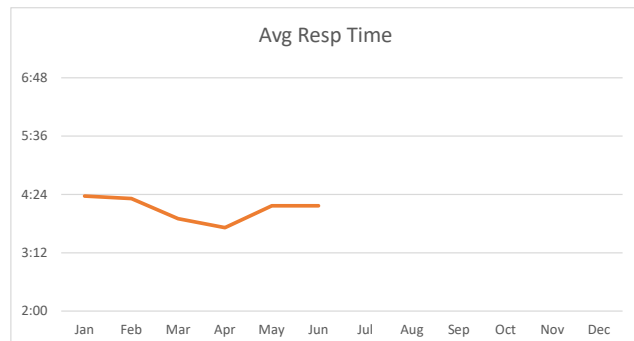
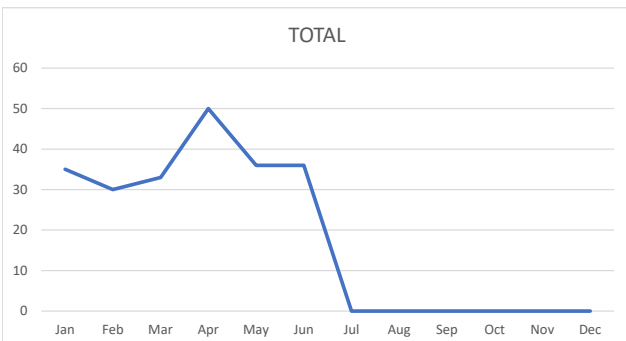
Village Fire Department
901 Corbindale Rd
Houston, TX, 77024
Phone# (713) 468-7941 Fax# (713) 468-5039

2026 Summary - Spring Valley

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	35	30	33	50	36	36	0	0	0	0	0	0	220
Abdominal Pain	0	0	0	0	0	0							0
Allergic Reaction	0	0	0	0	0	0							0
Assault	0	0	1	0	0	0							1
Back Pain	0	0	0	1	0	0							1
Business Fire	1	0	0	0	0	0							1
Carbon Monoxide Detector No Symptoms	4	1	2	1	1	1							10
Cardiac/Respiratory Arrest	0	0	0	2	0	0							2
Check a Noxious Odor	0	0	0	0	0	0							0
Check for Fire	0	0	0	1	0	0							1
Check for the Smell of Natural Gas	1	0	0	1	1	0							3
Check for the Smell of Smoke	2	0	0	0	0	0							2
Chest Pain	2	4	0	4	0	3							13
Child Locked in Vehicle Engine and AC running	0	0	1	0	0	0							1
Child Locked in a Vehicle Engine not running	0	0	0	0	0	0							0
Choking	0	0	0	0	0	0							0
Diabetic Emergency	0	1	0	0	0	1							2
Difficulty Breathing	5	2	2	1	3	2							15
Elevator Rescue	0	0	0	0	1	0							1
Entrapment- Non MVC	0	0	0	0	0	0							0
Explosion	0	0	0	0	0	0							0
Fall Victim	1	3	1	3	3	1							12
Fire Alarm Business	0	0	0	0	1	3							4
Fire Alarm Church or School	0	0	0	2	0	2							4
Fire Alarm Residence	2	2	2	3	0	3							12
Gas Leak	0	2	0	0	0	0							2
Grass Fire	0	0	0	0	0	0							0
Headache- Stroke symptoms not present	1	1	0	0	0	0							2
Heart Problems	1	0	3	3	2	1							10
Heat/Cold Exposure	0	0	0	0	0	0							0
Hemorrhage/Laceration	0	0	0	0	0	0							0
Injured Party	0	0	0	2	0	0							2
Medical Alarm	1	0	2	0	2	0							5
Motor Vehicle Collision	3	7	6	11	4	8							39
Motor Vehicle Collision with Entrapment	0	0	1	0	1	0							2
Motor Vehicle vs Motorcycle	0	0	0	0	1	0							1
Motor Vehicle vs Pedestrian	0	0	0	0	0	1							1
Object Down in Roadway	0	0	0	1	0	0							1
Overdose/Poisoning	0	0	0	1	0	0							1
Possible D.O.S.	0	0	0	0	0	1							1
Powerlines Down Arcing/Burning	0	1	0	0	0	1							2
Pregnancy/ Childbirth	0	0	0	0	0	0							0
Psychiatric Emergency	1	1	0	0	0	1							3
Seizures	0	0	1	1	0	0							2
Service Call Non-emergency	4	1	3	6	1	1							16
Shooting/Stabbing	0	0	0	0	0	0							0
Sick Call	1	1	4	0	5	3							14
Smoke in Business	0	0	0	0	0	0							0
Stroke	1	1	0	1	1	1							5
Transformer Fire	0	0	1	0	0	0							1
Trash Fire	1	0	0	0	0	0							1
Unconscious Party/Syncope	2	1	3	2	5	1							14
Unknown Medical Emergency	0	0	0	3	3	1							7
Vehicle Fire	1	1	0	0	1	0							3

Month	# of Incidents*	Avg Resp Time
Jan	30	4:22
Feb	28	4:19
Mar	26	3:54
Apr	40	3:43
May	34	4:10
Jun	30	4:10
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
188		4:06

Does not include Cancelled, Disregard Enroute, Objects Down, and Nonemergency Service Calls



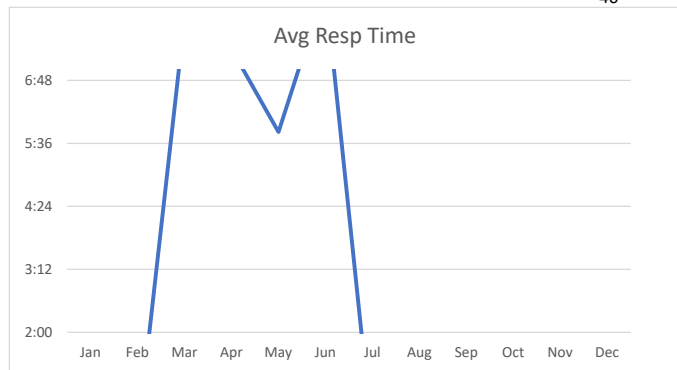
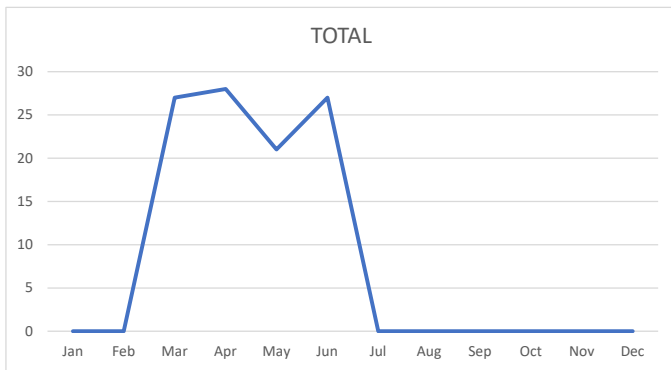


Village Fire Department
901 Corbindale Rd
Houston, TX, 77024
Phone# (713) 468-7941 Fax# (713) 468-5039

2026 Summary - Houston Fire Department Automatic Aid

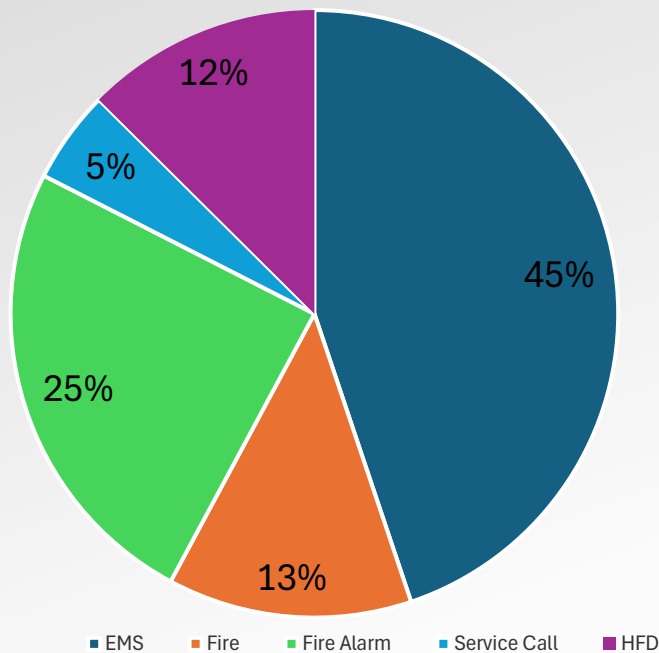
Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	0	0	27	28	21	27	0	0	0	0	0	0	103
Automatic Aid	0	0	0	0	0	1							1
Automatic Aid- Apartment Fire	0	0	4	9	6	6							25
Automatic Aid- Building Fire	0	0	3	5	3	3							14
Automatic Aid- Elevator Rescue	0	0	7	1	2	1							11
Automatic Aid- Entrapment MVC	0	0	2	0	2	0							4
Automatic Aid- Gas Leak	0	0	5	6	5	8							24
Automatic Aid- High Rise Fire	0	0	1	1	0	1							3
Automatic Aid- House Fire	0	0	5	4	3	7							19
Carbon Monoxide Detector No Symptoms	0	0	0	1	0	0							1
Medical Alarm	0	0	0	1	0	0							1

Month	# of Incidents*	Avg Resp Time
Jan	0	
Feb	0	
Mar	16	7:57
Apr	13	7:24
May	6	5:49
Jun	11	8:35
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
46		7:26

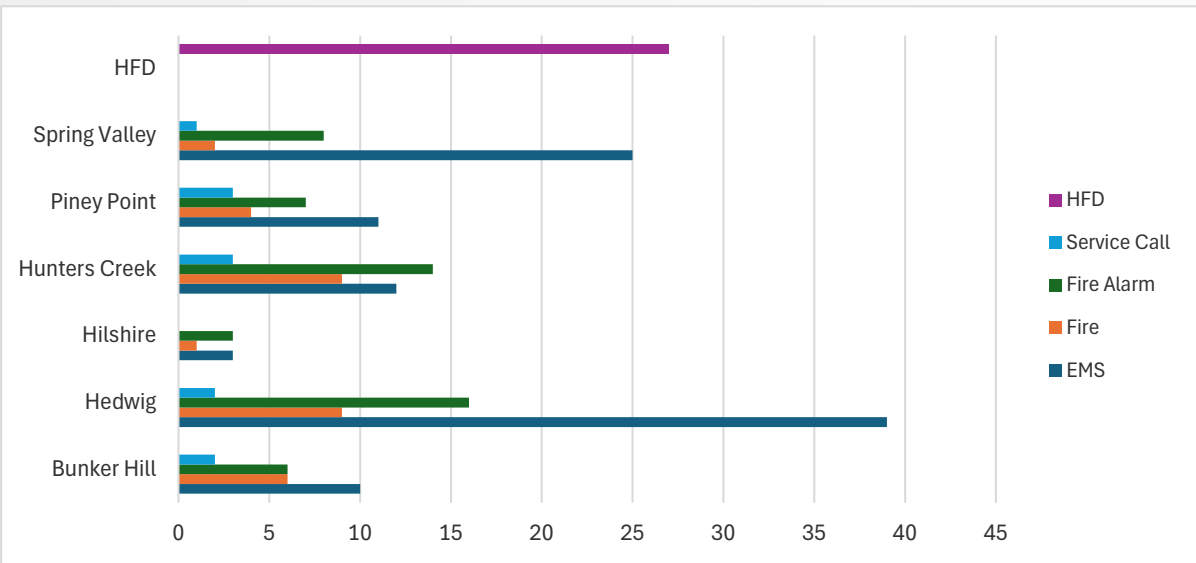


Incident Response

June 2026 ACTIVITY REPORT



Category	Total
EMS	100
Fire	29
Fire Alarm	55
Service Call	11
HFD	28
Monthly Total	223



39

Overlapping Calls (June '26)

4:07

Average Emergency
Response Time (June '26)

1126

YTD Total Incidents



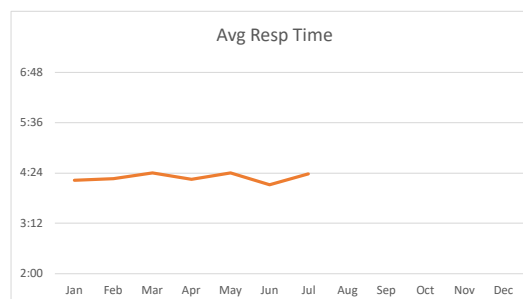
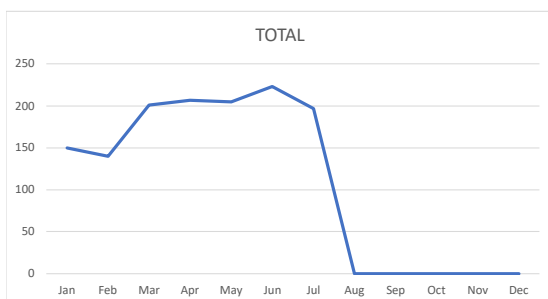
Village Fire Department
901 Corbindale Rd
Houston, TX, 77024
Phone# (713) 468-7941 Fax# (713) 468-5039

2026 Summary - All Cities

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	150	140	201	207	205	223	197	0	0	0	0	0	1323
Abdominal Pain	1	1	0	0	0	1	3						6
Allergic Reaction	0	0	2	1	2	1	0						6
Animal Bite	0	0	1	0	0	0	0						1
Assault	1	0	2	0	0	0	1						4
Automatic Aid	0	0	1	0	0	1	0						2
Automatic Aid- Apartment Fire	0	0	4	9	6	6	8						33
Automatic Aid- Building Fire	0	0	3	5	4	3	2						17
Automatic Aid- Elevator Rescue	0	0	7	1	2	1	3						14
Automatic Aid- Entrapment MVC	0	0	3	0	2	1	1						7
Automatic Aid- Gas Leak	0	0	5	6	5	8	2						26
Automatic Aid- High Rise Fire	0	0	1	1	0	1	1						4
Automatic Aid- House Fire	0	0	5	4	3	7	3						22
Back Pain	0	1	0	1	0	0	0						2
Bomb Threat	0	0	0	0	1	0	0						1
Business Fire	1	0	0	0	0	0	0						1
Carbon Monoxide Alarm with Symptoms	3	1	1	0	0	0	2						7
Carbon Monoxide Detector No Symptoms	6	4	6	5	12	3	5						41
Cardiac/Respiratory Arrest	0	1	1	2	0	0	0						4
Check a Noxious Odor	0	1	0	0	0	0	0						1
Check for Fire	2	1	1	1	1	3	0						9
Check for the Smell of Natural Gas	5	2	1	3	4	4	2						21
Check for the Smell of Smoke	3	2	0	0	1	0	1						7
Chest Pain	4	8	3	5	6	7	2						35
Child Locked in a Vehicle Engine and AC running	0	0	1	0	0	2	0						3
Child Locked in a Vehicle Engine not running	0	0	1	0	0	1	0						2
Choking	0	1	1	1	1	1	2						7
Diabetic Emergency	1	2	1	2	0	2	0						8
Difficulty Breathing	9	8	7	8	6	7	5						50
Dumpster Fire Not near Structure	0	0	0	0	0	0	0						0
Electrical Fire	0	0	0	1	0	0	1						2
Elevator Rescue	1	2	1	0	1	1	0						6
Entrapment- Non MVC	0	0	0	0	0	0	0						0
Explosion	0	0	0	0	0	0	0						0
Eye Problems	0	0	0	0	0	0	1						1
Fall Victim	11	9	10	20	10	11	8						79
Fire Alarm Business	3	5	4	3	2	14	9						40
Fire Alarm Church or School	0	4	2	5	3	7	6						27
Fire Alarm Residence	22	23	24	25	28	34	30						186
Gas Leak	2	2	1	0	3	5	0						13
Grass Fire	0	1	0	0	1	0	0						2
HAZMAT Emergency	0	0	0	0	0	0	0						0
Headache- Stroke symptoms not present	2	1	1	1	0	1	0						6
Heart Problems	2	4	10	10	4	4	2						36
Heat/Cold Exposure	0	0	0	0	0	1	2						3
Hemorrhage/Laceration	1	1	1	1	0	0	3						7
House Fire	3	0	1	1	1	0	3						9
Illegal Burning	0	1	0	0	0	0	0						1
Injured Party	1	3	1	3	5	5	5						23
Medical Alarm	3	1	4	3	10	1	3						25
Motor Vehicle Collision	13	16	21	23	12	12	16						113
Motor Vehicle Collision with Entrapment	0	1	1	0	1	1	0						4
Motor Vehicle vs Motorcycle	0	0	0	0	2	1	0						3
Motor Vehicle vs Pedestrian	0	0	1	0	2	1	0						4
Object Down in Roadway	0	0	2	4	2	1	2						11
Oven/Appliance Fire	0	0	1	0	0	0	0						1
Overdose/Poisoning	0	1	1	1	1	1	0						5
Possible D.O.S.	1	0	0	1	0	1	1						4
Powerlines Down Arcing/Burning	1	3	3	1	2	5	4						19
Pregnancy/ Childbirth	0	0	0	0	0	1	0						1
Psychiatric Emergency	3	3	2	1	2	1	0						12
Seizures	4	1	5	1	0	1	6						18
Service Call Non-emergency	18	9	11	17	13	10	8						86
Shooting/Stabbing	0	0	0	0	0	1	1						2
Sick Call	8	7	13	8	18	12	17						83
Smoke in Business	0	1	0	0	0	1	0						2
Smoke in Residence	0	1	0	0	0	0	1						2
Stroke	1	1	4	7	3	4	4						24
Transformer Fire	0	0	4	0	1	1	1						7
Trash Fire	1	0	0	1	0	0	0						2
Traumatic Injury	0	0	0	1	0	0	2						3
Unconscious Party/Syncope	8	4	12	8	15	17	11						75
Unknown Medical Emergency	3	1	0	4	4	3	5						20
Vehicle Fire	2	1	2	1	3	4	2						15

Month	# of Incidents*	Avg Resp Time
Jan	117	4:14
Feb	119	4:16
Mar	142	4:24
Apr	136	4:15
May	150	4:24
Jun	160	4:07
Jul	148	4:23
Aug		
Sep		
Oct		
Nov		
Dec		
972		4:17

*Does not include HFD, Cancelled,
Disregard Enroute, Objects Down, and
Nonemergency Service Calls*





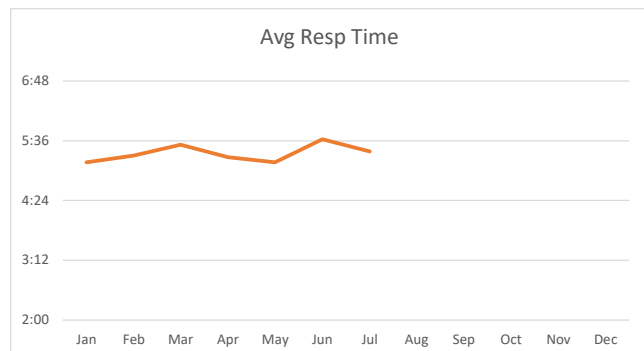
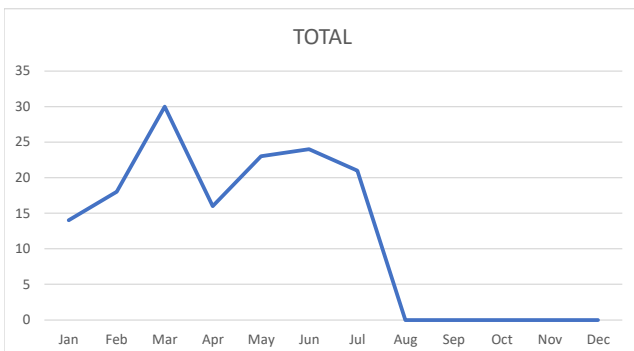
Village Fire Department
901 Corbindale Rd
Houston, TX, 77024
Phone# (713) 468-7941 Fax# (713) 468-5039

