

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
OCTOBER 21, 2025**

**I. CALL TO ORDER**

Mayor Brown called the meeting to order at 5:03 p.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present

Mayor Keith Brown  
Mayor Pro-Tem Susan Schwartz  
Councilmember Carl Moerer  
Councilmember Josh Pratt  
Councilmember Andrew Poor

Staff in Attendance

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

Absent

Councilmember Eric Thode

**II. PLEDGE OF ALLEGIANCE**

Thomas Jackson, Boy Scout Troop 642 from St. Francis Episcopal School, led the Pledge of Allegiance.

**III. CITIZENS' COMMENTS**

Jennifer Finch, 930 Corbindale Rd., Branch Manager of Spring Branch-Memorial Library, invited Council to attend the library's 70<sup>th</sup> Anniversary Party on November 8, 2025. The event will celebrate 70 years of the library serving the community.

**IV. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT**

- A. Update on Activities – Commander Baker provided an update on activities, including personnel, calls for service, and the 2025 Budget.
- 69% of the budget has been expended to date. The Department expects to return unspent funds to the three (3) cities at the end of the year.
  - MVPD responded to 2,879 calls for service in Bunker Hill Village during the month of September.
  - The Department is fully staffed.
  - Officers continue to conduct traffic enforcement measures involving fake license plates and expired vehicle registrations.
  - Officer Taylor – who was seriously injured in a motorcycle accident while working outside employment in January 2025 – is actively working towards satisfying MVPD PT requirements to return to full duty.

- The Department will host its annual Trunk-or-Treat and Haunted House event on October 25, 2025.
- The Department is asking residents to update V-Linc with any critical information that may assist first responders when responding to an emergency at their residence.
- Commander Baker reported that in response to a citizen comment at the September 16, 2025, City Council meeting regarding speeding concerns on Warrenton, a traffic trailer was deployed on the street. Over a 13-day monitoring period, the total traffic volume was 30,359 vehicles, and the average speed recorded in the 85<sup>th</sup> percentile was 14.3 MPH and in compliance with the posted speed limit.

Councilmember Moerer noted that the Finance Committee of the Police Commission is reviewing various governmental accounting software systems to ultimately implement. Additionally, enhanced Flock camera software/ technology is being explored to improve traffic enforcement and public safety measures.

Councilmembers Poor and Pratt expressed their appreciation to MVPD for their prompt response to resident concerns and the timely deployment of the traffic trailer on Warrenton.

## **V. VILLAGE FIRE DEPARTMENT REPORT**

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

- VFD responded to 29 calls for service in Bunker Hill Village during September. The average response time was 5:40. There have been 253 calls year-to-date.
- 75% of the budget has been expended to date.
- EMS revenue is expected to exceed original projections due to improved tracking software that has been implemented.
- Three (3) personnel are out due to injury and/ or illness.
- October is Fire Safety Month.
- Training tower repairs have been completed.
- The new generator has been shipped, and a date for installation will be scheduled.
- The leased aerial ladder truck has arrived. A safety inspection was conducted and determined that the vehicle requires various critical mechanical repairs (ex., brakes, hoses, lift system) before it can be safely placed into service. These repairs will be completed at no cost to VFD.

## **VI. MAYOR'S REPORT**

A. Report on Activities and Upcoming Events

- Mayors' Meetings – All six (6) Mayors attended the meeting and discussed the storm debris pick-up and removal process. Additionally, the Mayors intend to meet in January with the Harris County District Attorney to discuss the office accepting/ dismissing charges from MVPD and other Village Police Departments.

Mayor Brown reported that the two (2) most prominent concerns he has heard from residents during his first quarter as Mayor involve the use of e-bikes and e-scooters, and concerns regarding drainage and ponding.

## VII. CITY ADMINISTRATOR'S REPORT

### A. Report on Activities and Upcoming Events

- Zoning Board of Adjustment Meeting – *October 1, 2025* – City Attorney Smith administered the Oath of Office to new and existing members. The Board also discussed establishing a standing monthly meeting date to streamline scheduling and ensure quorum. The standing meeting date would be the first Wednesday of the month.
- Memorial Villages Recycling Event – *October 25, 2025* – The annual event will be hosted at Hedwig Village City Hall.
- Holiday Reception – *December 9, 2025* – City Administrator Barrera provided a reminder to Council on the date and time of the event.
- Twinkle Light Parade – *December 18, 2025* – Staff is working with MVPD and Memorial Drive Presbyterian Church to coordinate the event.

