



CITY OF BUNKER HILL VILLAGE

NOTICE IS HEREBY GIVEN OF A MEETING OF THE BUNKER HILL VILLAGE CITY COUNCIL TO BE HELD ON TUESDAY, SEPTEMBER 16, 2025, AT 5:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS AT 11977 MEMORIAL DRIVE, HOUSTON, TEXAS, FOR THE PURPOSE OF DISCUSSION, AND IF DEEMED ADVISABLE BY THE CITY COUNCIL, ACTION ON THE FOLLOWING:

“The Mayor, City Council, and Staff of Bunker Hill Village are committed to governing with integrity and fiscal responsibility. We are dedicated to creating a sense of community, ensuring the safety and well-being of our citizens, and preserving our unique character and quality of life so that we can pass on a greater and more beautiful city to future generations.”

This meeting agenda and the agenda packet are posted online at www.bunkerhilltx.gov

NOTICE OF MEETING BY TELEPHONE AND VIDEO CONFERENCE:

In accordance with Texas Government Code, Sec. 551.127, on a regular, non-emergency basis, Councilmembers may attend and participate in a meeting remotely by video conference. Should such attendance transpire, a quorum of the Council will be physically present at the location noted above on this agenda.

Join Zoom Meeting

<https://us06web.zoom.us/j/85308496977?pwd=Wh7dIf68b6NZGt9AaJJOPUPUeap2Hb.1>

Meeting ID: 853 0849 6977 **Passcode:** 867751 **Dial by your location:** +1 346 248 7799 US (Houston)

The public will be permitted to offer public comments by video conference as provided by the agenda and as permitted by the presiding officer during the meeting. A recording of the meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request.

Taxpayer Impact Statement

This statement shows the estimated annual property tax bill for a median-valued homestead in Bunker Hill Village in FY 2025 (\$1,841,668) and the estimated annual property tax bill for a median-value homestead in Bunker Hill Village in FY 2026 (\$1,993,418). The comparison is between FY 2025, FY 2026, and the no-new-revenue rate.

Tax Rate Scenario	Tax Rate per \$100 Valuation	Tax Bill	Comparison from Current FY
Current Rate FY 2025	0.271000	4,990.92	N/A
No-New-Revenue Rate	0.265591	5,294.34	303.42
Proposed Rate FY 2026	0.271000	5,402.16	411.24

Proposed Budget

A physical copy is available at City Hall and online at

https://bunkerhilltx.gov/images/documents/Finances-Budgets/2026_Budget/Proposed_2026_Budget.pdf

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. CITIZENS' COMMENTS

This is an opportunity for citizens to speak to council relating to agenda and non-agenda items. Comments are limited to three minutes. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer comments until such time the item is discussed. Speakers are required to address council at the microphone and give their name and address prior to voicing their concerns.

Note: To comply with provisions of the Open Meetings Act, the City Council may not deliberate on items discussed under this agenda item. Items that cannot be referred to the city staff for action may be placed on the agenda of a future City Council meeting.

IV. PRESENTATION AND PUBLIC HEARINGS ON THE 2026 PROPOSED BUDGET AND THE 2025 PROPOSED TAX RATE TO SUPPORT THE BUDGET – *Gerardo Barrera, City Administrator and Susan Grass, Finance Director*

ALL INTERESTED PARTIES SHALL HAVE THE RIGHT AND OPPORTUNITY TO APPEAR AND BE HEARD ON THE ITEMS LISTED BELOW:

A. ADOPTION OF THE 2026 BUDGET

Open Public Hearing on the 2026 Budget

THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE 2026 PROPOSED BUDGET

Close Public Hearing on the 2026 Budget

CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING THE CITY OF BUNKER HILL VILLAGE, TEXAS ANNUAL BUDGET FOR THE YEAR 2026, MAKING APPROPRIATIONS FOR THE CITY FOR SUCH YEAR AS REFLECTED IN SAID BUDGET; ESTABLISHING THE PROCEDURE FOR INTRA-BUDGET TRANSFERS; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

B. ADOPTION OF THE 2025 TAX RATE

Open Public Hearing on the 2025 Tax Rate

THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE INPUT FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE 2025 PROPOSED PROPERTY TAX RATE TO SUPPORT THE 2026 BUDGET

Close Public Hearing on the 2025 Tax Rate

- 1. CONSIDERATION AND POSSIBLE ACTION TO RATIFY THE PROPOSED TAX RATE OF \$0.271000 PER \$100 OF ASSESSED VALUATION THAT WILL GENERATE MORE REVENUE THAN THE 2025 BUDGET**
- 2. CONSIDERATION AND POSSIBLE ACTION OF THE 2025 PROPOSED MAINTENANCE AND OPERATING TAX RATE OF \$0.240008 PER \$100 OF ASSESSED VALUATION ON ALL AUTHORIZED PROPERTY WITHIN THE CITY TO FUND THE 2026 BUDGET**
- 3. CONSIDERATION AND POSSIBLE ACTION OF THE 2025 PROPOSED DEBT SERVICE TAX RATE OF \$0.030992 PER \$100 OF ASSESSED VALUATION ON ALL AUTHORIZED PROPERTY WITHIN THE CITY TO FUND THE 2026 DEBT OBLIGATION**
- 4. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE ASSESSMENT, LEVY, AND COLLECTION OF AD VALOREM TAXES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE YEAR 2025 AND FOR EACH YEAR THEREAFTER UNTIL OTHERWISE PROVIDED; PROVIDING THE DATE ON WHICH SUCH TAXES SHALL BE DUE AND PAYABLE; PROVIDING FOR PENALTY AND INTEREST ON ALL TAXES NOT TIMELY PAID; AND REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HERewith**

V. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

- A. Update on Activities

VI. VILLAGE FIRE DEPARTMENT REPORT

- A. Update on Activities

VII. MAYOR'S REPORT

- A. Report on Activities and Upcoming Events
- Mayors' Meetings
- B. Proclamation
- A Proclamation Naming October 5, 2025, as "World Teachers' Day"
- C. Consideration and Possible Action Regarding Appointments to the Zoning Board of Adjustment for a Two Year Period Ending June 30, 2027

VIII. CITY ADMINISTRATOR'S REPORT

- A. Report on Activities and Upcoming Events
- Emergency Debris Removal RFP
 - Planning and Zoning Commission Meeting – *August 26, 2025*
 - Memorial Villages Recycling Event – *October 25, 2025*
 - Twinkle Light Parade – *December 18, 2025*
- B. Public Works Director Report
- Development Report
 - CIP Project Update
- C. Finance Director Report
- Investments and Opportunities

- IX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE PROJECTS AS RECOMMENDED BY THE BEAUTIFICATION COMMITTEE – *Gerardo Barrera, City Administrator***
- X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A MASTER SERVICE AGREEMENT AND SCOPE OF SERVICES BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, THE MEMORIAL CITY REDEVELOPMENT AUTHORITY (MCRA), AND HR GREEN FOR THE RECONSTRUCTION OF MEMORIAL AND GESSNER – *Gerardo Barrera, City Administrator***
- XI. CONSIDERATION AND POSSIBLE ACTION TO ISSUE AN RFP FOR FY 2026 AUDIT SERVICES – *Gerardo Barrera, City Administrator and Susan Grass, Finance Director***
- XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENTS NO. 9 THROUGH 13 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***
- XIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A FINAL PLAT FOR 46 CAROLANE TRAIL AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION – *Elvin Hernandez, Public Works Director***
- XIV. CONSIDERATION AND POSSIBLE ACTION TO CAST A BALLOT FOR THE ELECTION OF THE REGION 14 DIRECTOR OF THE TEXAS MUNICIPAL LEAGUE BOARD OF DIRECTORS – *Gerardo Barrera, City Administrator***
- XV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, TO NOMINATE A CANDIDATE TO BE PLACED ON THE BALLOT FOR A POSITION ON THE BOARD OF DIRECTORS OF THE HARRIS CENTRAL APPRAISAL DISTRICT – *Gerardo Barrera, City Administrator***
- XVI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, TO NOMINATE A CANDIDATE TO FILL A VACANCY ON THE BOARD OF DIRECTORS OF THE HARRIS CENTRAL APPRAISAL DISTRICT – *Gerardo Barrera, City Administrator***
- XVII. CONSIDERATION AND POSSIBLE ACTION TO RATIFY PAYMENTS THAT EXCEED \$50,000.00**
 - A. City of Houston water bill dated July 21, 2025, in the amount of \$72,349.58 for July 2025 water purchase.
 - B. Memorial Villages Water Authority, invoice no. 003-25-26 in the amount of \$54,076.83 for July 2025 wastewater treatment services.
 - C. Red Oak Construction, invoice no. 1014 in the amount of \$79,773.85 for drainage improvements on Williamsburg Ln. completed through August 1, 2025.
 - D. SAS Concrete Solutions, invoice no. 1-25 in the amount of \$65,146.50 for City Hall and Water Plant parking lot improvements completed through June 31, 2025.

- E. SAS Concrete Solutions, invoice no. 2-25 in the amount of \$72,941.63 for the reconstruction of Applewood St. completed in July 2025.
- F. Underground Construction Solutions, monthly pay application no. 6 in the amount of \$76,908.60 for waterline replacement work completed from June 25, 2025, to July 22, 2025, as part of the Waterline Replacement Project.

XVIII. 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 August 19, 2025, Regular City Council Meeting.
- B. August 2025 Financials.
- C. Check Register dated August 7, 2025, to August 27, 2025.
- D. Participation Agreement for the National Opioid Settlement with Purdue (and certain of its affiliates) and the Sackler Family [Purdue Direct Settlement – CL-1751527]
- E. Participation Agreement for the National Opioid Settlement with Secondary Manufacturers.
- F. Langford Engineering, invoice no. 29163 in the amount of \$1,112.94 for general engineering services rendered through July 25, 2025.
- G. Langford Engineering, invoice no. 29164 in the amount of \$5,775.26 for engineering services completed through July 25, 2025, for the Waterline Replacement Project.
- H. Lloyd, Smitha & Associates, LLC, invoice no. CMBH2501-02 in the amount of \$11,832.00 for construction management services rendered from June 30, 2025, to August 3, 2025, for the Bunker Hill Rd. and Taylorcrest Rd. Improvement Project.
- I. Probstfeld & Associates, invoice no. 71880 in the amount of \$355.00 for drainage plan review services completed in July 2025.
- J. Probstfeld & Associates, invoice no. 71991 in the amount of \$180.00 for drainage plan review services completed in July 2025.
- K. Tetra Tech, invoice no. 52450287 in the amount of \$2,072.06 for Drainage Committee activities performed from June 2, 2025, to June 26, 2025.
- L. Tetra Tech, invoice no. 52456247 in the amount of \$4,792.60 for general on-call engineering services completed from June 2, 2025, to June 26, 2025.
- M. Tetra Tech, invoice no. 52456248 in the amount of \$3,017.89 for site development review services completed from June 2, 2025, to June 26, 2025.
- N. Tetra Tech, invoice no. 52464898 in the amount of \$24,672.05 for project management and design coordination services rendered through July 25, 2025, for the Bunker Hill Rd. and Taylorcrest Rd. Improvement Project.
- O. Tetra Tech, invoice no. 52465515 in the amount of \$3,105.00 for general on-call engineering services completed from June 30, 2025, to July 25, 2025.
- P. Tetra Tech, invoice no. 52465518 in the amount of \$2,221.71 for site development review services completed from June 30, 2025, to July 25, 2025.
- Q. Tetra Tech, invoice no. 52465519 in the amount of \$729.47 for Drainage Committee activities completed from June 30, 2025, to July 25, 2025.

XIX. ADJOURN

I, Gerardo Barrera, City Administrator/ Acting City Secretary of the City of Bunker Hill Village, certify that the above notice of meeting was posted in a place convenient to the general public in compliance with Chapter 551, Texas Government Code, by September 10, 2025, by 5:00 p.m.

(SEAL)



Gerardo Barrera, City Administrator/ Acting City Secretary

This facility is wheelchair accessible, and accessible parking spaces are available. Requests for accommodations or interpretive service must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 713-467-9762 for further information.



City of Bunker Hill Village
City Council
Agenda Request

Agenda Date:	September 16, 2025
Agenda Item:	IV A-B
Subject:	2026 Budget and 2025 Tax Rate
Exhibits:	Ordinance No. 25-654 – 2026 Budget 2026 Proposed Budget Ordinance No. 25-655 – 2025 Tax Rate
Funding:	N/A
Presenter(s):	Gerardo Barrera, City Administrator Susan Grass, Finance Director

Executive Summary

The annual budget process is the single most important financial responsibility of a local government. Chapter 102.006 of the Texas Local Government Code requires municipalities to hold a public hearing on the proposed budget. The 2026 proposed budget was filed with the City Secretary on August 5, 2025, and the Notice of Public Hearing was published in the Memorial Examiner on August 20, 2025. In accordance with State law, Council will hold a public hearing at the September 16, 2025, meeting to receive input from the public regarding the 2026 proposed budget. The City has received no public comments to date.

At the July 23, 2025, budget workshop, City staff presented assumptions, capital projects, and priorities for 2025. At the August 5, 2025, Special Meeting, pursuant to Senate Bill 2 and the Texas Tax Code, City Council voted on a proposed tax rate of \$0.27100 as well as the tax rate allocation between debt service (\$0.030992) and maintenance and operation (M&O) (\$0.240008) to support debt service, operations, and the capital improvement program. The proposed truth-in-taxation tax rate calculations included:

Proposed Tax Rate	\$0.271000
No New Revenue Tax Rate	\$0.265591
Voter Approved Tax Rate	\$0.287067
De Minimis Tax Rate	\$0.283980

The 2025 budget totals \$16.1 million; comprised of \$2.9 million (18%) in capital improvements and \$13.2 million (82%) for operating expenses including police, fire, water/ wastewater, and solid waste services also debt service and special revenue funds. Public Safety accounts for 31% of the total

operating budget and 73% of the General Fund operating costs. The budget prepares for future success and ensures continued financial and operational stability for many years to come.

The City's proposed tax rate to support the 2026 budget (\$0.271000) is the same as the current 2025 adopted tax rate (\$0.271000).

Section 26.05 of the Texas Tax Code requires municipalities that levy a property tax to approve their tax rate by September 30th or by the 60th day after the taxing unit receives the certified roll, whichever date is later regardless of the date their fiscal year starts.

In accordance with the Property Tax Code and Truth-In Taxation, a public hearing will be held on the proposed tax rate at the September 16, 2025, Council meeting to receive input from the public on the proposed tax rate. Notice of Public Hearing was published in the Memorial Examiner on August 20, 2025.

The City Council will have the opportunity to take action on the 2026 budget and 2025 tax rate:

A. Ordinance No. 25-654 adopts the 2026 Budget, which must be adopted first by a record vote:

CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING THE CITY OF BUNKER HILL VILLAGE, TEXAS ANNUAL BUDGET FOR THE YEAR 2026, MAKING APPROPRIATIONS FOR THE CITY FOR SUCH YEAR AS REFLECTED IN SAID BUDGET; ESTABLISHING THE PROCEDURE FOR INTRA-BUDGET TRANSFERS; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

Separate actions and record votes are required on the tax rate:

- B(1). BY SEPARATE MOTION – CONSIDERATION AND POSSIBLE ACTION TO RATIFY THE PROPOSED TAX RATE OF \$0.271000 PER \$100 OF ASSESSED VALUATION WILL GENERATE MORE REVENUE THAN THE 2025 BUDGET**
- B(2). BY SEPARATE MOTION – CONSIDERATION AND POSSIBLE ACTION OF THE 2025 PROPOSED MAINTENANCE AND OPERATING TAX RATE OF \$0.240008 PER \$100 OF ASSESSED VALUATION ON ALL AUTHORIZED PROPERTY WITHIN THE CITY TO FUND THE 2026 BUDGET**
- B(3). BY SEPARATE MOTION – CONSIDERATION AND POSSIBLE ACTION OF THE 2025 PROPOSED DEBT SERVICE TAX RATE OF \$0.030992 PER \$100 OF ASSESSED VALUATION ON ALL AUTHORIZED PROPERTY WITHIN THE CITY TO FUND THE 2026 DEBT OBLIGATION**

B(4). Ordinance No. 25-655 adopts the full tax rate with the allocations as voted above:

CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE ASSESSMENT, LEVY, AND COLLECTION OF AD VALOREM TAXES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE YEAR 2025 AND FOR EACH YEAR THEREAFTER UNTIL OTHERWISE PROVIDED; PROVIDING THE DATE ON WHICH SUCH TAXES SHALL BE DUE AND PAYABLE; PROVIDING FOR PENALTY AND INTEREST ON ALL TAXES NOT TIMELY PAID; AND REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH

Should City Council propose to adopt a budget and a tax rate other than the proposed \$0.27100/100, then a motion to amend the ordinance(s) and a motion to direct staff to make such change in the budget would be required to be made and approved.

Recommended Action

Staff recommends that Council hold public hearings for the 2026 Proposed Budget and the 2025 Proposed Tax Rate and take the following separate actions:

- A. Approve, by record vote, Ordinance No. 25-654 adopting the 2026 Budget.
 - I move that Ordinance No. 25-654 be approved by record vote to adopt the FY 2026 Budget.
- B(1). Ratify, by record vote, the Proposed Tax Rate of \$0.271000 per \$100 valuation that will generate more revenue than the FY 2025 Budget.
 - I move to ratify by record vote the proposed tax rate of \$0.271000 per \$100 valuation that will generate more revenue than the FY 2025 Budget.
- B(2). Approve, by record vote, the Maintenance and Operations Tax Rate of \$0.240008 per \$100 valuation.
 - I move that the maintenance and operations property tax rate of \$0.240008 per \$100 valuation be approved by record vote for the purposes of maintenance and operations. The tax rate will effectively be raised by 1.66 percent and will raise taxes for maintenance and operations on a \$100,000 home by approximately (\$0.92).
- B(3). Approve, by record vote, the Debt Service Tax Rate of \$0.030992 per \$100 valuation.
 - I move that the debt service property tax rate of \$0.030992 per \$100 valuation be approved by record vote for the purposes of debt service.
- B(4). Approve, by record vote, Ordinance No. 25-655 adopting the 2025 Tax Rate.
 - I move that the property tax rate be increased by the adoption of a tax rate of \$0.271000, which is effectively a 1.66 percent increase in the tax rate.

ORDINANCE NO. 25-654

AN ORDINANCE APPROVING AND ADOPTING THE CITY OF BUNKER HILL VILLAGE, TEXAS, ANNUAL BUDGET FOR THE YEAR 2026; MAKING APPROPRIATIONS FOR THE CITY FOR SUCH YEAR AS REFLECTED IN SAID BUDGET; ESTABLISHING THE PROCEDURE FOR INTRA-BUDGET TRANSFERS; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.

* * * * *

WHEREAS, within the time and in the manner required by law, the Mayor presented to the City Council a proposed annual budget of expenditures of the City of Bunker Hill Village for the calendar year 2026, the same being the fiscal year of the City; and

WHEREAS, pursuant to a motion of the City Council and after notice required by law, a public hearing on such annual budget was held online via Zoom and in the regular meeting place of the City Council at the City Hall of the City of Bunker Hill Village, 11977 Memorial Drive, on the 16th day of September, 2025, at which hearing all citizens and taxpayers of the City had the right to be present and to be heard and those who requested to be heard were heard; and

WHEREAS, the City Council has considered the proposed annual budget and has made such changes therein as in its judgment were warranted by law and were in the best interest of the citizens and taxpayers of the City; and

WHEREAS, a copy of such annual budget has been filed with the City Secretary and the City Council now desires to approve and adopt the same; now, therefore,

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

Section 1. The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. The City Council hereby approves and adopts the annual budget described in the preamble of this Ordinance, a copy of which is attached hereto and made a part of this Ordinance for all purposes and a copy of which is on file with the City Secretary. Such budget, as thus endorsed, shall be kept on file in the office of the City Secretary as a public record.

Section 3. In support of said budget and by virtue of the adoption thereof, including any and all changes adopted thereto, the several amounts specified for the various purposes named in said budget are hereby appropriated to and for such purposes.

Section 4. The City Council takes cognizance of the fact that in order to facilitate operations of the City and its various departments and activities and to make adjustments occasioned by events transpiring during the year, some transfer may be necessary to and from some accounts contained within the budget as originally adopted. Accordingly, should the Mayor or City Administrator, from time to time, determine that transfers are necessary from unexpended funds in one or more budget accounts to another budget account, and the same may be accomplished without creating a deficit in the requirements of any City Department or activity, he shall recommend such transfers to the City Council. Upon approval thereof by the City Council, an amendment sheet

reflecting such transfer or transfers shall be attached to the budget as specifically adopted, whereupon the City Council shall treat such funds as if they had been thus budgeted in the first instance.

PASSED, APPROVED, AND ADOPTED this 16th day of September 2025.

Keith Brown, Mayor

ATTEST:

Gerardo Barrera, City Administrator/ Acting City Secretary

City of BUNKER HILL VILLAGE

2026 Proposed Budget



Gerardo Barrera, MBA, CPM

City Administrator/Acting City Secretary

Susan Grass, CFE, CGFO

Finance Director

Debt Service Fund



The **Debt Service Fund** is used to repay bond issues to include principal and interest payments and administrative costs.