2026 Summary - Bunker Hill

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	14	18	30	16	23	24	21	0	0	0	0	0	146
Abdominal Pain	0	1	0	0	0	0	0						1
Allergic Reaction	0	0	0	0	1	0	0						1
Animal Bite	0	0	0	0	0	0	0						0
Carbon Monoxide Detector with Symptoms	0	0	1	0	0	0	1						2
Carbon Monoxide Detector No Symptoms	1	1	1	1	3	1	0						8
Cardiac/Respiratory Arrest	0	0	0	0	0	0	0						0
Check a Noxious Odor	0	1	0	0	0	0	0						1
Check for Fire	0	0	0	0	0	0	0						0
Check for the Smell of Natural Gas	0	0	0	0	1	1	0						2
Check for the Smell of Smoke	0	1	0	0	0	0	0						1
Chest Pain	0	0	0	0	2	1	1						4
Child Locked in a Vehicle Engine not running	0	0	0	0	0	1	0						1
Child Locked in a Vehicle Engine and AC running	0	0	0	0	0	1	0						1
Choking	0	0	1	0	0	1	0						2
Diabetic Emergency	0	0	0	1	0	0	0						1
Difficulty Breathing	1	0	1	2	0	0	0						4
Fall Victim	2	3	2	2	0	1	0						10
Fire Alarm Business	0	0	0	0	0	1	0						1
Fire Alarm Church or School	0	1	0	0	0	1	1						3
Fire Alarm Residence	3	3	7	4	4	5	5						31
Gas Leak	0	0	0	0	0	0	0						0
Grass Fire	0	1	0	0	0	0	0						1
Headache- Stroke symptoms not present	1	0	1	0	0	0	0						2
Heart Problems	0	0	1	1	0	1	0						3
Heat/Cold Exposure	0	0	0	0	0	0	0						0
Hemorrhage/Laceration	0	0	0	1	0	0	0						1
House Fire	0	0	0	0	0	0	1						1
Injured Party	0	0	0	0	0	0	1						1
Medical Alarm	0	0	0	0	1	0	0						1
Motor Vehicle Collision	0	1	3	1	1	0	2						8
Motor Vehicle Collision with Entrapment	0	1	0	0	0	0	0						1
Motor Vehicle vs Motorcycle	0	0	0	0	1	0	0						1
Motor Vehicle vs Pedestrian	0	0	1	0	2	0	0						3
Object Down in Roadway	0	0	0	2	0	1	0						3
Oven/Appliance Fire	0	0	0	0	0	0	0						0
Overdose/Poisoning	0	0	0	0	0	1	0						1
Possible D.O.S.	0	0	0	0	0	0	0						0
Powerlines Down Arcing/Burning	0	0	1	0	1	0	0						2
Pregnancy/ Childbirth	0	0	0	0	0	1	0						1
Psychiatric Emergency	1	0	0	0	0	0	0						1
Seizures	1	0	1	0	0	0	0						2
Service Call Non-emergency	2	2	3	0	3	1	1						12
Sick Call	2	1	1	0	1	1	2						8
Smoke in Residence	0	1	0	0	0	0	0						1
Stroke	0	0	1	1	0	1	0						3
Transformer Fire	0	0	1	0	1	0	0						2
Unconscious Party/Syncope	0	0	2	0	1	1	4						8
Unknown Medical Emergency	0	0	0	0	0	0	2						2
Vehicle Fire	0	0	1	0	0	2	0						3

Month	# of Incidents*	Avg Resp Time
Jan	9	5:10
Feb	14	5:18
Mar	23	5:31
Apr	11	5:16
May	18	5:10
Jun	16	5:38
Jul	17	5:23
Aug		
Sep		
Oct		
Nov		
Dec		
108		5:20

Does not include Cancelled, Disregard Enroute, Objects Down, and Nonemergency Service Calls





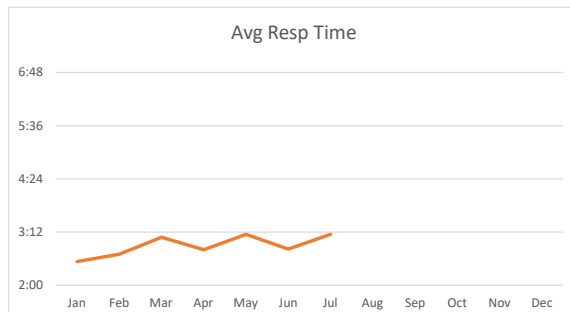
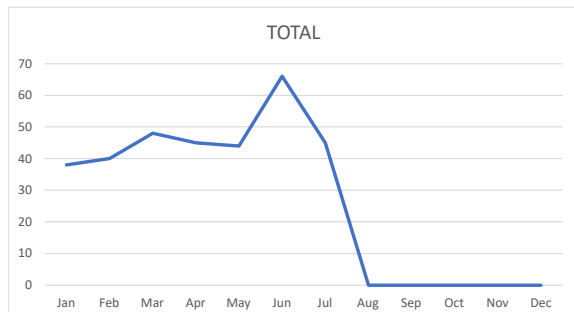
Village Fire Department
901 Corbindale Rd
Houston, TX, 77024
Phone# (713) 468-7941 Fax# (713) 468-5039

2026 Summary - Hedwig

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	38	40	48	45	44	66	45	0	0	0	0	0	326
Abdominal Pain	0	0	0	0	0	0	0						0
Allergic Reaction	0	0	2	1	1	1	0						5
Assault	1	0	1	0	0	0	0						2
Automatic Aid	0	0	1	0	0	0	0						1
Automatic Aid- Building Fire	0	0	0	0	1	0	0						1
Automatic Aid- Entrapment MVC	0	0	1	0	0	1	0						2
Back Pain	0	1	0	0	0	0	0						1
Carbon Monoxide Detector No Symptoms	0	0	1	1	0	0	0						2
Cardiac/Respiratory Arrest	0	0	1	0	0	0	0						1
Check a Noxious Odor	0	0	0	0	0	0	0						0
Check for Fire	0	0	1	0	0	0	0						1
Check for the Smell of Natural Gas	0	2	1	1	0	0	0						4
Check for the Smell of Smoke	0	0	0	0	1	0	1						2
Chest Pain	2	1	2	1	4	2	0						12
Child Locked in a Vehicle Engine and AC running	0	0	0	0	0	1	0						1
Child Locked in a Vehicle Engine not running	0	0	0	0	0	0	0						0
Choking	0	1	0	0	0	0	1						2
Diabetic Emergency	0	1	1	1	0	1	0						4
Difficulty Breathing	1	3	1	3	2	4	1						15
Dumpster Fire Not near Structure	0	0	0	0	0	0	0						0
Electrical Fire	0	0	0	1	0	0	0						1
Elevator Rescue	1	2	1	0	0	0	0						4
Eye Problems	0	0	0	0	0	0	1						1
Fall Victim	1	2	5	4	5	5	0						22
Fire Alarm Business	3	4	4	1	1	8	7						28
Fire Alarm Church or School	0	0	1	0	1	3	4						9
Fire Alarm Residence	4	5	1	1	0	5	6						22
Gas Leak	0	0	0	0	0	3	0						3
Grass Fire	0	0	0	0	0	0	0						0
HAZMAT Emergency	0	0	0	0	0	0	0						0
Headache- Stroke symptoms not present	0	0	0	1	0	1	0						2
Heart Problems	1	3	4	4	1	2	0						15
Heat/Cold Exposure	0	0	0	0	0	1	0						1
Hemorrhage/Laceration	1	1	1	0	0	0	2						5
House Fire	1	0	1	0	0	0	0						2
Injured Party	1	3	1	0	3	5	1						14
Medical Alarm	0	0	1	1	1	0	0						3
Motor Vehicle Collision	6	3	3	8	4	2	3						29
Motor Vehicle Collision with Entrapment	0	0	0	0	0	1	0						1
Motor Vehicle vs Motorcycle	0	0	0	0	0	1	0						1
Motor Vehicle vs Pedestrian	0	0	0	0	0	0	0						0
Object Down in Roadway	0	0	0	0	0	0	0						0
Overdose/Poisoning	0	0	0	0	0	0	0						0
Possible D.O.S	0	0	0	0	0	0	0						0
Powerlines Down Arcing/Burning	0	0	0	0	0	1	1						2
Psychiatric Emergency	0	0	1	0	0	0	0						1
Seizures	3	1	1	0	0	1	3						9
Service Call Non-emergency	5	2	1	3	3	2	2						18
Shooting/ Stabbing	0	0	0	0	0	1	0						1
Sick Call	2	2	3	4	7	1	6						25
Smoke in Residence	0	0	0	0	0	0	0						0
Stroke	0	0	2	2	0	0	1						5
Transformer Fire	0	0	1	0	0	1	0						2
Trash Fire	0	0	0	0	0	0	0						0
Traumatic Injury	0	0	0	1	0	0	0						1
Unconscious Party/Syncope	3	2	3	4	8	8	4						32
Unknown Medical Emergency	2	1	0	1	1	2	1						8
Vehicle Fire	0	0	0	1	0	2	0						3

Month	# of Incidents*	Avg Resp Time
Jan	31	2:32
Feb	35	2:42
Mar	42	3:05
Apr	41	2:48
May	40	3:09
Jun	60	2:49
Jul	39	3:09
Aug		
Sep		
Oct		
Nov		
Dec		
288		2:53

Does not include Cancelled, Disregard Enroute, Objects Down, and Nonemergency Service Calls





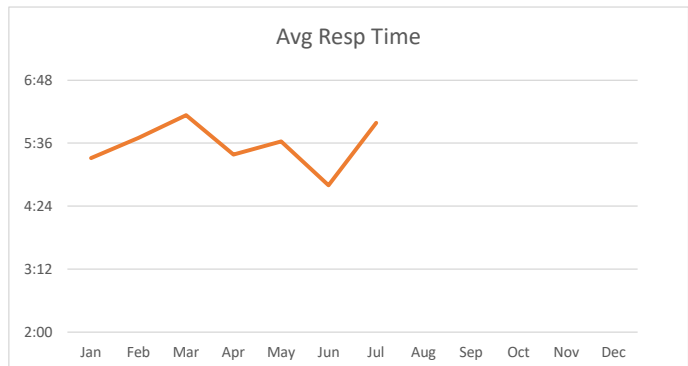
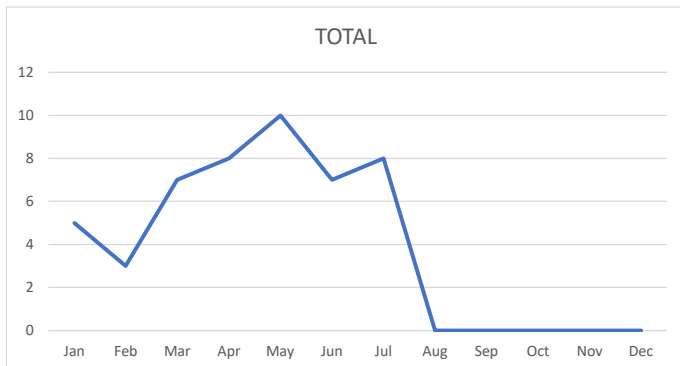
Village Fire Department
901 Corbindale Rd
Houston, TX, 77024
Phone# (713) 468-7941 Fax# (713) 468-5039

2026 Summary - Hilshire

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	5	3	7	8	10	7	8	0	0	0	0	0	48
Abdominal Pain	1	0	0	0	0	0	0						1
Carbon Monoxide Alarm with Symptoms	0	1	0	0	0	0	0						1
Carbon Monoxide Detector No Symptoms	0	0	0	0	1	0	0						1
Cardiac/Respiratory Arrest	0	0	0	0	0	0	0						0
Check for the Smell of Natural Gas	0	0	0	0	0	0	0						0
Chest Pain	0	1	0	0	0	1	0						2
Choking	0	0	0	1	0	0	0						1
Diabetic Emergency	1	0	0	0	0	0	0						1
Difficulty Breathing	0	0	0	0	0	0	1						1
Dumpster Fire Not near Structure	0	0	0	0	0	0	0						0
Fall Victim	0	0	0	1	0	0	1						2
Fire Alarm Church or School	0	0	1	2	0	1	0						4
Fire Alarm Residence	2	0	1	0	4	2	2						11
Gas Leak	0	0	0	0	0	1	0						1
Heart Problems	0	0	0	1	0	0	0						1
Hemorrhage/Laceration	0	0	0	0	0	0	0						0
House Fire	0	0	0	0	0	0	0						0
Medical Alarm	0	0	0	0	0	0	0						0
Motor Vehicle Collision	0	1	1	0	0	0	2						4
Object Down in Roadway	0	0	0	0	1	0	0						1
Overdose/Poisoning	0	0	0	0	0	0	0						0
Psychiatric Emergency	1	0	1	1	2	0	0						5
Service Call Non-emergency	0	0	0	1	0	0	1						2
Sick Call	0	0	1	1	0	0	0						2
Stroke	0	0	0	0	1	0	0						1
Trash Fire	0	0	0	0	0	0	0						0
Traumatic Injury	0	0	0	0	0	0	0						0
Unconscious Party/Syncope	0	0	1	0	0	2	1						4
Unknown Medical Emergency	0	0	0	0	0	0	0						0
Vehicle Fire	0	0	1	0	1	0	0						2

Month	# of Incidents*	Avg Resp Time
Jan	4	5:19
Feb	3	5:42
Mar	6	6:08
Apr	5	5:23
May	7	5:38
Jun	6	4:48
Jul	7	5:59
Aug		
Sep		
Oct		
Nov		
Dec		
	38	5:33

Does not include Cancelled, Disregard Enroute, Objects Down, and Nonemergency Service Calls





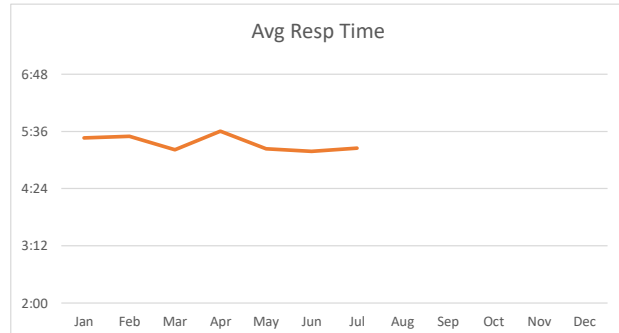
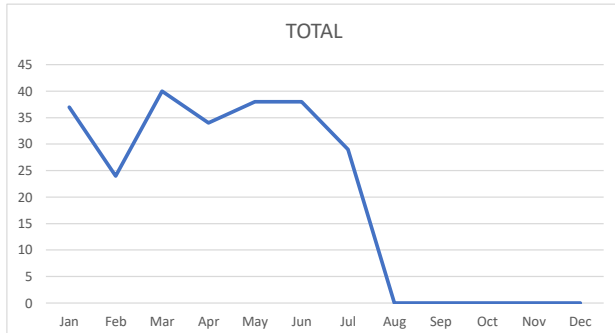
Village Fire Department
901 Corbindale Rd
Houston, TX, 77024
Phone# (713) 468-7941 Fax# (713) 468-5039

2026 Summary - Hunters Creek

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	37	24	40	34	38	38	29	0	0	0	0	0	240
Abdominal Pain	0	0	0	0	0	0	0						0
Allergic Reaction	0	0	0	0	0	0	0						0
Animal Bite	0	0	1	0	0	0	0						1
Back Pain	0	0	0	0	0	0	0						0
Carbon Monoxide Alarm with Symptoms	3	0	0	0	0	0	1						4
Carbon Monoxide Detector No Symptoms	1	1	2	0	4	1	3						12
Cardiac/Respiratory Arrest	0	1	0	0	0	0	0						1
Check a Noxious Odor	0	0	0	0	0	0	0						0
Check for Fire	2	1	0	0	1	3	0						7
Check for the Smell of Natural Gas	2	0	0	1	2	3	0						8
Check for the Smell of Smoke	1	0	0	0	0	0	0						1
Chest Pain	0	2	1	0	0	0	0						3
Child Locked in a Vehicle Engine not running	0	0	0	0	0	0	0						0
Choking	0	0	0	0	1	0	0						1
Diabetic Emergency	0	0	0	0	0	0	0						0
Difficulty Breathing	1	1	2	1	1	1	1						8
Elevator Rescue	0	0	0	0	0	1	0						1
Entrapment- Non MVC	0	0	0	0	0	0	0						0
Fall Victim	6	0	1	5	0	3	3						18
Fire Alarm Business	0	1	0	1	0	1	0						3
Fire Alarm Church or School	0	0	0	0	0	0	0						0
Fire Alarm Residence	8	6	7	12	14	13	10						70
Gas Leak	1	0	1	0	2	0	0						4
Grass Fire	0	0	0	0	1	0	0						1
Heart Problems	0	1	2	1	0	0	1						5
Heat/Cold Exposure	0	0	0	0	0	0	0						0
Hemorrhage/Laceration	0	0	0	0	0	0	0						0
House Fire	1	0	0	1	1	0	0						3
Illegal Burning	0	1	0	0	0	0	0						1
Injured Party	0	0	0	0	1	0	1						2
Medical Alarm	1	1	0	1	1	0	0						4
Motor Vehicle Collision	3	1	7	2	3	1	1						18
Motor Vehicle Collision with Entrapment	0	0	0	0	0	0	0						0
Motor Vehicle vs Motorcycle	0	0	0	0	0	0	0						0
Motor Vehicle vs Pedestrian	0	0	0	0	0	0	0						0
Object Down in Roadway	0	0	2	0	0	0	1						3
Oven/Appliance Fire	0	0	1	0	0	0	0						1
Overdose/Poisoning	0	0	1	0	0	0	0						1
Possible D.O.S	0	0	0	1	0	0	1						2
Powerlines Down Arcing/Burning	1	0	1	0	0	0	1						3
Psychiatric Emergency	0	2	0	0	0	0	0						2
Seizures	0	0	2	0	0	0	0						2
Service Call Non-emergency	4	1	4	2	0	3	1						15
Sick Call	0	3	1	3	5	3	2						17
Smoke in a Business	0	0	0	0	0	1	0						1
Smoke in a Residence	0	0	0	0	0	0	1						1
Stroke	0	0	1	1	0	1	0						3
Transformer Fire	0	0	0	0	0	0	0						0
Traumatic Injury	0	0	0	0	0	0	0						0
Unconscious Party/Syncope	1	1	3	2	0	3	0						10
Unknown Medical Emergency	0	0	0	0	0	0	0						0
Vehicle Fire	1	0	0	0	1	0	1						3

Month	# of Incidents*	Avg Resp Time
Jan	27	5:28
Feb	19	5:30
Mar	31	5:13
Apr	27	5:36
May	31	5:14
Jun	31	5:11
Jul	21	5:15
Aug		
Sep		
Oct		
Nov		
Dec		
187		5:21

Does not include Cancelled, Disregard Enroute, Objects Down, and Nonemergency Service Calls





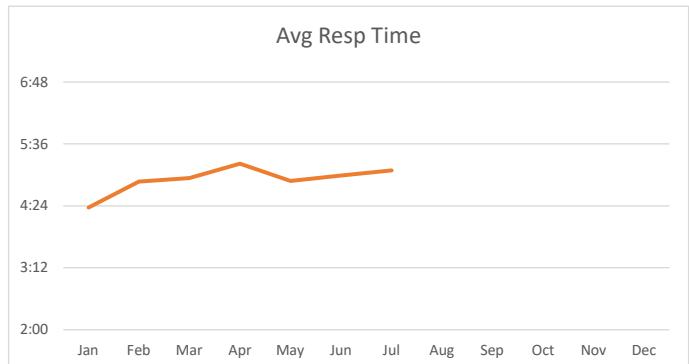
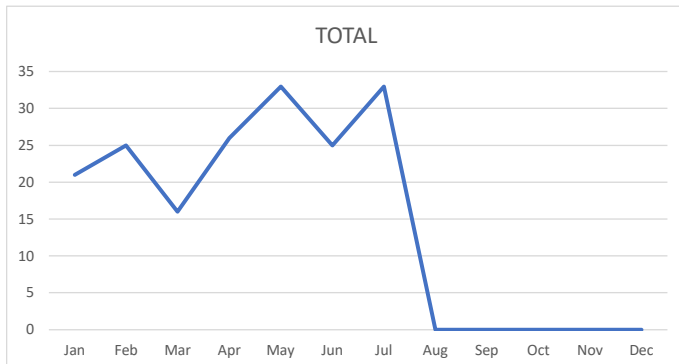
Village Fire Department
901 Corbindale Rd
Houston, TX, 77024
Phone# (713) 468-7941 Fax# (713) 468-5039

2026 Summary - Piney Point

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	21	25	16	26	33	25	33	0	0	0	0	0	179
Abdominal Pain	0	0	0	0	0	1	2						3
Allergic Reaction	0	0	0	0	0	0	0						0
Bomb Threat	0	0	0	0	1	0	0						1
Carbon Monoxide Detector with Symptoms	0	0	0	0	0	0	0						0
Carbon Monoxide Detector No Symptoms	0	1	0	1	3	0	1						6
Cardiac/Respiratory Arrest	0	0	0	0	0	0	0						0
Check a Noxious Odor	0	0	0	0	0	0	0						0
Check for Fire	0	0	0	0	0	0	0						0
Check for the Smell of Natural Gas	2	0	0	0	0	0	0						2
Check for the Smell of Smoke	0	1	0	0	0	0	0						1
Chest Pain	0	0	0	0	0	0	0						0
Child lock in Vehicle Engine not running	0	0	1	0	0	0	0						1
Choking	0	0	0	0	0	0	0						0
Elevator Rescue	0	0	0	0	0	0	0						0
Difficulty Breathing	1	2	1	1	0	0	0						5
Fall Victim	1	1	1	5	2	1	4						15
Fire Alarm Business	0	0	0	1	0	1	0						2
Fire Alarm Church or School	0	3	0	1	2	0	0						6
Fire Alarm Residence	3	7	6	5	6	6	7						40
Gas Leak	1	0	0	0	1	1	0						3
Headache- Stroke symptoms not present	0	0	0	0	0	0	0						0
Heart Problems	0	0	0	0	1	0	0						1
Heat/Cold Exposure	0	0	0	0	0	0	1						1
Hemorrhage/Laceration	0	0	0	0	0	0	1						1
House Fire	1	0	0	0	0	0	1						2
Injured Party	0	0	0	1	1	0	1						3
Medical Alarm	1	0	1	0	5	1	2						10
Motor Vehicle Collision	1	3	1	1	0	1	1						8
Motor Vehicle vs Pedestrian	0	0	0	0	0	0	0						0
Object Down in Roadway	0	0	0	1	1	0	0						2
Overdose/Poisoning	0	1	0	0	1	0	0						2
Possible D.O.S.	1	0	0	0	0	0	0						1
Powerlines Down Arcing/Burning	0	2	1	1	1	3	2						10
Psychiatric Emergency	0	0	0	0	0	0	0						0
Seizures	0	0	0	0	0	0	0						0
Service Call Non-emergency	3	3	0	5	6	3	2						22
Sick Call	3	0	3	0	0	4	2						12
Smoke in Business	0	1	0	0	0	0	0						1
Smoke in Residence	0	0	0	0	0	0	0						0
Stroke	0	0	0	2	1	1	2						6
Transformer Fire	0	0	1	0	0	0	1						2
Trash Fire	0	0	0	1	0	0	0						1
Traumatic Injury	0	0	0	0	0	0	1						1
Unconscious Party/Syncope	2	0	0	0	1	2	2						7
Unknown Medical Emergency	1	0	0	0	0	0	0						1

