

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
NOVEMBER 18, 2025**

**I. CALL TO ORDER**

Mayor Brown called the meeting to order at 5:00 p.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present

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

Staff in Attendance

Gerardo Barrera, City Administrator  
Elvin Hernandez, Public Works Director  
Jeff Lubritz, City Attorney, Olson & Olson  
Mallory Pack, Management Analyst

Absent

Susan Grass, Finance Director  
Loren Smith, City Attorney

**II. PLEDGE OF ALLEGIANCE**

Councilmember Thode led the Pledge of Allegiance.

**III. CITIZENS' COMMENTS**

There were no public comments.

**IV. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT**

A. Update on Activities – Chief Schultz provided an update on activities, including personnel, calls for service, and the 2025 Budget.

- 77% of the budget has been expended to date. The Department is trending under budget and expects to return unspent funds to the three (3) cities at the end of the year.
- The Department is fully staffed.
- The Police Commission approved a contract with Tyler Technologies for governmental accounting software, effective January 1, 2026. The software is compatible with all three (3) cities served by MVPD.
- Chief Schultz reported an increase in the following activities occurring: juvenile parties, the recovery of firearms/ stolen weapons from vehicles during traffic stops, and incidents of mail theft from postal facilities. Detectives are working with Postal IG officials regarding the increasing number of mail theft cases.
- MVPD hosted its annual Trunk-or-Treat and Haunted House event in October. The event was well attended.

- Officers participated in several block party events hosted by residents for National Night Out on October 8, 2025.
- MVPD responded to 2,535 calls for service in Bunker Hill Village during October.
- The Department has acquired two (2) mobile AFIS systems to take fingerprints in the field to reduce the time it takes to confirm identity.

## **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.

- Commissioner Pratt reported that he has joined the Commission's Investment Committee.

*Chief Croft arrived at the meeting at 5:25 p.m. and reported the following:*

- 83% of the budget has been expended to date.
- October was Fire Safety Month, and the Department completed several outreach initiatives at local schools.
- VFD participated in several community events during October, including National Night Out and the Special Olympics at the Kinkaid School.
- Training tower repairs have been completed.
- The installation of the new generator has been scheduled, and is expected to be in service by December.
- VFD responded to 31 calls for service in Bunker Hill Village during October. The average response time was 5:28.

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

A. Report on Activities and Upcoming Events

- Mayors' Meetings – The Mayors are coordinating a meeting with the Harris County District Attorney to discuss the office accepting/ dismissing charges from MVPD.

Chief Schultz noted that 91% of cases from MVPD are dismissed by the District Attorney's Office.

## **VII. CITY ADMINISTRATOR'S REPORT**

A. Report on Activities and Upcoming Events

- City Hall Holiday Hours – City Administrator Barrera provided a reminder of upcoming City Hall holiday hours:
  - Thanksgiving: Wednesday, November 26, 2025 (offices close at noon) to Friday, November 28, 2025.
  - Christmas: Tuesday, December 23, 2025 (offices close at noon) to Friday, December 26, 2025.
  - New Year's Day: Wednesday, December 31, 2025 (offices close at noon) to Friday, January 2, 2026.
- 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.

- Investments and Opportunities – The City continues to take advantage of favorable interest rates.
- Ambulance revenue will be placed in the reserve account, and it will be recorded on the books for formal tracking.
- Staff is completing a workers compensation audit.
- Work on the interim audit has started.

B. Public Works Director Report

- Development Report – Public Works Director Hernandez presented the permits issued in October 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:
  - SCADA system upgrades are ongoing. A report is expected to be received by December.
  - The water modeling study is ongoing, and a preliminary report from the engineers is expected by December.
  - Drainage ditch maintenance work on the west side of Blalock Rd. has been completed.
  - In response to resident concerns regarding drainage and ponding, staff is surveying areas throughout the city where maintenance work may be needed.
  - Surveying for Phase II of the Memorial and Gessner project is expected to begin soon.

**VIII. 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**  
– Gerardo Barrera, City Administrator

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.

The Investment Policy was presented at the October 21, 2025, City Council meeting. During the meeting, Council discussed clarifying the language in Section II (B) regarding types of

investments within authorized investment pools. As part of the discussion, Council directed staff to work with Valley View to clarify the language and bring the Investment Policy back to Council for formal action at the November meeting.

Council had no additional comments.

**A motion was made by Councilmember Schwartz and seconded by Councilmember Thode to approve Resolution No. 11-18-2025A, approving the City's Investment Policy governing the investment of municipal funds.**

**The motion carried 5-0**

**IX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING A CODE OF ETHICS AND CONDUCT FOR ELECTED AND APPOINTED OFFICIALS – *Gerardo Barrera, City Administrator***

To comply with state law, the City completes an annual audit of all financial records and statements. The City's selected auditing firm has updated its internal processes and controls and now requires the City to have an Ethics Policy on file.

Establishing a formal ethics policy is an important step in promoting transparency, accountability, and public trust. The policy provides clear guidance for ethical conduct and decision-making, ensuring that Council members and staff uphold the highest standards of integrity in public service.

Staff recommended that Council adopt the presented Ethics Policy. The Ethics Policy has been reviewed by the City Attorney.

**A motion was made by Councilmember Poor and seconded by Councilmember Thode to approve Resolution No. 11-18-2025B to adopt an Ethics Policy.**

**The motion carried 5-0**

**X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND SPRING BRANCH INDEPENDENT SCHOOL DISTRICT TO PROVIDE FOR MUNICIPAL ELECTION SERVICES – *Gerardo Barrera, City Administrator***

Chapter 271 of the Texas Election Code provides that a City may enter into an agreement with other political jurisdictions that may be conducting elections on the same day in election precincts that can be served by common polling places.