CITY OF BUNKER HILL VILLAGE
PROPOSED 2026 BUDGET
DEBT SERVICE

Account #	Description	2024 ACTUAL	2025	2025	2026	Increase/ Decrease	% Increase
			ADOPTED BUDGET	PROJECTIONS	RECOMMENDED BUDGET		
03 00-00-4010	Taxes - Current Year	881,261	821,738	821,738	921,320	99,582	12%
03 00-00-4020	Taxes - Prior Years	(1,689)	1,000	1,000	1,000	-	0%
03 00-00-4030	Taxes - Penalty & Interest	4,630	4,000	4,000	4,000	-	0%
03 00-00-4910	Interest Income	18,000	18,000	18,000	18,000	-	0%
	TOTAL REVENUES	902,202	844,738	844,738	944,320	99,582	12%
Debt Service Expenditures							
Support Services							
03 00-00-8490	Interest Expense	175,013	148,844	148,844	122,813	(26,032)	-17%
03 00-00-8750	Special Fees	6,400	7,500	7,500	7,500	-	0%
	TOTAL Support Services	181,413	156,344	156,344	130,313	(26,032)	-17%
Capital Outlay							
03 00-00-9697	2014 Bond Principal	200,000	205,000	205,000	210,000	5,000	2%
03 00-00-9698	2020 - Bond Principal	365,000	385,000	385,000	395,000	10,000	3%
03 00-00-9699	2021- Bond Principal	215,000	175,000	175,000	140,000	(35,000)	-20%
	TOTAL Capital Outlay	780,000	765,000	765,000	745,000	(20,000)	-3%
	TOTAL DEBT SERVICE EXPENDI	961,413	921,344	921,344	875,313	(46,032)	-5%
	REVENUE OVER/(UNDER) EXP	(59,211)	(76,606)	(76,606)	69,007	145,613	-190%

General Fund



The **General Fund** is the chief operating fund of the City. The principal sources of revenue include local property taxes, franchise and sales taxes, court fees, building permits, and other miscellaneous income. Expenditures include police and fire, personnel, commodities and maintenance support, and capital outlay.

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

Account #	Description	2024 Actual	2025 Adopted Budget	2025 Projected Budget	2026 RECOMMEN DED	Increase/ Decrease	% Increase
01 00-00-4010	Taxes - Current Year	6,304,303	6,601,292	6,601,292	7,134,878	533,586	8%
01 00-00-4020	Taxes - Prior Years	-8,369	10,000	65,000	30,000	(35,000)	-350%
01 00-00-4030	Taxes - Penalty & Interest	27,885	32,000	75,000	32,000	(43,000)	-134%
01 00-00-4110	Franchise Fees - Electricity	178,326	180,000	180,000	180,000	-	0%
01 00-00-4111	Franchise Fees - Gas	41,381	44,000	44,000	44,000	-	0%
01 00-00-4112	Franchise Fees - Other	71,016	61,000	71,000	71,000	-	0%
01 00-00-4120	Sales Tax Revenue	313,395	305,000	325,000	348,000	23,000	8%
01 00-00-4210	Court - Fines	225,777	205,000	225,000	225,000	-	0%
01 00-00-4227	Court - Local Truancy Preventi	5,846	6,200	6,200	6,200	-	0%
01 00-00-4246	Court - Local Municipal Jury	-	60	60	60	-	0%
01 00-00-4265	Court - Local Building Security F	5,631	7,000	7,000	7,000	-	0%
01 00-00-4270	Court - Technology Fees	2,383	-	-	-	-	0%
01 00-00-4275	Court - Local Court Tech Fund	1,624	6,000	6,000	6,000	-	0%
01 00-00-4310	Permits - Animal Licenses	250	230	6,000	5,000	(1,000)	-435%
01 00-00-4315	Permits - Building	758,039	620,000	630,000	630,000	-	0%
01 00-00-4325	Permits - Miscellaneous	-	150	150	150	-	0%
01 00-00-4350	Dedication Program	2,100	4,000	4,000	4,000	-	0%
01 00-00-4310	Interest Income	763,742	600,000	580,000	580,000	-	0%
01 00-00-4320	Miscellaneous Income	80,848	110,000	110,000	110,000	-	0%
01 00-00-4330	Ambulance Fund	57,350	-	71,900	71,250	(650)	0%
01 00-00-4340	Rent Income	30,594	30,000	30,000	30,000	-	0%
01 00-00-4380	Intergovernmental Revenue	261,081	-	100,000	-	(100,000)	0%
TOTAL GF REVENUES		9,128,602	8,821,932	9,137,602	9,514,538	376,936	4%
Personnel							
01 00-00-5010	Wages	483,481	430,000	510,000	630,000	120,000	24%
01 00-00-5020	Wages - Overtime	21,087	20,140	20,140	20,140	-	0%
01 00-00-5110	Payroll Taxes - FICA Employer	36,005	41,870	41,870	50,000	8,130	19%
01 00-00-5120	Payroll Taxes - T/W/C	469	1,000	1,500	1,500	-	0%
01 00-00-5210	Retirement - TMRS Employer	85,795	92,750	92,750	110,000	17,250	19%
01 00-00-5211	RETIREMENT 457 PLAN	6,675	12,500	17,500	22,000	4,500	36%
01 00-00-5310	Insurance - Workers Comp	1,500	1,500	1,500	1,600	100	7%
01 00-00-5325	Insurance - Dental	636	1,400	1,400	1,600	200	14%
01 00-00-5330	Insurance - Disability	1,238	1,600	1,600	2,000	400	25%
01 00-00-5340	Insurance - Medical	56,087	65,550	66,550	69,000	2,450	4%
01 00-00-5341	Insurance- Vision	-	400	400	400	-	-
01 00-00-5350	Insurance - Life	248	350	450	520	70	20%
01 00-00-5510	Employee Relations	521	1,500	1,500	1,700	200	13%
TOTAL Personnel		693,742	730,560	757,160	910,460	153,300	20.98%
01 00-00-5600	Fire Department	1,770,883	1,876,425	1,921,265	2,082,932	206,507	11%
01 00-00-5602	Police Department	2,525,700	2,645,655	2,645,655	2,860,165	214,510	8%
TOTAL Public Safety		4,296,583	4,522,080	4,566,920	4,943,097	376,177	8%
Commodities							
01 00-00-6250	Fuel	246	600	600	1,800	1,200	200%
01 00-00-6410	Landscaping	32,385	55,000	55,000	55,000	-	0%
01 00-00-6411	Landscaping - Tree Maint and Removal	22,500	25,000	15,000	15,000	-	0%
01 00-00-6412	Landscaping Seasonal Planting	7,617	12,000	12,000	12,000	-	0%
01 00-00-6413	Storm Debris	74,860	-	-	-	-	0%
01 00-00-6430	Janitorial Services	8,840	12,500	12,500	12,500	-	0%
01 00-00-6431	Janitor Supplies	374	1,000	1,000	1,000	-	0%
01 00-00-6650	Postage	3,875	3,000	3,500	4,000	500	17%
01 00-00-6660	Printing & Stationary	5,379	6,000	6,000	6,000	-	0%
01 00-00-6730	Supplies - General	3,107	4,400	4,400	4,400	-	0%
01 00-00-6740	Supplies - Office	1,909	4,500	4,500	4,500	-	0%
01 00-00-6810	Tools & Equipment	500	6,000	6,000	6,000	-	0%
01 00-00-6830	Traffic Signs & Signals	49,351	-	-	-	-	0%
TOTAL Commodities		210,943	130,000	120,500	122,200	1,700	1%

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

Account #	Description	2024 Actual	2025 Adopted Budget	2025 Projected Budget	2026 RECOMMEN DED	Increase/ Decrease	% Increase
01 00-00-7110	Building Maintenance	11,903	12,250	12,250	12,250	-	0%
01 00-00-7220	Equipment - General	275	1,000	1,000	1,000	-	0%
01 00-00-7230	Equipment - Office Equip	726	1,250	2,250	4,500	2,250	180%
01 00-00-7410	Vehicle Maint	1,500	1,500	1,500	1,500	-	0%
TOTAL Maintenance		14,404	16,000	17,000	19,250	2,250	14%
Contract Services							
01 00-00-7500	HC Appraisal District	61,934	63,000	63,000	66,000	3,000	5%
01 00-00-7501	Tax Assessor - SBISD	8,000	8,000	8,000	8,800	800	10%
01 00-00-7502	Prof Fees - Accounting	16,268	30,000	38,000	46,000	8,000	27%
01 00-00-7503	Prof Fees - Eng. & Other	51,092	62,500	62,500	62,500	-	0%
01 00-00-7504	Prof Fees - LEGAL	97,975	107,000	107,000	70,000	(37,000)	-35%
01 00-00-7505	Prof Fees - INSPECTIONS/PLAN	305,103	229,000	229,000	129,000	(100,000)	-44%
01 00-00-7507	Legislative Consulting & PS	-	-	-	-	-	0%
TOTAL Contract Services		540,372	499,500	507,500	382,300	(125,200)	-25%
Support Services							
01 00-00-8010	Advertising	5,373	3,400	3,400	3,400	-	0%
01 00-00-8130	Bank & Credit Card Charges	23,602	25,000	25,000	26,000	1,000	4%
01 00-00-8150	Community Relations	31,240	30,000	30,000	30,000	-	0%
01 00-00-8170	Data Processing-IT Services	33,495	30,300	64,000	50,000	(14,000)	-46%
01 00-00-8171	Website Services	1,838	3,700	4,500	13,700	9,200	249%
01 00-00-8172	Software Subscription	13,565	13,000	14,000	14,000	-	0%
01 00-00-8210	Delivery Service	-	150	150	150	-	0%
01 00-00-8250	Dues & Subscriptions	4,662	5,300	6,300	5,300	(1,000)	-19%
01 00-00-8251	Professional Development	6,243	6,000	5,300	6,300	1,000	17%
01 00-00-8260	Elections	-	2,500	2,500	2,500	-	0%
01 00-00-8270	Electricity	20,205	8,000	25,000	25,000	-	0%
01 00-00-8290	Emergency Management	650	650	650	650	-	0%
01 00-00-8410	Animal Control	3,041	8,000	8,000	8,000	-	0%
01 00-00-8450	Insurance - General	19,800	19,800	25,000	30,000	5,000	25%
01 00-00-8530	Meetings & Seminars	4,879	7,000	7,000	7,000	-	0%
01 00-00-8610	Court - General	3,754	5,200	5,200	5,200	-	0%
01 00-00-8615	Court - Translation	6,750	7,500	7,500	7,500	-	0%
01 00-00-8750	Special Fees/Codification	229	4,000	4,000	4,000	-	0%
01 00-00-8751	Dedication Program	2,320	4,000	4,000	4,000	-	0%
01 00-00-8805	Streets - Mosquito Spraying	26,250	26,000	26,000	26,000	-	0%
01 00-00-8810	Streets - Drainage	297	40,000	40,000	40,000	-	0%
01 00-00-8830	Streets - Repairs	11,761	55,000	55,000	55,000	-	0%
01 00-00-8835	Streets - TPDES	-	2,500	2,500	2,500	-	0%
01 00-00-8890	Telephone	7,134	13,400	13,400	8,000	(5,400)	-40%
01 00-00-8930	Travel & Training	3,931	5,000	6,000	6,000	-	0%
TOTAL Support Services		231,019	325,400	384,400	380,200	(4,200)	-1%
TOTAL G & A Operating E:		5,987,063	6,223,540	6,353,480	6,757,507	404,027	6.4%
Capital Outlay							
01 00-00-9139	Capital Outlay - Server for City H	7,500	-	-	-	-	-
01 00-00-9140	Capital Outlay-Vehicle	-	-	-	52,000	52,000	-
01 00-00-9250	Police Reserves- Capital Outlay	96,567	65,854	65,854	-	(65,854)	-100%
01 00-00-9251	Fire Capital Outlay	112,676	38,000	38,000	-	(38,000)	-100%
01 00-00-9252	TRANSFER TO UTILITY CAPITAL	2,500,000	2,000,000	2,000,000	2,400,000	400,000	20%
01 00-00-9253	TRANSFER FOR BEAUTIFICATION	40,000	40,000	40,000	40,000	-	0%
01 00-00-9255	Transfer to UF Const Care Fund	-	-	-	-	-	-
01 00-00-9256	Transfer to Utility Fund	800,000	-	300,000	200,000	(100,000)	-
TOTAL Transfers		3,556,743	2,143,854	2,443,854	2,692,000	248,146	12%
TOTAL General Fund EXPENSE		9,543,806	8,367,394	8,797,334	9,449,507	652,173	8%
REVENUE OVER/(UNDER)		(415,204)	454,538	340,268	65,031	(275,237)	(0.61)

Court Fund



The **Court Fund** is used to account for revenues and expenditures associated with designated court technology and court security fees.

CITY OF BUNKER HILL VILLAGE
PROPOSED 2026 BUDGET
COURT FUND

			2025		2026			
ACCOUNT #	DESCRIPTION	2024 ACTUAL	ADOPTED BUDGET	2025 PROJECTIONS	RECOMMENDED BUDGET	INCREASE / DECREASE	% INCREASE	
05	00-00-4215	Court - Time Pay Fees/City	1,384	1,210	1,210	1,210	-	0%
05	00-00-4216	Court - Time Pay Fees/ Effic	23	310	310	310	-	0%
05	00-00-4217	Court - OMNI	1,584	650	1,250	1,250	-	0%
05	00-00-4225	Child Safety 1015	2,461	3,000	4,000	4,000	-	0%
05	00-00-4245	Court - Judicial Support Fund	36	100	100	100	-	0%
05	00-00-4260	Security Fees	295	1,000	1,100	1,100	-	0%
05	00-00-4270	Technology Fees	829	1,000	900	900	-	0%
05	00-00-4271	CHILD SAFETY HARRIS CO	3,439	4,500	4,500	4,500	-	0%
TOTAL COURT REVENUES			10,051	11,770	13,370	13,370	-	0%
COURT FUND EXPENDITURES								
Support Services								
05	00-00-8140	Child Safety	2,084	3,500	3,500	3,500	-	0%
05	00-00-8625	Technology	4,465	6,500	6,500	6,500	-	0%
05	00-00-8626	Security	8,177	1,300	1,300	1,300	-	0%
TOTAL COURT EXPENDITURES			14,726	11,300	11,300	11,300	-	0%
REVENUE OVER/(UNDER) EXPEND			(4,675)	470	2,070	2,070	-	0%

Metro Fund



The **Metro Fund** is only for Metro related revenue and expenditures. Metro funds are kept separate for reporting requirements.

As part of the City's inter-local agreement with Metro, the City will receive \$134,000 annually through December 2040 for street maintenance and improvements on major thoroughfares.

CITY OF BUNKER HILL VILLAGE
PROPOSED 2026 BUDGET
METRO FUND

ACCOUNT #	DESCRIPTION	2025		2025 PROJECTIONS	2026		% INCREASE
		2024 ACTUAL	ADOPTED BUDGET		RECOMMENDED BUDGET	INCREASE/ DECREASE	
10 00-00-4810	Sales Tax Metro	134,001	134,000	134,000	134,000	-	0%
	TOTAL METRO REVENUES	134,001	134,000	134,000	134,000	-	0%
	Maintenance						
10 00-00-6890	Traffic Signs & Signals		20,000	20,000		(20,000)	
	TOTAL Commodities	-	20,000	20,000	-	(20,000)	
	Support Services						
10 00-00-8810	Streets - Right of Way	89,886	90,000	90,000	90,000	-	0%
10 00-00-8820	Streets - Lighting	26,566	24,000	24,000	24,000	-	0%
10 00-00-8830	Streets - Lights Installation	-			20,000	20,000	
	TOTAL Support Services	116,452	114,000	114,000	134,000	20,000	18%
	TOTAL EXPENDITURES	116,452	134,000	134,000	134,000	-	
	REVENUE OVER/(UNDER) E	17,549	-	-	-	-	

Off-Site Tree Program Fund



The **Off-Site Tree Program Fund** was established to track and manage revenues (participation) and expenses for an alternative means of meeting the City's Tree Ordinance for New Development. Applicants are able to pay for trees to be planted in the City's rights of way when the number of trees, over the minimum required, cannot be planted on private property. This Program was established in 2020.

CITY OF BUNKER HILL VILLAGE
PROPOSED 2026 BUDGET
OFFSITE TREE PROGRAM

ACCOUNT #	DESCRIPTION	2024	2025	2025	2026	INCREASE	
		ACTUAL	ADOPTED BUDGET	PROJECTIONS	RECOMMENDED BUDGET	/ DECREASE	% INCREASE
Offsite Tree Program							
17 00-00-4351	Offsite Tree Program	95,900	100,000	100,000	100,000	-	0%
17 00-00-4990	Transfer In						
	TOTAL REVENUES	95,900	100,000	100,000	100,000	-	0%
Support Services							
17 00-00-8752	Offsite Tree Program	105,571	150,000	150,000	150,000	-	0%
	TOTAL Support Services	105,571	150,000	150,000	150,000	-	0%
	TOTAL SOLID WATER EXP	105,571	150,000	150,000	150,000	-	0%
	REVENUE OVER/(UNDER)						
	EXPENDITURES	(9,671)	(50,000)	(50,000)	(50,000)	-	0%

Utility Fund



The **Utility Enterprise Fund** is used to account for Water and Sewer activities and operations. Being an enterprise fund, it is designed to be financed and operated in a manner similar to private business. Accordingly, utility charges should be sufficient to cover annual operating and capital costs while providing income for future capital needs.

**CITY OF BUNKER HILL VILLAGE
PROPOSED 2026 BUDGET
UTILITY FUND**

Account #	Description	2025 ADOPTED BUDGET WITH AMENDMENT						Increase/ Decrease	% Increase
		2024 ACTUAL	\$	2025 PROJECTION	\$	2026 RECOMMEND ED BUDGET			
04 00-00-4410	Water Sales	2,376,891	3,800,000	3,800,000	3,800,000	3,934,000	134,000	5%	
04 00-00-4420	Water Taps	33,400	60,000	60,000	60,000	60,000	-	0%	
04 00-00-4510	Wastewater Sales	1,223,578	1,360,000	1,560,000	1,560,000	1,720,000	160,000	10%	
04 00-00-4520	Wastewater Taps	6,300	8,000	8,000	8,000	8,000	-	0%	
04 00-00-4610	Solid Waste Sales	500	-	-	-	-	-	0%	
04 00-00-4750	Late Payment Fees	22,832	23,112	23,112	23,112	24,961	1,849	8%	
04 00-00-4910	Interest Income	65,000	65,000	65,000	65,000	65,000	-	0%	
04 00-00-4920	Miscellaneous Income	5,000	20,000	20,000	20,000	50,000	30,000	150%	
TOTAL UTILITY REVENUE		4,339,561	5,336,112	5,336,112	5,336,112	5,921,961	385,849	7%	

Utility Fund Expenses

Personnel

04 00-00-5010	Wages	520,833	535,000	540,000	540,000	570,000	30,000	6%	
04 00-00-5020	Wages - Overtime	70,649	30,600	50,000	50,000	50,000	-	0%	
04 00-00-5110	Payroll Taxes - FICA Employer	46,300	44,500	50,000	47,500	47,500	(2,500)	-5%	
04 00-00-5120	Payroll Taxes - T/WC	469	1,630	1,630	1,630	1,630	-	0%	
04 00-00-5210	Retirement - TMRS Employer	312,663	106,000	106,000	118,000	118,000	12,000	11%	
04 00-00-5211	Retirement 457 Plan	10,116	15,000	22,000	22,000	22,000	-	0%	
04 00-00-5310	Insurance-Workers Compensation	8,993	9,500	9,500	10,500	10,500	1,000	11%	
04 00-00-5325	Insurance - Dental	1,689	2,100	2,100	2,200	2,200	100	5%	
04 00-00-5330	Insurance - Disability	2,157	2,400	2,400	2,400	2,400	-	0%	
04 00-00-5340	Insurance - Medical	79,303	92,000	92,000	97,000	97,000	5,000	5%	
04 00-00-5341	Insurance - Vision	-	310	310	310	310	-	0%	
04 00-00-5350	Insurance - Life	459	510	550	550	550	-	0%	
04 00-00-5410	Contract Labor	21,687	20,000	22,000	22,000	22,000	-	0%	
04 00-00-8990	Solid Waste Collection	(36,115)	(38,115)	(38,115)	(38,115)	(39,640)	(1,525)	4%	
TOTAL Personnel		1,039,203	821,495	860,435	904,510	904,510	44,015	5.12%	

Commodities

04 00-00-6090	Chemicals	7,844	10,000	10,000	10,000	10,000	-	0%	
04 00-00-6091	Lab Fees	2,639	5,000	5,000	5,000	5,000	-	0%	
04 00-00-6250	Fuel	8,679	10,000	10,000	10,000	10,000	-	0%	
04 00-00-6340	Garbage - Dumping Fees	2,000	1,500	1,500	2,000	2,000	500	33%	
04 00-00-6410	Landscaping	6,500	6,500	7,000	7,000	7,000	-	0%	
04 00-00-6411	Landscaping Seasonal Planting	-	2,000	2,000	2,000	2,000	-	0%	
04 00-00-6490	Janitorial Services	7,721	11,150	10,000	10,000	10,000	-	0%	
04 00-00-6491	Janitorial Supplies	10	1,500	1,500	1,500	1,500	-	0%	
04 00-00-6650	Postage	4,005	4,000	4,000	4,000	4,000	-	0%	
04 00-00-6660	Printing & Stationary	3,534	3,200	3,200	3,600	3,600	400	13%	
04 00-00-6730	Supplies - General	1,398	3,000	3,000	3,000	3,000	-	0%	
04 00-00-6740	Supplies - Office	524	350	350	400	400	50	14%	
04 00-00-6810	Tools & Equipment	1,953	4,500	4,500	4,500	4,500	-	0%	
04 00-00-6970	Uniforms	2,448	3,500	3,500	3,500	3,500	-	0%	
TOTAL Commodities		49,255	66,200	65,550	66,500	66,500	950	1%	