### B. Public Works Director Report

- Development Report – Public Works Director Hernandez presented the permits issued during September and reported on the average changes for each permit type/ category between 2024 and 2025.
- CIP Project Update – Director Hernandez reported on the status of various CIP projects:
  - Bunker Hill Rd. Improvements – The engineer of record is scheduling a date to walk the site to close out the project. The letter of formal acceptance is expected at the end of the month.
  - Taylorcrest Rd. Improvements – All punch list items are completed.
  - SCADA system upgrades and the water modeling study are ongoing.

Director Hernandez reported that drainage ditch maintenance work on the west side of Blalock Rd. is expected to begin at the end of the month. In response to resident concerns regarding drainage and ponding, staff is also assessing additional areas throughout the city where maintenance may be needed and evaluating how repairs can be completed efficiently.

Councilmember Poor recognized Director Hernandez for how quickly and efficiently the asphalt repairs near Warrenton were completed. He appreciated that the work was not intrusive for residents.

### C. Finance Director Report

- HCAD CFO Summit Meeting – Director Grass attended the summit, however it was more focused on commercial versus residential.
- Investments and Opportunities – The City continues to take advantage of favorable interest rates.

**VIII. DISCUSSION, FEEDBACK, AND DIRECTION REGARDING BEAUTIFICATION COMMITTEE PROJECTS – *Gerardo Barrera, City Administrator***

The Beautification Committee was established in 2013 as an advisory committee to Council to recommend enhancements to the City that align with Council's direction.

Laurie Rosenbaum, Beautification Committee Chair, attended the meeting to address Council's comments or questions regarding projects as well as requested feedback and direction from Council on the Committee's scope of work and priorities to help guide project planning.

She stated that the purpose of the Beautification Committee is to "preserve and enhance the desirability of our city by adding trees and landscaping with irrigation, interior and exterior improvements to add beauty to the city, such as lighting, benches, art, signage, sidewalks, paving, and fencing to make Bunker Hill more desirable for the citizens who live here."

Ms. Rosenbaum reviewed projects the Committee has previously completed, and discussed the upcoming City Hall landscape improvement project, noting the project would be extensive and require lighting, irrigation, planting, and drainage enhancements with an estimated cost of \$75K. She requested Council's direction on whether to proceed with the project, expressing concern about investing extensive Committee time and resources without Council's explicit commitment to move forward.

Mayor Brown noted that the project should be treated as a separate project and not funded through the Beautification Committee's annual fund allocation. He discussed the Committee pause work on the project for now.

Council discussed how often the Committee meets and agreed that the Committee should establish standing meeting dates, along with the appointment of Councilmember Schwartz as the City Council liaison to the Committee. Ms. Rosenbaum noted that two (2) members currently serve on the Committee. Council directed staff to publish a call for volunteers in the newsletter to recruit residents to serve on the Committee

**No action was required for this item.**

**IX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING A SCHEDULE OF FEES, RATES, DEPOSITS, AND OTHER CHARGES FOR PUBLIC SERVICES, INCLUDING THOSE RELATING TO DEVELOPMENT, BUILDING AND CONSTRUCTION, ELECTRICAL, PLUMBING, LICENSING AND REGISTRATIONS, REGULATORY INSPECTIONS, PERMITTING, APPLICATIONS, HEARINGS AND OTHER MATTERS – *Elvin Hernandez, Public Works Director***

As part of the annual budget process, staff reviews the building and development fee schedule to ensure rates adequately cover the cost of services. The current fee schedule was approved at the November 19, 2024 City Council meeting with no changes recommended at that time.

During the FY 2026 budget process, staff completed a thorough review of the fee schedule, including comparisons/ benchmarking with other cities and third-party engineering consultants.

Staff recommended updates to the generator permit fees in response to recent state legislation – Senate Bills 1202 and 1252, effective September 1, 2025 – which establish new statewide requirements for permitting and inspection of standby generators. To ensure compliance, staff developed and implemented a new generator permit application and review process in accordance with this legislation. The proposed adjustment reflects the additional administrative steps now required and ensures that the City recovers its actual costs while maintaining regulatory consistency and transparency.

Additional proposed fee changes include adjustments to the utility deposit for renters and contractors, animal control fees, solicitor registration, and other miscellaneous permits. These adjustments are to align fees with the actual administrative costs of providing these services.