Month	# of Incidents*	Avg Resp Time
Jan	16	4:22
Feb	20	4:52
Mar	14	4:56
Apr	15	5:13
May	20	4:53
Jun	17	4:59
Jul	26	5:05
Aug		
Sep		
Oct		
Nov		
Dec		
128		4:54

Does not include Cancelled, Disregard Enroute, Objects Down, and Nonemergency Service Calls





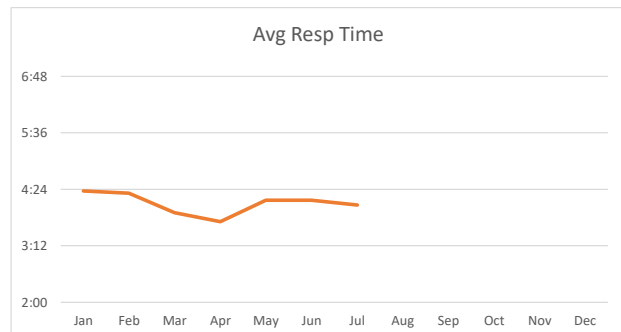
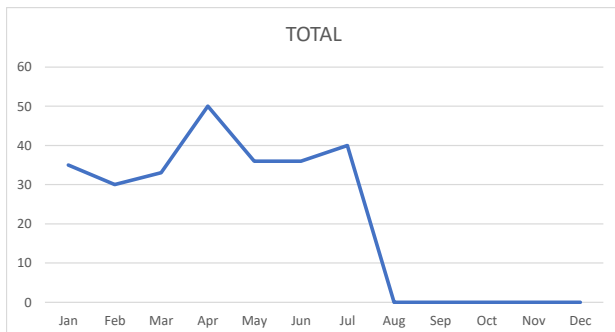
Village Fire Department
901 Corbindale Rd
Houston, TX, 77024
Phone# (713) 468-7941 Fax# (713) 468-5039

2026 Summary - Spring Valley

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	35	30	33	50	36	36	40	0	0	0	0	0	260
Abdominal Pain	0	0	0	0	0	0	1						1
Allergic Reaction	0	0	0	0	0	0	0						0
Assault	0	0	1	0	0	0	1						2
Back Pain	0	0	0	1	0	0	0						1
Business Fire	1	0	0	0	0	0	0						1
Carbon Monoxide Detector No Symptoms	4	1	2	1	1	1	1						11
Cardiac/Respiratory Arrest	0	0	0	2	0	0	0						2
Check a Noxious Odor	0	0	0	0	0	0	0						0
Check for Fire	0	0	0	1	0	0	0						1
Check for the Smell of Natural Gas	1	0	0	1	1	0	2						5
Check for the Smell of Smoke	2	0	0	0	0	0	0						2
Chest Pain	2	4	0	4	0	3	1						14
Child Locked in Vehicle Engine and AC running	0	0	1	0	0	0	0						1
Child Locked in a Vehicle Engine not running	0	0	0	0	0	0	0						0
Choking	0	0	0	0	0	0	1						1
Diabetic Emergency	0	1	0	0	0	1	0						2
Difficulty Breathing	5	2	2	1	3	2	2						17
Elevator Rescue	0	0	0	0	1	0	0						1
Electrical Fire	0	0	0	0	0	0	1						1
Entrapment- Non MVC	0	0	0	0	0	0	0						0
Explosion	0	0	0	0	0	0	0						0
Fall Victim	1	3	1	3	3	1	0						12
Fire Alarm Business	0	0	0	0	1	3	2						6
Fire Alarm Church or School	0	0	0	2	0	2	1						5
Fire Alarm Residence	2	2	2	3	0	3	0						12
Gas Leak	0	2	0	0	0	0	0						2
Grass Fire	0	0	0	0	0	0	0						0
Headache- Stroke symptoms not present	1	1	0	0	0	0	0						2
Heart Problems	1	0	3	3	2	1	1						11
Heat/Cold Exposure	0	0	0	0	0	0	1						1
Hemorrhage/Laceration	0	0	0	0	0	0	0						0
House Fire	0	0	0	0	0	0	1						1
Injured Party	0	0	0	2	0	0	1						3
Medical Alarm	1	0	2	0	2	0	1						6
Motor Vehicle Collision	3	7	6	11	4	8	7						46
Motor Vehicle Collision with Entrapment	0	0	1	0	1	0	0						2
Motor Vehicle vs Motorcycle	0	0	0	0	1	0	0						1
Motor Vehicle vs Pedestrian	0	0	0	0	0	1	0						1
Object Down in Roadway	0	0	0	1	0	0	0						1
Overdose/Poisoning	0	0	0	1	0	0	0						1
Possible D.O.S.	0	0	0	0	0	1	0						1
Powerlines Down Arcing/Burning	0	1	0	0	0	1	0						2
Pregnancy/ Childbirth	0	0	0	0	0	0	0						0
Psychiatric Emergency	1	1	0	0	0	1	0						3
Seizures	0	0	1	1	0	0	3						5
Service Call Non-emergency	4	1	3	6	1	1	1						17
Shooting/Stabbing	0	0	0	0	0	0	1						1
Sick Call	1	1	4	0	5	3	5						19
Smoke in Business	0	0	0	0	0	0	0						0
Stroke	1	1	0	1	1	1	1						6
Transformer Fire	0	0	1	0	0	0	0						1
Trash Fire	1	0	0	0	0	0	0						1
Traumatic Injury	0	0	0	0	0	0	1						1
Unconscious Party/Syncope	2	1	3	2	5	1	0						14
Unknown Medical Emergency	0	0	0	3	3	1	2						9
Vehicle Fire	1	1	0	0	1	0	1						4

Month	# of Incidents*	Avg Resp Time
Jan	30	4:22
Feb	28	4:19
Mar	26	3:54
Apr	40	3:43
May	34	4:10
Jun	30	4:10
Jul	37	4:04
Aug		
Sep		
Oct		
Nov		
Dec		
225		4:06

Does not include Cancelled, Disregard Enroute, Objects Down, and Nonemergency Service Calls



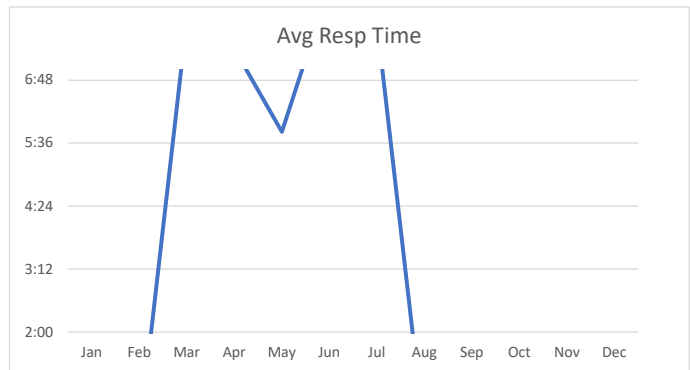
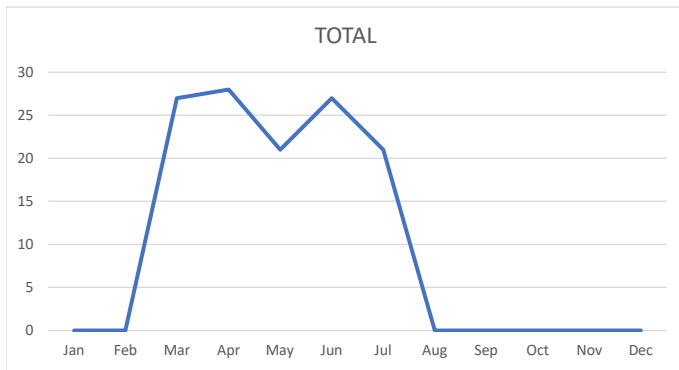


Village Fire Department
901 Corbindale Rd
Houston, TX, 77024
Phone# (713) 468-7941 Fax# (713) 468-5039

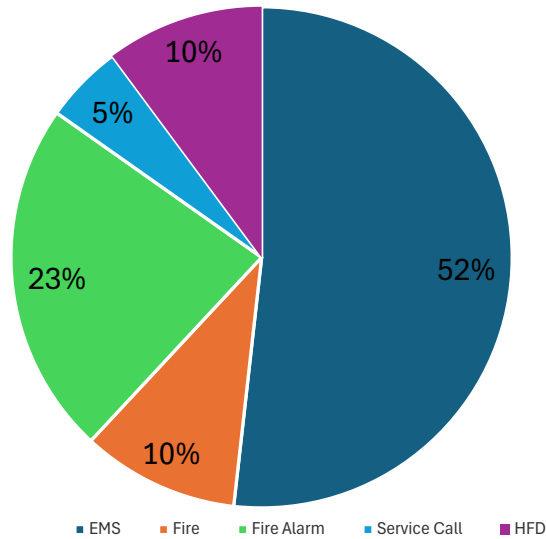
2026 Summary - Houston Fire Department Automatic Aid

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	0	0	27	28	21	27	21	0	0	0	0	0	124
Automatic Aid	0	0	0	0	0	1	0						1
Automatic Aid- Apartment Fire	0	0	4	9	6	6	8						33
Automatic Aid- Building Fire	0	0	3	5	3	3	2						16
Automatic Aid- Elevator Rescue	0	0	7	1	2	1	3						14
Automatic Aid- Entrapment MVC	0	0	2	0	2	0	1						5
Automatic Aid- Gas Leak	0	0	5	6	5	8	2						26
Automatic Aid- High Rise Fire	0	0	1	1	0	1	1						4
Automatic Aid- House Fire	0	0	5	4	3	7	3						22
Carbon Monoxide Detector No Symptoms	0	0	0	1	0	0	0						1
Medical Alarm	0	0	0	1	0	0	0						1
Object Down in Roadway	0	0	0	0	0	0	1						1

Month	# of Incidents*	Avg Resp Time
Jan	0	
Feb	0	
Mar	16	7:57
Apr	13	7:24
May	6	5:49
Jun	11	8:35
Jul	8	7:54
Aug		
Sep		
Oct		
Nov		
Dec		
54		7:31

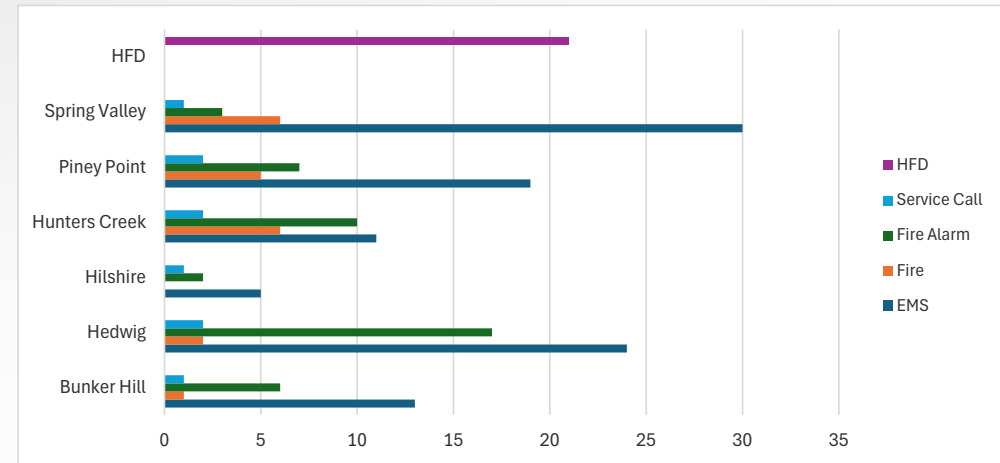


Incident Response



Category	Total
EMS	102
Fire	20
Fire Alarm	45
Service Call	9
HFD	21
Monthly Total	197

July 2026 ACTIVITY REPORT



32

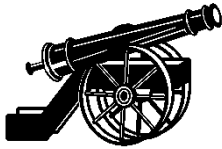
Overlapping Calls (July '26)

4:23

Average Emergency
Response Time (July '26)

1323

YTD Total Incidents



**City of Bunker Hill Village
City Council
Agenda Request**

Agenda Date: August 18, 2026
Agenda Item: VI
Subject: Mayor's Report
Exhibits: Resolution No. 08-18-2026A
Funding: N/A
Presenter(s): Mayor Brown

Executive Summary

The Mayor's Report will include the following:

- A. Update on Activities and Upcoming Events
 - Mayors' Meetings
- B. Appointment for Alternate Fire Commissioner – The City's Alternate Commissioner to the Village Fire Department is unable to continue serving due to other commitments.

Fire Commission 1 Commissioner, 1 Alternate	
Current Appointment	Recommended Appointment
Hunter Cameron	Hunter Cameron
Clara Towsley (alternate)	Michelle Belco

Recommended Action

Staff recommends that City Council take the following actions:

- A. Receive the Mayor's Report.
- B. Approve Resolution No. 08-18-2026A, naming the City's Alternate Commissioner to the Fire Commission for the Village Fire Department.

RESOLUTION NO. 08-18-2026A

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, NAMING SAID CITY'S COMMISSIONER AND ALTERNATE COMMISSIONER ON THE BOARD OF COMMISSIONERS OF THE VILLAGE FIRE DEPARTMENT.

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS:

Section 1. That Hunter Cameron be, and is hereby appointed as the Commissioner, and that Michelle Belco be, and is hereby appointed as the Alternate Commissioner from the City of Bunker Hill Village.

Section 2. That the appointment made herein be, and is hereby, made effective as of the date of the adoption.

Section 3. That the City Secretary is hereby authorized and directed to share a copy of this Resolution with the Board of Commissioners of the Village Fire Department and to the cities of Hedwig Village, Hilshire Village, Hunters Creek Village, Piney Point Village, and Spring Valley Village, Texas (the other contracting cities of the Village Fire Department), at their respective addresses.

PASSED, APPROVED, AND ADOPTED this 18th day of August, 2026.

Keith Brown
Mayor

ATTEST:

Mallory A. Pack
City Secretary



City of Bunker Hill Village
City Council
Agenda Request

Agenda Date: August 18, 2026
Agenda Item: VII
Subject: City Administrator's Report
Exhibits: Development Report
Funding: N/A
Presenter(s): Gerardo Barrera, City Administrator
Elvin Hernandez, Public Works Director
Susan Grass, Finance Director

Executive Summary

The City Administrator's Report will include the following items:

- A. Report on Activities and Upcoming Events
 - City Hall Office Closure – Labor Day – Monday, September 7, 2026
- B. Public Works Director Report
 - Development Report
 - CIP Project Update
- C. Finance Director Report
 - Bank Depository Bid Process Update
 - Audit Services RFP Update
 - Bond Issuance
 - Investments and Opportunities

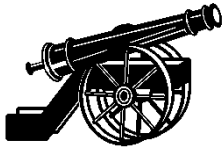
Recommended Action

Staff recommends City Council receive the City Administrator's Report.

**City of Bunker Hill Village
Development Report**

Month	2025 Permits Issued (excludes new construction, additions, remodels)	2026 Permits Issued (excludes new construction, additions, remodels)	Variance	2025 New Residential	2026 New Residential	Variance	2025 Residential Addition	2026 Residential Addition	Variance	2025 Residential Remodel	2026 Residential Remodel	Variance	2025 Total Permits Issued (Month)	2026 Total Permits Issued	Variance
January	111	63	-48	2	1	-1	0	0	0	1	1	0	114	65	-49
February	166	108	-58	3	3	0	1	1	0	0	1	1	170	113	-57
March	157	86	-71	3	2	-1	1	0	-1	1	5	4	162	93	-69
April	128	110	-18	4	3	-1	0	1	1	2	1	-1	134	115	-19
May	86	66	-20	1	1	0	1	1	0	0	1	1	88	69	-19
June	99	106	-7	1	1	0	2	1	-1	2	1	-1	104	109	5
July	99	97	-2	1	2	1	0	0	0	4	2	-2	104	101	-3
August	67			0			2			1			70		
September	129			2			0			4			135		
October	74			1			1			3			79		
November	53			0			1			2			56		
December	84			1			0			6			91		
YTD Total	1253	636		19	13		9	4		26	12		1307	665	

Month	2025 Pre- Development/ Consultation Meetings	2026 Pre- Development/ Consultation Meetings	Variance	2025 Inspections/ Reinspections	2026 Inspections/ Reinspections	Variance	2025 VFD Inspections	2026 VFD Inspections	Variance	2025 Certificate of Occupancy Issued	2026 Certificate of Occupancy Issued	Variance
January	15	10	-5	204	177	-27	6	4	-2	0	3	3
February	14	11	-3	314	155	-159	4	3	-1	0	2	2
March	8	15	7	298	191	-107	6	6	0	2	1	-1
April	11	18	7	323	179	-144	3	2	-1	0	3	3
May	10	10	0	388	133	-255	5	2	-3	2	1	-1
June	8	7	-1	282	207	-75	3	2	-1	1	1	0
July	13	10	-3	361	246	-115	11	4	-7	1	1	0
August	9			343			3			4		
September	8			298			4			1		
October	14			320			9			3		
November	10			303			6			3		
December	7			180			10			0		
YTD Total	127	81		3614	1288		70	23		17	12	



City of Bunker Hill Village
City Council
Agenda Request

Agenda Date:	August 18, 2026
Agenda Item:	VIII
Subject:	Sidewalk & Roadway Improvements
Exhibits:	Services Agreement Project Map
Funding:	Sidewalks (Acct. #06-00-00-9184.04) - \$105,156.52 Street Repairs (Acct. # 01-00-00-8830) - \$42,128.94 Total cost: \$147,285.46
Presenter(s):	Elvin Hernandez, Public Works Director

Executive Summary

The Adopted FY 2026 Budget includes funding for sidewalk and roadway improvements. City staff requested and received a proposal from SAS Concrete Construction, the City's on-call concrete provider, for this work.

The scope of work includes the removal and replacement of deteriorated sidewalks and curbs that have reached the end of service life. This improvement work will be completed at the following identified locations:

- **Memorial Drive (West of Knipp Rd & at Providence Park):** Sidewalk & curb replacement
- **Taylorcrest Road (near Willowgren Drive):** Sidewalk & curb replacement
- **Valley Star Drive & Stoney Creek:** Intersection roadway repair

After review, staff recommends awarding a contract to SAS Concrete Construction in the amount of \$147,285.46 for the above-mentioned work. Funding for this work was included and approved in the FY 2026 Budget.

The contract has been reviewed by the City Attorney.

Recommended Action

Staff recommends City Council approve a services agreement with SAS Concrete Construction in an amount of \$147,285.46 for sidewalk and roadway improvements at identified locations throughout the City.



CITY OF BUNKER HILL VILLAGE, TEXAS SERVICES AGREEMENT

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

Description of Services: Sidewalk & Roadway Improvements

This Agreement is made and entered into by the **City of Bunker Hill Village, Texas** (referred to as the “City”), with an office at 11977 Memorial Drive, Houston, Texas, 77024, and **SAS Concrete Construction** (the “Company”), with an office at 3738 Colgate Street, Houston, Texas, 77087. The City hereby engages the services of the Company as an independent contractor for services described, upon the following terms and conditions.

1. SCOPE OF AGREEMENT

- 1.1. The City hereby agrees to employ the Company and the Company agrees to perform the necessary services as set forth in Exhibit A attached hereto and incorporated herein for all purposes.
- 1.2. In the event of a conflict among the terms of this Agreement and Exhibit A, the terms set forth in this Agreement shall control.
- 1.3. The parties shall comply with Applicable Laws in performing their respective obligations hereunder.
- 1.4. The Company shall perform the services set forth herein in accordance with the provisions of this Agreement, exercising the degree of skill and care ordinarily exercised by members of the Company’s profession in the geographic region.

2. TERM OF AGREEMENT; TERMINATION

- 2.1. This Agreement shall be effective upon proper execution by the City. The term of this Agreement shall be until the work described herein has been completed or the Agreement has been terminated by either party. ***Either party may terminate this Agreement for any reason with thirty days (30) written notice to the other party.***
- 2.2. The City’s obligations under this Agreement shall not constitute a general obligation of the City or indebtedness under the Constitution or laws of the State of Texas. Nothing contained herein shall ever be construed so as to require the City to create a sinking fund or to assess, levy and collect any tax to fund its obligations under this Agreement.

3. ENTIRE AGREEMENT

This Agreement represents the entire Agreement between the Company and the City and no prior or contemporaneous oral or written agreements or representations shall be construed to alter its terms. No additional terms shall become part of this Agreement

without the written consent of both parties and compliance with relevant state law. This Agreement supersedes all other prior agreements either oral or in writing.

4. ASSIGNMENT

The Company shall not assign or subcontract its obligations under this Agreement without the prior written consent of the City, which consent shall not be unreasonably withheld; however, such prior consent shall not be required for an assignment by the Company to a parent, subsidiary, affiliate, or successor.