Maintenance

04 00-00-7110	Building Maintenance	6,555	6,700	6,700	6,700	6,700	-	0%	
04 00-00-7230	Equipment - Office Equip	1,379	2,000	2,000	2,000	2,000	-	0%	
04 00-00-7410	Vehicles Maint	11,720	6,500	7,500	10,000	10,000	2,500	33%	
04 00-00-7411	Equipment Maint	-	5,000	5,000	4,000	4,000	(1,000)		
04 00-00-7510	Water - Fire Hydrants	2,243	13,500	13,500	5,000	5,000	(8,500)	-63%	
04 00-00-7520	Water Well/Pumps	21,359	49,500	49,500	49,500	49,500	-	0%	
04 00-00-7535	Water Lines	5,267	64,000	64,000	53,000	53,000	(11,000)	-17%	
04 00-00-7540	Water - Water Meters	19,611	20,000	20,000	20,000	20,000	-	0%	
04 00-00-7610	Wastewater - Lines	12,087	25,000	25,000	25,000	25,000	-	0%	
TOTAL Maintenance		80,221	192,200	193,200	175,200	175,200	(18,000)	-9.3%	

**CITY OF BUNKER HILL VILLAGE
PROPOSED 2025 BUDGET
UTILITY FUND**

Account #	Description	2024 ACTUAL	2025 ADOPTED BUDGET WITH	2025 PROJECTION \$	2026 RECOMMEND ED BUDGET	Increase/ Decrease	% Increase
04 00-00-7502	Prof Serv - Accounting	12,103	17,000	19,000	23,000	4,000	21%
04 00-00-8001	Prof Fees - Engineering	26,315	30,000	30,000	30,000	-	0%
04 00-00-8002	Water Purchase/COH	931,672	1,000,000	1,000,000	1,000,000	-	0%
04 00-00-8003	W/W Treatment Fee	1,607,118	2,100,000	2,100,000	2,000,000	(100,000)	-5%
TOTAL Contract Services		2,577,808	3,147,000	3,149,000	3,053,000	(96,000)	-3%
Support Services							
04 00-00-8010	Advertising	-	5,000	5,000	5,000	-	
04 00-00-8130	Bank & Credit Card Charges	69,954	60,000	80,000	80,000	-	0%
04 00-00-8170	Data Processing-IT Services	30,182	35,000	45,000	45,000	-	0%
04 00-00-8171	Website Services	847	3,250	3,250	13,250	10,000	308%
04 00-00-8172	Software Subscriptions	10,023	10,000	11,000	11,000	-	0%
04 00-00-8210	Delivery Service	-	100	100	100	-	0%
04 00-00-8250	Dues & Subscriptions	1,082	2,000	2,000	2,000	-	0%
04 00-00-8251	Professional Development	161	3,500	3,500	3,500	-	0%
04 00-00-8270	Electricity	124,384	135,000	140,000	140,000	-	0%
04 00-00-8450	Insurance - General	23,000	26,000	30,000	30,000	-	0%
04 00-00-8490	Interest Expense	83,633	89,105	89,105	81,905	(7,200)	-8%
04 00-00-8630	Natural Gas	7,688	3,600	3,600	8,000	4,400	122%
04 00-00-8750	Special Fees-Subsidence	86,610	120,000	120,000	120,000	-	0%
04 00-00-8890	Telephone	3,610	16,000	16,000	10,000	(6,000)	-38%
04 00-00-8930	Travel & Training	1,155	3,500	3,500	3,500	-	0%
TOTAL Support Services		448,995	512,055	552,055	553,255	1,200	0%
TOTAL M&O UTILITY		4,195,482	4,738,950	4,820,240	4,752,465	(67,775)	-1%
Capital Outlay							
04 00-00-9250	TRANSFER TO UT CIP	900,000	900,000	900,000	1,200,000	300,000	33%
04 00-00-9251	TRANSFER FROM RESERVE	-	-	-	70,000	70,000	
04 00-00-9253	TRANSFER FROM GENERAL F	(800,000)	(300,000)	(300,000)	(200,000)	100,000	-33%
TOTAL Capital Outlay		100,000	600,000	600,000	1,070,000	470,000	78%
TOTAL UTILITIES EXPENSES		4,295,482	5,338,950	5,420,240	5,822,465	483,515	9%
REVENUE OVER/(UNDER) EX		44,079	(2,838)	115,872	99,436	(37,666)	-84%

Solid Waste Fund



The **Solid Waste Enterprise Fund** is used to account for solid waste-garbage activities and operations. The fund is operated in a manner similar to private business enterprises. Accordingly, solid waste-garbage charges should be sufficient to support annual operating and operating reserves.

CITY OF BUNKER HILL VILLAGE
PROPOSED 2026 BUDGET
SOLID WASTE FUND

		2025			2026		
		2024	ADOPTED	2025	RECOMMENED	INCREASE/	%
ACCOUNT#	DESCRIPTION	ACTUAL	BUDGET	PROJECTIONS	BUDGET	DECREASE	INCREASE
Solid Waste							
09 00-00-4610	Solid Waste Sales	485,840	529,864	529,864	545,760	15,896	3.00%
09 00-00-4750	Late Fee - Penalty	3,040	3,100	3,100	3,193	93	3.00%
TOTAL REVENUES		488,880	532,964	532,964	548,953	15,989	3.00%
Support Services							
09 00-00-8130	Banking/CC Fees	5,500	5,500	5,500	5,665	165	3.00%
09 00-00-8990	Solid Waste Collection	452,181	489,000	489,000	503,670	14,670	3.00%
09 00-00-8991	Administration Fee	36,115	38,282	38,282	39,813	1,531	4.00%
TOTAL Support Services		493,796	532,782	532,782	549,148	16,366	3.07%
TOTAL SOLID WATER EXP		493,796	532,782	532,782	549,148	16,366	3.07%
REVENUE OVER/(UNDER)							
EXPENDITURES		(4,916)	182	182	(195)	(377)	-207.34%

Capital Project Fund



The **General Fund Capital Projects Fund** is used to account for funding sources and uses related to streets, drainage, facilities, and public safety capital infrastructure projects.

The **Utility Fund Capital Projects Fund** is used to account for funding sources and uses related to water and wastewater infrastructure capital projects.

CITY OF BUNKER HILL VILLAGE
PROPOSED 2026 BUDGET
GENERAL FUND CONSTRUCTION FUND

Account #	Description	2024 ACTUAL	2025 ADOPTED BUDGET WITH AMENDMENTS	2025 PROJECTIONS	2026 RECOMMENDED BUDGET
06 00-00-4500	Annual Contribution	2,500,000	2,000,000	2,000,000	2,400,000
06 00-00-4750	Capital Project Fire		65,854	65,854	
06 00-00-4600	Contributions from Reserves	96,567	38,000	38,000	52,000
06 00-00-4920	Intergovernmental Revenue	112,676			
06 00-00-4700	BEAUTIFICATION	40,000	40,000	40,000	40,000
06 00-00-4755	Transfer from Metro				-
TOTAL GF CONSTRUCTION FUI		2,749,243	2,143,854	2,143,854	2,492,000
Capital Outlay					
06 00-00-8832	BEAUTIFICATION	12,938	40,000	40,000	40,000
06 00-00-9183	Drainage				
06 00-00-9183	Localized Drainage	-	150,000	150,000	50,000
06 00-00-9183	Drainage Master Plan				
06 00-00-9184	Taylor Crest		425,000	425,000	
06 00-00-9184	Bunker Hill Road Overlay		2,100,000	2,100,000	
06 00-00-9184	Asphalt Rehabilitation		122,000	122,000	75,000
06 00-00-9184	Knipp Road Overlay				490,000
06 00-00-9184	Strey Ln Overlay				320,000
06 00-00-9184	Chapel Bell/Other Rates as 6		-	-	
06 00-00-9184	Gessner Northbound & Memorial	2,325	600,000	368,000	300,000
06 00-00-9184	Sidewalks	1,530			200,000
06 00-00-9184	Taylor Crest Court	-			
06 00-00-9184	Sidewalk Memorial Dr	-			
06 00-00-9184	Streets - Bunker Hill Overlay	200,000			
06 00-00-9184	Asphalt Design	141,750			300,000
06 00-00-9184	Dads Club Sidewalk - Memorial Dr				
06 00-00-9184	Street Master Plan	7,440			
06 00-00-9190	Public Safety- Police	96,557	56,667	56,667	
06 00-00-9190	Public Safety- Fire	112,686	38,000	38,000	
06 00-00-9191	Facilities	38,643	50,000	50,000	
06 00-00-9191	Parking Lot		100,000	100,000	
06 00-00-9191	Vehicle - Explorer				60,000
06 00-00-9191	City Hall / Pw Facility Generator	39,000			
TOTAL Capital Outlay		652,869	3,681,667	3,449,667	1,835,000
TOTAL EXPENDITURES		652,869	3,681,667	3,449,667	1,835,000
REVENUE OVER/(UNDER) EXP		2,096,374	(1,537,813)	(1,305,813)	657,000

City of Bunker Hill Village

Utility Fund Capital Projects Fund

ACCOUNT #	DESCRIPTION	2024 ACTUAL	2025 ADOPTED BUDGET	2025 PROJECTIONS	2026 RECOMMENDED BUDGET
07 00-00-4501	ANNUAL CONTRIB - UTILITY	900,000	900,000	900,000	1,200,000
07 00-00-4600	Contributions from Reserves	-			70,000
	TOTAL UTILITY FUND CAPITAL PROJECTS RE	900,000	900,000	900,000	1,270,000
	Capital Outlay				
07 00-00-9180.02	Tele of Concrete Lines WW (other Lines)	248,083			
07 00-00-9180.04	Replace of Concrete Lines WW	105,000	200,000	200,000	
07 00-00-9182	REPLACE WATER LINES	97,813	1,001,687	1,001,687	300,000
07 00-00-9182.01	Gessner Water Lines with Roadway Design		750,000		
07 00-00-9182.03	WP #2 VFD Booster Pumps		40,000	40,000	40,000
07 00-00-9183.03	Underground Utilities - BH Road	466,984	751,016	583,016	
07 00-00-9184.01	Water Modeling Study	-	-	98,000	
07 00-00-9184.02	Scada Software	-	-	70,000	
07 00-00-9184.03	Underground Utilities Sewer Strey Rd	-	-		300,000
07 00-00-9190.03	Groundwater Storage Tank		100,000	100,000	250,000
07 00-00-9191	Facilities	44,224			
07 00-00-9192	Meter Replacement	388,644	107,254	107,254	
07 00-00-9194	Rehab Back Maint Shed	-	12,000	12,000	
07 00-00-9250	Backhoe	-			150,000
	TOTAL Capital Outlay	1,350,748	2,961,957	2,211,957	1,040,000
	TOTAL EXPENDITURES	1,350,748	2,961,957	2,211,957	1,040,000
	REVENUE OVER/(UNDER) EXPENDITURES	(450,748)	(2,061,957)	(1,311,957)	230,000

ORDINANCE NO. 25-655

AN ORDINANCE PROVIDING FOR THE ASSESSMENT, LEVY, AND COLLECTION OF AD VALOREM TAXES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE YEAR 2025 AND FOR EACH YEAR THEREAFTER UNTIL OTHERWISE PROVIDED; PROVIDING THE DATE ON WHICH SUCH TAXES SHALL BE DUE AND PAYABLE; PROVIDING FOR PENALTY AND INTEREST ON ALL TAXES NOT TIMELY PAID; AND REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HERewith.

* * * * *

WHEREAS, Section 26.05 of the Texas Property Tax Code provides that by September 30, or the 60th day after the date the certified appraisal roll is received by the taxing unit, the governing body of each taxing unit shall adopt a tax rate for the current tax year; and

WHEREAS, such Section further provides that where the tax rate consists of two components (one which will impose the amount of taxes needed to pay the City's debt service and the other which will impose the amount of taxes needed to fund maintenance and operation expenditures of the City for the next year), each of such two components must be approved separately; and

WHEREAS, the proposed tax rate for the current tax year of the City of Bunker Hill Village, Texas, consists of two such components, a tax rate of Three and 0992/10,000ths Cents (\$0.030992) for debt service and a tax rate of Twenty Four and 0008/10,000ths Cents (\$0.240008) to fund maintenance and operation expenditures; and

WHEREAS, by separate motions heretofore adopted by the City Council of the City of Bunker Hill Village, Texas, at a meeting of said City Council held on this 16th day of September 2025, said City Council has approved separately the tax rate heretofore specified for each of said components; and

WHEREAS, having thus separately approved the tax rate for each of such components, it is necessary and appropriate for the City Council to now formally pass, approve, and adopt a 2025 tax rate ordinance for the City of Bunker Hill Village, Texas; and

WHEREAS, all notices and hearings required by law as a prerequisite to the passage, approval, and adoption of said tax rate ordinance have been timely and properly given and held; now, therefore

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

Section 1. The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct and are hereby adopted, ratified, and confirmed.

Section 2. All property subject to ad valorem taxation by the City of Bunker Hill Village, Texas, shall be equally and uniformly assessed for such purposes at One Hundred Percent (100%) of the fair market value of such property.

Section 3. There is hereby levied for general purposes and use by the City of Bunker Hill Village, Texas, for the year 2025, and for each year thereafter until otherwise provided, an ad valorem tax rate at the rate of Twenty Four and 0008/10,000ths Cents (\$0.240008) on each One

Hundred Dollars (\$100) of assessed valuation on all property, real, personal, and mixed, within the corporate limits upon which an ad valorem tax is authorized by law to be levied by the City of Bunker Hill Village, Texas. The proceeds from such tax shall be applied to the payment of the general and current expenses of the government of the City. All such taxes shall be assessed and collected in current money of the United States of America.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 1.66 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY -\$0.92.

Section 4. For the purpose of paying the interest on bonds, warrants, certificates of obligation, or other lawfully authorized evidence of indebtedness issued by the City of Bunker Hill Village, Texas, including the various installments of principal due on the serial bonds, warrants, certificates of obligation, or other lawfully authorized evidence of indebtedness issued by the City as such installments shall respectively mature, and for the purpose of repaying any sums borrowed in anticipation of current revenues for use in the payment of bonds and certificates of obligation and interest thereon maturing in the fiscal year 2025, and for the purpose of paying interest and making provisions for the sinking fund on such other bond issues, warrants, certificates of obligation, or other lawfully authorized evidence of indebtedness as may be authorized, there is hereby levied for the year 2025 and for each year thereafter until otherwise provided, to be assessed and collected upon all property described in Section 3 of this Ordinance, an annual ad valorem tax at the rate of Three and 0992/10,000ths Cents (\$0.030992) on each One Hundred Dollars (\$100) of assessed valuation.

Section 5. All ad valorem taxes levied hereby, in the total amount of Twenty Seven and 1000/10,000ths Cents (\$0.271000) on each One Hundred Dollars (\$100) of assessed valuation, as reflected by Sections 3 and 4 hereof, shall be due and payable on or before January 31, 2026. All ad valorem taxes due to the City of Bunker Hill Village, Texas, and not paid on or before January 31 following the year for which they were levied shall bear penalty and interest as prescribed in the Property Tax Code of the State of Texas.

Section 6. All ordinances or parts of ordinances inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

PASSED, APPROVED, AND ADOPTED this 16th day of September 2025.

Keith Brown, Mayor

ATTEST:

Gerardo Barrera, City Administrator/ Acting City Secretary



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

Agenda Date: September 16, 2025

Agenda Item: V

Subject: Memorial Villages Police Department Report

Exhibits: Chief's Monthly Report – August 2025
MVPD-VFD Response Report
2025 Burglary Map
2025 Auto Burglary Map
ALPR Hits & Recoveries Map
ALPR Recoveries List
August ALPR Report
2025 Total Incidents to Date
Officer Committed Time Report to Date

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 August 2025 Monthly Report.



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

Raymond Schultz
Chief of Police

September 8, 2025

TO: MVPD Police Commissioners

FROM: R. Schultz, Chief of Police

REF: August 2025 Monthly Report

During the month of August, MVPD responded/handled a total of 8,705 calls/incidents. 5,621 House Watch checks were conducted. 866 traffic stops were initiated with 1162 citations being issued for 1,886 violations. (Note: 33 Assists in Hedwig, 233 in Houston, 7 in Spring Valley and 0 in Hillshire)

Calls/Events by Village were:

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	3048/17757	1750/12198	1	394/233/627	6@3:48
Piney Point:	2155/14319	1500/9940	4	323/258/581	7@4:25
Hunters Creek:	3160/20031	2371/14675	4	419/259/678	7@3:49
				Cites/Warn/Total	20@4:02

Type and frequency of calls for service/citations include:

Call Type	#	Call Type	#	Citations	#
False Alarms:	149	Ord. Violations:	21	Speeding:	296
Animal Calls:	8	Information:	15	Exp. Registration	498
ALPR Hits:	32	Suspicious Situation	99	Ins	247
Assist Fire:	53	Loud Party	7	No License	158
Assist EMS:	36	Welfare Checks:	14	Stop Sign	43
Accidents:	9			Fake Plate	46

*This month the department generated a total of 125 police reports.
BH-36, PP-33, HC-43, HOU-3, HED-0, SV-0*

Crimes Against of Persons (2)

Assault - DV	1	Assault	1
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Crimes Against Property (14)

Burglary of a Vehicle	2	Burglary of Building	5
ID Theft/Fraud	4	Theft	2
Vehicle Theft	1		

Petty/Quality of Life Crimes/Events (109)

ALPR Hits (valid)	4	Towed vehicles	35
Accidents	9	DWI	5
Warrants	20	Unlawful use of Vehicle	4
Trespassing	1	Misc	31

Arrest Summary: Individuals Arrested (32)

Warrants	20	DWI	5
Class 3 Arrests	5	Felony	2

Budget YTD:	Expense	Budget	%
• Personnel Expense:	4,108,565	6,744,765	60.9%
• Operating Expense:	744,159	1,292,201	57.6%
• Total M&O Expenditures:	4,852,724	8,036,966	60.4%
• Capital Expenses:	185,561	170,000	109.2%
• Net Expenses:	5,038,286	8,206,966	61.0%

Follow-up on Previous Month Items/Requests from Commission

Finance Manager Ms. Bowman has continued to meet with various Governmental Accounting Software vendors to access their products, view demonstrations and explore options.

Personnel Changes/Issues/Updates

A police applicant was recommended for hire and sent to the Chief's selection board. The candidate successfully passed the board and was given a contingent offer of employment. The candidate is expected to start September 14, 2025. This hire will have the department fully staffed.

TCO Mr. Hunter Patterson was selected for the new lead dispatcher position. He will begin his new duties September 6, 2025.

Major/Significant Events

MVPD detectives were active this month working various high-profile cases including an incident where a young resident had run away from home. Detectives were able to utilize social media to locate where he was and then convince him to return home.

The 2025 school year started August 13, 2025. MVPD had a strong presence at all of our schools for the first week and there were no issues reported.

Status Update on Major Projects

The downstairs A/C unit failed and required repair. The unit is under warranty.

The 2026 Condor Cameras were ordered 9/1/25 as per the availability of the SB224 Grant. Delivery is expected within 90 days.

Community Projects

Officers Boggus and Vasquez attended the annual HEB Back to School Luau at the Bunker Hill store and attended a Back-to-School Ice Cream Social at Spring Branch Park.

The department hosted a "Back to School Bash" with Remi at the Hunters Creek City Hall Pavilion.

The department hosted an additional RAD Class at Chapelwood during the first week of August.