Staff recommended an effective date of January 1, 2026, to allow sufficient time to communicate the updated fee schedule to contractors and residents.

**A motion was made by Councilmember Poor and seconded by Councilmember Pratt to approve Resolution No. 10-21-2025A to adopt the City's building and development fee schedule.**

**The motion carried 4-0**

- X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING SECTION 16-26, (1)-(5) OF ARTICLE II OF CHAPTER 16 THEREOF AND SUBSTITUTING THEREFORE A NEW SECTION 16-26, (1)-(5); ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR WATER AND SANITARY SEWER SERVICES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; AND PROVIDING FOR SEVERABILITY – Susan Grass, Finance Director**

During the annual budget process, staff reviews utility rates to determine if charges will generate adequate revenue to operate and maintain city utilities and associated infrastructure. Following the adoption of the Fiscal Year (FY) Budget, City Council must establish the annual utility rates for water and wastewater services for the upcoming year.

The approved 2026 budget includes an 8% increase for residential water, non-residential water, and irrigation rates. There are no changes to the rate structure.

Staff recommended an effective date of December 16, 2025, for the new rates. The new rates will be reflected on the February 2026 billing statement.

Staff will communicate the rate adjustments to residents through V-Linc, the newsletter, and the City's website.

Director Grass confirmed that there are no changes to the utility rates from when this item was discussed at the July 23, 2025, Budget Workshop.

**A motion was made by Councilmember Poor and seconded by Councilmember Pratt to approve Ordinance No. 25-657 to amend the Code of Ordinances of the City of Bunker Hill Village, Texas, by deleting Section 16-26, (1)-(5) of Article II of Chapter 16 thereof and substituting therefore a new Section 16-26, (1)-(5); establishing rates to be charged by the City for water and sanitary sewer services.**

**The motion carried 4-0**

- XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING SECTION 16-26 (6) OF ARTICLE II OF CHAPTER 16 THEREOF AND SUBSTITUTING THEREFORE A NEW SECTION 16-26 (6); ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR SOLID WASTE AND RECYCLING SERVICES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY – Susan Grass, Finance Director**

Following the adoption of the Fiscal Year (FY) Budget, City Council must set the annual rate for solid waste and recycling collection services for the upcoming year. The current rate is based on a 6 ½ year contract with Texas Pride approved in June 2022.

The FY 2026 Adopted Budget includes a 3% increase for solid waste and recycling services. The proposed rate for FY 2026 will be \$80.04, accounting for two months of services and includes required taxes, administration costs and CPI increase.

Staff recommend an effective date of December 16, 2025, for the new rates. The new rates will be reflected on the February 2026 billing statement.

The rate adjustments will be communicated to residents through V-Linc, the newsletter, and the City's website.

Director Grass confirmed that there are no changes to the utility rates from when this item was discussed at the July 23, 2025, Budget Workshop.

**A motion was made by Councilmember Poor and seconded by Councilmember Schwartz to approve Ordinance No. 25-658 to amend the Code of Ordinances of the City of Bunker Hill Village, Texas, by deleting Section 16-26 (6) of Article II of Chapter 16 thereof and substituting therefore a new Section 16-26 (6); establishing rates to be charged by the City for solid waste and recycling services.**

**The motion carried 4-0**

- XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS ACKNOWLEDGING REVIEW AND APPROVAL OF THE PUBLIC FUNDS INVESTMENT POLICY AND THE INCORPORATED INVESTMENT STRATEGY – Susan Grass, Finance Director**

Texas Government Code Section 2256.005(e) requires annual review and adoption of the City's Investment Policy. Annual adoption of the City's investment policy provides an

opportunity to regularly review the policy to ensure consistency with the overall objectives of safety, liquidity, and yield. The City Council previously adopted the Investment Policy at its meeting on November 19, 2024.

The City's Finance Committee met on October 13, 2025, to review the investment policy. The Committee is comprised of Mayor Keith Brown, Mayor Pro-Tem Susan Schwartz, and City Administrator Gerardo Barrera. Finance Director Susan Grass serves as the City's Investment Officer. The Committee unanimously approved the policy with minor changes from the adopted November 2024 version and recommended that Council adopt the City's investment policy.

Council discussed clarifying the language in Section II (B) regarding authorized investment pools. Council directed staff to work with Valley View to clarify the language and place the investment policy on the November 18, 2025, City Council agenda for formal consideration and action.