5. COMPENSATION

For and in consideration of the services rendered by the Company pursuant to this Agreement, the City shall pay the Company only for the actual work performed under the Scope of Work, on the basis set forth in Exhibit "A" up to an amount not to exceed **\$147,285.46.**

6. INDEMNITY AND LIABILITY

6.1. DEFINITIONS

For the purpose of this section the following definitions apply:

- a. "City" shall mean all officers, agents, and employees of the City of Bunker Hill Village.
- b. "Claims" shall mean all claims, liens, suits, demands, accusations, allegations, assertions, complaints, petitions, proceedings and causes of action of every kind and description brought for damages.
- c. "Company" includes the corporation, company, partnership, or other entity, its owners, officers, and/or partners, and their agents, successors, and assigns.
- d. "Company's employees" shall mean any employees, officers, agents, subcontractors, licensees, and invitees of Company.
- e. "Damages" shall mean each and every injury, wound, hurt, harm, fee, damage, cost, expense, outlay, expenditure, or loss of any and every nature, including but not limited to:
 - i. injury or damage to any property or right
 - ii. injury, damage, or death to any person or entity
 - iii. attorneys' fees, witness fees, expert witness fees and expenses,
 - iv. any settlement amounts; and
 - v. all other costs and expenses of litigation
- f. "Premise Defects" shall mean any defect, real or alleged, which now exists, or which may hereafter arise upon the premises.

6.2. INDEMNITY

COMPANY AGREES TO INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY FROM AND AGAINST LIABILITY FOR ANY THIRD-PARTY CLAIMS FOR BODILY INJURY, WRONGFUL DEATH, OR PROPERTY DAMAGES TO THE EXTENT ARISING OUT OF THE COMPANY'S NEGLIGENT WORK AND ACTIVITIES CONDUCTED IN CONNECTION WITH THIS AGREEMENT.

COMPANY IS AN INDEPENDENT CONTRACTOR AND IS NOT, WITH RESPECT TO ITS ACTS OR OMISSIONS, AN AGENT OR EMPLOYEE OF THE CITY.

COMPANY MUST AT ALL TIMES EXERCISE REASONABLE PRECAUTIONS ON BEHALF OF, AND BE SOLELY RESPONSIBLE FOR, THE SAFETY OF COMPANY'S EMPLOYEES WHILE IN THE VICINITY WHERE THE WORK IS BEING DONE. THE CITY IS NOT LIABLE OR RESPONSIBLE FOR THE NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS OF COMPANY OR COMPANY'S EMPLOYEES.

THE CITY ASSUMES NO RESPONSIBILITY OR LIABILITY FOR DAMAGES WHICH ARE DIRECTLY OR INDIRECTLY ATTRIBUTABLE TO PREMISE DEFECTS.

6.3. LIMIT OF LIABILITY

In the event that claims(s) raised by the City against the Company on account of this Agreement, or on account of the Services performed hereunder is/are covered under the Company's insurance policies required of hereunder, the Company shall not be responsible to the City for any loss, damage or liability beyond the amounts contractually required hereunder and actually paid pursuant to the limits and conditions of such insurance policies. With respect to any causes of action and/or claims raised against the Company by the City that are not covered by the insurance policies required hereunder, the Company's liability to the City shall not exceed an aggregate amount equal to twice the compensation paid to the Company by the City under this Agreement in the year in which such cause of action and/or claim is raised.

6.4. WAIVER OF DAMAGES

Notwithstanding any provision to the contrary contained in this Agreement, in no event shall either party be liable, either directly or indirectly, for any special, punitive, indirect and/or consequential damages, including damages attributable to loss of use, loss of income or loss of profit even if such party has been advised of the possibility of such damages.

7. INSURANCE

7.1. AMOUNTS OF INSURANCE

The Company agrees to provide and to maintain the following types and amounts of insurance, for the term of this Contract:

TYPE	AMOUNT
(a) Workers Compensation	(where required – Statutory by State Law)
Employer's Liability	\$100,000 per occurrence
(b) Commercial (Public)	Liability, including but not limited to:
a. Premises/ Operations	Combined Single Limit
b. Independent Contractors	

- c. Personal Injury
- d. Products/Completed Operations
- e. Contractual Liability (insuring above indemnity provisions)

All insured at combined single limits for bodily injury and property damage at \$500,000 per occurrence.

- (c) Comprehensive Automobile Liability, in include coverage for:
 - a. Owned/Leased Automobiles
 - b. Non-owned Automobiles
 - c. Hired Cars

All insured at combined single limits for bodily injury and property damage for \$500,000 per occurrence.

7.2. OTHER INSURANCE REQUIREMENTS

The Company understands that it is its sole responsibility to provide the required Certificates.

Insurance required herein shall be issued by a company or companies of sound and adequate financial responsibility and authorized to do business in the State of Texas. All policies shall be subject to examination and approval by the City Attorney's Office for their adequacy as to form, content, form of protection, and providing company.

Insurance required by this Contract for the City as additional insured shall be primary insurance and not contributing with any other insurance available to the City, under any third party liability policy.

The Company further agrees that with respect to the above required liability insurances, the City shall:

- a. Be named as an additional insured;
- b. Be provided with a waiver of subrogation, in favor of the City,
- c. Br provided with 30 days advance written notice of cancellation, nonrenewal, or reduction in coverage (all "endeavor to" and similar language of reservation stricken from cancellation section of certificate); and
- d. Prior to execution of this Agreement, be provided through the office of the City Attorney with their original Certificate of Insurance evidencing the above requirement.

The insurance requirements set out in this section are independent from all other obligations of the Company under this Agreement and apply whether or not required by any other provision of this Agreement.

8. PAYMENT AND PERFORMANCE

Payment for services described in this Agreement will be made in accordance with the Texas Prompt Payment Act, Chapter 2251 of the Texas Government Code, or as subsequently amended.

9. COMPANY CERTIFICATIONS

The Company certifies that neither it, nor any of its agents or employees, have or will offer or accept gifts or anything of value, or enter into any business arrangement, with any employee, official, or agent of the City.

The Company certifies, pursuant to Texas Government Code Chapter 2271, that it does not boycott Israel and will not boycott Israel during the term of this Agreement. The Company further certifies, pursuant to Texas Government Code Chapter 2252, Subchapter F, that it does not engage in business with Iran, Sudan, or a foreign terrorist organization as may be designated by the United States Secretary of State pursuant to his authorization in 8 U.S.C. Section 1189.

In accordance with Chapter 2274 of the Texas Government Code, Engineer covenants that it: (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and (2) will not discriminate during the term of this contract against a firearm entity or firearm trade associations.

10. NO WAIVER OF IMMUNITY

The City does not waive any statutory or common law right to sovereign immunity by virtue of the execution of this Agreement.

11. NOTICES

Any written notice provided under this Agreement or required by law shall be deemed to have been given and received on the next day after such notice has been deposited by Registered or Certified Mail with sufficient postage affixed thereto and addressed to the other party to the Agreement; provided, that this shall not prevent the giving of actual notice in any manner.

Notice to the City may be sent to the following addresses:

City of Bunker Hill Village, Texas
11977 Memorial Drive
Houston, Texas 77024
Attn: City Administrator

Notice to the Company may be sent to the following addresses:

SAS Concrete Construction, LLC W/MSBE
3738 Colgate Street
Houston, TX 77087

12. INDEPENDENT CONTRACTOR

The relationship of the Company to the City is that of independent contractor for all purposes under this Agreement. This Agreement is not intended to create, and shall not be construed as creating, between the Company and the City, the relationship of principal and agent, joint venturers, co-partners or any other similar relationship, the existence of which is hereby expressly denied.

13. FORCE MAJEURE

Any event of Force Majeure that directly or indirectly causes a party to be unable to perform its obligations under this Agreement shall not be deemed a breach of this Agreement. The occurrence of such event shall suspend the obligations of the affected party for only so long as the impact of such event continues. The obligation to pay amounts due and owing shall not be suspended by such event. The party affected will use commercially reasonable efforts to mitigate the effect of the event. "*Force Majeure*" means any act, event or condition to the extent that it adversely affects the cost or the ability of a party to perform its obligations in accordance with the terms of this Agreement if such act, event or condition, in light of any circumstances that should have been known or reasonably believed to have existed at the time, is beyond the reasonable control and is not a result of the willful or negligent act, error or omission or failure to exercise reasonable diligence on the part of the party so affected. Force Majeure includes but is not limited to: (a) acts of God; (b) flood, fire, earthquake, hurricane or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (d) government order or law; (e) actions, embargoes or blockades in effect on or after the date of this Contract; (f) action by any governmental authority; (g) national or regional emergency; (h) strikes, labor stoppages or slowdowns or other industrial disturbances, other than those involving the affected parties employees; (i) shortage of adequate power or transportation facilities.

14. WAIVER

The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.

AGREED to and ACCEPTED this 18th day of August, 2026.

City of Bunker Hill Village, Texas

Keith Brown
Mayor

ATTEST:

Mallory A. Pack
City Secretary

Vendor: SAS Concrete Construction

Benito Mata
Signature

Benito Mata
Print Name

Operations Manager
Title

7/31/2026
Date

EXHIBIT A



SAS Concrete Construction, LLC W/MSBE

3738 Colgate Street
Houston, Texas 77087

Project: City of Bunker Hill Village 2024 Concrete Work Program Year 2 (Memorial Drive Sidewalk Repairs Phase 2)

Job Number: N/A

Date: 5-08-2026

Address: Memorial Drive,
Houston, Texas 77024

Addendums: N/A

Submitted By: Benito Mata

Contact: Elvin Hernandez

Contact #: 713-467-9762

Contact Email: ehernandez@bunkerhilltx.gov

Estimate #: 26-05005

Scope of Work

ITEM NO.	LOCATION	ITEM DESCRIPTION	UNIT	QUAN.	UNIT PRICE	TOTAL AMOUNT
1	Memorial Drive & Knipp Road	MOBILIZATION	LS	1	\$1,000.00	\$1,000.00
2	Memorial Drive & Knipp Road (North)	BREAKOUT CONCRETE 4" AND DISPOSE OF - 14' L X 4' W = 56 SF	SY	6.2222222	\$13.50	\$84.00
3	Memorial Drive & Knipp Road (North)	BREAKOUT CONCRETE 4" AND DISPOSE OF - 349' L X 5' W = 1,745 SF	SY	193.88889	\$13.50	\$2,617.50
4	Memorial Drive & Knipp Road (South)	BREAKOUT CONCRETE 4" AND DISPOSE OF - 17' L X 8' W = 136 SF	SY	15.111111	\$13.50	\$204.00
5	Memorial Drive & Knipp Road (North)	EXCAVATE MATERIAL TO DEPTH FOR BASE 2" - 14' L X 4' W = 56 SF	CY	0.3525926	\$13.50	\$4.76
6	Memorial Drive & Knipp Road (North)	EXCAVATE MATERIAL TO DEPTH FOR BASE 2" - 349' L X 5' W = 1,745 SF	CY	10.987037	\$13.50	\$148.33
7	Memorial Drive & Knipp Road (South)	EXCAVATE MATERIAL TO DEPTH FOR BASE 2" - 17' L X 8' W = 136 SF	CY	0.8562963	\$13.50	\$11.56
8	Memorial Drive & Knipp Road (North)	BANK SAND FOR SIDEWALK BASE (2") - 14' L X 4' W = 56 SF	SY	6.2222222	\$9.00	\$56.00
9	Memorial Drive & Knipp Road (North)	BANK SAND FOR SIDEWALK BASE (2") - 349' L X 5' W = 1,745 SF	SY	193.88889	\$9.00	\$1,745.00
10	Memorial Drive & Knipp Road (South)	BANK SAND FOR SIDEWALK BASE (2") - 17' L X 8' W = 136 SF	SY	15.111111	\$9.00	\$136.00
11	Memorial Drive & Knipp Road (North)	INSTALL 4" CONCRETE 3500 PSI (POURED IN PLACE) - 14' L X 4' W = 56 SF	SY	6.2222222	\$72.00	\$448.00
12	Memorial Drive & Knipp Road (North)	INSTALL 4" CONCRETE 3500 PSI (POURED IN PLACE) - 349' L X 8' W = 1,745 SF	SY	193.88889	\$72.00	\$13,960.00
13	Memorial Drive & Knipp Road (South)	INSTALL 4" CONCRETE 3500 PSI (POURED IN PLACE) - 17' L X 8' W = 136 SF	SY	15.111111	\$72.00	\$1,088.00
14	Memorial Drive & Knipp Road	INSTALL CONSTRUCTION JOINT @ 24 LF - 16 Locations x 8 LF W	LF	128	\$3.00	\$384.00
15	Memorial Drive & Knipp Road	INSTALL TOP SOIL AND SOD TO SPEC - 363 LF x 4W	SF	1452	\$2.00	\$2,904.00
16	Memorial Drive & Knipp Road (South)	ADA LOCATIONS W/ TRUNCATED DOMES	EA	3	\$1,000.00	\$3,000.00
17	Memorial Drive & Knipp Road (North)	CAST IN PLACE INLET	EA	1	\$3,000.00	\$3,000.00

Total for Memorial Dr & Knipp Road: **\$30,791.15**





SAS Concrete Construction, LLC. W/MSBE
3738 Colgate Street
Houston, Texas 77087

ITEM NO.	LOCATION	ITEM DESCRIPTION	UNIT	QUAN.	UNIT PRICE	TOTAL AMOUNT
1	Memorial Drive & Providence Park	MOBILIZATION	LS	1	\$1,000.00	\$1,000.00
2	Memorial Drive & Providence Park(North)	BREAKOUT CONCRETE 4" AND DISPOSE OF - 41' L X 8' W = 328 SF	SY	36.444444	\$13.50	\$492.00
3	Memorial Drive & Providence Park(South)	BREAKOUT CONCRETE 4" AND DISPOSE OF - 53' L X 8' W = 424 SF	SY	47.111111	\$13.50	\$636.00
5	Memorial Drive & Providence Park(North)	EXCAVATE MATERIAL TO DEPTH FOR BASE 2" - 41' L X 8' W = 328 SF	CY	2.0651852	\$13.50	\$27.88
6	Memorial Drive & Providence Park(South)	EXCAVATE MATERIAL TO DEPTH FOR BASE 2" - 53' L X 8' W = 424 SF	CY	2.6696296	\$13.50	\$36.04
8	Memorial Drive & Providence Park(North)	BANK SAND FOR SIDEWALK BASE (2") - 41' L X 8' W = 328 SF	SY	36.444444	\$9.00	\$328.00
9	Memorial Drive & Providence Park(South)	BANK SAND FOR SIDEWALK BASE (2") - 53' L X 8' W = 424 SF	SY	47.111111	\$9.00	\$424.00
11	Memorial Drive & Providence Park(North)	INSTALL 4" CONCRETE 3500 PSI (POURED IN PLACE) - 41' L X 8' W = 328 SF	SY	36.444444	\$72.00	\$2,624.00
12	Memorial Drive & Providence Park(South)	INSTALL 4" CONCRETE 3500 PSI (POURED IN PLACE) - 53' L X 8' W = 424 SF	SY	47.111111	\$72.00	\$3,392.00
14	Memorial Drive & Providence Park	INSTALL CONSTRUCTION JOINT @ 24 LF - 4 Locations x 8 LF W	LF	32	\$3.00	\$96.00
15	Memorial Drive & Providence Park	INSTALL TOP SOIL AND SOD TO SPEC - 94 LF x 4W	SF	376	\$2.00	\$752.00
16	Memorial Drive & Providence Park	ADA LOCATIONS W/ TRUNCATED DOMES	EA	2	\$1,000.00	\$2,000.00
17	Memorial Drive & Providence Park	EXTRA - CAST IN PLACE INLET (May not be needed)	EA	1	\$3,000.00	\$3,000.00

Total for Memorial Dr & Providence Park: **\$14,807.92**





Our Proposal is based upon following qualifications:

Clarifications

- A. Only work and quantities listed above are in this proposal.
- B. Insurance provided includes; W.C. and G.L. with limits up to \$1,000,000.00/occurrence
Additional insurance requirements may affect base bid.
- C. SAS Concrete Construction, LLC is a certified W/MSBE
 - 1 Customer to provide high volume on site water source.
 - 2 SAS Concrete is only bidding items itemized above. Other bid items can be discussed and agreed on a change order basis
 - 3 Quantities to be field verified and agreed upon by SAS and The City of Bunker Hill Village

TOTAL AMOUNT BASE BID \$

\$47,879.02

MEMORIAL DRIVE & KNIPP ROAD	\$30,791.15
MEMORIAL DRIVE & PROVIDENCE PARK	\$14,807.92
CONTINGENCY 5%	\$2,279.95

Pricing valid for 30 days

- 1 *Retention is to be released for our scope of work with-in 45 after our scope is substantially complete .
- 2 *Pricing based on mutually agreeable contract
- 3 **Break down of pricing is for accounting only, not for separation of work. This proposal is for the complete package above. If separate awards are required please discuss with us.**

Thank you for letting SAS Concrete Construction, LLC service your Concrete - job requirements

Benito Mata

Operations Manager

Cell (713) 876-2203

[Email – bmata@sasconcretelc.com](mailto:bmata@sasconcretelc.com)

SAS Concrete Construction, LLC.

W/MSBE





SAS Concrete Construction, LLC W/MSBE

3738 Colgate Street
Houston, Texas 77087

Project: City of Bunker Hill Village 2024 Concrete Work Program Year 2 (Taylorcrest Rd Sidewalk Curb)

Job Number: N/A

Date: 5-20-2026

Address: Taylorcrest Rd & Willowgren Dr,
Houston, Texas 77024

Addendums: N/A

Submitted By: Benito Mata

Contact: Elvin Hernandez

Contact #: 713-467-9762

Contact Email: ehernandez@bunkerhilltx.gov

Estimate #: 26-05007

Scope of Work

ITEM NO.	LOCATION	ITEM DESCRIPTION	UNIT	QUAN.	UNIT PRICE	TOTAL AMOUNT
1	Taylorcrest Road & Willowgren Drive	MOBILIZATION	LS	1	\$1,000.00	\$1,000.00
2	Taylorcrest Road & Willowgren Drive	595 LF OF SIDEWALK CURB - 6" WIDE, HEIGHT VARIES	SF	1785	\$30.00	\$53,550.00

Total for Taylorcrest Rd & Willowgren Dr: **\$54,550.00**

Our Proposal is based upon following qualifications:

Clarifications

- A. Only work and quantities listed above are in this proposal.
- B. Insurance provided includes; W.C. and G.L. with limits up to \$1,000,000.00/occurrence
Additional insurance requirements may affect base bid.
- C. SAS Concrete Construction, LLC is a certified W/MSBE
 - 1 Customer to provide high volume on site water source.
 - 2 SAS Concrete is only bidding items itemized above. Other bid items can be discussed and agreed on a change order basis
 - 3 Quantities to be field verified and agreed upon by SAS and The City of Bunker Hill Village

TOTAL AMOUNT BASE BID \$

\$57,277.50

TAYLORCREST RD SIDEWALK CURB
CONTINGENCY 5%

\$54,550.00
\$2,727.50

Pricing valid for 30 days

- 1 *Retention is to be released for our scope of work with-in 45 after our scope is substantially complete .
- 2 *Pricing based on mutually agreeable contract
- 3 **Break down of pricing is for accounting only, not for separation of work. This proposal is for the complete package above. If separate awards are required please discuss with us.**

Thank you for letting SAS Concrete Construction, LLC service your Concrete - job requirements

Benito Mata

Operations Manager

Cell (713) 876-2203

Email – bmata@sasconcretellc.com

SAS Concrete Construction, LLC.



www.sasconcretellc.com





SAS Concrete Construction, LLC W/MSBE

3738 Colgate Street
Houston, Texas 77087

Project: City of Bunker Hill Village 2024 Concrete Work Program Year 2 (Valley Star Drive Paving Repair)

Job Number: N/A

Date: 5-08-2026

Address: Valley Star Drive & Stoney Creek Drive,
Houston, Texas 77024

Addendums: N/A

Submitted By: Benito Mata

Contact: Elvin Hernandez

Contact #: 713-467-9762

Contact Email: ehernandez@bunkerhilltx.gov

Estimate #: 26-05006

Scope of Work

ITEM NO.	LOCATION	ITEM DESCRIPTION	UNIT	QUAN.	UNIT PRICE	TOTAL AMOUNT
1	Valley Star Drive & Stoney Creek Drive	MOBILIZATION	LS	1	\$1,000.00	\$1,000.00
2	Valley Star Drive & Stoney Creek Drive	BREAKOUT CONCRETE 8" AND DISPOSE OF - 196' L X 14'-6" W = 2,842 SF	SY	315.77778	\$22.50	\$7,105.00
3	Valley Star Drive & Stoney Creek Drive	EXCAVATE MATERIAL TO DEPTH FOR BASE 6" - 196' L X 14'-6" W = 2,842 SF	CY	52.62963	\$13.50	\$710.50
4	Valley Star Drive & Stoney Creek Drive	CEMENT STABILIZED SAND FOR BASE 6" - 196' L X 14'-6" W = 2,842 SF	CY	52.62963	\$40.00	\$2,105.19
5	Valley Star Drive & Stoney Creek Drive	INSTALL 8" CONCRETE 5000 PSI (POURED IN PLACE) - 196' L X 14'-6" W = 2,842 SF	SY	315.77778	\$85.00	\$26,841.11
6	Valley Star Drive & Stoney Creek Drive	REMOVE AND DISPOSE CONCRETE CURB (ALL SIZES)	LF	150	\$5.00	\$750.00
7	Valley Star Drive & Stoney Creek Drive	INSTALL 6" CONCRETE CURB 5000 PSI	LF	150	\$5.00	\$750.00
8	Valley Star Drive & Stoney Creek Drive	INSTALL CONSTRUCTION JOINT - 6 Locations x 14'-6" W	LF	87	\$3.00	\$261.00
9	Valley Star Drive & Stoney Creek Drive	INSTALL TOP SOIL AND SOD TO SPEC - 150 LF x 2W	SF	300	\$2.00	\$600.00

Total for Valley Star Drive: **\$40,122.80**

Our Proposal is based upon following qualifications:

Clarifications

- A. Only work and quantities listed above are in this proposal.
- B. Insurance provided includes; W.C. and G.L. with limits up to \$1,000,000.00/occurrence
Additional insurance requirements may affect base bid.
- C. SAS Concrete Construction, LLC is a certified W/MSBE
 - 1 Customer to provide high volume on site water source.
 - 2 SAS Concrete is only bidding items itemized above. Other bid items can be discussed and agreed on a change order basis
 - 3 Quantities to be field verified and agreed upon by SAS and The City of Bunker Hill Village

TOTAL AMOUNT BASE BID \$

\$42,128.94

VALLEY STAR DRIVE PAVING	\$40,122.80
CONTINGENCY 5%	\$2,006.14



www.sasconcretellc.com





SAS Concrete Construction, LLC. W/MSBE
3738 Colgate Street
Houston, Texas 77087

Pricing valid for 30 days

- 1 *Retention is to be released for our scope of work with-in 45 after our scope is substatntially complete .
- 2 *Pricing based on mutually agreeable contract
- 3 **Break down of pricing is for accounting only, not for separation of work. This proposal is for the complete package above. If separate awards are required please discuss with us.**

Thank you for letting SAS Concrete Construction, LLC service your Concrete - job requirements

Benito Mata

Operations Manager

Cell (713) 876-2203

[Email – bmata@sasconcretellc.com](mailto:bmata@sasconcretellc.com)

SAS Concrete Construction, LLC.