V-LINC new registrations in August +33

BH – 1773(+5)

PP – 1253 (+3)

HC – 1775 (+23)

Out of Area – 651 (+2)

MVPD – VFD Monthly Response Times Report

August 2025

911/Emergency Designated Calls - EMS and Fire

Total	10@4:17
Bunker Hill	5@4:11
Piney Point	4@4:52
Hunters Creek	1@2:25

EMS Only

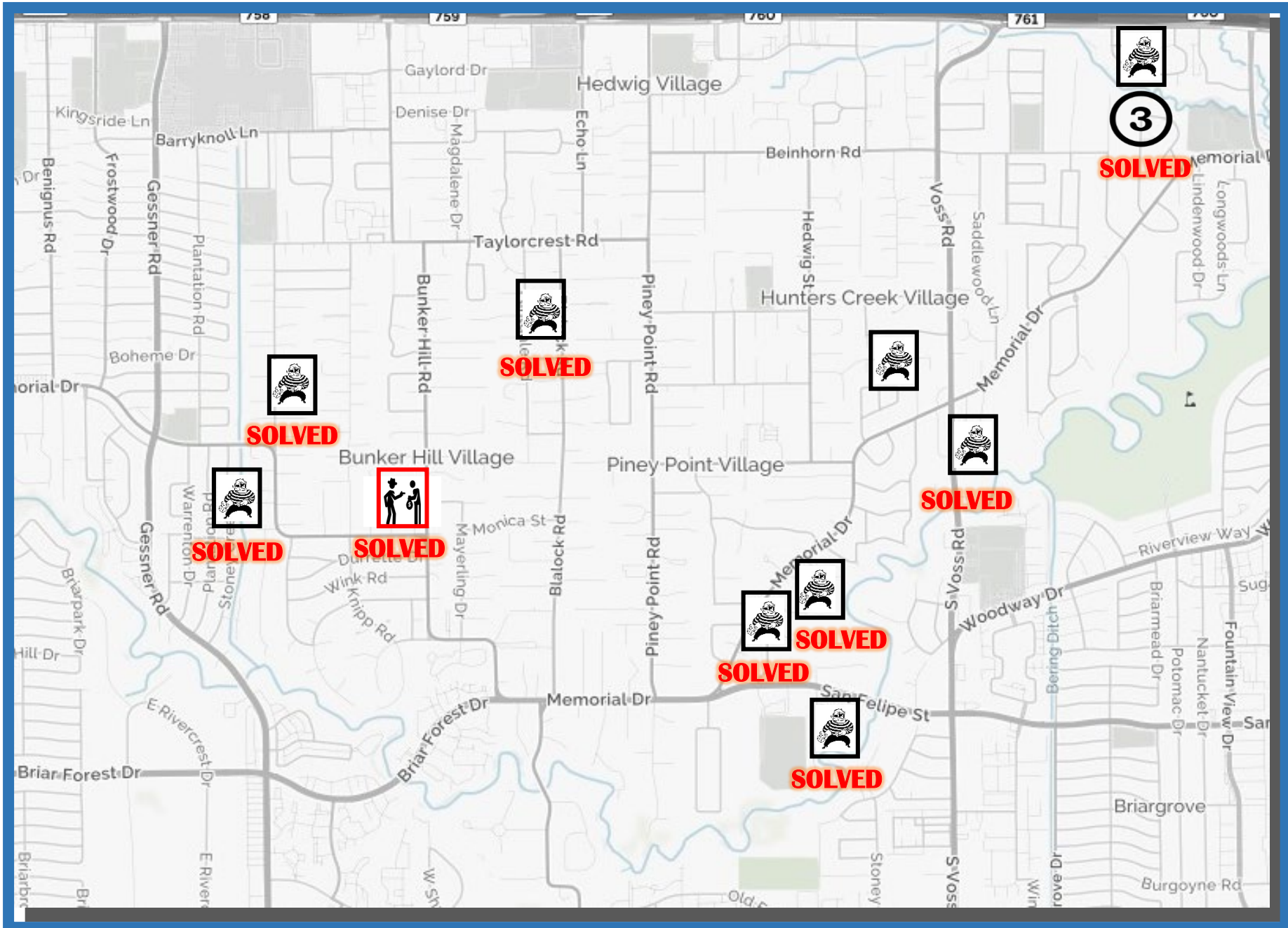
Total	7@4:23
Bunker Hill	4@4:06
Piney Point	3@4:46
Hunters Creek	0@0:00

Fire Only

Total	3@4:04
Bunker Hill	1@4:35
Piney Point	1@5:07
Hunters Creek	1@2:25

Radio

Total	26@4:13
Bunker Hill	2@3:56
Piney Point	11@4:42
Hunters Creek	13@4:08



2025 Burglary Map

Address	Alarm	POE
11014 Wickwood	N	Rear Window
11119 Meadowick	N	Rear Window
22 Farnham Park	Y	Crtyd Window
628 Voss Road	N	Rear Door
8525 Katy FWY	Y	Side Window
10906 Timberglen	Y	Rear Door
8525 Katy Fwy	Y	Side Window
8525 Katy Fwy	Y	Side Window
8 Patrick Ct.	N	Garage Door
210 Stoney Creek	N	Garage Door
11619 Chartwell	N	Garage Door

2025 Robberies

Address	MO
300 Gentilly Pl	Jugging

 Daytime Burglary

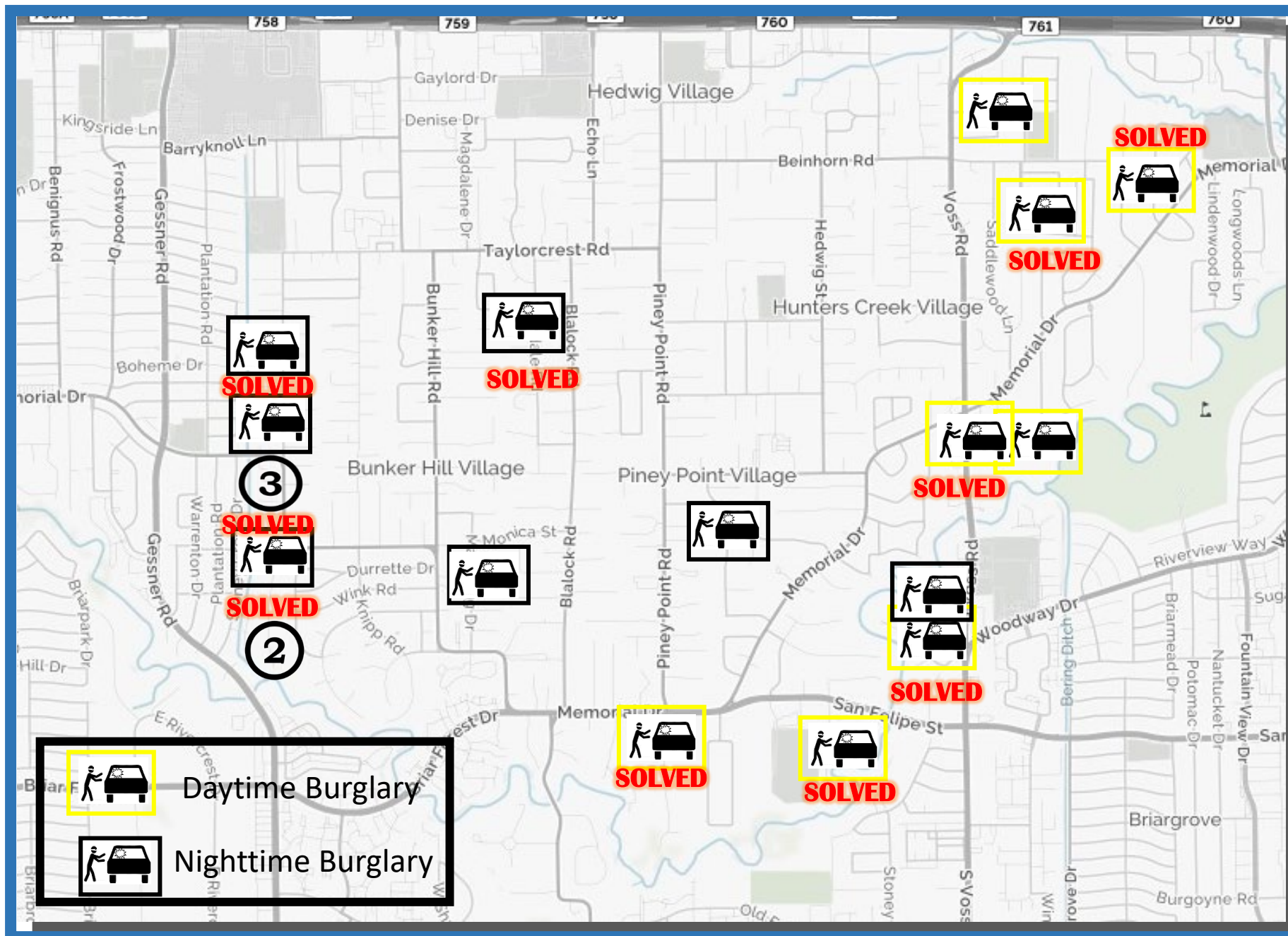
 Nighttime Burglary

 Robbery

 32

 2

2025 Auto Burglary Map



Address	POE
533 Dana Lane	UNL
347 Hunters Trail	UNL
110 Radney	UNL
1000 Riverbend	UNL
500 Strey (2)	UNL
724 E. Creekside	UNL
10726 Old Coach Ln	WIN
305 Maylerling	UNL
11723 Wood Ln	UNL
201 KinKaid School Rd	WIN
11215 Tyne Ct.	UNL
1112 Riverglyn	UNL
211 Stoney Creek	UNL
2 Patrick Ct	UNL
243 Stoney Creek	UNL
10709 Memorial Drive	WIN*
642 Flintdale	UNL

Contractor

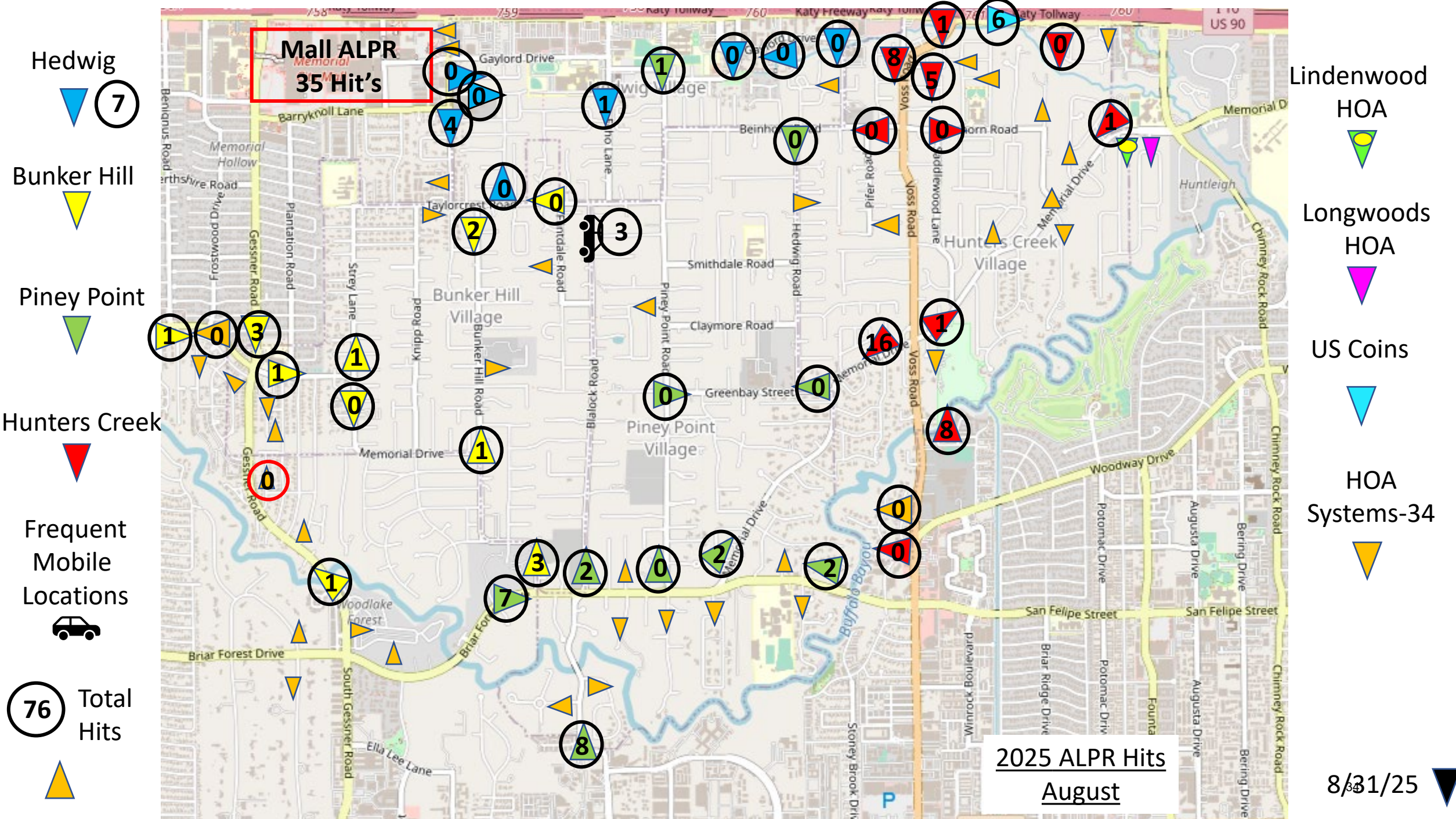
Lock/Win Punch

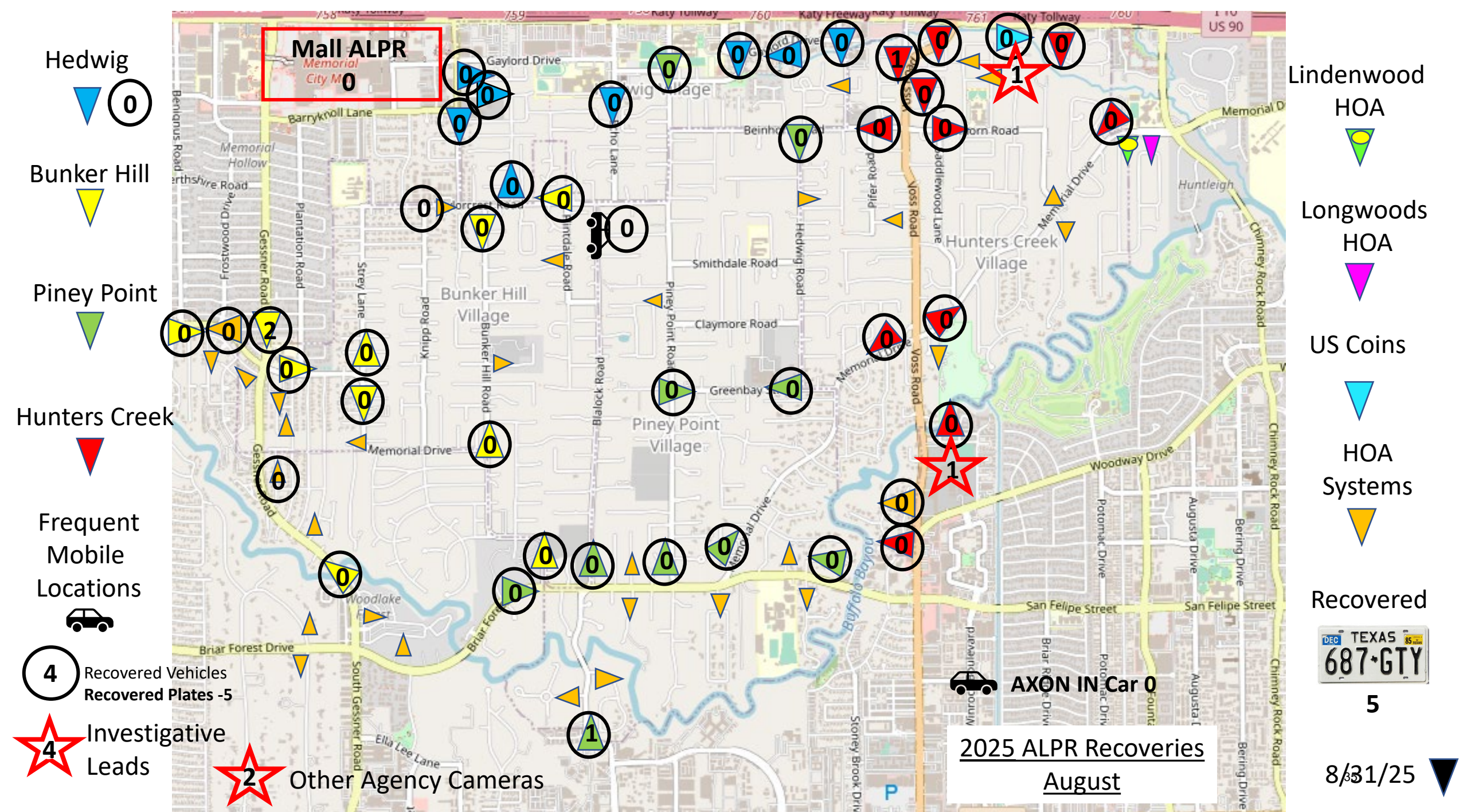
* Jugging



Blue Entry = Actual 33 SOLVED
Location Unknown

8/31/25





\$ 261,000.00

[illegible]

Crime	Date	Plate	ALPR
Theft	8/29/2025	TZH9263	Bell
Burglary	8/29/2025	FGL8231	22



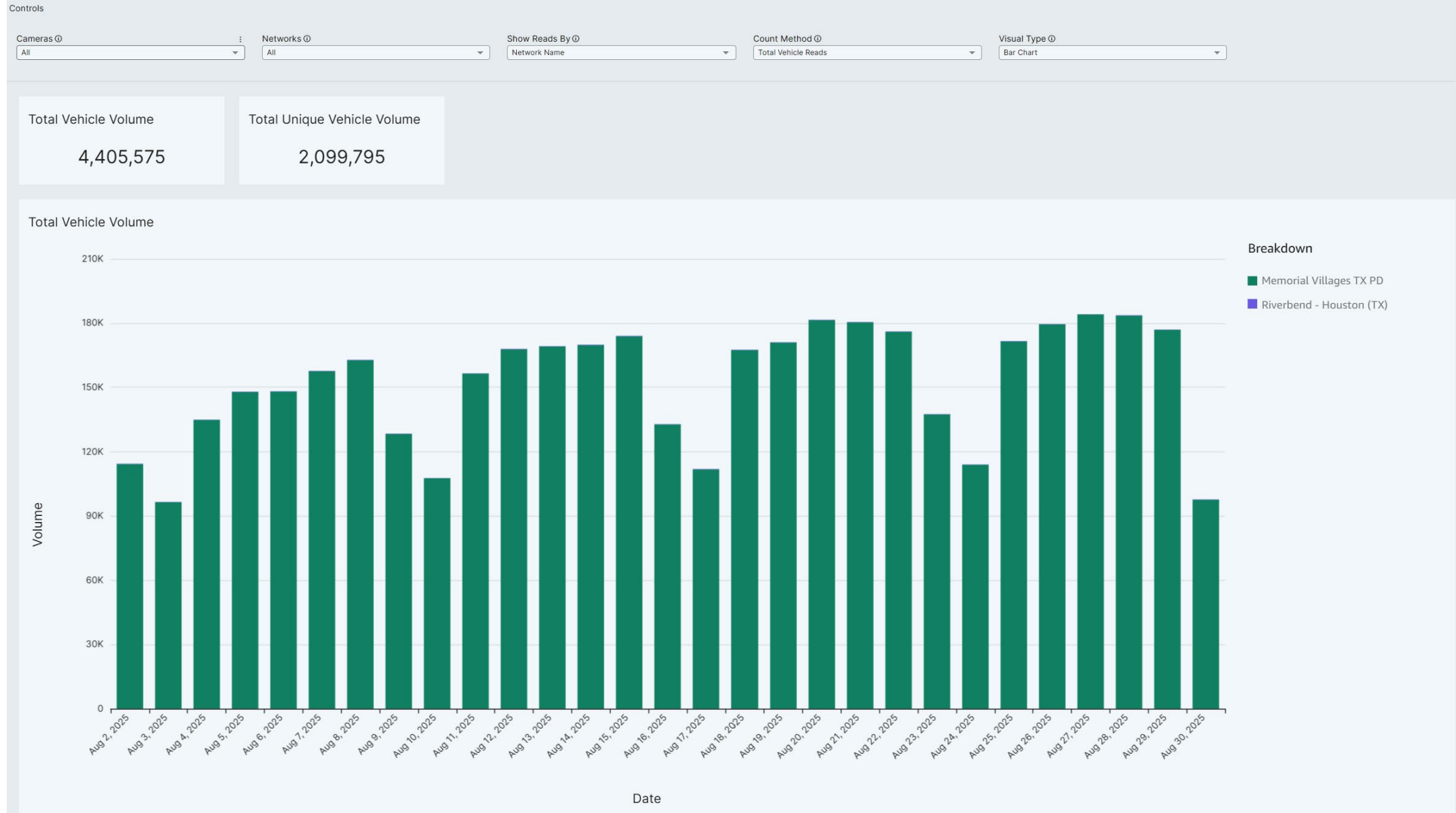
August 2025 ALPR REPORT



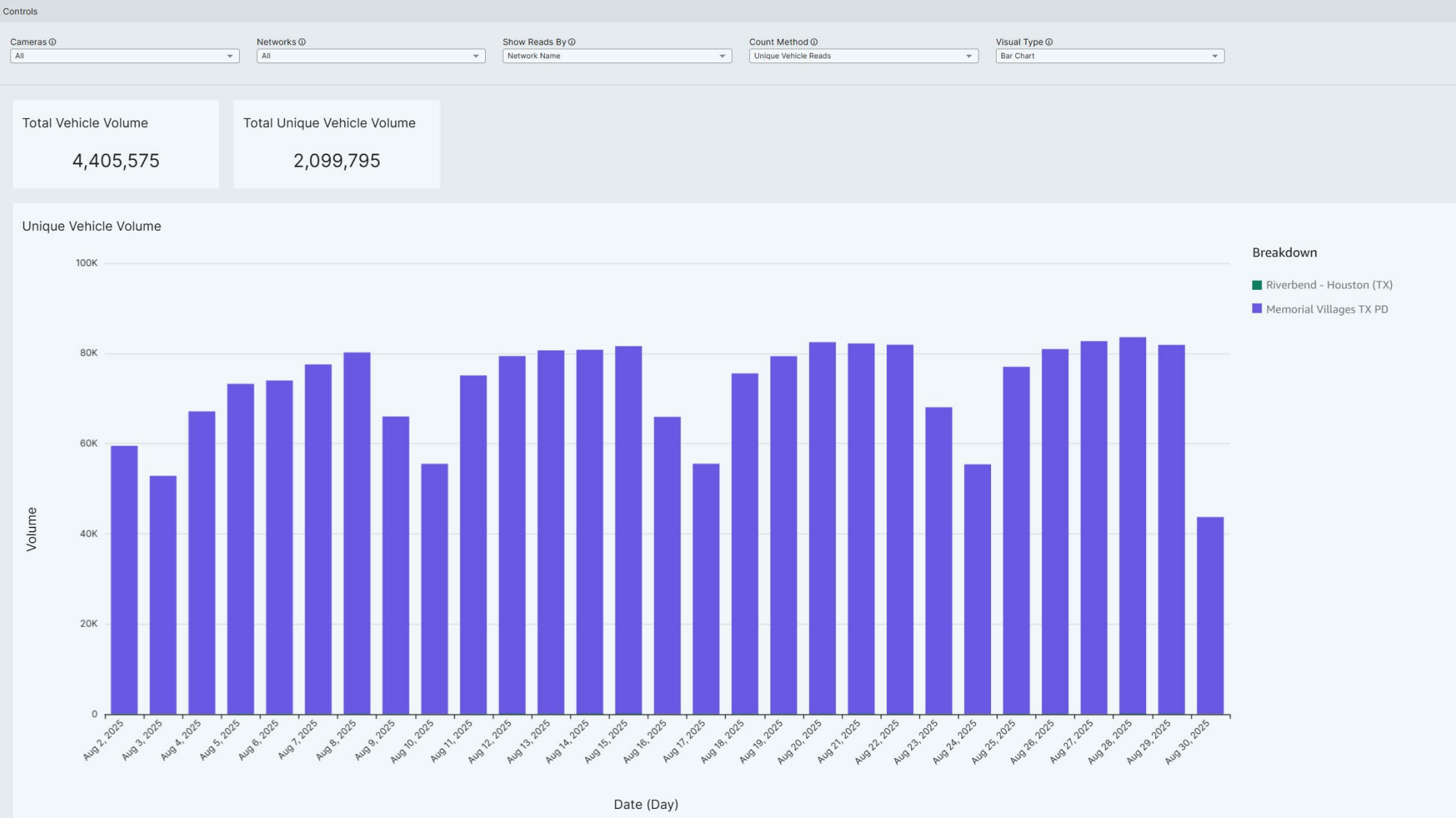
Total Plate Reads, Incl's multiple reads of same plate
Number of Unique Plates Read – Total without repeats
Number of Hits/Alerts - All 14 possible categories
Number of Hits/Alerts of the 6 monitored categories
Number of Sex Offender Hits (not monitored live)
Summary Report
Total Hits-Reads/total vehicles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