**No action was taken on this item.**

**XIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NO. 14 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2025; PROVIDING DETAILED LINE-ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATED TO THE SUBJECT – Susan Grass, Finance Director**

Staff presented Budget Amendment No. 14 to the FY 2025 Budget.

The FY 2025 Capital Projects Construction Fund allocated \$100,000 for parking lot improvements for the front parking lot at City Hall and the parking areas at Water Plant No. 1 (Taylorcrest), as approved by City Council at the May 20, 2025, meeting. The project was completed in June 2025 with a cost savings of \$34,335.

In late 2023, staff began discussions regarding rearranging the layout of the front office area. Due to the limited space, it is difficult for both the Clerk and Court Administrator to conduct business simultaneously. Additionally, a new part-time position approved in the FY 2026 will also require a dedicated workspace which is not currently available. The proposed workspace configurations will create better defined work areas and separation, as well as attempt to mitigate sound to better serve customers both at the counter and over the phone.

After discussions over the past year with the City's office furniture vendor, the layout has been completed. This project will include installation of acrylic panel walls, new furniture, and all associated labor and shipping costs for a total cost of \$63,869.61.

This Facilities project was approved as part of the FY 2025 budget originally budgeted at \$50,000, however, actual costs exceed the original estimate. Staff recommended reallocating the savings from the parking lot improvement project to the Facilities budget for this project.

This amendment does not increase the total adopted FY 2025 budget; rather, it allows for a more efficient use of available funds by reallocating unspent project savings to a priority facility improvement project in need of additional support.

City of Bunker Hill Village Adopted 2025 Budget Construction Fund		Amendment No. 14		
Account #	Description	2025 Adopted Budget	2025 Amendment No.14	Change
Capital Outlay				
06-00-00-9191	Facilities	50,000	84,335	34,335
06-00-00-9191.03	City Parking Lot	100,000	65,665	(34,335)
<b>TOTAL Capital Outlay</b>		<b>150,000</b>	<b>150,000</b>	<b>(0)</b>

**A motion was made by Councilmember Poor and seconded by Councilmember Moerer to approve Ordinance No. 25-659 to adopt Budget Amendment No. 14 to the FY 2025 Budget.**

**The motion carried 4-0**

**XIV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, DESIGNATING A REPRESENTATIVE AND ALTERNATE TO THE GENERAL ASSEMBLY OF THE HOUSTON-GALVESTON AREA COUNCIL FOR THE YEAR 2026 – Gerardo Barrera, City Administrator**

The Houston-Galveston Area Council (H-GAC) bylaws provide that each member city is entitled to designate one representative and one alternate to represent the City on the H-GAC General Assembly. The two designees must be elected officials of the City's governing body.

Councilmember Schwartz currently serves as the representative and Councilmember Thode as the alternate. Mayor Brown recommended they continue to serve in these roles. Council was in favor.

The 2026 designated representatives begin their one-year term on January 1, 2026.

**A motion was made by Councilmember Pratt and seconded by Councilmember Moerer to approve Resolution No. 10-21-2025C to designate Councilmember Schwartz as the representative and Councilmember Thode as the alternate to represent the City on the 2026 H-GAC General Assembly.**

**The motion carried 4-0**

**XV. CONSIDERATION AND POSSIBLE ACTION TO RATIFY PAYMENTS THAT EXCEED \$50,000.00**

- A. The Bank of New York Mellon, Re: Bunker Hill Village TX CO 2021, in the amount of \$57,452.50 for payment for Combination Tax and Revenue Certificates of Obligation, Series 2021.
- B. The Bank of New York Mellon, Re: Bunker Hill Village TX GO 2020, in the amount of \$50,300.00 for payment for General Obligation Refunding Bonds, Series 2020.



- C. Hayden Pavement, pay application no. 2 in the amount of \$721,095.93 for asphalt mill and overlay improvements completed on Taylorcrest Rd. from June 2, 2025, to June 30, 2025, as part of the Bunker Hill Rd. and Taylorcrest Rd. Improvement Project.
- D. Hayden Pavement, pay application no. 3 in the amount of \$419,836.73 for the rehabilitation of Bunker Hill Rd. and Taylorcrest Rd. completed from July 1, 2025, to July 31, 2025, for the Bunker Hill Rd. and Taylorcrest Rd. Improvement Project.
- E. City of Houston water bill dated August 21, 2025, in the amount of \$69,654.43 for July 2025 water purchase.
- F. City of Houston water bill dated September 19, 2025, in the amount of \$69,654.43 for August 2025 water purchase.
- G. Memorial Villages Water Authority, invoice no. 004-25-26 in the amount of \$56,404.23 for August 2025 wastewater treatment services.