W/MSBE



PROJECT MAP

The diagram shows a rectangular domain with a central square hole. The domain is divided into 8 horizontal strips, numbered 1 to 8 from top to bottom. The central square hole is labeled '11000'. The top boundary is labeled '0'. The right boundary is labeled '801'. The bottom boundary is labeled '11000'. The left boundary is labeled '11000'.

Map showing the intersection of Our Lane and Orange St. The map includes lot numbers and street names: Our Lane Trl, Our Lane Cove Cir, Our Lane Ct, and Our Lane Pl. The intersection area is highlighted with a blue box.

IMPROVEMENT AREAS

4

15612

15604

15602

15606

15602

15607

15603

15606

241

223

225

211

205

201

244

234

236

218

212

15630

15612

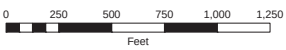
Applewood St

Blalock Rd

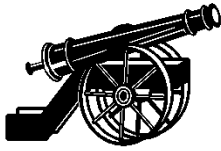
Bylane Dr

Legend

- PRIVATE STREETS
- PUBLIC STREETS
- CITY LIMITS
- Parcel (HCAD)



JUNE 2014



City of Bunker Hill Village
City Council
Agenda Request

Agenda Date:	August 18, 2026
Agenda Item:	IX
Subject:	Beautification Committee Projects
Exhibits:	Services Agreement Project Map
Funding:	Beautification (Acct. # 06-00-00-8832) \$41,063.00
Presenter(s):	Elvin Hernandez, Public Works Director

Executive Summary

Each year, the Beautification Committee is allotted approximately \$40,000 for annual projects that include site landscaping upgrades, tree plantings, and other improvements. As a result of unspent funds dating back to 2024 and because major projects – such as the City Hall landscape project – are being funded as separate budget items, there is currently \$92,000 available for committee use to date.

Historically, the Beautification Committee presents proposed projects to City Council to ensure they align with Council’s direction. At the May 19, 2026, City Council meeting, staff and the Committee presented the following projects for Council consideration:

- A series of multi-location beautification upgrades
- A targeted tree planting initiative along Knipp Rd. (west side), Strey Ln. (east side), and the south property line of City Hall

After discussion, Council directed staff to develop a line-item detail breakdown identifying the types of plants, the number of plants, and the gallon size of plants to be planted at each identified location and to present the report at a future City Council meeting before proceeding with the proposed work. No action was taken.

After discussion with the City Attorney, staff recommends separating the beautification upgrades and tree planting into two independent projects. This approach follows procurement best practices by allowing each project to be competitively bid based on specific scope to ensure the City obtains the best overall value.

Following a competitive solicitation and evaluation process, staff and the Beautification Committee recommend awarding a contract to Yardworks to complete the proposed beautification upgrades at

identified locations throughout the City. The City has contracted with Yardworks to successfully complete previous Beautification Committee initiatives.

Project funding is available in the Beautification account, and if approved, staff will coordinate this work.

The contract has been reviewed by the City Attorney.

Recommended Action

Staff recommends City Council approve a services agreement with Yardworks in the amount of \$41,063.00 to complete the beautification upgrades as recommended by the Beautification Committee.



CITY OF BUNKER HILL VILLAGE, TEXAS SERVICES AGREEMENT

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

Description of Services: Beautification Projects

This Agreement is made and entered into by the **City of Bunker Hill Village, Texas** (referred to as the “City”), with an office at 11977 Memorial Drive, Houston, Texas, 77024, and **Yardworks Landscaping** (the “Company”), with an office at 3322 Marks Road, Houston, Texas, 77084. The City hereby engages the services of the Company as an independent contractor for services described, upon the following terms and conditions.

1. SCOPE OF AGREEMENT

- 1.1. The City hereby agrees to employ the Company and the Company agrees to perform the necessary services as set forth in Exhibit A attached hereto and incorporated herein for all purposes.
- 1.2. In the event of a conflict among the terms of this Agreement and Exhibit A, the terms set forth in this Agreement shall control.
- 1.3. The parties shall comply with Applicable Laws in performing their respective obligations hereunder.
- 1.4. The Company shall perform the services set forth herein in accordance with the provisions of this Agreement, exercising the degree of skill and care ordinarily exercised by members of the Company’s profession in the geographic region.

2. TERM OF AGREEMENT; TERMINATION

- 2.1. This Agreement shall be effective upon proper execution by the City. The term of this Agreement shall be until the work described herein has been completed or the Agreement has been terminated by either party. ***Either party may terminate this Agreement for any reason with thirty days (30) written notice to the other party.***
- 2.2. The City’s obligations under this Agreement shall not constitute a general obligation of the City or indebtedness under the Constitution or laws of the State of Texas. Nothing contained herein shall ever be construed so as to require the City to create a sinking fund or to assess, levy and collect any tax to fund its obligations under this Agreement.

3. ENTIRE AGREEMENT

This Agreement represents the entire Agreement between the Company and the City and no prior or contemporaneous oral or written agreements or representations shall be construed to alter its terms. No additional terms shall become part of this Agreement

without the written consent of both parties and compliance with relevant state law. This Agreement supersedes all other prior agreements either oral or in writing.

4. ASSIGNMENT

The Company shall not assign or subcontract its obligations under this Agreement without the prior written consent of the City, which consent shall not be unreasonably withheld; however, such prior consent shall not be required for an assignment by the Company to a parent, subsidiary, affiliate, or successor.

5. COMPENSATION

For and in consideration of the services rendered by the Company pursuant to this Agreement, the City shall pay the Company only for the actual work performed under the Scope of Work, on the basis set forth in Exhibit "A" up to an amount not to exceed **\$41,063.00**.

6. INDEMNITY AND LIABILITY

6.1. DEFINITIONS

For the purpose of this section the following definitions apply:

- a. "City" shall mean all officers, agents, and employees of the City of Bunker Hill Village.
- b. "Claims" shall mean all claims, liens, suits, demands, accusations, allegations, assertions, complaints, petitions, proceedings and causes of action of every kind and description brought for damages.
- c. "Company" includes the corporation, company, partnership, or other entity, its owners, officers, and/or partners, and their agents, successors, and assigns.
- d. "Company's employees" shall mean any employees, officers, agents, subcontractors, licensees, and invitees of Company.
- e. "Damages" shall mean each and every injury, wound, hurt, harm, fee, damage, cost, expense, outlay, expenditure, or loss of any and every nature, including but not limited to:
 - i. injury or damage to any property or right
 - ii. injury, damage, or death to any person or entity
 - iii. attorneys' fees, witness fees, expert witness fees and expenses,
 - iv. any settlement amounts; and
 - v. all other costs and expenses of litigation
- f. "Premise Defects" shall mean any defect, real or alleged, which now exists, or which may hereafter arise upon the premises.

6.2. INDEMNITY

COMPANY AGREES TO INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY FROM AND AGAINST LIABILITY FOR ANY THIRD-PARTY CLAIMS FOR BODILY INJURY, WRONGFUL DEATH, OR PROPERTY DAMAGES TO THE EXTENT ARISING OUT OF THE COMPANY'S NEGLIGENT WORK AND ACTIVITIES CONDUCTED IN CONNECTION WITH THIS AGREEMENT.

COMPANY IS AN INDEPENDENT CONTRACTOR AND IS NOT, WITH RESPECT TO ITS ACTS OR OMISSIONS, AN AGENT OR EMPLOYEE OF THE CITY.

COMPANY MUST AT ALL TIMES EXERCISE REASONABLE PRECAUTIONS ON BEHALF OF, AND BE SOLELY RESPONSIBLE FOR, THE SAFETY OF COMPANY'S EMPLOYEES WHILE IN THE VICINITY WHERE THE WORK IS BEING DONE. THE CITY IS NOT LIABLE OR RESPONSIBLE FOR THE NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS OF COMPANY OR COMPANY'S EMPLOYEES.

THE CITY ASSUMES NO RESPONSIBILITY OR LIABILITY FOR DAMAGES WHICH ARE DIRECTLY OR INDIRECTLY ATTRIBUTABLE TO PREMISE DEFECTS.

6.3. LIMIT OF LIABILITY

In the event that claims(s) raised by the City against the Company on account of this Agreement, or on account of the Services performed hereunder is/are covered under the Company's insurance policies required of hereunder, the Company shall not be responsible to the City for any loss, damage or liability beyond the amounts contractually required hereunder and actually paid pursuant to the limits and conditions of such insurance policies. With respect to any causes of action and/or claims raised against the Company by the City that are not covered by the insurance policies required hereunder, the Company's liability to the City shall not exceed an aggregate amount equal to twice the compensation paid to the Company by the City under this Agreement in the year in which such cause of action and/or claim is raised.

6.4. WAIVER OF DAMAGES

Notwithstanding any provision to the contrary contained in this Agreement, in no event shall either party be liable, either directly or indirectly, for any special, punitive, indirect and/or consequential damages, including damages attributable to loss of use, loss of income or loss of profit even if such party has been advised of the possibility of such damages.

7. INSURANCE

7.1. AMOUNTS OF INSURANCE

The Company agrees to provide and to maintain the following types and amounts of insurance, for the term of this Contract:

TYPE	AMOUNT
(a) Workers Compensation	(where required – Statutory by State Law)
Employer's Liability	\$100,000 per occurrence
(b) Commercial (Public)	Liability, including but not limited to:
a. Premises/ Operations	Combined Single Limit
b. Independent Contractors	

- c. Personal Injury
- d. Products/Completed Operations
- e. Contractual Liability (insuring above indemnity provisions)

All insured at combined single limits for bodily injury and property damage at \$500,000 per occurrence.

- (c) Comprehensive Automobile Liability, in include coverage for:
 - a. Owned/Leased Automobiles
 - b. Non-owned Automobiles
 - c. Hired Cars

All insured at combined single limits for bodily injury and property damage for \$500,000 per occurrence.

7.2. OTHER INSURANCE REQUIREMENTS

The Company understands that it is its sole responsibility to provide the required Certificates.

Insurance required herein shall be issued by a company or companies of sound and adequate financial responsibility and authorized to do business in the State of Texas. All policies shall be subject to examination and approval by the City Attorney's Office for their adequacy as to form, content, form of protection, and providing company.

Insurance required by this Contract for the City as additional insured shall be primary insurance and not contributing with any other insurance available to the City, under any third party liability policy.

The Company further agrees that with respect to the above required liability insurances, the City shall:

- a. Be named as an additional insured;
- b. Be provided with a waiver of subrogation, in favor of the City,
- c. Br provided with 30 days advance written notice of cancellation, nonrenewal, or reduction in coverage (all "endeavor to" and similar language of reservation stricken from cancellation section of certificate); and
- d. Prior to execution of this Agreement, be provided through the office of the City Attorney with their original Certificate of Insurance evidencing the above requirement.

The insurance requirements set out in this section are independent from all other obligations of the Company under this Agreement and apply whether or not required by any other provision of this Agreement.

8. PAYMENT AND PERFORMANCE

Payment for services described in this Agreement will be made in accordance with the Texas Prompt Payment Act, Chapter 2251 of the Texas Government Code, or as subsequently amended.

9. COMPANY CERTIFICATIONS

The Company certifies that neither it, nor any of its agents or employees, have or will offer or accept gifts or anything of value, or enter into any business arrangement, with any employee, official, or agent of the City.

The Company certifies, pursuant to Texas Government Code Chapter 2271, that it does not boycott Israel and will not boycott Israel during the term of this Agreement. The Company further certifies, pursuant to Texas Government Code Chapter 2252, Subchapter F, that it does not engage in business with Iran, Sudan, or a foreign terrorist organization as may be designated by the United States Secretary of State pursuant to his authorization in 8 U.S.C. Section 1189.

In accordance with Chapter 2274 of the Texas Government Code, Engineer covenants that it: (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and (2) will not discriminate during the term of this contract against a firearm entity or firearm trade associations.

10. NO WAIVER OF IMMUNITY

The City does not waive any statutory or common law right to sovereign immunity by virtue of the execution of this Agreement.

11. NOTICES

Any written notice provided under this Agreement or required by law shall be deemed to have been given and received on the next day after such notice has been deposited by Registered or Certified Mail with sufficient postage affixed thereto and addressed to the other party to the Agreement; provided, that this shall not prevent the giving of actual notice in any manner.

Notice to the City may be sent to the following addresses:

City of Bunker Hill Village, Texas
11977 Memorial Drive
Houston, Texas 77024
Attn: City Administrator

Notice to the Company may be sent to the following addresses:

Yardwork Landscaping
3322 Marks Rd
Houston, Texas 77084

12. INDEPENDENT CONTRACTOR

The relationship of the Company to the City is that of independent contractor for all purposes under this Agreement. This Agreement is not intended to create, and shall not be construed as creating, between the Company and the City, the relationship of principal and agent, joint venturers, co-partners or any other similar relationship, the existence of which is hereby expressly denied.

13. FORCE MAJEURE

Any event of Force Majeure that directly or indirectly causes a party to be unable to perform its obligations under this Agreement shall not be deemed a breach of this Agreement. The occurrence of such event shall suspend the obligations of the affected party for only so long as the impact of such event continues. The obligation to pay amounts due and owing shall not be suspended by such event. The party affected will use commercially reasonable efforts to mitigate the effect of the event. "*Force Majeure*" means any act, event or condition to the extent that it adversely affects the cost or the ability of a party to perform its obligations in accordance with the terms of this Agreement if such act, event or condition, in light of any circumstances that should have been known or reasonably believed to have existed at the time, is beyond the reasonable control and is not a result of the willful or negligent act, error or omission or failure to exercise reasonable diligence on the part of the party so affected. Force Majeure includes but is not limited to: (a) acts of God; (b) flood, fire, earthquake, hurricane or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (d) government order or law; (e) actions, embargoes or blockades in effect on or after the date of this Contract; (f) action by any governmental authority; (g) national or regional emergency; (h) strikes, labor stoppages or slowdowns or other industrial disturbances, other than those involving the affected parties employees; (i) shortage of adequate power or transportation facilities.

14. WAIVER

The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.

AGREED to and ACCEPTED this 18th day of August, 2026.

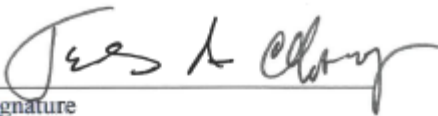
City of Bunker Hill Village, Texas

Keith Brown
Mayor

ATTEST:

Mallory A. Pack
City Secretary

Vendor: Yardworks Landscaping


Signature

JESUS A. CHAVEZ

Print Name

PRESIDENT

Title

8/3/2026

Date

EXHIBIT A



3322 Marks Rd.
Houston, Texas 77084

City of Bunker Hill
11977 Memorial Dr.
Houston, Texas 77024
Attn: Elvin Hernandez

4/30/2026

Please find the following proposal for 11977 Memorial Drive

Qty	Material	Location	Each	Total
2) North End of Gessner				
10	Flats, Asian Jasmine, 4"		\$ 32.00	\$ 320.00
6	Foxtail ferns, 1 gal.		\$ 12.50	\$ 75.00
4	Yaupon, Dwarf 3 gal.		\$ 28.50	\$ 114.00
5	Knock-out roses, 3 gal.		\$ 35.00	\$ 175.00
8	Loropetalum, Dwarf 5 gal.		\$ 36.50	\$ 292.00
	Crew Labor			\$ 650.00
Clean-up Red Bud & thin out Iris on the back sign, define and prepare beds for new planting and installation of materials as listed. Hauling and disposal fee of debris.				
3) Tip at Memorial and Gessner				
3	Loropetalum, Dwarf 5 gal.		\$ 36.50	\$ 109.50
	Crew Labor			\$ 75.00
Installation of materials as listed.				
4) West Side of Gessner & Memorial				
2	Foxtail ferns, 1 gal.		\$ 12.50	\$ 25.00
	Crew Labor			\$ 25.00
Installation of materials as listed.				
5) Southeast Corner Memorial & Gessner (Tealwood sign)				
4	Dianella, 3 gal.		\$ 34.50	\$ 138.00
6	Foxtail ferns, 3 gal.		\$ 35.00	\$ 210.00
	Crew Labor			\$ 300.00
Weed area, define and prepare bed for new planting, hauling and disposal fee of debris.				
6) In Front of Memorial Forest Club- West bench bed border & around trees				
25	Flats, Asian Jasmine, 4"		\$ 32.00	\$ 800.00
5	Nandina, Dwarf 3 gal.		\$ 28.50	\$ 142.50
6	Yaupon, Dwarf 3 gal.		\$ 28.50	\$ 171.00
	Crew Labor			\$ 650.00
Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.				

7) Front of Memorial Forest Club - East bench

20	Flats, Asian Jasmine 4"	bed border & behind bench	\$	32.00	\$	640.00
2	Foxtail ferns, 1 gal.		\$	12.50	\$	25.00
	Crew Labor				\$	450.00

Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.

7B) Plantation and Memorial (at light)

10	Star Jasmine 3 gal.		\$	36.50	\$	365.00
25	Flats, Asian Jasmine 4"		\$	32.00	\$	800.00
	Crew Labor				\$	650.00

Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.

8) LR Park - Strey Lane Esplanade

6	Flats, Lantanas 4"		\$	38.00	\$	228.00
5	Yaupon, Dwarf 3 gal.		\$	28.50	\$	142.50
10	Foxtail ferns, 1 gal.	(left outside near street)	\$	12.50	\$	125.00
15	Flats, Asian Jasmine 4"		\$	32.00	\$	480.00
10	Azaleas, Fashion 5 gal.		\$	32.50	\$	325.00
	Crew Labor				\$	1,200.00

Remove dead plants in the corners & trim knock-out roses, define and prepare area for installation of materials as listed, hauling and disposal fee of debris.

9) Bench on Memorial (opposite City Hall)
(Left)

9	Yaupon, Dwarf 3 gal.		\$	28.50	\$	256.50
5	Foxtail ferns, 1 gal.		\$	12.50	\$	62.50
3	Society Garlic, 1 gal.		\$	10.50	\$	31.50
4	Knock-out roses, 3 gal.		\$	35.00	\$	140.00
	Crew Labor				\$	300.00

Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.

10) In Front of City Hall

3	Dianella, 3 gal.		\$	34.50	\$	103.50
5	Ligustrum, Dwarf Sunshine 3 gal.		\$	38.50	\$	192.50
2	Camelia, 7 gal.		\$	145.00	\$	290.00
3	Foxtail ferns, 1 gal.		\$	12.50	\$	37.50
3	Agapanthus, 3 gal.		\$	32.00	\$	96.00
1	Spirea, 10 gal.		\$	78.50	\$	78.50
5	Ligustrum, Yellow sunshine 3 gal.	In Front of Police Station	\$	38.50	\$	192.50
3	Camelia, 3 gal.		\$	48.50	\$	145.50
1	Dianella, 1 gal.		\$	12.50	\$	12.50
3	Indian Hawthorne, 3 gal.		\$	28.50	\$	85.50
2	Spirea, 10 gal.		\$	78.50	\$	157.00
	Crew Labor				\$	750.00

Transplant Indian Hawthorne, define and prepare area for installation of materials as listed, hauling and disposal fee of debris.

11) Water Well #3

22	Star Jasmine, 5 gal.	\$	42.00	\$	924.00
1	Flat, Asian Jasmine 4"	\$	32.00	\$	32.00
5	Azalea, Fashion 5 gal.	\$	32.50	\$	162.50
	Crew Labor			\$	650.00

Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.

12) Bunker Hill Esplanade

50	Flats, Asian Jasmine 4"	\$	32.00	\$	1,600.00
5	Flats, Yellow Lantana 4"	\$	38.00	\$	190.00
15	Yaupon, Dwarf 5 gal.	\$	32.00	\$	480.00
5	Azalea, Fashion 5 gal.	\$	32.50	\$	162.50
8	Foxtail ferns, 1 gal.	\$	12.50	\$	100.00
8	Azalea, Fashion 3 gal.	\$	29.50	\$	236.00
3	Loropetalums, 5 gal.	\$	36.50	\$	109.50
	Crew Labor			\$	1,500.00

Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.