2025 ALPR Data Report

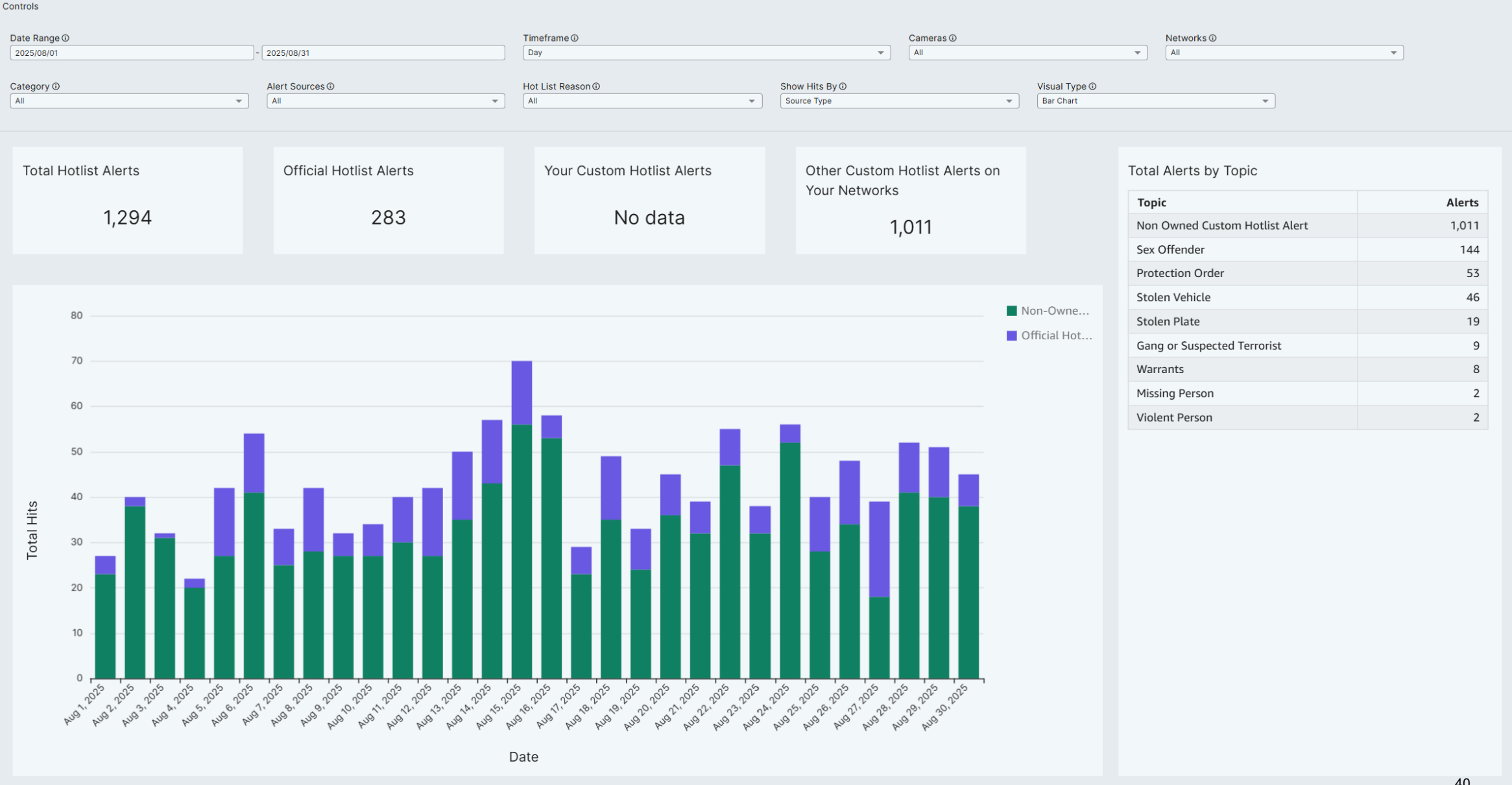
Total Reads 4,405,575



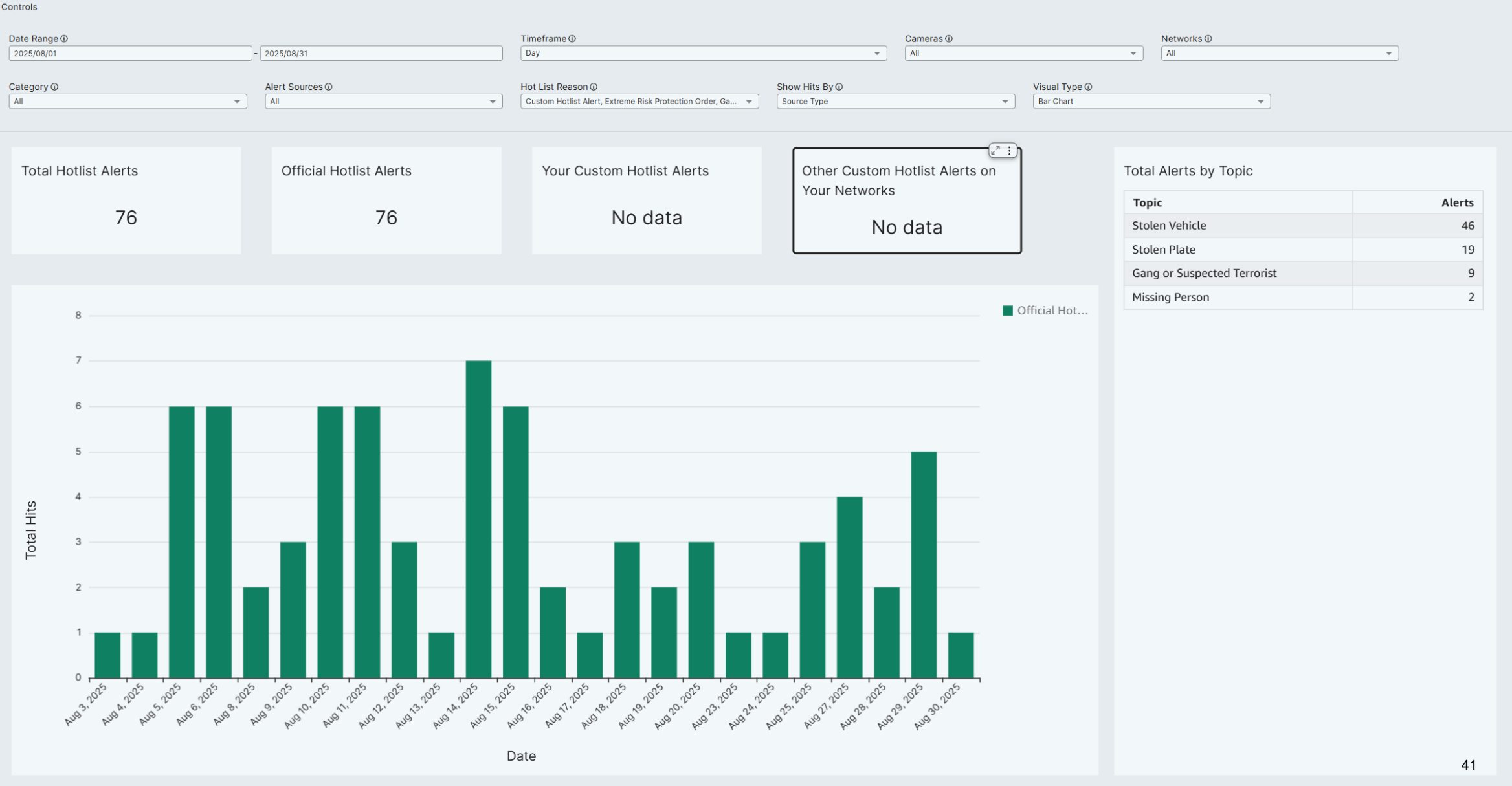
Unique Reads – 2,099,795



All Categories – All Hotlists



Top 6 Categories



Sex Offenders

Controls

Date Range ⓘ
2025/08/01 - 2025/08/31

Timeframe ⓘ
Day

Cameras ⓘ
All

Networks ⓘ
All

Category ⓘ
All

Alert Sources ⓘ
All

Hot List Reason ⓘ
Sex Offender

Show Hits By ⓘ
Source Type

Visual Type ⓘ
Bar Chart

Total Hotlist Alerts
144

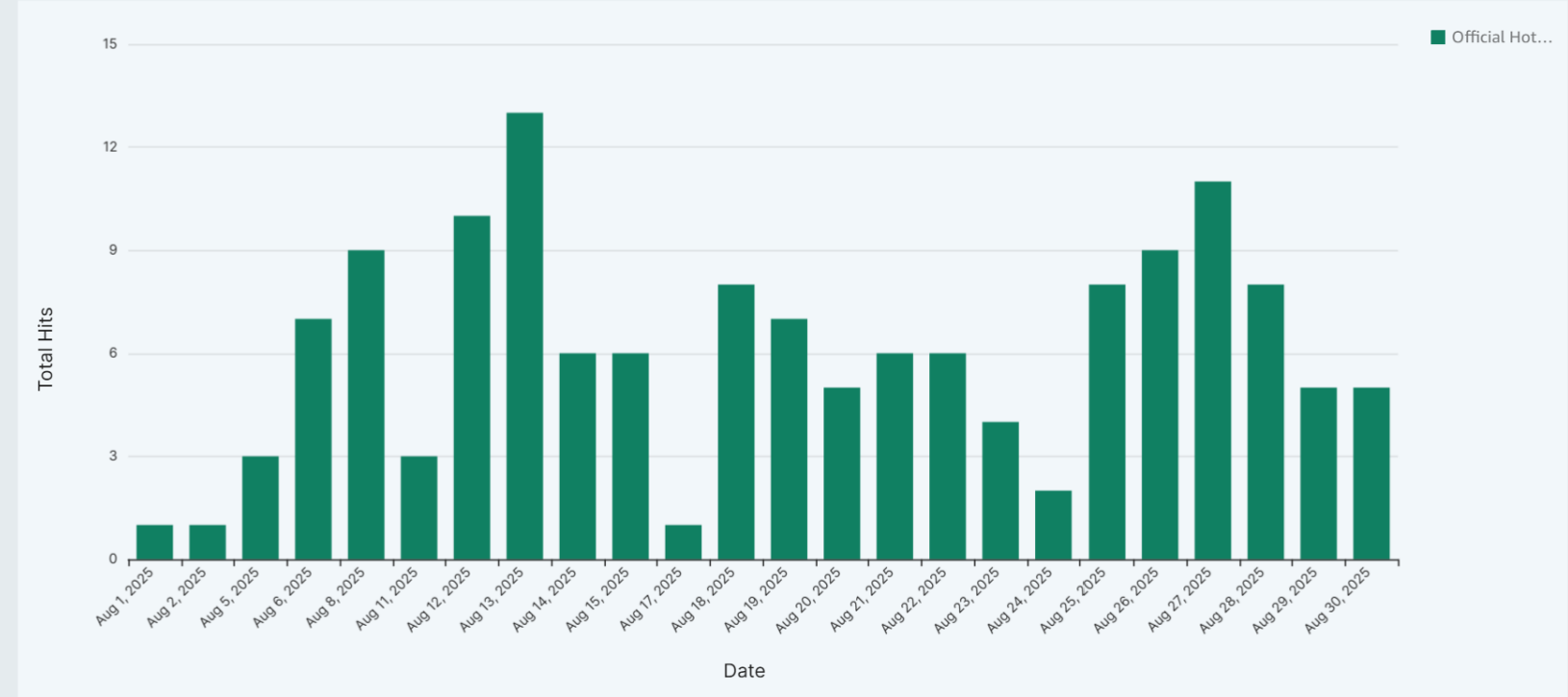
Official Hotlist Alerts
144

Your Custom Hotlist Alerts
No data

Other Custom Hotlist Alerts on Your Networks
No data

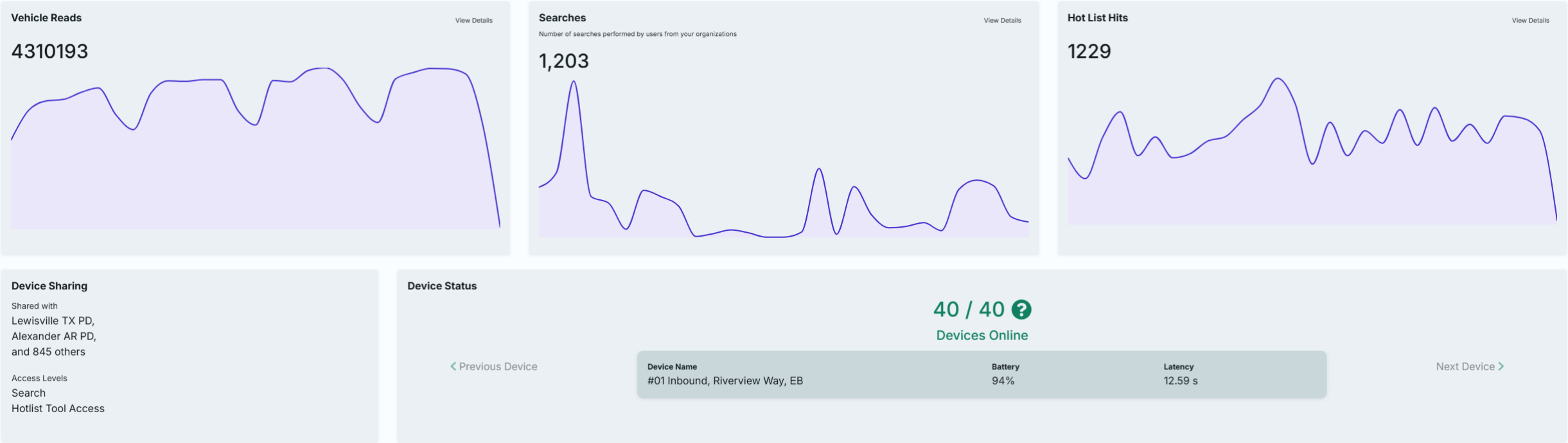
Total Alerts by Topic

Topic	Alerts
Sex Offender	144



Summary Report

Insights Dashboard



#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

Cameras ⓘ
All

Networks ⓘ
All

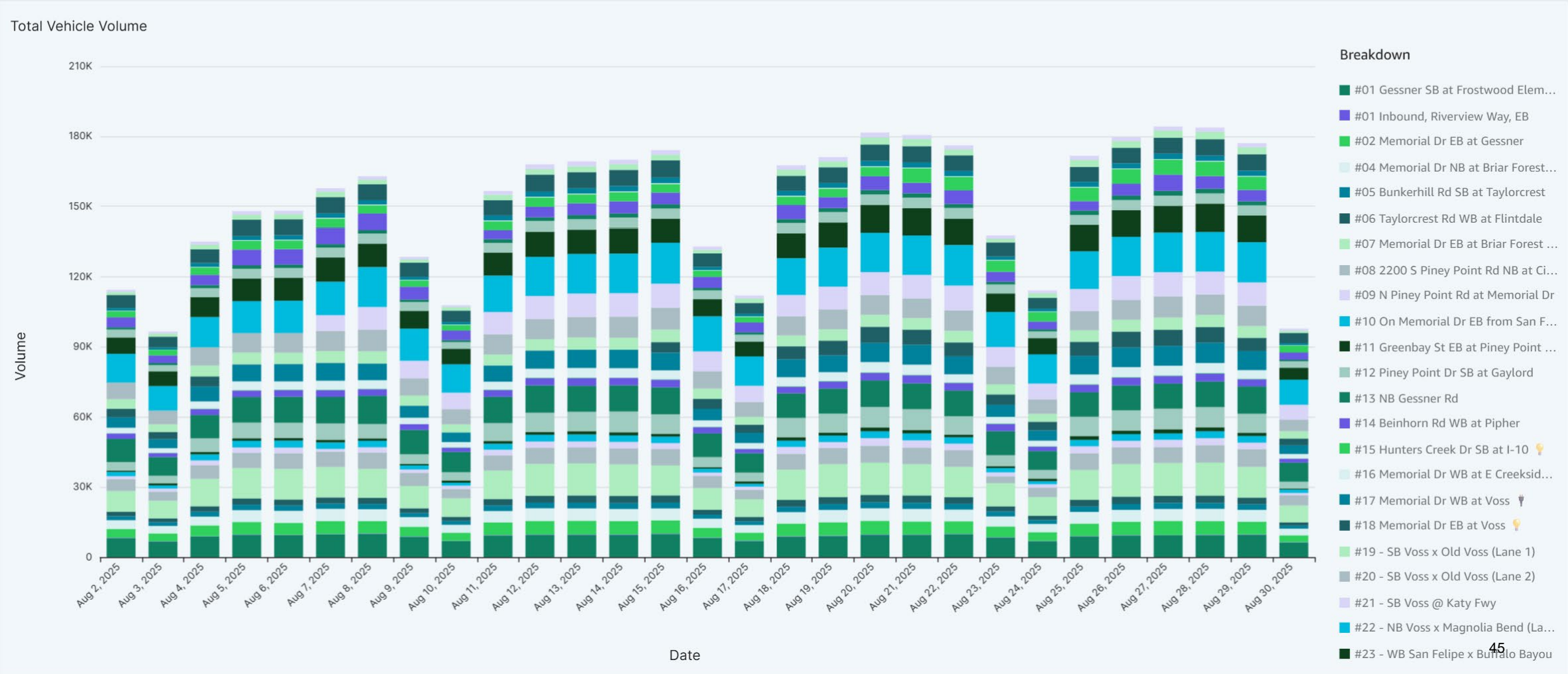
Show Reads By ⓘ
Camera Name

Count Method ⓘ
Total Vehicle Reads

Visual Type ⓘ
Bar Chart

Total Vehicle Volume
4,405,575

Total Unique Vehicle Volume
2,099,795



Total 'Volume' by 'groupbysummary'

groupbysummary	Sum of Volume
C#001 Voss Rd @ Memorial Dr	1776
#01 Inbound, Riverview Way, EB	5047
#15 Hunters Creek Dr SB at I-10	5881
#29 - Riverbend Main Entrance	7579
#11 Greenbay St EB at Piney Point Rd	33102
#26 - SB Hedwig x Beinhorn	42216
Strey NB at Memorial	43960
#30 EB Beinhorn Rd @ Voss Rd	53416
#05 Bunkerhill Rd SB at Taylorcrest	63839
#32 WB Greenbay @ Memorial Dr	64170
#09 N Piney Point Rd at Memorial Dr	64635
#10 On Memorial Dr EB from San Felipe	70285
#06 Taylorcrest Rd WB at Flintdale	74295
#14 Beinhorn Rd WB at Pipher	80553
#18 Memorial Dr EB at Voss	98375
#16 Memorial Dr WB at E Creekside Dr	98839
#24 - NB Blalock x Memorial	115073
#28 MVPD Station S/B Memorial Drive	117964
#19 - SB Voss x Old Voss (Lane 1)	133967
#04 Memorial Dr NB at Briar Forest	134059
#02 Memorial Dr EB at Gessner	144425
#27 Unit 181 Blalock S/B at Taylorcrest	144970
#08 2200 S Piney Point Rd NB at City Limit	177749
#31 EB Memorial Dr near Tealwood	182232
#12 Piney Point Dr SB at Gaylord	192622
#17 Memorial Dr WB at Voss	194438
#21 - SB Voss @ Katy Fwy	217202
#20 - SB Voss x Old Voss (Lane 2)	231867
#01 Gessner SB at Frostwood Elementary	255737
#23 - WB San Felipe x Buffalo Bayou	273177
#13 NB Gessner Rd	303927
#07 Memorial Dr EB at Briar Forest	340321
#22 - NB Voss x Magnolia Bend (Lane 2)	437877
Grand Total	4405575

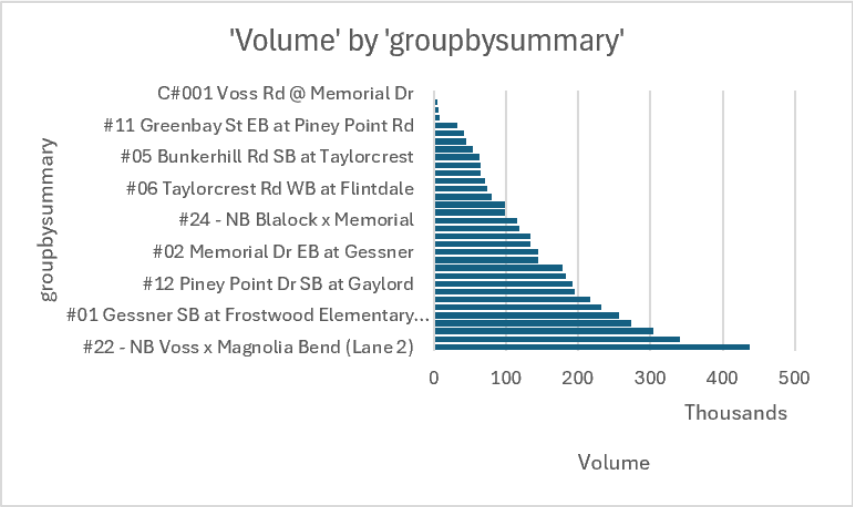


Plate Reads
By Location

Controls

Date Range

2025/08/01 - 2025/08/31

Timeframe

Day

Cameras

All

Networks

All

Category

All

Alert Sources

All

Hot List Reason

Custom Hotlist Alert, Missing Person, Gang o...