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

**The motion carried 4-0**

#### **XVI. CONSENT AGENDA**

**“ALL MATTERS LISTED UNDER CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION, THERE WILL NOT BE SEPARATE DISCUSSION OF THESE ITEMS. IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.”**

- A. Minutes of the September 16, 2025, Regular City Council Meeting.
- B. September 2025 Financials.
- C. Check Register dated August 28, 2025, to September 25, 2025.
- D. The Bank of New York Mellon, Re: Bunker Hill Village GOB Series 2014, in the amount of \$2,887.50 for payment for General Obligation Refunding Bonds, Series 2014.
- E. IDS Engineering Group, invoice no. 0179072 in the amount of \$4,863.60 for engineering services completed from July 26, 2025, to August 25, 2025, for the Water Storage Tank and Well Inspection Project.
- F. IDS Engineering Group, invoice no. 0179073 in the amount of \$9,426.60 for engineering services completed from July 26, 2025, to August 25, 2025, for a Water Modeling Study.
- G. Langford Engineering, invoice no. 29238 in the amount of \$7,250.55 for engineering services performed through August 29, 2025, for the Waterline Replacement Project.
- H. Probstfeld & Associates, invoice no. 72035 in the amount of \$180.00 for drainage plan review services completed in August 2025.
- I. Probstfeld & Associates, invoice no. 72036 in the amount of \$355.00 for drainage plan review services completed in August 2025.
- J. Probstfeld & Associates, invoice no. 72037 in the amount of \$355.00 for drainage plan review services completed in August 2025.
- K. Probstfeld & Associates, invoice no. 72054 in the amount of \$180.00 for drainage plan review services completed in August 2025.
- L. Probstfeld & Associates, invoice no. 72055 in the amount of \$180.00 for drainage plan review services completed in August 2025.
- M. Probstfeld & Associates, invoice no. 72056 in the amount of \$180.00 for drainage plan review services completed in August 2025.
- N. Probstfeld & Associates, invoice no. 72112 in the amount of \$530.00 for drainage plan review services completed in August 2025.

- O. Tetra Tech, invoice no. 52475511 in the amount of \$944.33 for general on-call engineering services rendered from July 28, 2025, to August 21, 2025.
- P. Tetra Tech, invoice no. 52475512 in the amount of \$2,984.53 for site development engineering services completed from July 28, 2025, to August 21, 2025.
- Q. Tetra Tech, invoice no. 52475513 in the amount of \$364.73 for Drainage Committee activities completed from July 28, 2025, to August 21, 2025.
- R. Tetra Tech, invoice no. 52477189 in the amount of \$7,199.85 for construction phase services and materials testing completed from July 28, 2025, to August 21, 2025, for the Bunker Hill Rd. and Taylorcrest Rd. Improvement Project.
- S. TX BBG Consulting, Inc., invoice no. 2166223 in the amount of \$730.00 for building plan review and inspection services completed from July 1, 2025, to July 31, 2025.
- T. TX BBG Consulting, Inc., invoice no. 2489110 in the amount of \$1,650.00 for building plan review services completed from August 1, 2025, to August 31, 2025.

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

**The motion carried 4-0**

## **XVII. ADJOURN**

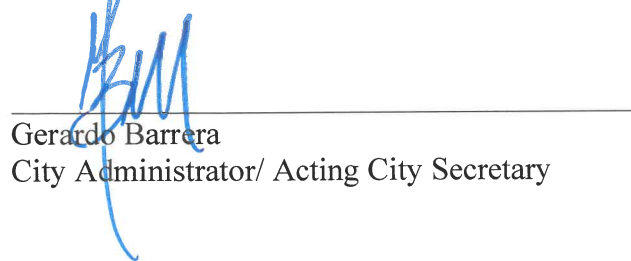
**Mayor Brown adjourned the meeting at 7:07 p.m.**

Approved and accepted on November 18, 2025.



Keith Brown  
Mayor

ATTEST:



Gerardo Barrera  
City Administrator/ Acting City Secretary