13) Bench at Bunker Hill & Memorial

12	Yaupon, Dwarf 3 gal.	\$	28.50	\$	342.00
3	Azalea, Fashion 3 gal.	\$	29.50	\$	88.50
	Crew Labor			\$	300.00

Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.

14) Providence Park Bench

12	Flats, Asian Jasmine 4"	\$	32.00	\$	384.00
3	Yaupon, Dwarf 3 gal.	\$	28.50	\$	85.50
	Crew Labor			\$	300.00

Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.

15) Branch Bend Side of Church -Bench

20	Flats, Asian Jasmine 4"	\$	32.00	\$	640.00
3	Yaupon, Dwarf 3 gal. (left side)	\$	28.50	\$	85.50
5	Azalea, Fashion 3 gal.	\$	29.50	\$	147.50
	Crew Labor			\$	450.00

Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.

16) Briar Forest Esplanade

60	Flats, Asian Jasmine 4"	\$	32.00	\$	1,920.00
15	Yaupon, Dwarf 3 gal.	\$	28.50	\$	427.50
20	Azalea, Fashion 5 gal.	\$	32.50	\$	650.00
6	Dianella, 1 gal.	\$	12.50	\$	75.00
20	Foxtail ferns, 1 gal.	\$	12.50	\$	250.00
15	Loropetalums, 5 gal.	\$	36.50	\$	547.50
10	Yaupon, Dwarf 5 gal.	\$	32.00	\$	320.00
24	Flats, Asian Jasmine 4"	\$	32.00	\$	768.00
	Crew Labor			\$	2,400.00

rectangular area, snake pattern
in rectangular area
in rectangular area

Move existing periales around crape myrtles, define and prepare area for instalation of materials as listed, hauling and disposal fee of debris.

17) Coachman and Green Bay

10	Flats, Asian Jasmine 4"	\$	32.00	\$	320.00
	Crew Labor			\$	150.00
Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.					

18) Green Bay at Blalock

12	Sword ferns, 3 gal.	\$	32.50	\$	390.00
	Crew Labor			\$	750.00
Remove deadwood & vines on the natural area and installation of materials as listed, hauling and disposal fee of debris.					

19) Blalock and Taylorcrest around beds

30	Flats, Asian Jasmine 4"	\$	32.00	\$	960.00
8	Yaupon, Dwarf 3 gal.	\$	28.50	\$	228.00
25	Society Garlic, 1 gal.	\$	10.50	\$	262.50
10	Drift roses, 3 gal.	\$	36.00	\$	360.00
5	Azalea, Fashion 5 gal.	\$	32.50	\$	162.50
	Crew Labor			\$	1,200.00
Remove variegated gingers, define and prepare area for installation of materials as listed, hauling and disposal fee of debris.					

20) Water Plant #1

9	Azalea, George Tabor 5 gal.	\$	36.00	\$	324.00
4	Yaupon, Dwarf 3 gal.	\$	28.50	\$	114.00
3	Yaupon Dwarf, 3 gal.(west corner)	\$	28.50	\$	85.50
8	Yaupon, Dwarf 3 gal. (east side)	\$	28.50	\$	228.00
6	Azaleas, Fashion 5 gal. (east side)	\$	32.50	\$	195.00
	Crew Labor			\$	750.00
Remove knock-out roses on west corner, fix/replace metal edging. Define and prepare area for installation of materials as listed. Hauling and disposal fee of debris.					

21) Blalock and Memorial

1	Dianella, 3 gal.	\$	34.50	\$	34.50
6	Foxtail ferns, 1 gal.	\$	12.50	\$	75.00
5	Society Garlic, 1 gal.	\$	10.50	\$	52.50
	Crew Labor			\$	150.00
Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.					

SUBTOTAL	\$ 35,753.00
Sales Tax (8.25%)	N/A
TOTAL	\$ 35,753.00

Additional materials needed for landscaping installation

8 Bags, Microlife fertilizer amendments	\$	120.00	\$	960.00
24 Yards, Organic compost mix	\$	65.00	\$	1,560.00
18 Yards, Pine Deco mulch	\$	55.00	\$	990.00
Crew Labor			\$	1,800.00

Installation of materials as listed.

SUBTOTAL \$ 5,310.00

Sales Tax (8.25%) N/A

TOTAL	\$ 5,310.00
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If you have any questions, please call our office at 281-579-0329

A 50% down payment is required by the day works commences. It is acknowledged that payment for the total balance is due upon completion of the job.

Yardworks will guarantee that all new plant material shall remain in a viable growing condition (except seasonal color) for 30 days. Trees, bushes, shrubs, vines and all other plant material for 3 months after the date of installation. This guarantee is subject to proper maintenance by the owner or the owner's duly appointed representative. This guarantee does not apply to non watering, vandalism, theft, fire, abuse, neglect, storm damage or other extreme weather conditions. The viability of other transplanted materials on-site is not guaranteed. Plants under warrant shall be replaced one time only, after the original planting has been paid for in full. Yardworks is not responsible for power, gas, telephone, or other utilities that are damaged, if not marked prior to installation by the owner.

Thank you for allowing YARDWORKS the opportunity to submit a proposal for your landscaping needs.

Acceptance of Proposal

Date

Qty	Material	Location	Each	Total
		2) North End of Gessner		
10	Flats, Asian Jasmine, 4"		\$ 32.00	\$ 320.00
6	Foxtail ferns, 1 gal.		\$ 12.50	\$ 75.00
4	Yaupon, Dwarf 3 gal.		\$ 28.50	\$ 114.00
5	Knock-out roses, 3 gal.		\$ 35.00	\$ 175.00
8	Loropetalum, Dwarf 5 gal.		\$ 36.50	\$ 292.00
	Crew Labor			\$ 650.00
	Clean-up Red Bud & thin out Iris on the back sign, define and prepare beds for new planting and installation of materials as listed. Hauling and disposal fee of debris.			
			TOTAL	\$ 1,626.00



Qty	Material	Location	Each	Total
		3) Tip at Memorial and Gessner		
3	Loropetalum, Dwarf 5 gal.		\$ 36.50	\$ 109.50
	Crew Labor			\$ 75.00
	Installation of materials as listed.			
			TOTAL	\$ 184.50



Qty	Material	Location	Each	Total		
		4) West Side of Gessner & Memorial				
2	Foxtail ferns, 1 gal.		\$ 12.50	\$ 25.00		
	Crew Labor			\$ 25.00		
	Installation of materials as listed.					
			TOTAL	\$ 50.00		



Qty	Material	Location	Each	Total
		5) Southeast Corner Memorial & Gessner (Tealwood sign)		
4	Dianella, 3 gal.		\$ 34.50	\$ 138.00
6	Foxtail ferns, 3 gal.		\$ 35.00	\$ 210.00
	Crew Labor			\$ 300.00
	Weed area, define and prepare bed for new planting, hauling and disposal fee of debris.			
			TOTAL	\$ 648.00



Qty	Material	Location	Each	Total
		6) In Front of Memorial Forest Club- West bench bed border & around trees		
25	Flats, Asian Jasmine, 4"		\$ 32.00	\$ 800.00
5	Nandina, Dwarf 3 gal.		\$ 28.50	\$ 142.50
6	Yaupon, Dwarf 3 gal.		\$ 28.50	\$ 171.00
	Crew Labor			\$ 650.00
	Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.			
			TOTAL	\$ 1,763.50



Qty	Material	Location	Each	Total
		7) Front of Memorial Forest Club - East bench bed border & behind bench		
20	Flats, Asian Jasmine 4"		\$ 32.00	\$ 640.00
2	Foxtail ferns, 1 gal.		\$ 12.50	\$ 25.00
	Crew Labor			\$ 450.00
	Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.			
			TOTAL	\$ 1,115.00



Qty	Material	Location	Each	Total
		7B) Plantation and Memorial (at light)		
10	Star Jasmine 3 gal.		\$ 36.50	\$ 365.00
25	Flats, Asian Jasmine 4"		\$ 32.00	\$ 800.00
	Crew Labor			\$ 650.00
	Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.			
			TOTAL	\$ 1,815.00



Qty	Material	Location	Each	Total
		8) LR Park - Strey Lane Esplanade		
6	Flats, Lantanas 4"		\$ 38.00	\$ 228.00
5	Yaupon, Dwarf 3 gal.		\$ 28.50	\$ 142.50
10	Foxtail ferns, 1 gal.	(left outside near street)	\$ 12.50	\$ 125.00
15	Flats, Asian Jasmine 4"		\$ 32.00	\$ 480.00
10	Azaleas, Fashion 5 gal.		\$ 32.50	\$ 325.00
	Crew Labor			\$ 1,200.00
	Remove dead plants in the corners & trim knock-out roses, define and prepare area for installation of materials as listed, hauling and disposal fee of debris.			
			TOTAL	\$ 2,500.50



Qty	Material	Location	Each	Total
		9) Bench on Memorial (opposite City Hall)		
9	Yaupon, Dwarf 3 gal.	(Left)	\$ 28.50	\$ 256.50
5	Foxtail ferns, 1 gal.		\$ 12.50	\$ 62.50
3	Society Garlic, 1 gal.		\$ 10.50	\$ 31.50
4	Knock-out roses, 3 gal.		\$ 35.00	\$ 140.00
	Crew Labor			\$ 300.00
	Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.			
			TOTAL	\$ 790.50



Qty	Material	Location	Each	Total
		10) In Front of City Hall		
3	Dianella, 3 gal.		\$ 34.50	\$ 103.50
5	Ligustrum, Dwarf Sunshine 3 gal.		\$ 38.50	\$ 192.50
2	Camelia, 7 gal.		\$ 145.00	\$ 290.00
3	Foxtail ferns, 1 gal.		\$ 12.50	\$ 37.50
3	Agapanthus, 3 gal.		\$ 32.00	\$ 96.00
1	Spirea, 10 gal.		\$ 78.50	\$ 78.50
5	Ligustrum, Yellow sunshine 3 gal.	In Front of Police Station	\$ 38.50	\$ 192.50
3	Camelia, 3 gal.		\$ 48.50	\$ 145.50
1	Dianella, 1 gal.		\$ 12.50	\$ 12.50
3	Indian Hawthorne, 3 gal.		\$ 28.50	\$ 85.50
2	Spirea, 10 gal.		\$ 78.50	\$ 157.00
	Crew Labor			\$ 750.00
	Transplant Indian Hawthorne, define and prepare area for installation of materials as listed, hauling and disposal fee of debris.			
			TOTAL	\$ 2,141.00



Qty	Material	Location	Each	Total
		11) Water Well #3		
22	Star Jasmine, 5 gal.		\$ 42.00	\$ 924.00
1	Flat, Asian Jasmine 4"		\$ 32.00	\$ 32.00
5	Azalea, Fashion 5 gal.		\$ 32.50	\$ 162.50
	Crew Labor			\$ 650.00
	Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.			
			TOTAL	\$ 1,768.50



Qty	Material	Location	Each	Total
		12) Bunker Hill Esplanade		
50	Flats, Asian Jasmine 4"		\$ 32.00	\$ 1,600.00
5	Flats, Yellow Lantana 4"		\$ 38.00	\$ 190.00
15	Yaupon, Dwarf 5 gal.		\$ 32.00	\$ 480.00
5	Azalea, Fashion 5 gal.		\$ 32.50	\$ 162.50
8	Foxtail ferns, 1 gal.		\$ 12.50	\$ 100.00
8	Azalea, Fashion 3 gal.	Small esplanade	\$ 29.50	\$ 236.00
3	Loropetalums, 5 gal.		\$ 36.50	\$ 109.50
	Crew Labor			\$ 1,500.00
	Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.			
			TOTAL	\$ 4,378.00



Qty	Material	Location	Each	Total
		13) Bench at Bunker Hill & Memorial		
12	Yaupon, Dwarf 3 gal.		\$ 28.50	\$ 342.00
3	Azalea, Fashion 3 gal.		\$ 29.50	\$ 88.50
	Crew Labor			\$ 300.00
	Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.			
			TOTAL	\$ 730.50



		14) Providence Park Bench				
12	Flats, Asian Jasmine 4"		\$ 32.00	\$ 384.00		
3	Yaupon, Dwarf 3 gal.		\$ 28.50	\$ 85.50		
	Crew Labor			\$ 300.00		
	Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.					
			TOTAL	\$ 769.50		



Qty	Material	Location	Each	Total
		15) Branch Bend Side of Church -Bench		
20	Flats, Asian Jasmine 4"		\$ 32.00	\$ 640.00
3	Yaupon, Dwarf 3 gal. (left side)		\$ 28.50	\$ 85.50
5	Azalea, Fashion 3 gal.		\$ 29.50	\$ 147.50
	Crew Labor			\$ 450.00
	Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.			
			TOTAL	\$ 1,323.00



Qty	Material	Location	Each	Total
		16) Briar Forest Esplanade		
60	Flats, Asian Jasmine 4"		\$ 32.00	\$ 1,920.00
15	Yaupon, Dwarf 3 gal.		\$ 28.50	\$ 427.50
20	Azalea, Fashion 5 gal.		\$ 32.50	\$ 650.00
6	Dianella, 1 gal.		\$ 12.50	\$ 75.00
20	Foxtail ferns, 1 gal.		\$ 12.50	\$ 250.00
15	Loropetalums, 5 gal.	rectangular area, snake pattern	\$ 36.50	\$ 547.50
10	Yaupon, Dwarf 5 gal.	in rectangular area	\$ 32.00	\$ 320.00
24	Flats, Asian Jasmine 4"	in rectangular area	\$ 32.00	\$ 768.00
	Crew Labor			\$ 2,400.00
	Move existing periales around crape myrtles, define and prepare area for instalation of materials as listed, hauling and disposal fee of debris.			
			TOTAL	\$ 7,358.00



		17) Coachman and Green Bay		
10	Flats, Asian Jasmine 4"		\$ 32.00	\$ 320.00
	Crew Labor			\$ 150.00
	Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.			
			TOTAL	\$ 470.00



		18) Green Bay at Blalock		
12	Sword ferns, 3 gal.		\$ 32.50	\$ 390.00
	Crew Labor			\$ 750.00
	Remove deadwood & vines on the natural area and installation of materials as listed, hauling and disposal fee of debris.			
			TOTAL	\$ 1,140.00



Qty	Material	Location	Each	Total
		19) Blalock and Taylorcrest around beds		
30	Flats, Asian Jasmine 4"		\$ 32.00	\$ 960.00
8	Yaupon, Dwarf 3 gal.		\$ 28.50	\$ 228.00
25	Society Garlic, 1 gal.		\$ 10.50	\$ 262.50
10	Drift roses, 3 gal.		\$ 36.00	\$ 360.00
5	Azalea, Fashion 5 gal.		\$ 32.50	\$ 162.50
	Crew Labor			\$ 1,200.00
	Remove variegated gingers, define and prepare area for installation of materials as listed, hauling and disposal fee of debris.			
			TOTAL	\$ 3,173.00



		20) Water Plant #1		
9	Azalea, George Tabor 5 gal.		\$ 36.00	\$ 324.00
4	Yaupon, Dwarf 3 gal.		\$ 28.50	\$ 114.00
3	Yaupon Dwarf, 3 gal.(west corner)		\$ 28.50	\$ 85.50
8	Yaupon, Dwarf 3 gal. (east side)		\$ 28.50	\$ 228.00
6	Azaleas, Fashion 5 gal. (east side)		\$ 32.50	\$ 195.00
	Crew Labor			\$ 750.00
	Remove knock-out roses on west corner, fix/replace metal edging. Define and prepare area for installation of materials as listed. Hauling and disposal fee of debris.			
			TOTAL	\$ 1,696.50



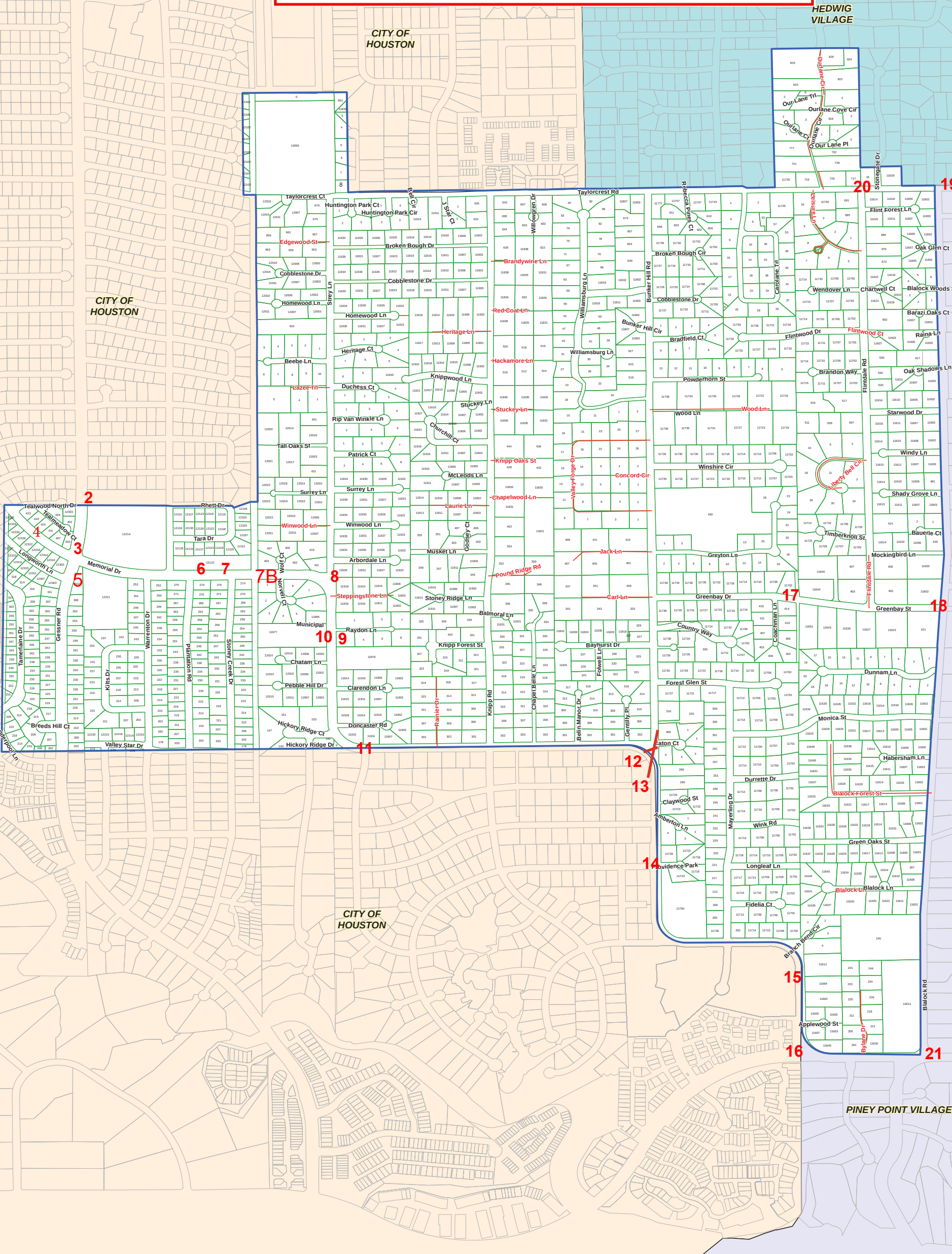
		21) Blalock and Memorial		
1	Dianella, 3 gal.		\$ 34.50	\$ 34.50
6	Foxtail ferns, 1 gal.		\$ 12.50	\$ 75.00
5	Society Garlic, 1 gal.		\$ 10.50	\$ 52.50
	Crew Labor			\$ 150.00
	Define and prepare area for installation of materials as listed, hauling and disposal fee of debris.			
		TOTAL	\$ 312.00	



	Additional materials needed for landscaping installation			
	8 Bags, Microlife fertilizer amendments		\$ 120.00	\$ 960.00
	24 Yards, Organic compost mix		\$ 65.00	\$ 1,560.00
	18 Yards, Pine Deco mulch		\$ 55.00	\$ 990.00
	Crew Labor			\$ 1,800.00
	Installation of materials as listed.			
			TOTAL	\$ 5,310.00

PROJECT MAP

Numbers on the map show the location of projects listed in Exhibit A



Legend

- PRIVATE STREETS
- PUBLIC STREETS
- CITY LIMITS
- Parcel (HCAD)



City of Bunker Hill Village
City Council
Agenda Request

Agenda Date:	August 18, 2026
Agenda Item:	X
Subject:	Financial Management Policy
Exhibits:	Resolution No. 08-18-2026B Amended Financial Management Policy Statements
Funding:	N/A
Presenter(s):	Gerardo Barrera, City Administrator Susan Grass, Finance Director

Executive Summary

At the June 20, 2023, meeting, Council unanimously approved the City's Financial Management Policy Statements. The statements provide guidelines for operational and long-range planning to ensure that the City is financially able to meet its immediate and long-term service needs.

During the 89th Texas Legislative Session, S.B. 1173, effective September 1, 2025, increased the formal competitive bidding threshold for cities from \$50,000 to \$100,000. This change means that purchases or contracts for goods and services valued at less than \$100,000 may be executed without undergoing the formal competitive bidding process, resulting in streamlined procurement processes, lower administrative costs, and greater flexibility for managing resources.

The bill also increased the range that triggers the requirement that a city must contact at least two (2) historically underutilized businesses (HUB) on a rotating basis when making expenditures of public money. The requirement is now applied when a city spends between \$3,000 and \$100,000.

To align with the statutory changes enacted by S.B. 1173, staff recommends amending section V(E) of the City's Financial Management Policy, which currently limits the City's purchasing threshold to \$50,000. Staff presented the proposed amendment to the Finance Committee during the June 15, 2026, meeting. After discussion and review, the Committee recommended that staff present the amendment to the City Council for formal consideration and action.