Show Hits By

Camera Name

Visual Type

Bar Chart

Total Hotlist Alerts

76

Official Hotlist Alerts

76

Your Custom Hotlist Alerts

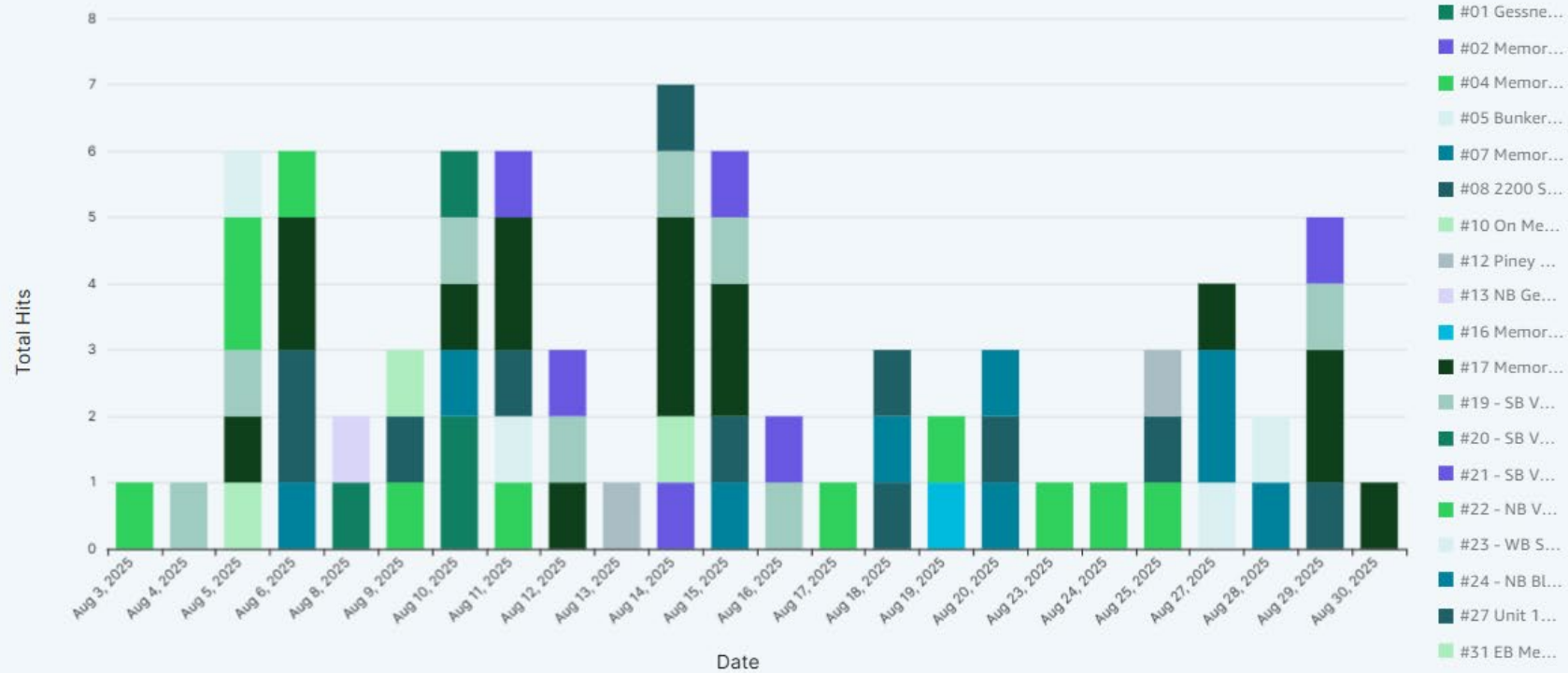
No data

Other Custom Hotlist Alerts on
Your Networks

No data

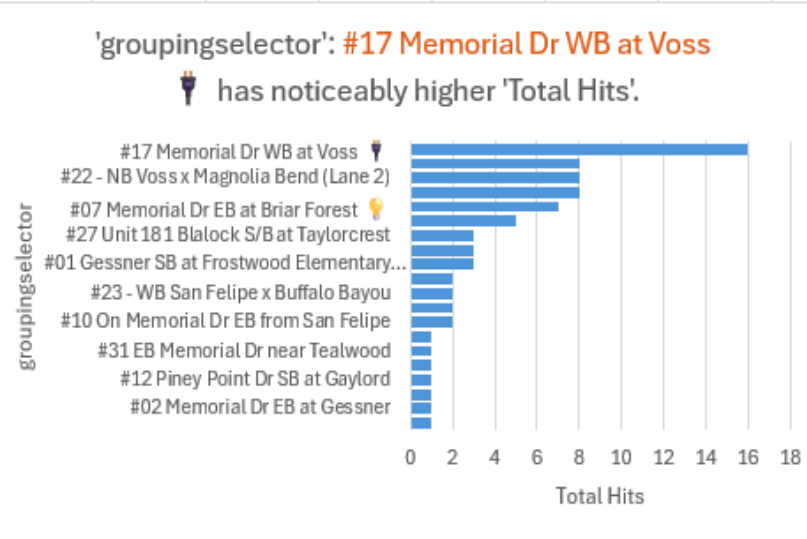
Total Alerts by Topic

Topic	Alerts
Stolen Vehicle	46
Stolen Plate	19
Gang or Suspected Terrorist	9
Missing Person	2



Hits By Camera

groupingselector	Sum of Total Hits
#17 Memorial Dr WB at Voss 🔦	16
#19 - SB Voss x Old Voss (Lane 1)	8
#22 - NB Voss x Magnolia Bend (Lane 2)	8
#08 2200 S Piney Point Rd NB at City Limit	8
#07 Memorial Dr EB at Briar Forest 🔦	7
#21 - SB Voss @ Katy Fwy	5
#27 Unit 181 Blalock S/B at Taylorcrest	3
#04 Memorial Dr NB at Briar Forest 🔦	3
#01 Gessner SB at Frostwood Elementary 🔦	3
#24 - NB Blalock x Memorial	2
#23 - WB San Felipe x Buffalo Bayou	2
#05 Bunkerhill Rd SB at Taylorcrest	2
#10 On Memorial Dr EB from San Felipe	2
#20 - SB Voss x Old Voss (Lane 2)	1
#31 EB Memorial Dr near Tealwood	1
#13 NB Gessner Rd	1
#12 Piney Point Dr SB at Gaylord	1
Strey NB at Memorial 🔦	1
#02 Memorial Dr EB at Gessner	1
#16 Memorial Dr WB at E Creekside Dr 🔦	1
Grand Total	76



Total Reads – 4,405,575

Unique Reads – 2,099,795

Hits- 1294

6 Top Hits – 76

Hotlist - 32

- Stolen Vehicle - 5
- Stolen Plate - 5
- Gang Member
- Missing
- Amber
- Priority Restraining Order

2025 Total Incidents

2025	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	12	41	54	7	4656	3203		1256	883	1525	1122	1697	1198
February	2	7	56	65	16	4200	2510		1276	813	1058	627	1628	1068
March	0	10	77	87	31	6064	4055		1945	1442	1659	1093	2269	1539
April	0	7	57	64	26	5643	3338		1657	1031	1661	1094	1915	1209
May	1	6	63	70	23	5615	3745		1876	1177	1578	948	2397	1612
June	1	10	72	83	20	8367	6201		3048	2293	1914	1362	3146	2539
July	2	9	88	99	27	10,565	8162		3651	2809	2769	2194	3819	3139
August	2	14	109	125	32	8,705	5621		3048	1750	2155	1500	3160	2371
September														
October														
November														
December														
Total	9	75	563	647	182	53815	36835		17757	12198	14319	9940	20031	14675

2024 Totals	13	117	731	863	196	74417	55558		24548	19569	19598	14461	27723	21515
Difference														
% Change														

2025 Officer Committed Time to Service Report

Employee Name		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
ALSALMANI, ALI		21:43:09	35:27:56	25:06:58	23:23:08	42:22:02	29:53:31	32:09:53	34:20:32					14	100
BAKER, BRIAN C	*	0:00:00	0:00:00	0:00:00	0:06:14	0:02:57	0:23:02	0:24:56	0:43:30						
BALDWIN, BRIAN	*	13:28:18	8:14:01	2:57:41	1:55:45	13:44:30	2:44:34	15:32:04	15:12:54						
BIEHUNKO, JOHN		15:40:14	20:12:21	19:06:35	19:51:57	19:44:41	18:46:34	29:08:25	16:36:59					3	40
BOGGUS, LARRY	*	1:35:53	6:18:55	0:48:52	1:23:13	6:30:40	0:34:48	0:00:00	0:20:18						
BURLESON, Jason		14:32:02	19:35:41	21:07:05	14:17:04	17:42:55	18:31:22	24:53:25	20:18:57					6	63
BYRD, Rachied		24:40:42	15:36:41	20:04:53	23:40:39	21:03:18	35:33:24	37:37:56	25:58:10					5	47
CANALES, RALPH EDWARD		22:07:13	10:22:31	20:43:33	14:59:47	23:02:31	20:26:59	25:18:51	15:34:43					3	27
CERNY, BLAIR C.	*	14:55:06	15:00:00	1:21:43	3:11:06	3:16:01	0:10:55	4:52:17	4:47:57					1	
DEADY, David								33:10:36	55:26:01					17	66
GONZALEZ, Jose		24:24:08	28:28:50	29:28:35	18:58:29	14:37:04	28:33:59	16:54:01	20:25:41					4	37
HARWOOD, NICHOLAS		16:57:08	10:48:24	22:33:30	14:42:32	16:35:17	34:45:16	39:27:05	25:11:58					13	72
JARVIS, RICHARD		21:10:56	21:08:48	15:51:34	29:12:50	20:02:53	23:27:49	17:54:53	24:18:09					7	68
JOHNSON, JOHN		23:42:56	19:58:30	27:57:20	19:07:51	20:55:03	34:11:54	28:11:20	29:14:15					3	79
JONES, ERIC	*	0:06:21	0:00:00	0:00:00	0:00:00	0:00:00	0:24:26	0:00:00	0:01:25						
KING, JEREMY		5:57:30	13:03:05	18:08:53	14:53:14	16:02:45	25:22:39	30:54:03	9:07:45						28
KUKOWSKI, Andy		27:54:59	30:25:51	29:13:07	19:52:30	12:32:10	27:59:32	16:38:03	26:12:35					4	71
MCELVANY, ROBERT		12:22:39	9:57:54	12:10:12	11:00:01	8:14:49	12:25:07	6:37:20	12:36:28					1	25
MILLARD, Shaneca		20:53:11	32:48:34	25:29:07	15:28:00	8:34:05	34:38:51	31:52:01	12:54:47						21
ORTEGA, Yesenia		22:55:16	17:40:40	21:12:41	14:05:43	18:04:24	27:22:29	26:22:41	17:23:17					1	24
OWENS, LANE	*	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:33:22						
PALMINO, Michelle				10:38:00	24:25:22	24:24:15	36:26:16	43:40:16	15:30:45					10	44
PAVLOCK, JAMES ADAM		7:43:45	7:56:16	12:53:27	23:05:58	2:06:59	16:00:21	19:41:57	17:19:50					8	74
RODRIGUEZ, CHRISTOPHER	*	10:19:28	14:35:05	3:16:51	2:01:05	2:13:44	1:44:02	0:02:50	3:19:50						
RODRIGUEZ, JOSE		27:31:06	11:49:13	24:54:38	22:35:05	20:59:26	32:09:20	27:04:24	37:13:51					5	62
RODRIGUEZ, REGGIE		14:07:24	21:31:06	2:58:20	15:25:29	12:51:06	37:04:02	37:29:27	16:41:13					1	27
SCHULTZ, RAYMOND	*	0:00:00	3:10:17	0:00:00	0:11:38	0:00:00	0:00:00	0:00:00	0:20:39						
SILLIMAN, ERIC		8:34:26	16:17:47	19:46:53	10:07:19	25:33:47	25:47:13	13:07:41	23:55:31					9	82
SPRINKLE, MICHAEL		12:49:34	10:54:59	16:40:21	13:21:10	13:13:25	7:50:26	37:52:39	16:20:28					1	37
TAYLOR, CRAIG		9:23:28	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00						
VALDEZ, JUAN		17:17:57	20:02:32	15:37:24	22:33:47	14:26:46	24:35:38	18:28:58	23:28:40					6	36
WHITE, TERRY		23:11:18	23:24:40	47:08:37	29:09:20	8:46:53	24:59:31	32:26:17	13:36:00					3	32
* = Admin													Total	125	1162

Dispatch Committed Time															
911 Phone Calls		200	206	408	272	350	276	212	263						
3700 Phone Calls		2279	2418	2451	2622	2300	2198	2005	1868						
DP General Phone Calls*		77:37:45	58:37:23	54:42:51	58:01:59	56:06:04	51:31:26	47:09:40	42:47:23						
Radio Transmissions		8293	9138	10095	11342	10315	10590	10113	11321						

* 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: September 16, 2024
Agenda Item: VI
Subject: Village Fire Department Report
Exhibits: Monthly Report
Funding: N/A
Presenter(s): Chief Miller

Executive Summary

The Village Fire Department Report will include the following items:

- A. Update on Activities

Recommended Action

Staff recommends that City Council receive the August 2025 Monthly Report.



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

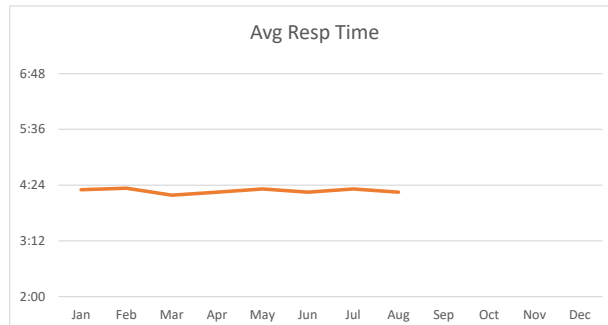
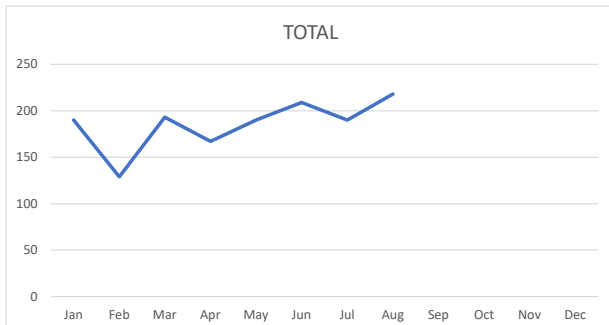
August 2025 Summary - All Cities

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	190	129	193	167	190	209	190	218					1486
Abdominal Pain	1	2	4	2	0	6	3	4					22
Allergic Reaction	0	1	1	0	0	0	0	3					5
Animal Bite	0	0	0	0	1	0	0	0					1
Assault	0	0	0	0	0	0	0	1					1
Back Pain	0	0	1	0	0	2	1	0					4
Carbon Monoxide Alarm with Symptoms	0	0	0	0	1	0	0	0					1
Carbon Monoxide Detector No Symptoms	5	2	2	3	2	4	6	5					29
Cardiac/Respiratory Arrest	1	2	1	2	0	1	2	0					9
Check a Noxious Odor	1	2	1	0	2	1	1	1					9
Check for Fire	0	2	0	3	4	2	6	1					18
Check for the Smell of Natural Gas	5	1	9	4	1	1	2	6					29
Check for the Smell of Smoke	1	0	1	2	1	2	1	3					11
Chest Pain	5	1	7	2	11	7	7	6					46
Child Locked in a Vehicle Engine not running	0	0	0	0	2	2	0	0					4
Choking	0	0	0	2	1	0	0	1					4
Diabetic Emergency	0	1	0	0	1	1	1	2					6
Difficulty Breathing	11	4	9	5	4	9	4	7					53
Dumpster Fire Not near Structure	0	0	0	0	1	0	1	1					3
Elevator Rescue	0	0	0	1	0	1	3	0					5
Entrapment- Non MVC	0	0	0	0	0	0	0	1					1
Explosion	0	0	0	0	0	0	0	1					1
Fall Victim	12	10	15	12	11	14	14	15					103
Fire Alarm Business	23	4	5	4	8	9	5	9					67
Fire Alarm Church or School	4	3	9	11	4	10	8	4					53
Fire Alarm Residence	31	23	18	25	28	35	49	38					247
Gas Leak	4	3	1	2	1	3	1	1					16
Grass Fire	0	0	0	0	2	0	0	0					2
HAZMAT Emergency	0	0	0	0	0	0	0	1					1
Headache- Stroke symptoms not present	0	0	0	0	0	1	0	0					1
Heart Problems	8	4	7	8	8	5	13	5					58
Heat/Cold Exposure	0	0	0	0	0	1	1	2					4
Hemorrhage/Laceration	1	3	4	4	2	1	0	2					17
House Fire	1	1	0	2	0	0	1	0					5
Injured Party	4	2	5	2	4	5	0	2					24
Medical Alarm	3	1	2	3	2	1	6	4					22
Motor Vehicle Collision	22	14	23	11	15	19	11	14					129
Motor Vehicle Collision with Entrapment	1	0	0	0	0	0	0	1					2
Motor Vehicle vs Motorcycle	0	1	0	1	1	0	0	1					4
Motor Vehicle vs Pedestrian	0	0	0	2	2	2	0	0					6
Object Down in Roadway	0	0	3	5	0	3	1	1					13
Oven/Appliance Fire	0	0	1	0	1	0	0	0					2
Overdose/Poisoning	0	3	2	0	1	0	1	0					7
Possible D.O.S.	1	0	0	0	0	1	0	0					2
Powerlines Down Arcing/Burning	1	0	4	1	2	4	3	6					21
Psychiatric Emergency	2	2	4	3	6	1	4	3					25
Seizures	0	0	4	2	0	1	4	5					16
Service Call Non-emergency	11	8	10	7	14	16	16	21					103
Shooting/Stabbing	0	0	0	1	0	0	0	0					1
Sick Call	9	12	16	17	19	15	8	19					115
Smoke in Business	0	0	0	0	0	1	0	0					1
Smoke in Residence	2	0	0	0	0	0	0	1					3
Stroke	3	2	3	4	3	1	2	0					18
Transformer Fire	0	1	0	3	1	1	0	1					7
Trash Fire	0	0	1	0	0	0	0	0					1
Traumatic Injury	0	1	0	2	1	2	0	0					6
Unconscious Party/Syncope	10	8	12	8	15	9	3	10					75
Unknown Medical Emergency	6	3	5	1	6	3	0	5					29
Vehicle Fire	1	2	3	0	1	6	1	4					18

Month	# of Incidents	Avg Resp Time
Jan	144	4:18
Feb	105	4:20
Mar	161	4:11
Apr	135	4:15
May	156	4:19
Jun	166	4:15
Jul	146	4:19
Aug	175	4:15
Sep		
Oct		
Nov		
Dec		
1188		4:16

Note: Nat'l Std Fire Response Time: 6:50

Note: Nat'l Std Fire EMS Time: 6:30



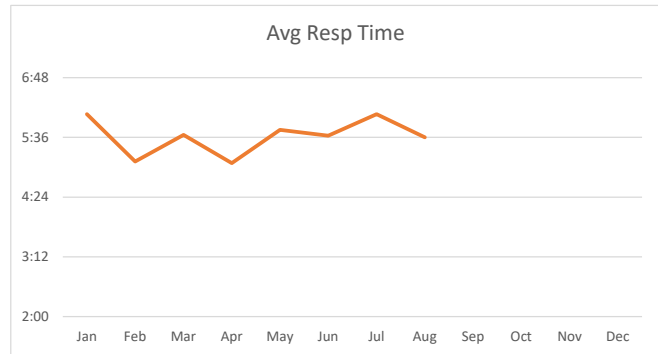
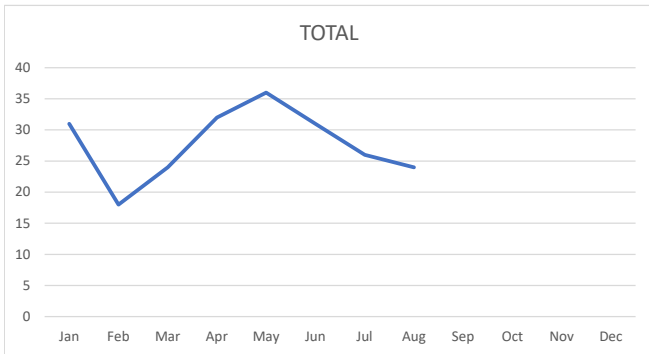


Village Fire Department
901 Corbindale Rd
Houston,TX,77024
Phone# (713) 468-7941 Fax# (713) 468-5039