Spring Branch Independent School District (SBISD) has provided the City with an agreement for election services for the City's upcoming general election on May 2, 2026, for City Council positions 1, 2, and 3. Under the agreement, the City will continue to handle candidate filing and related documentation at City Hall, and SBISD will be responsible for ballot preparation, early voting, and Election Day operations.

Contracting with SBISD allows the City to leverage SBISD's expertise and resources (i.e., electronic voting equipment) to facilitate the election process. Additionally, participating in a joint election enables the City to share costs, significantly reducing overall expenses. The expected cost for a May 2026 joint election is \$250.00.

The contract has been reviewed by the City Attorney.

**A motion was made by Councilmember Schwartz and seconded by Councilmember Pratt to approve an agreement with Spring Branch Independent School District for municipal election services.**

**The motion carried 5-0**

**XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE CALENDAR OF EVENTS FOR 2026 – *Gerardo Barrera, City Administrator***

The City's Calendar of Events is reviewed annually and adopted by City Council ahead of the next fiscal year. Establishing a Calendar of Events provides the public with advanced notice of Council meeting dates and special community events. By setting these dates in advance, the City promotes transparency and ensures residents have ample opportunity and notice to participate in local government and community events.

City Administrator Barrera noted that Presidents' Day was added to the holiday calendar for 2026, replacing the existing floating holiday.

**A motion was made by Councilmember Moerer and seconded by Councilmember Poor to approve the 2026 Calendar of Events.**

**The motion carried 5-0**

*Councilmember Schwartz left the meeting at 5:54 p.m.*

**XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A FINAL PLAT FOR 5 POWDERHORN AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION – *Elvin Hernandez, Public Works Director***

During the plan review of a new home at 5 Powderhorn, it was discovered that a final plat had not been recorded with Harris County. It was identified that Ordinance No. 22-592, adopted by Council at the October 18, 2022, meeting, vacated and abandoned the right of way (ROW) at 5 Powderhorn Street & 6 Powderhorn Street. After reviewing the historical documents and confirming with the City Attorney, it has been determined that the utility and drainage easement was not abandoned. Access is required to be maintained for the property owner.

At the October 28, 2025, Planning and Zoning Commission meeting, the Commission approved the final plat and recommended it be presented to City Council for final approval. The final plat has satisfied all requirements of the City's Code of Ordinances.

**A motion was made by Councilmember Thode and seconded by Councilmember Pratt to approve a final plat for 5 Powderhorn.**

**The motion carried 5-0**

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

- A. City of Houston water bill dated October 21, 2025, in the amount of \$85,361.42 for September 2025 water purchase.
- B. Memorial Villages Water Authority, invoice no. 005-25-26 in the amount of \$59,345.97 for September 2025 wastewater treatment services.
- C. Texas Municipal League Intergovernmental Risk Pool billing statement dated October 1, 2025, in the amount of \$77,078.96 for general insurance and workers compensation insurance.
- D. Underground Construction Solutions, monthly pay application no. 7 in the amount of \$95,958.00 for waterline replacement work completed from July 23, 2025, to August 29, 2025, as part of the Waterline Replacement Project.

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

**The motion carried 4-0**

**XIV. 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 October 21, 2025, Regular City Council Meeting.
- B. October 2025 Financials.
- C. Check Register dated September 26, 2025, to November 6, 2025.
- D. IDS Engineering Group, invoice no. 0178730 in the amount of \$7,295.40 for engineering services completed from May 26, 2025, to June 25, 2025, for the Water Storage Tank and Well Inspection Project.
- E. IDS Engineering Group, invoice no. 0179586 in the amount of \$9,426.60 for engineering services completed from August 26, 2025, to September 25, 2025, for Water Modeling Study.
- F. Langford Engineering, invoice no. 29339 in the amount of \$10,666.42 for engineering services performed through September 26, 2025, for the Waterline Replacement Project.
- G. Lloyd, Smitha & Associates, invoice no. CMBH2501 (050525-062925) in the amount of \$34,944.90 for construction management services rendered from May 5, 2025, to June 29, 2025, for the Bunker Hill Rd. and Taylorcrest Rd. Improvement Project.
- H. Probstfeld & Associates, invoice no. 72182 in the amount of \$180.00 for drainage plan review services completed in September 2025.
- I. Probstfeld & Associates, invoice no. 72183 in the amount of \$180.00 for drainage plan review services completed in September 2025.
- J. Probstfeld & Associates, invoice no. 72288 in the amount of \$180.00 for drainage plan review services completed in September 2025.

- K. Probstfeld & Associates, invoice no. 72289 in the amount of \$180.00 for drainage plan review services completed in September 2025.
- L. Probstfeld & Associates, invoice no. 72300 in the amount of \$355.00 for drainage plan review services completed in September 2025.
- M. Probstfeld & Associates, invoice no. 72309 in the amount of \$355.00 for drainage plan review services completed in September 2025.
- N. Underground Construction Solutions, invoice no. 090525B in the amount of \$8,550.00 for drainage repairs completed on Williamsburg Ln. in September 2025.
- O. Resolution No. 11-18-2025C, Cooperative Purchasing Agreement between City of Bunker Hill Village, Texas and North Central Texas Council of Governments/ TXShare for various goods and services.

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

**The motion carried 4-0**

**XV. ADJOURN**

**Mayor Brown adjourned the meeting at 5:59 p.m.**

Approved and accepted on January 20, 2026.



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Keith Brown  
Mayor

ATTEST:



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Gerardo Barrera  
City Administrator/ Acting City Secretary