Recommended Action

Staff recommends City Council approve Resolution No. 08-18-2026B, amending the City's Financial Management Policy Statements.

RESOLUTION NO. 08-18-2026B

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, REVISING FINANCIAL MANAGEMENT POLICY STATEMENTS FOR MANAGING AND PLANNING THE CITY'S FINANCES; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS:

WHEREAS, the City of Bunker Hill Village adopted a written policy outlining the policy and processes for managing and planning the City's finances on June 20, 2023; and

WHEREAS, the Financial Management Policy Statements attached here as Exhibit "A" have been revised.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, THAT:

Section 1. The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

Section 2. The City Council of the City of Bunker Hill Village, Texas, hereby revises the Financial Management Policy Statements attached here to as Exhibit "A."

Section 3. This Resolution shall become effective immediately upon its passage.

PASSED, APPROVED, AND ADOPTED this 18th day of August, 2026.

Keith Brown
Mayor

ATTEST:

Mallory A. Pack
City Secretary

City of Bunker Hill Village, TX
Financial Management Policy Statements

June 20, 2023

OVERVIEW

Purpose

The City of Bunker Hill Village Financial Management Policy Statements (FMPS) assembles all the City's major financial policies in one document. These statements provide guidelines for operational and long-range planning ensuring that the city is financially able to meet its immediate and long-term service needs.

Objectives

- A. To guide management decisions that have fiscal impact.
- B. To employ balanced revenue policies that provide adequate funding for services and service levels.
- C. To maintain appropriate financial capacity for present and future needs.
- D. To maintain sufficient reserves to maintain service levels during periods of economic downturn and disaster.
- E. To promote sound financial management by providing accurate and timely information on the City's financial condition.
- F. To protect the City's credit rating and provide adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
- G. To ensure the legal use of financial resources through effective internal controls.
- H. To enhance transparency in financial matters.

Updates to Financial Management Policy Statements

The Financial Management Policy Statements shall be reviewed by the Finance Committee with a recommendation made to the City Council for approval following each legislative session at a minimum.

Compliance with Financial Management Statements

The Financial Management Policies are guidelines and occasionally exceptions may be appropriate and required. Exceptions should be identified and explained to the City Administrator and City Council, when appropriate.

Summary of Major Policy Statements

- I. **Accounting, Auditing & Financial Reporting:** Maintain accounting practices that conform to generally accepted accounting principles and comply with prevailing federal, state, and local statutes and regulations. Prepare and present regular financial reports that evaluate the City's financial performance and health.
- II. **Financial Consultants:** The City will employ the assistance of qualified municipal/financial advisors and consultants as needed in the administration and management of the City's financial objectives. These areas include but are not limited to audit services, debt administration, and delinquent collections. The principal factors in the selection of these consultants will include experience/expertise, ability to perform the services, references, methodology and cost.
- III. **Budget and Financial Planning:** Establish guidelines for budgeting to ensure a financially sound City and establish a process that assesses the long-term financial implications of current and proposed operating and capital budgets.
- IV. **Revenues, User Fees and Rates:** Design, maintain, and administer a fee structure for fee-based services that will assure a reliable, equitable, and diversified and sufficient revenues stream to support City services.
- V. **Expenditures and Purchasing:** Administer the expenditure of available resources to help ensure fiscal stability and comply with prevailing federal, state, and local statutes and regulations.
- VI. **Fund Balance/Working Capital:** Maintain fund balances and working capital at levels sufficient to protect the City's creditworthiness as well as its ability to withstand emergencies or economic fluctuations.
- VII. **Capital Expenditures and Improvements:** Review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.
- VIII. **Debt:** Establish guidelines for debt financing that will minimize the impact of debt payments on current revenues and protect the City's creditworthiness.

I. ACCOUNTING, AUDITING AND FINANCIAL REPORTING

Maintain accounting practices that conform to generally accepted accounting principles and comply with prevailing federal, state, and local statutes and regulations. Prepare and present regular financial reports that evaluate the City's financial performance and health.

A. Accounting Practices and Principles

The city will maintain accounting practices that conform to Generally Accepted Accounting Principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB), the authoritative standard setting body for units of local government. All city financial documents. Monthly interim financial reports are prepared on a cash basis and will be reported as budgeted. At year-end, the general ledger, and financials, and the subsequent Annual Financial Report will be converted and presented according to GAAP and GASB.

B. Financial and Management Report

Monthly Financial Reports will be prepared and provided to the City Administrator by the end of each month for the prior month. The financial report will be emailed to the council when a council meeting is not scheduled in that month. These reports will be provided to the city Council for acceptance. These reports are prepared on a cash or modified accrual basis and include balance sheets and income statements for each fund, tax collection report, investment report, and summary of capital projects. A draft copy will be provided for months when year-end journal entries are pending due to timing.

C. Annual Audit

Pursuant to the State Statute, the City shall have its records and accounts audited annually and shall have a Annual Comprehensive Financial Statement (ACFR) prepared on the audit. The audit shall be performed by a certified public accounting (CPA) firm, licensed to practice in the State of Texas. Although State Statute requires the annual financial statement including the auditor's opinion on the statement to be filed within 180 days after the last day of the fiscal year. The audit firm shall provide a management letter to the City prior to the filing of the audit. The audit firm shall also provide a Single Audit of Federal and State grants, when necessary. The Finance Director shall be responsible for establishing a process to ensure timely resolution and implementation of any audit recommendations.

D. Financial Audit Committee

The City Council shall designate a Finance Committee annually in June following the election. The committee is comprised of the Mayor, a Councilmember, and the city Administrator. The role of the Finance Audit Committee is to review and guide financial policy and strategic financial issues such as Annual Audit, Investment Policy, and Management Policy. Responsibilities include but are not limited to:

- Recommendation to the City Council on selection of the independent audit firm in those years in which an auditor must be appointed.
- Final audit review, results, findings, management letter, as well as major audit adjustments as identified under the Sarbanes-Oxley Act of 2002 prior to filing the Annual Financial Report with City Council
- Assess the status of issues addressed in the audit management letter, if warranted.
- Serves as a communication link between the Auditor and City Council regarding any major issues/concerns, findings that may arise out of the audit.
- Serves as the Investment Committee and reviews the City's Investment Strategy and Policy.
- Reviews any debt issuances or refunding opportunities with staff and the City's municipal/financial advisor.
- Review and recommend Financial Management Policy Statements to City Council.

E. Surety Bond

- The City Administrator and Finance Director will maintain a Surety Bond in their name for \$100,000 and \$50,000 respectively.
- The Public Employee Dishonesty Policy with TML for each employee with the city will be maintained with an aggregated limit of \$100,000 and Deductible of \$1,000.

F. Continuing Disclosure

The City, with the support of the City's municipal/financial advisor, will provide the required annual disclosure within 180 days of fiscal year end, as well as material event disclosure required under SEC Rule 15c2-12 within 10 days of the occurrence of the event. The Finance Director will work with the City's Municipal/Financial Advisor to ensure that any financial information that must be disclosed to the MSRB are filed accurately and timely.

G. Bank Depository

Pursuant to State law, the city may approve depository services contract whose term does not exceed five (5) years. There is no requirement for rotation. The City will select its official banking institution through a formal process based on best value to provide the City with the most comprehensive, flexible, and cost-effective banking services available. The city has selected a secondary bank as its depository.

H. Signature of Checks

All checks shall have two signatures. The Mayor, City Council, and the City Administrator are authorized to sign checks. Handwritten signatures shall be affixed to all City checks or affixed via facsimile signature made with a secure laser check printing system.

I. Electronic Checks

The city may also use electronic means, via the bank, to pay bills. This could be in the form of automatic bank drafts or direct debit, which are repeating in nature, and approved by the City Administrator. Currently automatic bank drafts are set up for payroll, utilities, deferred compensation, and merchant card service fees, supported by documentation such as an invoice. The city will not use automatic bank drafts for service, operational vendor type payments.

The city may also use on-line bill payments, whereby the city initiates the payment via the on-line banking system. This would only be for vendors that have repetitive monthly invoices such as the City's Public Safety contracts and debt service payments. The city would designate the amount to pay, supported by documentation such as an invoice, and the date payment is made once the invoice has been approved for payment. If by ACH, the vendor would have to consent and provide the City the information that would be required to make payment.

Both types of electronic payments will be entered into the City's accounts payable module to accurately and timely reflect payments made to vendors, to monitor for state and local purchasing laws, guidelines and policies, 1099 reporting, as well as to record on the City's general ledger and financial reports. These electronic payments will be reconciled monthly to the bank statement and general ledger. Payroll and merchant card service charges will be entered by journal entry and not through the accounts-payable module. Payments that are under \$1,000 and repeating in nature can be set up by electronic payment.

The city will analyze any service fees that this may create for the City, and cyber and technical risk, versus the cost of a manual check and efficiencies gained.

No payment(s) will be made by any means without the vendor first being set up as a vendor in the City's accounts payable-module and all documentation provided to the City, such as W-9, certificate of insurance, and any other document requested by the City.

J. Ratification of Checks and Electronic Payments

The City Council shall review and ratify all payments made by the City monthly. The information provided will be Vendor, Invoice Amount, Check Number, at a minimum. A Councilmember may request to see any invoice that was paid.

II. FINANCIAL CONSULTANTS

The City will employ the assistance of qualified municipal/financial advisors and consultants as needed in the administration and management of the City's financial objectives. These areas include but are not limited to audit services, debt administration, tax collection accessor and delinquent collections. The principal factors in the selection of these consultants will include experience/expertise, ability to perform the services, references, methodology and cost.

A. Independent Auditor

At least every seven (7) years, the City shall solicit proposals from qualified firms through an RFP process, including the current auditors if their past performance has been satisfactory. The Finance Committee shall recommend to the City Council an independent firm of certified public accountants to perform an annual audit of the accounts and records and render an opinion on the financial statements of the City. The City Council shall appoint the auditor.

- It is the City's preference to rotate auditor firms every seven (7) years to ensure that the City's financial statements are reviewed and audited with an objective, impartial, and unbiased point of view. The selection of the audit firm will be based upon the proposals received, the reputation and qualifications of the firm, and the firm's ability to perform a quality audit, within the time frame laid out by state law.
- However, if through the RFP solicitation and review process, management and the Finance Committee recommend the current audit firm for another engagement term, then the lead auditor partner as well as the lead reviewer, must be rotated after a maximum of seven (7) years. The City may request audit partner or lead reviewer change any time during the seven (7) years.
- Annually, the independent auditor will provide a letter of engagement to the City Council for annual audit services.

B. Arbitrage Consultant

While the City is responsible for ensuring that financial records are in order, the calculations made, reporting completed, and filings made, the actual arbitrage calculation and reporting, if necessary, shall be contracted out to a qualified firm.

C. Tax Assessor/Collector

Due to the nature and expertise required, the City shall contract for property tax billing & collections which requires a certified tax assessor/collector. The City contracts with Spring Branch ISD for property tax analysis, guidance through the process of setting the tax rate and for billing and collections. The contract will be evergreen in nature, however, with a termination clause. There is no requirement for rotation.

D. Delinquent Tax and Municipal Court Collection Attorney

Due to the nature and expertise required, the City shall hire a delinquent tax collection attorney to collect delinquent taxes, represent the City in filing bankruptcy claims, foreclose on real property, seize personal property, and represent the City in court cases and property sales.

- The City shall contract for a delinquent tax collection attorney either through the City's tax assessor/collector in conjunction with the contract for billing and collection of the City's property tax or shall contract directly with an attorney.
- If the City chooses to contract directly for delinquent tax collection services, the contract shall be considered evergreen, however with a termination clause.
- There is no requirement for rotation.

Due to the nature and expertise required, the City shall hire a delinquent collection attorney to recover court fees and fines associated with misdemeanor convictions. The collection fee is set by state law.

- The City shall contract directly for these services and the contract is considered evergreen, however with a termination clause.
- There is no requirement for rotation.

E. Bond Counsel

Bond Counsel to the City has the role of an independent expert who provides an objective legal opinion concerning the issuance and sale of bonds and other debt instruments. As bond counsel are specialized attorneys who have developed necessary expertise in a broad range of practice areas, the city will always use a consultant for these services. Generally, bonds are not marketable without the opinion of bond counsel stating that the bonds are valid and binding obligations, stating the source of payment and security for the bonds, and that the bonds are exempt from State and Federal income taxes.

- Due to the benefits that come with the history and knowledge of the City, the contract shall be considered evergreen, with a termination clause.
- There is no requirement for rotation.
- To ensure the City is receiving services for a fair market value, staff may conduct a survey every five (5) years of fees and present a comparison and analysis to the City Administrator and Finance Committee.

F. Municipal/Financial Advisor

The City issues various types of securities to finance its capital improvement program. Debt structuring and issuance requires a comprehensive list of services associated with municipal transactions, including but not limited to: method of sale, analysis of market conditions, size and structure of the issue, preparation of disclosure documents, coordinating with rating agencies, evaluation of the pricing of securities, assisting with closing the bonds, preparing debt service schedules, and advising on refinancing opportunities.

- Due to the complexity of the services, the City will use a consultant for these services.
- Due to the benefits that come with a working, historical knowledge of the City, the contract shall be considered evergreen, however with a termination clause.
- The City shall post an IRMA Exemption Certificate on the City's website and on EMMA.
- To ensure that the City is still receiving services of a fair market value, staff will conduct a survey every five (5) years of fees and present a comparison and analysis to the City Administrator and Finance Committee.
- The Municipal/Financial Advisor shall not be permitted to serve as underwriter on any bond transactions while serving in the Municipal Advisor/Financial role for the City.

The City may also contract with the Municipal/Financial Advisor to assist with preparing the annual disclosure documents as well as material event disclosure requirements in SEC Rule 15c2-12 and filing these disclosures with the MSRB.

III. BUDGET AND FINANCIAL PLANNING

Establish guidelines for budgeting to ensure a financially sound City and establish a process that assesses the long-term financial implications of current and proposed operating and capital budgets.

A. Balanced Budget

The City Administrator shall file annually a structurally balanced budget for the ensuing fiscal year with the City Council in compliance with state and local law. A structurally balanced budget is further defined as recurring revenues fund recurring expenditures and adherence to fund balance reserve policies. Deferrals, short-term loans, or one-time revenue sources shall be avoided as budget balancing techniques. If conditions dictate that the City Administrator files a structurally imbalanced budget, it shall be accompanied by a plan that reflects the steps to be taken to return the budget to a structural balance.

B. Current Funding Basis (Recurring Revenues)

The City shall budget and operate on a current funding basis. Recurring operating expenditures shall be budgeted and controlled so as not to exceed current revenues. Recurring operating expenditures will be funded exclusively with recurring revenue sources to facilitate operations on a current funding basis. Recurring revenues are defined as revenues which are reasonably expected to occur each year and can be planned for with a level of certainty, such as property taxes, sales and franchise taxes, water, sewer, and garbage charges.

C. Use on Non-Recurring Revenues

Non-recurring revenue sources, such as a one-time revenue or fund balance in excess of policy can only be budgeted and used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. This will ensure that recurring expenditures are not funded by non-recurring revenue sources.

D. Tax Rate

The City Administrator will recommend a tax rate that allows the City to provide the level of services required by the citizens, continually fund ongoing operations and maintenance expenditures, pay its debt obligations, and fund pay-as-you-go capital improvement programs.

E. Revenue Forecasting

To protect the City from revenue shortfalls and to maintain a stable level of service, the City shall use a conservative, objective, and analytical approach when preparing revenue estimates. The process shall include historical collections, collection rates, rate or fee changes, and trends.

Utility System revenues shall be budgeted using consumption based on an average year's rainfall/consumption (excluding extremely dry or wet years). The City will anticipate neither drought nor wet conditions. Adjustment to water and sewer rates shall be made based on revenues required to cover operating and maintenance expenses, debt service obligations, pay-as-you-go CIP, and to meet reserve requirements. The City strives to forecast the impact of anticipated bond issues to allow for smaller rate adjustments over time versus a big rate increase in any given year.

F. Expenditure/Expense Budgeting

The City will strive to limit the increase in total operating expenditures/expenses to a 4% increase in the General and Utility Fund for existing services and eliminate service levels outside including sole source vendors. The General Fund includes the budgeted expenditures for Police and Fire which are provided by other entities, and account for a significant portion of the General Fund operating budget. The Utility Fund will

eliminate City of Houston Utility Water Bill and Memorial Village Water Authority for this calculation. The City has limited authority over these budgets and as such any increases over 4% in Police and/or Fire, City of Houston and Memorial Village Water Authority may impact the City's ability to meet the overall goal of limiting operating increases to 4% in the General Fund and Utility Fund without impacting the service levels of the City's remaining services in the General Fund. For this reason, the Police and Fire, Water COH and Water Treatment expenditure would not apply in relation to the 4% increase limit.

This would not apply if the city were to add a new service or increase the service levels of an existing service. Any expansion of an existing service or addition of a new service will come through the budget process with a funding source.

G. Cash Funded Capital Projects

The City strives to fund capital improvements on a pay-as-you-go basis(cash). As such, any funds over and above fund balance policies, after all other operating expenditures are funded, will be budgeted as a transfer to the capital improvements funds (General and Water/Sewer) for use towards capital projects. Funding will be based upon the financial health of each fund with the long-term goal of adequately funding ongoing infrastructure and capital improvement needs.

H. Employee Compensation

The budget shall include an amount adequate to cover an annual performance and merit increase as recommended by the City Administrator with consultation from the mayor and approved by the City Council annually during the budget process. Salary adjustment are to be earned through merit, promotions/expanded responsibility, or market conditions. In the 2022 Budget Year, a cost-of-living adjustment was approved by the City Council for all employees. If inflation remains high another cost-of-living increase could be presented in the future budget.

Personnel costs, salaries, and benefits are to be calculated for each fund based on budgeted salaries and benefits and percent allocation by position to each fund. The City contracts with the Memorial Villages Police Department for benefits such as medical, dental, life insurance, etc. The budget for those line items will be based off current premiums and employee selections, plus or minus any anticipated increases or decreases in premium pricing.

I. Avoidance of Operating Deficits

The City shall take corrective actions if any time during the fiscal year, change in fund balance or net income/(loss) is projected to fall below budget resulting in the city not meeting reserve requirements. Corrective actions include but are not limited to reduction in transfer to Capital Improvement Funds, deferral of capital purchases, and reduction in

budgeted expenditures/expense. The use of fund balance or reserves may be used to fund an operating deficit or reserve requirements with a plan to replenish the amount within three (3) years.

J. Budget Management

The City Council shall delegate authority to the City Administrator in managing the budget after the budget is formally adopted, including the transfer of funds between line items in a particular fund, except for the line-items for Police and Fire whose services are provided by other entities. Transfers between line items in the same function, in a particular fund, that do not change the budget in total, do not require City Council approval.

To streamline the process, budget amendments are to be considered by the City Council on an as-needed basis and then formally adopted by ordinance periodically. (For example, acceptance of a grant for one-time purchase that was not included in the budget) A budget amendment by City Council is only necessary if the total appropriation for the fund is increased. Budget amendments include but are not limited to:

- Budget Amendment for Carryovers – appropriating funds for items budgeted in the previous fiscal year that were in progress but not complete at year-end. Funding comes from a fund balance in excess of policy requirements at the end of the fiscal year.
- Budget Amendment for Capital Improvements – after completion of the annual audit, if funds are available in excess of the budgeted fund balance and reserve requirements, then those funds could be appropriated by City Council as a Transfer to Capital Projects or for other identified needs.
- Budget Ordinance for Projections - to preserve projected fund balances/ending balances based on projected revenues and expenditures for the current fiscal year, the City Council will formally amend the annual budget for all funds, as set forth in the projections. The City Council will amend the current fiscal year budget to projections annually through the budget process by adoption of an ordinance amending the budget. The projections should include all City Council previously approved budget amendments at the time of preparation.

As capital projects are budgeted on project length and not necessarily fiscal year, a project budget will need to be amended when one of the following applies:

- A new unbudgeted project is identified.
- An increase in project funding for an existing budgeted project is needed.

A funding source for these will need to be identified when taking the budget amendment to City Council.

IV. REVENUES, USER FEES and RATES

Design, maintain, and administer a fee structure for fee-based services that will assure a reliable, equitable, and diversified and sufficient revenues stream to support City services.

A. User Fees

General Fund

- For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services.
- Where services provide a public benefit, the City shall finance those services through property and sales taxes.
- For services that provide both specific benefits and a public benefit, it may be appropriate to subsidize from property and sales tax revenues.
- Charges and fees should be reviewed and updated periodically based on factors such as impact of inflation, cost increases, outsourcing such as plan reviews and adequacy of coverage of costs.

Utility Fund

Utility rates shall be set at levels sufficient to cover expenses, debt obligations, provide pay-as-you-go funding for capital improvements and meet reserve requirements.

- Base water and sewer rates should cover 35% of operating and maintenance expenses as well as 35% of any debt service transfers.
- Water volume rates shall be based on an increasing block rate structure, or conservation rate structure, whereby the more water you use the more you pay.
- Rate change considerations should be built around smaller rate increases annually versus higher rate increases periodically.
- Other utility charges, such as deposits, connect, re-connect, and tap fees should be reviewed and updated periodically to ensure adequacy of coverage of costs.
- The City Administrator will actively seek out and submit grant applications to allow for infrastructure in the city.

B. Solid Waste

- Solid Waste rates shall be set at levels sufficient to cover the contract rate, an administrative fee, sales tax, and reserve requirements.
- The contract rate is considered a pass-through.