August 2025 Summary - Bunker Hill

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	31	18	24	32	36	31	26	24					222
Abdominal Pain	0	0	1	0	0	0	1	0					2
Allergic Reaction	0	1	0	0	0	0	0	0					1
Animal Bite	0	0	0	0	1	0	0	0					1
Carbon Monoxide Detector No Symptoms	2	0	2	0	0	0	4	2					10
Cardiac/Respiratory Arrest	0	0	0	0	0	0	1	0					1
Check a Noxious Odor	0	0	0	0	1	0	1	0					2
Check for Fire	0	1	0	1	1	1	0	0					4
Check for the Smell of Natural Gas	1	0	2	1	0	1	1	0					6
Check for the Smell of Smoke	1	0	0	0	0	0	1	0					1
Chest Pain	0	0	1	2	2	0	2	0					7
Choking	0	0	0	1	0	0	0	1					2
Difficulty Breathing	4	1	0	0	1	2	0	1					9
Fall Victim	3	1	0	2	2	2	2	3					15
Fire Alarm Church or School	2	0	0	1	0	0	1	0					4
Fire Alarm Residence	5	5	3	6	11	8	5	3					46
Gas Leak	1	0	0	1	0	0	0	1					3
Heart Problems	1	0	2	0	1	1	2	0					7
Heat/Cold Exposure	0	0	0	0	0	0	0	1					1
Hemorrhage/Laceration	0	1	0	2	0	0	0	0					3
House Fire	0	1	0	0	0	0	1	0					2
Injured Party	0	1	0	0	2	1	0	0					4
Medical Alarm	1	0	1	0	0	0	1	1					4
Motor Vehicle Collision	2	1	3	0	2	1	0	0					9
Motor Vehicle vs Pedestrian	0	0	0	0	1	1	0	0					2
Object Down in Roadway	0	0	1	0	0	1	1	1					4
Oven/Appliance Fire	0	0	1	0	1	0	0	0					2
Overdose/Poisoning	0	1	0	0	0	0	0	0					1
Possible D.O.S.	0	0	0	0	0	1	0	0					1
Powerlines Down Arcing/Burning	0	0	0	0	1	0	0	2					3
Seizures	0	0	1	1	0	1	0	0					3
Service Call Non-emergency	5	3	3	4	1	5	2	7					30
Sick Call	1	0	0	8	4	1	1	1					16
Stroke	0	0	1	0	2	1	0	0					4
Transformer Fire	0	0	0	1	0	1	0	0					2
Unconscious Party/Syncope	1	1	2	1	2	1	0	0					8
Unknown Medical Emergency	1	0	0	0	0	1	0	0					2

Month	# of Incidents	Avg Resp Time
Jan	21	6:04
Feb	10	5:07
Mar	16	5:39
Apr	24	5:05
May	33	5:45
Jun	22	5:38
Jul	20	6:04
Aug	12	5:36
Sep		
Oct		
Nov		
Dec		
158		5:37



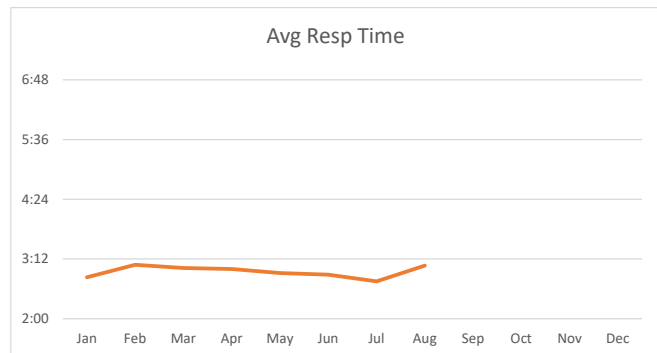
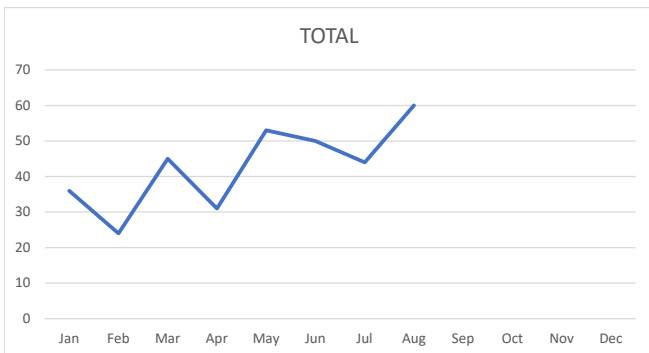


Village Fire Department
901 Corbindale Rd
Houston,TX,77024
Phone# (713) 468-7941 Fax# (713) 468-5039

August 2025 Summary - Hedwig

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	46	27	48	32	60	60	48	66					387
Abdominal Pain	1	0	0	1	0	2	0	4					8
Allergic Reaction	0	0	0	0	0	0	0	1					1
Assault	0	0	0	0	0	0	0	1					1
Back Pain	0	0	0	0	0	0	1	0					1
Carbon Monoxide Detector No Symptoms	0	0	0	0	0	0	1	0					1
Cardiac/Respiratory Arrest	0	0	1	0	0	0	0	0					1
Check a Noxious Odor	0	1	1	0	0	0	0	0					2
Check for Fire	0	1	0	0	2	0	1	0					4
Check for the Smell of Natural Gas	1	0	1	2	1	0	1	4					10
Check for the Smell of Smoke	0	0	1	0	0	1	0	0					2
Chest Pain	2	1	1	0	3	3	4	2					16
Child Locked in a Vehicle Engine not running	0	0	0	0	0	1	0	0					1
Diabetic Emergency	0	1	0	0	0	1	0	1					3
Difficulty Breathing	2	0	4	1	0	5	1	2					15
Dumpster Fire Not near Structure	0	0	0	0	1	0	1	0					2
Elevator Rescue	0	0	0	0	0	0	2	0					2
Fall Victim	4	2	6	4	6	5	3	5					35
Fire Alarm Business	12	2	3	1	5	7	2	6					38
Fire Alarm Church or School	0	0	2	0	1	2	3	1					9
Fire Alarm Residence	3	1	1	1	3	2	1	4					16
Gas Leak	1	0	0	0	0	0	0	0					1
Grass Fire	0	0	0	0	1	0	0	0					1
HAZMAT Emergency	0	0	0	0	0	0	0	1					1
Heart Problems	0	2	0	3	4	3	6	2					20
Heat/Cold Exposure	0	0	0	0	0	0	1	1					2
Hemorrhage/Laceration	1	0	0	0	1	0	0	1					3
Injured Party	2	1	1	0	1	2	0	0					7
Medical Alarm	0	0	0	0	1	0	1	2					4
Motor Vehicle Collision	4	3	6	3	3	4	4	4					31
Motor Vehicle vs Motorcycle	0	0	0	0	1	0	0	0					1
Motor Vehicle vs Pedestrian	0	0	0	1	1	0	0	0					2
Overdose/Poisoning	0	0	0	0	0	0	1	0					1
Powerlines Down Arcing/Burning	1	0	1	1	0	2	2	0					7
Psychiatric Emergency	1	1	1	2	1	0	0	2					8
Seizures	0	0	2	0	0	0	4	3					9
Service Call Non-emergency	2	2	3	1	4	7	2	2					23
Sick Call	3	4	2	4	9	3	4	9					38
Smoke in Residence	1	0	0	0	0	0	0	0					1
Stroke	0	0	1	3	0	0	0	0					4
Transformer Fire	0	1	0	1	0	0	0	1					3
Traumatic Injury	0	0	0	1	0	0	0	0					1
Unconscious Party/Syncope	1	3	5	2	9	5	2	2					29
Unknown Medical Emergency	3	1	3	0	2	1	0	4					14
Vehicle Fire	1	0	2	0	0	4	0	1					8

Month	# of Incidents	Avg Resp Time
Jan	36	2:50
Feb	24	3:05
Mar	45	3:01
Apr	31	3:00
May	53	2:55
Jun	50	2:53
Jul	44	2:45
Aug	60	3:04
Sep		
Oct		
Nov		
Dec		
343		2:56



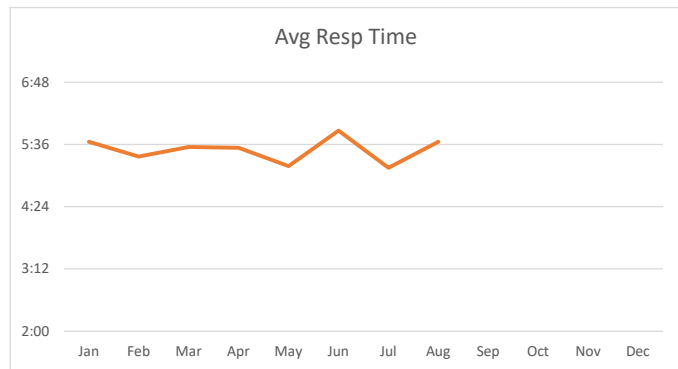
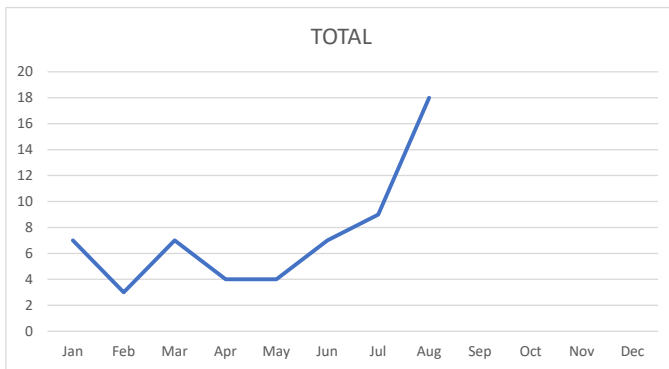


Village Fire Department
901 Corbindale Rd
Houston, TX, 77024
Phone# (713) 468-7941 Fax# (713) 468-5039

August 2025 Summary - Hilshire

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	7	3	7	4	4	7	9	18					59
Abdominal Pain	0	1	0	0	0	1	0	0					2
Cardiac/Respiratory Arrest	1	0	0	1	0	0	0	0					2
Difficulty Breathing	1	0	1	0	0	0	0	0					2
Dumpster Fire Not near Structure	0	0	0	0	0	0	0	1					1
Fall Victim	0	0	1	0	0	0	0	2					3
Fire Alarm Church or School	0	0	0	1	0	1	0	1					3
Fire Alarm Residence	1	0	0	1	0	1	3	1					7
Heart Problems	1	0	0	0	0	0	1	0					2
Medical Alarm	0	0	0	1	0	0	0	0					1
Motor Vehicle Collision	1	1	1	0	1	1	2	1					8
Overdose/Poisoning	0	1	0	0	0	0	0	0					1
Psychiatric Emergency	1	0	1	0	0	0	2	1					5
Service Call Non-emergency	0	0	0	0	0	0	1	9					10
Sick Call	0	0	0	0	0	2	0	1					3
Trash Fire	0	0	1	0	0	0	0	0					1
Traumatic Injury	0	0	0	0	1	0	0	0					1
Unconscious Party/Syncope	1	0	1	0	0	0	0	0					2
Unknown Medical Emergency	0	0	0	0	1	0	0	0					1
Vehicle Fire	0	0	1	0	1	1	0	1					4

Month	# of Incidents	Avg Resp Time
Jan	7	5:39
Feb	3	5:22
Mar	7	5:33
Apr	2	5:32
May	4	5:11
Jun	6	5:52
Jul	7	5:09
Aug	9	5:39
Sep		
Oct		
Nov		
Dec		
	45	5:29



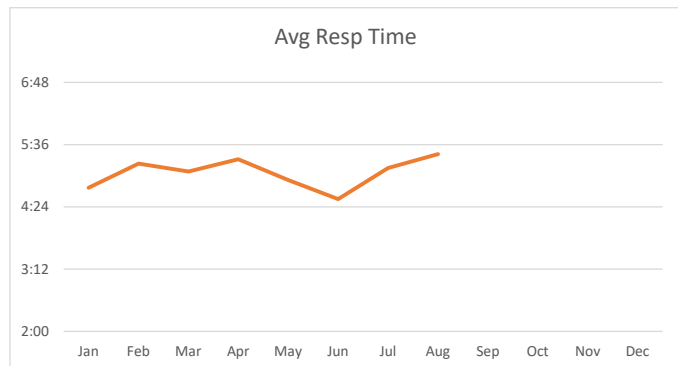
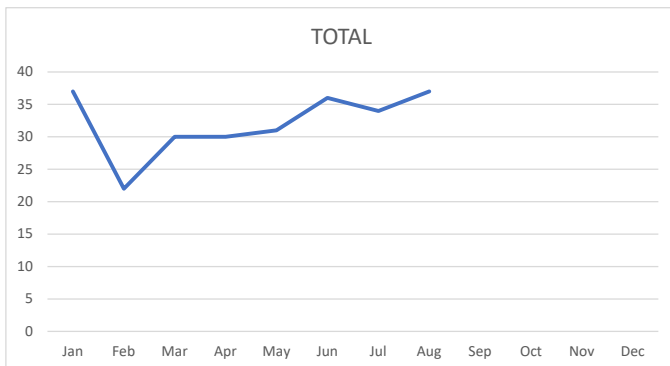


Village Fire Department
901 Corbindale Rd
Houston, TX, 77024
Phone# (713) 468-7941 Fax# (713) 468-5039

August 2025 Summary - Hunters Creek

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	37	22	30	30	31	36	34	37					257
Abdominal Pain	0	0	2	1	0	2	1	0					6
Allergic Reaction	0	0	1	0	0	0	0	1					2
Carbon Monoxide Alarm with Symptoms	0	0	0	0	1	0	0	0					1
Carbon Monoxide Detector No Symptoms	1	2	0	0	0	2	0	1					6
Cardiac/Respiratory Arrest	0	0	0	0	0	1	0	0					1
Check a Noxious Odor	0	1	0	0	0	0	0	0					1
Check for Fire	0	0	0	0	1	0	3	1					5
Check for the Smell of Natural Gas	1	0	1	1	0	0	0	1					4
Check for the Smell of Smoke	0	0	0	1	0	1	0	1					3
Chest Pain	0	0	1	0	0	1	0	2					4
Child Locked in a Vehicle Engine not running	0	0	0	0	2	0	0	0					2
Diabetic Emergency	0	0	0	0	0	0	1	0					1
Difficulty Breathing	1	0	1	2	2	0	1	2					9
Elevator Rescue	0	0	0	0	0	1	0	0					1
Entrapment- Non MVC	0	0	0	0	0	0	0	1					1
Fall Victim	3	1	4	2	1	2	4	0					17
Fire Alarm Business	2	0	1	1	2	1	1	1					9
Fire Alarm Church or School	0	0	0	0	0	1	0	0					1
Fire Alarm Residence	15	9	6	10	7	13	17	19					96
Gas Leak	0	1	0	1	1	0	0	0					3
Heart Problems	3	1	1	0	0	0	1	0					6
Hemorrhage/Laceration	0	1	1	0	1	0	0	0					3
House Fire	0	0	0	1	0	0	0	0					1
Injured Party	1	0	2	1	0	1	0	0					5
Medical Alarm	0	1	0	0	1	0	0	0					2
Motor Vehicle Collision	2	2	4	1	4	3	1	1					18
Motor Vehicle Collision with Entrapment	1	0	0	0	0	0	0	0					1
Motor Vehicle vs Motorcycle	0	0	0	1	0	0	0	0					1
Motor Vehicle vs Pedestrian	0	0	0	0	0	1	0	0					1
Object Down in Roadway	0	0	0	1	0	1	0	0					2
Overdose/Poisoning	0	0	1	0	1	0	0	0					2
Powerlines Down Arcing/Burning	0	0	0	0	0	0	0	2					2
Psychiatric Emergency	0	0	0	0	2	0	0	0					2
Seizures	0	0	1	0	0	0	0	0					1
Service Call Non-emergency	0	0	0	1	0	2	1	1					5
Sick Call	1	3	2	1	2	0	1	1					11
Stroke	2	0	0	1	0	0	1	0					4
Traumatic Injury	0	0	0	0	0	1	0	0					1
Unconscious Party/Syncope	4	0	1	2	2	2	0	1					12
Unknown Medical Emergency	0	0	0	1	1	0	0	0					2
Vehicle Fire	0	0	0	0	0	0	1	1					2

Month	# of Incidents	Avg Resp Time
Jan	29	4:46
Feb	16	5:14
Mar	27	5:05
Apr	23	5:19
May	22	4:55
Jun	25	4:33
Jul	25	5:09
Aug	31	5:25
Sep		
Oct		
Nov		
Dec		
198		5:03



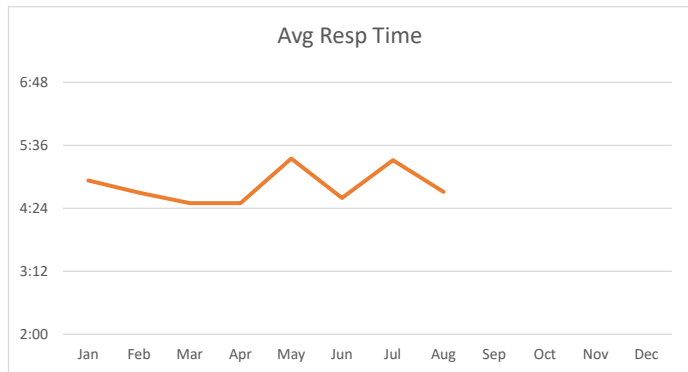
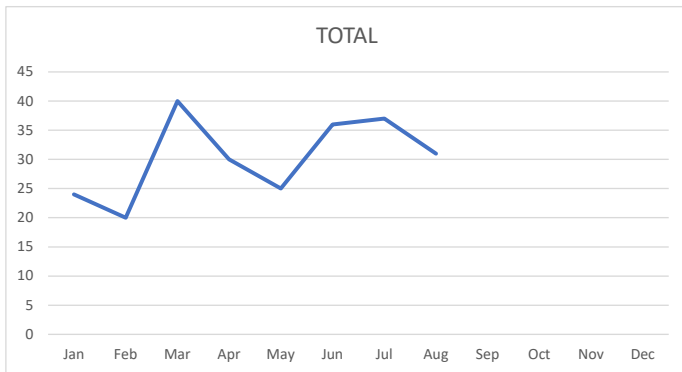


Village Fire Department
901 Corbindale Rd
Houston, TX, 77024
Phone# (713) 468-7941 Fax# (713) 468-5039

August 2025 Summary - Piney Point

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	24	20	40	30	25	36	37	31					243
Abdominal Pain	0	0	1	0	0	1	0	0					2
Carbon Monoxide Detector No Symptoms	2	0	0	0	1	2	1	1					7
Cardiac/Respiratory Arrest	0	1	0	0	0	0	0	0					1
Check a Noxious Odor	1	0	0	0	1	0	0	1					3
Check for Fire	0	0	0	0	0	1	1	0					2
Check for the Smell of Natural Gas	1	0	2	0	0	0	0	0					3
Check for the Smell of Smoke	0	0	0	0	1	0	1	1					3
Chest Pain	1	0	1	0	3	0	0	2					7
Choking	0	0	0	1	0	0	0	0					1
Elevator Rescue	0	0	0	0	0	0	0	0					0
Difficulty Breathing	0	0	1	1	1	1	1	0					5
Fall Victim	2	3	3	1	0	2	3	3					17
Fire Alarm Business	0	0	1	1	0	0	0	0					2
Fire Alarm Church or School	1	2	7	7	2	3	1	2					25
Fire Alarm Residence	5	5	8	6	5	8	18	8					63
Gas Leak	1	0	0	0	0	1	0	0					2
Headache- Stroke symptoms not present	0	0	0	0	0	1	0	0					1
Heart Problems	1	0	1	0	1	0	0	1					4
Hemorrhage/Laceration	0	0	0	1	0	0	0	0					1
House Fire	0	0	0	1	0	0	0	0					1
Injured Party	0	0	0	0	0	1	0	1					2
Medical Alarm	1	0	1	2	0	1	1	1					7
Motor Vehicle Collision	1	1	2	3	1	5	0	1					14
Object Down in Roadway	0	0	2	2	0	1	0	0					5
Overdose/Poisoning	0	1	0	0	0	0	0	0					1
Powerlines Down Arcing/Burning	0	0	1	0	0	1	1	0					3
Psychiatric Emergency	0	0	1	0	2	0	1	0					4
Seizures	0	0	0	0	0	0	0	1					1
Service Call Non-emergency	3	3	2	0	5	1	7	1					22
Sick Call	2	1	5	1	2	4	1	3					19
Smoke in Residence	1	0	0	0	0	0	0	1					2
Stroke	0	1	1	0	0	0	0	0					2
Transformer Fire	0	0	0	1	0	0	0	0					1
Traumatic Injury	0	1	0	1	0	1	0	0					3
Unconscious Party/Syncope	1	1	0	1	0	0	0	3					6
Unknown Medical Emergency	0	0	0	0	0	1	0	0					1

Month	# of Incidents	Avg Resp Time
Jan	16	4:56
Feb	14	4:42
Mar	26	4:30
Apr	23	4:30
May	15	5:21
Jun	27	4:36
Jul	22	5:19
Aug	23	4:43
Sep		
Oct		
Nov		
Dec		
166		4:49

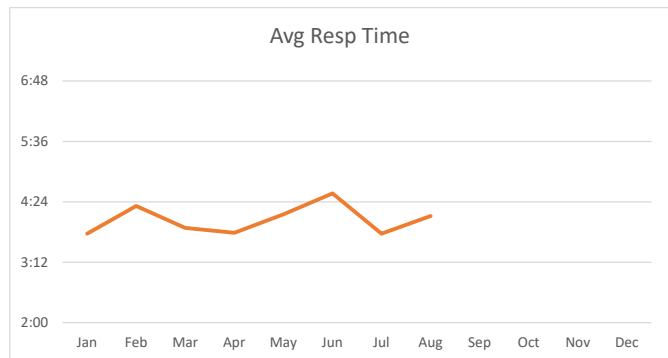
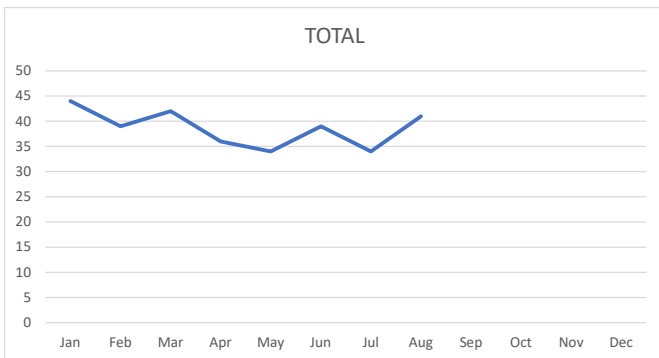


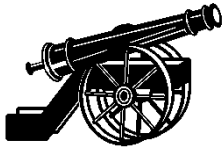


Village Fire Department
901 Corbindale Rd
Houston, TX, 77024
Phone# (713) 468-7941 Fax# (713) 468-5039