C. Water, Sewer and Garbage Revenue Billings

Water, Sewer, and Garbage revenues are billed in arrears, as customer meters are read and billed every other month for water usage. Customers are billed six (6) times a year for two (2) months of water consumption, sewer, and garbage. At year-end, revenues are accrued to adjust revenues to full accrual basis. During the year, revenues are recorded on a modified accrual basis, when billed.

D. Collections

The City shall maintain high collection rates for all revenues by monitoring receivables. The City shall follow an aggressive, consistent, yet reasonable approach to collecting revenues to the fullest extent allowed by law.

- The City shall contract for property tax billing & collections.
- The City shall also contract for collections of outstanding receivables when it makes economic sense to do so, such as delinquent property taxes and court fines and fees.
- The City shall implement collection improvement programs to improve payment of amounts owed to the City, such as disconnection of water service for utility bills owed, inter-local cooperation between government entities, and prohibiting receipt of additional or optional services when outstanding balances are due.

E. Write-off of Uncollectible Receivables (excluding court fines and warrants)

Receivables shall be considered for write-off as follows:

- Utility accounts which have been closed and finalized, and which have been outstanding for at least five (5) years, and all attempts to collect have been taken.
- State Statute, authorizing the release or extinguishment, in whole or in part, of any indebtedness, liability, or obligation, if applicable.
- Undeliverable mail for active accounts that remained outstanding for one-year and all steps have been exhausted.

The write-off of uncollected accounts shall be taken to the City Council for approval annually in the fall. The write-off is a bookkeeping entry only and does not release the debtor from any debt owed to the city. The City shall estimate uncollectible amounts through an allowance for doubtful accounts in each fund receivable.

V. EXPENDITURES and PURCHASING

Administer the expenditure of available resources to help ensure fiscal stability and comply with prevailing federal, state, and local statutes and regulations.

A. Annual Operating Expenditures/Expenses

The City will only undertake operating expenditures that can be supported from on-going revenues, and which have been funded and appropriated in the annual budget. Transfers

between budgeted line items, except Fire and Police, can fund an operating expenditure so long as it will not affect the services and service levels from which the funds are being taken from.

B. Maintenance of Capital Assets

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain service levels.

C. Allocation of Expenditures/Expenses between Funds

The City shall seek to eliminate all forms of subsidization between the General Fund and Enterprise Funds (Utility and Solid Waste).

- Actual expenditures/expenses that can be identified based on service or goods purchased will be recorded in the appropriate fund, such as purchase of water meters in the utility fund, drainage and street repairs in the General Fund, electricity for streetlights in the General Fund, etc.
- Personnel costs will be allocated and recorded in the General Fund and Utility Fund based upon percentages as determined by the budget.
- Shared expenditures/expenses will be split 50/50 or as best estimated based on the actual services provided or goods purchased, such as audit services, IT services, electricity, and telephone for City Hall, etc.
- An administrative charge shall be determined annually through the budget process to the Solid Waste Fund for billing, collection and customer service provided by the Utility Fund.

D. Utility System Transfer to the Debt Service Fund

When tax-backed debt is issued for Utility Fund capital projects, the Utility System shall transfer to the Debt Service Fund an amount sufficient to cover the annual actual or pro-rata share of the principal and interest payment attributed to the Utility Fund. This amount will be determined during the budget process based on the actual debt service maturity schedules. The goal is to have water/sewer debt funded by water/sewer revenues. If the City refunds outstanding bonds that includes a water/sewer component, the debt service transfer will be adjusted to reflect the updated debt service schedules.

E. Purchasing

The City shall conduct its purchasing and procurement functions effectively and efficiently, fully complying with applicable Federal, State, and local law. The City Administrator shall maintain a separate set of policies and procedures to ensure compliance.

- It is the City's preference to utilize Purchasing Cooperatives (Sec 271.102) and Inter-Local Cooperative Agreements (Sec 791) for the purchase of goods and services that require competitive bidding as well as for competitive quotes, which serves to increase the efficiency and effectiveness of the city.
- It is the City's policy, that when bids are not awarded based on lowest qualified bid but rather than on best value, the contract shall be awarded to the highest ranked vendor based on merit. Merit factors that can be taken into consideration include qualifications, experience, quality of team, equipment, scheduling, and proven performance and bid price, to name a few. (Sec 252.043)
- Annual expenditures/expenses ~~exceeding \$25,000 annually~~ranging from \$3,000-\$100,000 for a service or good, will require three (3) competitive quotes, including contact for quote of at least two (2) Historically Underutilized Businesses (HUB) concerning the purchase on a rotating basis based on information pursuant to Chapter 252.0215 of the Local Government Code. If there is no applicable HUB located in Harris County or the expenditure is covered under General Exemption per Chapter 252.022 of the Local Government Code, this shall not apply. City Council approval is required though not required by State law. The City Administrator will approve all purchases under ~~\$10,000~~\$25,000 and Mayor's approval is required for purchases ~~\$25,001~~\$10,000 to 24,999\$50,000. Ratifying is encouraged but at the discretion of the mayor. City Council approval is required for amounts more than \$50,001.
- Purchases that will expend ~~\$50,000~~\$100,000 or more of City funds over the term of the contract, will be competitively bid and will meet the State purchasing requirements, including law exemption requirements, such as professional services and public health services. For those type services, the city may follow a Request for Qualifications or Request for Proposal process. City Council approval is required, per State law.
- Agenda items for council approval for expenditure of City funds should include the fund and account number and amount where to be charged, amount budgeted and amount available. If funding is not available, the agenda item will provide the funding source and an amendment will be approved by the City Council for non-budgeted items.
- For efficiency and effectiveness, the city may also use a credit card to conduct City business so long as any applicable Federal, State, or local law is complied with. Daily and single limit purchases will be set.
- Emergency and declared disaster purchases will follow State Law requirements. When emergency purchases are necessary City council will be notified as soon as possible.

The City provides many municipal services to its citizens covering a wide variety of disciplines, either by using city staff or by outsourcing or contracting out. Attempting to perform all these services in-house would not be cost effective or could dilute the City's efficiency. Operating services the City will outsource, or contract include but may not be limited to are:

- Police, Fire & EMS, Solid Waste, Engineering, Legal, Property Tax Billing & Collection, Audit Services, Landscaping/Mowing, Wastewater Treatment, Surface Water, Judge & Prosecutor, Development Review and Inspections, Delinquent Property Tax and Court Fine Collections, Information Technology.

VI. FUND BALANCE/WORKING CAPITAL

Maintain fund balances and working capital at levels sufficient to protect the City's creditworthiness as well as its ability to withstand emergencies or economic fluctuations.

A. Governmental Fund Balance Classification

There are five (5) classifications of Fund Balance in all governmental funds, of which not all will always be present. The classifications are based primarily on the extent to which the City is bound to honor certain constraints on the use of financial resources within the governmental funds. The classifications are defined below:

1. Non-Spendable – amounts that cannot be spent because they are either not in spendable form, or, for legal or contractual reasons, must be kept intact.
2. Restricted – balances that are constrained for specific purposes which are externally imposed by provides, such as creditors or amount restricted due to constitutional provisions are enabling legislation.
3. Committed – balances that are constrained for specific purposes that are internally imposed by the city through the adoption of an ordinance. These committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action (ordinance) it employed to previously commit these amounts.
4. Assigned – balances that are self-imposed by the city to be used for a particular purpose. Fund balance can be assigned by the City Council, City Administrator, or their designee during the budget process. These funds are neither restricted nor committed and includes the remaining positive balance of all governmental funds except the General Fund.
5. Unassigned – balances that are available for any purpose, excess fund balances after the above categories have been deducted.

The City will typically use Restricted fund balances first, followed by Committed resources, and then Assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend Unassigned resources first to defer the use of these other classified funds.

B. Operating Reserve Requirements

1. General Fund – The City shall maintain a General Fund unassigned fund balance equivalent to at least six (6) months of normal recurring operating costs, initially based on the current year budgeted expenditures. The amount is subject to change based on year-end projections made during the annual budget process and final audited financials.
2. Debt Service Fund – The City shall maintain the Debt Service Fund Balance at 10% of annual debt service requirements, excluding bond issuance costs and payments to Escrow Agent for refunding(s), or a fund balance reserve as required by bond covenants, whichever is greater.
3. Utility Fund – The City shall maintain working capital sufficient to provide reserves for emergencies and revenue shortfalls. The working capital reserve shall be maintained at a three (3) month reserve or ninety (90) days of recurring operating expenses. Working capital is based on a cash basis and does not include non-cash items such as depreciation and long-term obligations.
4. Solid Waste Fund – The City shall maintain working capital sufficient to provide reserves for emergencies. The working capital reserve shall be maintained at a three (3) month reserve or ninety (90) days of recurring operating expenses. Working capital is based on a cash basis and does not include non-cash items such as depreciation and long-term obligations.

C. Other Reserves

1. Emergency Reserve – The City shall maintain an emergency reserve fund in the General Fund to provide resources for emergency/disaster situations. The City will strive to contribute annually to this reserve to establish a minimum balance of \$400,000. When and if this amount is reached the city will reevaluate the limit to determine if more is needed. The amount can be changed during the budget process based on economic and financial conditions and if determined to be in the best interest of the City.
2. Police Reserve – The City shall reserve any funds returned to the City from Memorial Villages Police Department (MVPD) based on MVPD actual audited results from the previous year that result in a return of funds. These funds will be reserved for Police Department needs and allocated to the Police Department budget during the annual budget process or used for any unexpected Police Department need that was not budgeted.
3. Beautification – The City will annually budget funds for City beautification needs based on the Capital Projects budget. Any monies that were not spent during the year will be identified and reserved for carryover into the next fiscal year for beautification use.
4. Vehicle Replacement – The City shall prepare for the replacement of vehicles and rolling stock in the General and Utility Funds. Funding for the replacement of these assets is accomplished by using an annual depreciation structure based on useful life. Annually this money is reserved and set aside on the balance sheet of these funds and are to be reserved until the budgeted replacement of the asset(s). Once the fund reaches a 100% funding level, no additional monies need to be placed into reserve.

5. Facility Replacement – The City shall prepare for the replacement of the roof, generators, HVAC, upgrades to facilities, etc. in the City’s General Fund. Funding for the replacement of these assets are accomplished by using an annual depreciation structure based on useful life. Annually this money is reserved and set aside on the balance sheet of the fund until the budgeted replacement of the asset(s). Once the fund reaches a 100% funding level, no additional monies need to be placed into reserve.
6. Fire Reserve – The City shall reserve any funds returned to the City from Village Fire Department (VFD) based on VFD actual audited results from the previous year that result in a return of funds. In addition, ambulance funds will be deposited in this reserve when received from VFD. These funds will be reserved for Fire Department needs and allocated to the Fire Department budget during the annual budget process or used for any unexpected Fire Department need that was not budgeted.

D. Use of Excess Fund Balance

If after all the fund balance and other reserve requirements are met above, any excess monies in the General and Utility Funds, based on the previous years’ actual audit results can be transferred to the General and Utility Fund Capital Project Funds for capital improvements or for any other purpose identified and approved by the Finance Committee and City Council. The current years’ budget would be amended for these uses in the projections of the current year during the annual budget process.

VII. CAPITAL EXPENDITURES AND IMPROVEMENTS

Review and monitor the state of the City’s capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

- **Capitalization Threshold for Tangible Capital Assets**
Tangible capital items should be capitalized only if they have an estimated useful life of at least two (2) years following the date of acquisition or significantly extend the useful life of an existing assets and cannot be consumed, unduly altered, or materially reduced in value immediately by use and has a cost of not less than \$10,000 for any individual item. The City also needs to own the assets upon completion of the project. The capitalization threshold is for capital asset reporting and depreciating the asset on the City’s books.

The capitalization threshold of \$10,000 will be applied to individual items rather than to a group of similar items. (i.e.: desks, chairs, computers, etc.). If the City wishes to track items, such as laptops or trailers that do not meet the capital asset recording requirements, the City can identify these items on the City’s asset spreadsheet with a zero (0) value. Items can be placed on the City’s insured property list without meeting the capital recording threshold.

GASB requires software to be capitalized if criteria described in GASB 51 is met. Internally

developed or contracted development of or off-the-shelf and then modified software should be capitalized given cost and useful life thresholds. Other licensed software implemented without modification or minimal modification is not capitalized.

- **Vehicle and Fixture Replacements**

While the City budgets reserves for the replacement of vehicles and fixtures based on useful life, the City will replace vehicles and fixtures based on condition, mileage, annual maintenance costs, and assessment thereof. If the asset needs to be replaced earlier or the replacement can be deferred based on the assessment, the city will budget accordingly.

- **Five-Year Capital Improvement Plan (CIP)**

The CIP addresses the City's long-term needs in the form of street and drainage improvements, water, sewer, and facilities. The City shall prepare a five (5) year plan based on the needs for capital improvements, the status of the City's infrastructure, replacement and renovation needs and potential new projects. The CIP is reviewed as part of the annual budget process but not legally adopted. Year one (1) of the plan is incorporated into the annual budget and funding approved with the adoption of the budget. Years two (2) through five (5) are for planning purposes only and projects may move up or back in the plan or be phased in based on priorities and as the project becomes more defined. Years two (2) through five (5) should be limited to affordability taking into consideration pay-as-you-go funding, debt capacity, Federal, State or METRO contributions.

For long-term planning purposes, the City also prepares a 10-year financial model for the General Fund and Utility Fund Capital Improvement Program.

- **Capital Financing**

The City recognizes that there are three (3) basic methods of financing its capital requirements. Funding from current revenues, funding from fund balance/working capital as allowed by the Fund Balance/Working Capital Policy, or funding through the issuance of debt. Types of debt and guidelines for issuing debt are set forth in the Debt Policy Statements.

Pay-as-you-go

- The City will pay cash for capital improvements within the affordability of each fund versus issuing debt when funding capital improvements.
- Pay-as-you-go projects shall be budgeted based on funding available in the fund.
- CIP projects funded by pay-as-you-go should receive approval from the City Council before they begin, to ensure funding is available.

- **Capital Improvement Reporting**

The monthly financial statement will incorporate a capital improvement reporting update, including the project, project budget, amount spent, amount remaining. The City

Administrator and Public Works Director will also give project update reports during the City Council meeting(s) under City Administrator reports as deemed necessary.

- **Capital Improvement Agenda Items**

Council agenda items seeking expenditure of public funds for capital improvement projects will include Project Name, fund and account numbers and corresponding contract amounts, project budget and amount available. If the funding dollars are not available, in whole or in part, then the agenda item will include a transfer between budgeted capital projects or identify a funding source such as CIP fund balance or HOA contributions as examples.

- **Project Close-Out**

A project will be closed out once the original scope of the project has been completed. Annually, through the budget process and at year-end, projects are to be reviewed and if identified as complete will be closed, and any remaining funds fall to the CIP fund balance, which can then be re-appropriated during the next fiscal year. Those projects identified as complete will also be closed in the City's financial software. If a new project is identified as a use of project savings, a new project can be set up and funds transferred into the project. Appropriations for capital projects are for the life of the project, therefore carryover of funding or re-appropriation of capital funding for budgeted projects will not be necessary. Funds remaining from bond proceeds will only be used in accordance with the legal use of those funds.

VIII. DEBT

Establish guidelines for debt financing that will minimize the impact of debt payments on current revenues and protect the City's creditworthiness.

A. Use of Debt Financing

Debt financing, to include general obligation bonds, certificates of obligation, revenue bonds, and other obligations permitted to be issued or incurred under Texas law, shall only be used to purchase capital assets that cannot be prudently acquired from either current revenues or fund balance/working capital and to fund infrastructure improvements and additions. Debt will not be used to fund operating expenditures/expenses. Projects that are rehabilitative in nature shall be earmarked for funding from cash instead of debt when possible. Debt financing should be used when acquiring or constructing a new improvement, replacing an existing improvement, or for reconstruction projects.

- **General Obligation Bonds (GO's)** - are voter approved bonds supported by property taxes. When a project or projects(s) have been identified for funding using GO's, the City

will begin planning for and call a GO Bond Election which would be approved by a City Ordinance. The sale of these bonds must be used to accomplish projects identified in the bond referendum and associated material. Bonds must be used for projects that are consistent with the wording in the bond proposition(s).

- Certificates of Obligation (CO) – may be issued without voter approval to finance any public works projects or capital improvement, as permitted by State law. Circumstances in which CO's might be issued include, but are not limited to:
 - When emergency conditions require a capital improvement to be funded rapidly and it cannot wait for the next GO bond election.
 - For projects where the city can leverage dollars from others (such as Metro or County mobility bonds, Federal or State grants), to reduce the City's capital cost for community improvement.
 - If it would be more economical to issue CO's rather than issuing revenue bonds for utility system improvement, where the debt would be self-supporting through utility revenues.
 - When it is determined that there is not another funding source available, the project is determined to be in the best interest of the City.

B. Debt Structures

- The City shall normally issue bonds with a life not to exceed twenty-five (25) years for bonds, but in no case longer than the useful life of the asset. The City's normal maturity structure is twenty (20) years.
- The City shall seek level or declining debt repayment structures.
- The City shall seek to retire 50% of the principal outstanding within ten (10) years of the issuance.
- There shall be no "balloon" bond repayment schedules, which consist of low annual payments and one large payment of the balance due at the end of the term.
- There shall always be an interest paid in the first year after a bond sale and principal payment starting generally no later than the second fiscal year after the bond issue.

C. Debt Refunding

The City's financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. In general, the net present value savings of a particular refunding should exceed 3% of the refunded maturities. Refunded principal maturities should not be extended in a bond refunding unless the city restructures its debt. The City shall refer the underwriters to its Financial Advisor to review potential refunding opportunities.

D. Interest Earning on Debt Proceeds

Use of interest earnings on bond proceeds will be limited to cost overruns on the bond projects, for funding towards other capital projects that are in compliance with the authorization or be applied to debt service payments on the bonds issued.

E. Issued but Unspent Bond Proceeds

Issued but unspent bond proceeds may be appropriated for projects consistent with the authorization language after completion of projects identified in the approved bond language.

F. Sale Process

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated sale. The City will utilize a negotiated process when the issue is, or contains, a refinancing that is dependent on market/interest rate timing. The City shall award a bond based on a true interest cost (TIC) basis.

The City will prohibit the City's financial advisor from underwriting the City's bonds while under contract with the City for advisory services.

G. Rating Agency

Full disclosure of operations and open lines of communications shall be maintained with the rating agencies. City staff, with the assistance of its financial advisor, shall prepare the necessary materials and presentation to the rating agencies. Credit rating shall be sought from one (1) or more of the nationally recognized municipal bond rating agencies.

H. Bond Ratings

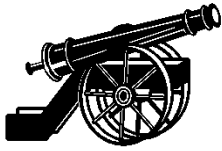
The City will prudently manage the City's finances and attempt to issue and structure debt to maintain the City's current bond rating of AAA.

I. Continuing Disclosure

The City will comply with its continuing disclosure obligations to inform the MSRB through the EMMA website of all continuing disclosure documents and annual financial statements.

ACRONYMS

ACH -Automated Clearing House
CIP – Capital Improvement Program
CO – Certificate of Obligation
CPA – Certified Public Accountant
EMMA – Electronic Municipal Market Access
EMS – Emergency Medical Services
GAAP – Generally Accepted Accounting Principles
GASB – Governmental Accounting Standards Board
GO – General Obligation Bond
HVAC – Heating, Ventilation, and Air Conditioning
MSRB – Municipal Securities Rulemaking Board
MVPD – Memorial Villages Police Department
RFP – Request for Proposal
RFQ – Request for Qualifications
SEC – Securities and Exchange Commission
TIC – True Interest Cost



City of Bunker Hill Village
City Council
Agenda Request

Agenda Date: August 18, 2026
Agenda Item: XI
Subject: Credit Card Service Fees
Exhibits: N/A
Funding: N/A
Presenter(s): Gerardo Barrera, City Administrator

Executive Summary

Chapter 132 of the Local Government Code authorizes the governing body of a municipality to authorize a municipal official who collects fees, fines, court costs, and other charges to accept payment by credit card and to collect a reimbursement fee for processing the payment by credit card.

The City currently absorbs all processing fees associated with credit card payments for services such as utilities, building permits, and Municipal Court. As the use of credit cards for these services continues to grow year over year, the City's total processing costs have increased accordingly. These processing fees are supplemented through funds budgeted annually in both the General and Utility Fund. In FY 2025, the total cost paid to the City's merchant services provider (Open Edge) was \$123,148.

The following provides a comparison of credit card sales and associated merchant service fees for June and July 2026:

	June 2026	July 2026
Credit Card Sales*	\$ 90,447	\$ 475,557
Merchant Service Fee (City Expense)	\$ 3,581	\$ 17,026
Avg. % Billed to City	3.96%	3.58%

*Sales are significantly higher in odd months when utility billing is collected.

To offset these costs, staff recommends a 3% transaction fee for processing payments by credit card. The City will continue to offer payment methods that do not incur additional fees, such as check and ACH payments.

Should Council implement a credit transaction fee, the fee will be incorporated into the City's fee schedule, which will be presented for annual adoption at the September 15, 2026, meeting.

At the Budget Workshop on July 15, 2026, Council discussed credit card processing fees and potential policy responses to reduce costs to the City. At the direction of the Mayor, staff is requesting Council feedback, direction, and possible action on how the City should address credit card processing fees, including whether to continue absorbing these costs or implement a recommended 3% service fee for transactions.

Recommended Action

Staff recommends City Council take any desired action regarding credit card service fees.