August 2025 Summary - Spring Valley

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD	Month	# of Incidents	Avg Resp Time
TOTAL	44	39	42	36	34	39	34	41					309	Jan	35	3:46
Abdominal Pain	0	1	0	0	0	0	1	0					2	Feb	38	4:19
Allergic Reaction	0	0	0	0	0	0	0	1					1	Mar	40	3:53
Back Pain	0	0	1	0	0	2	0	0					3	Apr	32	3:47
Carbon Monoxide Detector No Symptoms	0	0	0	2	1	0	0	1					4	May	29	4:09
Cardiac/Respiratory Arrest	0	1	0	1	0	0	1	0					3	Jun	36	4:34
Check a Noxious Odor	0	0	0	0	0	1	0	0					1	Jul	28	3:46
Check for Fire	0	0	0	2	0	0	1	0					3	Aug	39	4:07
Check for the Smell of Natural Gas	1	1	3	0	0	0	0	1					6	Sep		
Check for the Smell of Smoke	0	0	0	1	0	0	0	1					2	Oct		
Chest Pain	2	0	3	0	3	3	1	0					12	Nov		
Child Locked in a Vehicle Engine not running	0	0	0	0	0	1	0	0					1	Dec		
Choking	0	0	0	0	1	0	0	0					1		277	4:02
Diabetic Emergency	0	0	0	0	1	0	0	1					2			
Difficulty Breathing	3	3	2	1	0	1	2	1					13			
Elevator Rescue	0	0	0	1	0	0	0	0					1			
Explosion	0	0	0	0	0	0	0	1					1			
Fall Victim	0	3	1	3	2	3	2	2					16			
Fire Alarm Business	9	2	0	1	1	1	2	2					18			
Fire Alarm Church or School	1	1	0	2	1	3	3	0					11			
Fire Alarm Residence	2	3	0	1	2	3	4	3					18			
Gas Leak	1	2	1	0	0	2	1	0					7			
Grass Fire	0	0	0	0	1	0	0	0					1			
Heart Problems	2	1	3	5	2	1	3	2					19			
Heat/Cold Exposure	0	0	0	0	0	1	0	0					1			
Hemorrhage/Laceration	0	1	3	0	0	1	0	1					6			
Injured Party	1	0	2	1	1	0	0	1					6			
Medical Alarm	1	0	0	0	0	0	2	0					3			
Motor Vehicle Collision	12	6	6	4	4	5	4	7					48			
Motor Vehicle Collision with Entrapment	0	0	0	0	0	0	0	1					1			
Motor Vehicle vs Motorcycle	0	1	0	0	0	0	0	1					2			
Motor Vehicle vs Pedestrian	0	0	0	1	0	0	0	0					1			
Object Down in Roadway	0	0	0	1	0	0	0	0					1			
Overdose/Poisoning	0	0	1	0	0	0	0	0					1			
Possible D.O.S.	1	0	0	0	0	0	0	0					1			
Powerlines Down Arcing/Burning	0	0	2	0	1	1	0	2					6			
Psychiatric Emergency	0	1	1	1	1	1	1	0					6			
Seizures	0	0	0	1	0	0	0	1					2			
Service Call Non-emergency	1	0	1	1	4	1	3	1					12			
Shooting/Stabbing	0	0	0	1	0	0	0	0					1			
Sick Call	2	4	7	3	2	5	1	4					28			
Smoke in Business	0	0	0	0	0	1	0	0					1			
Stroke	1	1	0	0	1	0	1	0					4			
Transformer Fire	0	0	0	0	1	0	0	0					1			
Unconscious Party/Syncope	2	3	3	2	2	1	1	4					18			
Unknown Medical Emergency	2	2	2	0	2	0	0	1					9			
Vehicle Fire	0	2	0	0	0	1	0	1					4			





City of Bunker Hill Village
City Council
Agenda Request

Agenda Date: September 16, 2025

Agenda Item: VII

Subject: Mayor's Report

Exhibits: Proclamation

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. Proclamation recognizing October 5, 2025, as "World Teachers' Day"

C. Zoning Board of Adjustment Appointments – There is currently one (1) vacancy. At the June 17, 2025, meeting, Council unanimously approved the reappointment of current members who had confirmed their intent to continue to serve.

At the August 19, 2025, Council meeting, Council appointed Scott Lamaroux to fill one (1) of the two (2) vacancies. During the meeting, Mayor Brown stated that a recommendation to fill the remaining vacancy would be presented at a later meeting date.

Zoning Board of Adjustment	
5 Members, 2 Alternates	
Current Appointment	Recommended Appointment
Michelle Belco*	Michelle Belco
David Light*	David Light
David Marshall*	David Marshall
Scott Lamaroux**	Scott Lamaroux
Pat Shuford	Laurie Rosenbaum
Louis Crappito (alternate)*	Louis Crappito
Ryan West (alternate)*	Ryan West

*Appointed at the June 17, 2025, City Council Meeting

**Appointed at the August 19, 2025, City Council Meeting

Recommended Action

Staff recommends that City Council take the following actions:

- A. Receive the Mayor's Report.
- B. Proclaim October 5, 2025, as "World Teachers' Day" in the City of Bunker Hill Village.
- C. Appoint members to the Zoning Board of Adjustment for a two-year term ending June 30, 2027.

Proclamation



WHEREAS, the United Nations Education, Scientific and Cultural Organization has designated October 5th of each year as World Teachers' Day to honor the invaluable contributions of teachers worldwide, who nurture the minds and spirits of students and play an essential role in shaping the future of society; and

WHEREAS, teachers are entrusted with the vital responsibility of equipping students with the knowledge, skills, and values necessary to thrive in an ever-changing world; and

WHEREAS, through their dedication and expertise, teachers inspire curiosity, foster creativity, and encourage students to reach their fullest potential; and

WHEREAS, World Teachers' Day provides an opportunity for communities to express gratitude and admiration for the extraordinary work of educators and the lasting impact they have on both individuals and society as a whole; and

WHEREAS, the teachers of Spring Branch Independent School District exemplify dedication, adaptability, and compassion in supporting students, demonstrating a deep commitment to excellence in education; and

WHEREAS, the City of Bunker Hill Village is especially proud to recognize and support the teachers and staff at Bunker Hill Elementary and Frostwood Elementary, whose care, talent, and commitment prepare the children of this community for a bright and successful future; and

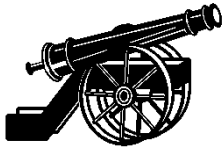
NOW, THEREFORE, I, Keith Brown, Mayor of the City of Bunker Hill Village,
do hereby proclaim October 5, 2025, as

World Teachers' Day

in the City of Bunker Hill Village, and I call upon all citizens to join in celebrating and honoring the remarkable contributions of teachers, who shape the leaders of tomorrow and strengthen our community.

IN WITNESS WHEREOF, I have set
my hand and caused the Seal of the City
of Bunker Hill Village to be affixed the
16th day of September, 2025.

Keith Brown, Mayor



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

Agenda Date:	September 16, 2025
Agenda Item:	VIII
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:

- A. Report on Activities and Upcoming Events
 - Emergency Debris Removal RFP
 - Planning and Zoning Commission Meeting – *Thursday, August 26, 2025*
 - Memorial Villages Recycling Event – *Saturday, October 25, 2025*
 - Twinkle Light Parade – *Thursday, December 18, 2025*
- B. Public Works Director Report
 - Development Report
 - CIP Project Update
- C. Finance Director Report
 - Investments and Opportunities

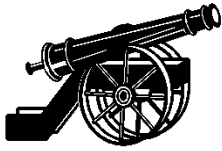
Recommended Action

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

**City of Bunker Hill Village
Development Report**

Month	2024 Permits Issued (excludes new construction, add., remodel)	2025 Permits Issued (excludes new construction, add., remodel)	Variance	2024 New Residential	2025 New Residential	Variance	2024 Residential Addition	2025 Residential Addition	Variance	2024 Residential Remodel	2025 Residential Remodel	Variance	2024 Total Permits Issued (Month)	2025 Total Permits Issued (Month)	Variance
January	61	111	50	1	2	1	3	0	(3)	2	1	(1)	67	114	47
February	68	166	98	1	3	2	0	1	1	5	0	(5)	74	170	96
March	128	157	29	3	3	0	2	1	(1)	2	1	(1)	135	162	27
April	123	128	5	2	4	2	1	0	(1)	7	2	(5)	133	134	1
May	137	86	(51)	0	1	1	3	1	(2)	3	0	(3)	143	88	(55)
June	146	99	(47)	2	1	(1)	0	2	2	1	2	1	149	104	(45)
July	147	99	(48)	2	1	(1)	0	0	0	2	4	2	151	104	(47)
August	193	67	(126)	3	0	(3)	0	2	2	2	1	(1)	198	70	(128)
September	98			0			0			1			99		
October	172			2			1			1			176		
November	68			0			1			2			71		
December	62			0			0			1			63		
YTD Total	1403	913		16	15		11	7		29	11		1459	946	

Month	2024 Pre- Development/ Consultation Meetings	2025 Pre- Development/ Consultation Meetings	Variance	2024 Inspections/ Reinspections	2025 Inspections/ Reinspections	Variance	2024 VFD Inspections	2025 VFD Inspections	Variance	2024 Certificate of Occupancy Issued	2025 Certificate of Occupancy Issued	Variance
January	15	15	0	204	220	16	5	6	1	0	0	0
February	10	14	4	314	251	(63)	3	4	1	0	0	0
March	16	8	(8)	309	298	(11)	6	6	0	0	2	2
April	20	11	(9)	276	323	47	5	3	(2)	1	0	(1)
May	9	10	1	297	388	91	7	5	(2)	1	2	1
June	13	8	(5)	342	282	(60)	4	3	(1)	0	1	1
July	10	13	3	444	361	(83)	5	11	6	1	1	0
August	6	9	3	413	343	(70)	11	3	(7)	1	4	3
September	8			423			2			3		
October	6			386			11			2		
November	12			332			6			1		
December	5			305			7			1		
YTD Total	130	88		4045	2466		72	41		11	10	



City of Bunker Hill Village
City Council
Agenda Request

Agenda Date:	September 16, 2025
Agenda Item:	IX
Subject:	Beautification Committee Project
Exhibits:	Photo
Funding:	Beautification (Acct. # 06-00-00-8832)
Presenter(s):	Gerardo Barrea, City Administrator

Executive Summary

Each year, the Beautification Committee is allotted approximately \$40,000 for annual projects that include site landscaping upgrades, tree plantings, etc. Historically, the committee recommends new proposed projects to City Council to ensure they align with Council's direction.

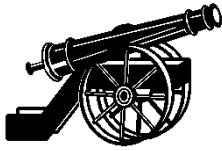
With a high number of vacancies currently on the committee, the committee chair is recommending the purchase of a bronze bench to be located on City Hall grounds. This would be added to the already in-progress project of landscaping upgrades at City Hall. The estimated cost, including shipping, is approximately \$4,200. Funding is available in the Beautification account, and if approved, staff will coordinate the purchase.

Recommended Action

Staff recommends City Council take any desired action.







City of Bunker Hill Village
City Council
Agenda Request

Agenda Date:	September 16, 2025
Agenda Item:	X
Subject:	Memorial Dr. and Gessner Rd. Reconstruction Project
Exhibits:	Services Agreement
Funding:	\$3,000,000 General Fund Construction Fund (Acct. # 06-00-00-9184.03)
Presenter(s):	Gerardo Barrera, City Administrator

Executive Summary

In April 2025, the City and Memorial City Redevelopment Authority (MCRA) issued an RFQ for professional engineering services for the construction design of Memorial Drive Phase 2 project. This project will be funded through the \$3,000,000 grant approved by the United States Department of Housing and Urban Development (HUD).

Eight (8) qualified Statement of Qualifications (SOQ) were received. The evaluation committee, made up of members from the City and MCRA, ranked all SOQ's on the following criteria:

- Qualifications and organization capacity
- Experience on similar past projects
- Approach and response to the scope of work
- References

After review, HR Green was selected as the construction design engineer for this project. Per the level of effort, it was determined that the City's cost share exceeded the amount allocated under the Second Amended and Restated Agreement, while MCRA's share was less, resulting in additional funding being available. City Council approved a Third Amended and Restated Agreement at the August 19, 2025, meeting to amend the agreement to supplement the City's full portion for the design.

With funding reallocated to cover the City's portion for 100% design (as reflected in the Third Amended and Restated Agreement), staff recommends City Council approve a services agreement with HR Green for the construction design of Memorial Drive Phase 2. This work is expected to take approximately twelve (12) months to complete, with key milestones at 30%-60%-90% design.

The City is the lead agency, and all associated costs will be reimbursed through the HUD grant. MCRA is responsible for all grant administration costs for this project.

The agreement has been reviewed by the City Attorney.

Recommended Action

Staff recommends that City Council approve a services agreement and scope of services authorization with HR Green for the construction design of Memorial Drive Phase 2.



MASTER PROFESSIONAL SERVICES AGREEMENT

For

Professional Engineering Services

Gerardo Barrera, MBA, CPM
City Administrator
City of Bunker Hill Village
11977 Memorial Drive
Houston, Texas 77024
713-467-9762

Muhammad Ali, Principle
HR Green, Inc.
11750 Katy Freeway, Suite 400
Houston, TX 77079
Project Number: 25P02530

8/11/2025



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THIS **AGREEMENT** is between City of Bunker Hill (hereafter “CLIENT”) and HR GREEN, INC. (hereafter “COMPANY”).

1.0 Project Understanding

1.1 General Understanding

The City of Bunker Hill issued a Request for Qualifications (RFQ) for professional engineering services on April 14, 2025, to complete bid ready Plans, Specifications and Estimates (PS&E) package and bidding documents for the reconstruction of Memorial Drive from Tallowood Road to east of Gessner Road and to include Gessner Road between Memorial Drive and Vanderpool Lane as part of a FY2024 Community Project Funding award through the United States Department of Housing and Urban Development (HUD). This Request for Qualifications is fully incorporated here in as Attachment A and includes the HUD requirements. The HUD requirements in Attachment A, or the most restrictive requirement, supersede any other term or condition outlined in this agreement. The COMPANY’s Statement of Qualifications is fully incorporated herein as Attachment B.

1.2 Design Criteria/Assumptions

Each PS&E package will be developed in accordance with the City of Houston’s standards and requirements. The plans and deliverables will be reviewed by City of Bunker Hill, TIRZ 17 and the City of Houston throughout the design process (60%, 90%, 100% and Final)

2.0 Scope of Services

The CLIENT agrees to employ COMPANY to perform services as described in any future Work Orders associated with this agreement upon signing said Work Orders.

COMPANY and CLIENT agree that a Work Order, similar to Attachment C, will be executed for each project, and services described therein shall be performed in accordance with provisions included in this Agreement and any Work Order-specific attachments included.

3.0 Deliverables and Schedules Included in this Agreement

A detailed schedule will be provided upon receipt of notice to proceed. It will be prepared to include reasonable allowances for review and approval times required by the CLIENT and public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in the scope of the project requested by the CLIENT or for delays or other causes beyond the control of COMPANY.

4.0 Items not included in Agreement

Only work outlined in the work orders will be performed.



5.0 Services by Others

Any services to be performed by others will be detailed in subsequent Work Orders.

6.0 Client Responsibilities

Any client responsibilities will be detailed in subsequent Work Orders.

7.0 Professional Services Fee

7.1 Fees

The fee for services will be based on COMPANY standard hourly rates current at the time the Agreement is signed. These standard hourly rates are subject to change upon 30 days' written notice. Non-salary expenses directly attributable to the project such as: (i) living and traveling expenses of employees when away from the home office on business connected with the project; (ii) identifiable communication expenses; (iii) identifiable reproduction costs applicable to the work; and (iv) outside services will be charged in accordance with the rates current at the time the service is done.

7.2 Invoices

Invoices for COMPANY's services shall be submitted, on a monthly basis. Invoices shall be due and payable upon receipt. If any invoice is not paid within 15 days, COMPANY may, without waiving any claim or right against the CLIENT, and without liability whatsoever to the CLIENT, suspend or terminate the performance of services. The retainer shall be credited on the final invoice. Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum legal rate) on the unpaid balance. In the event that any portion of an account remains unpaid 60 days after the billing, COMPANY may institute collection action and the CLIENT shall pay all costs of collection, including reasonable attorney's fees.

7.3 Extra Services

Any service required but not included as part of the Work Order shall be considered extra services. Extra services will be billed on a Time and Material basis with prior approval of the CLIENT.

7.4 Exclusion

This fee does not include attendance at any meetings or public hearings other than those specifically listed in the Scope of Services. These service items are considered extra and are billed separately on an hourly basis.

7.5 Payment

The CLIENT agrees to pay COMPANY on the basis described in each Work Order. Such provisions may include lump sum, rate schedule or time and material basis.



8.0 Terms and Conditions

The following Terms and Conditions are incorporated into this Agreement and made a part of it.

8.1 Standard of Care

Services provided by COMPANY under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing at the same time and in the same or similar locality.

8.2 Entire Agreement

This Agreement and its attachments constitute the entire understanding between CLIENT and COMPANY relating to COMPANY's services. The HUD terms and conditions included in the attached RFQ and response are incorporated directly into this agreement and take precedent over any other term or condition outlined in this agreement. Any prior or contemporaneous agreements, promises, negotiations, or representations not expressly set forth herein are of no effect. Subsequent modifications or amendments to this Agreement shall be in writing and signed by the parties to this Agreement. If the CLIENT, its officers, agents, or employees request COMPANY to perform extra services pursuant to this Agreement, CLIENT will pay for the additional services even though an additional written agreement is not issued or signed.

8.3 Time Limit and Commencement of Services

This Agreement must be executed within ninety (90) days to be accepted under the terms set forth herein. The services will be commenced upon receipt of this signed Agreement and Work Order(s). This Agreement shall expire on September 1, 2030, or on the completion date of Work Order(s) executed before then, whichever is later.

8.4 Suspension of Services

If the Project or the COMPANY'S services are suspended by the CLIENT for more than thirty (30) calendar days, consecutive or in the aggregate, over the term of this Agreement, the COMPANY shall be compensated for all services performed and reimbursable expenses incurred prior to the receipt of notice of suspension. In addition, upon resumption of services, the CLIENT shall compensate the COMPANY for expenses incurred as a result of the suspension and resumption of its services, and the COMPANY'S schedule and fees for the remainder of the Project shall be equitably adjusted.

If the COMPANY'S services are suspended for more than ninety (90) days, consecutive or in the aggregate, the COMPANY may terminate this Agreement upon giving not less than five (5) calendar days' written notice to the CLIENT.

If the CLIENT is in breach of this Agreement, the COMPANY may suspend performance of services upon five (5) calendar days' notice to the CLIENT. The COMPANY shall have no liability to the CLIENT and the CLIENT agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by the CLIENT. Upon receipt of payment in full of all outstanding sums due from the CLIENT, or curing of such other breach which caused the COMPANY to suspend services, the COMPANY shall resume services and there shall be an equitable adjustment to the remaining project schedule and fees as a result of the suspension.

8.5 Books and Accounts

COMPANY will maintain books and accounts of payroll costs, travel, subsistence, field, and incidental expenses for a period of five (5) years. Said books and accounts will be available at all reasonable times for examination by CLIENT at the corporate office of COMPANY during that time.

8.6 Insurance

COMPANY will maintain insurance for claims under the Worker's Compensation Laws, and from General Liability and Automobile claims for bodily injury, death, or property damage, and Professional Liability insurance caused by the negligent performance by COMPANY's employees of the functions and services required under this Agreement.

8.7 Termination or Abandonment

Either party has the option to terminate this Agreement. In the event of failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party, then the obligation to provide further services under this Agreement may be terminated upon seven (7) days' written notice. If any portion of the services is terminated or abandoned by CLIENT, the provisions of this Schedule of Fees and Conditions in regard to compensation and payment shall apply insofar as possible to that portion of the services not terminated or abandoned. If said termination occurs



prior to completion of any phase of the project, the fee for services performed during such phase shall be based on COMPANY's reasonable estimate of the portion of such phase completed prior to said termination, plus a reasonable amount to reimburse COMPANY for termination costs.

8.8 Waiver

COMPANY's waiver of any term, condition, or covenant or breach of any term, condition, or covenant, shall not constitute a waiver of any other term, condition, or covenant, or the breach thereof.

8.9 Severability

If any provision of this Agreement is declared invalid, illegal, or incapable of being enforced by any Court of competent jurisdiction, all of the remaining provisions of this Agreement shall nevertheless continue in full force and effect, and no provision shall be deemed dependent upon any other provision unless so expressed herein.

8.10 Successors and Assigns

All of the terms, conditions, and provisions hereof shall inure to the benefit of and are binding upon the parties hereto, and their respective successors and assigns, provided, however, that no assignment of this Agreement shall be made without written consent of the parties to this Agreement.

8.11 Third-Party Beneficiaries

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the COMPANY. The COMPANY's services under this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against the COMPANY because of this Agreement or the performance or nonperformance of services hereunder. The CLIENT and COMPANY agree to require a similar provision in all contracts with contractors, subcontractors, sub-consultants, vendors and other entities involved in this project to carry out the intent of this provision.

8.12 Governing Law and Jurisdiction

The CLIENT and the COMPANY agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Texas without regard to any conflict of law provisions, which may apply the laws of other jurisdictions.

It is further agreed that any legal action between the CLIENT and the COMPANY arising out of this Agreement or the performance of the services shall be brought in a court of competent jurisdiction in the State of Texas.

8.13 Dispute Resolution

Mediation. In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the CLIENT and COMPANY agree that all disputes between them arising out of or relating to this Agreement shall be submitted to non-binding mediation unless the parties mutually agree otherwise. The CLIENT and COMPANY further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, sub-consultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

8.14 Attorney's Fees

If litigation arises for purposes of collecting fees or expenses due under this Agreement, the Court in such litigation shall award reasonable costs and expenses, including attorney fees, to the party justly entitled thereto. In awarding attorney fees, the Court shall not be bound by any Court fee schedule, but shall, in the interest of justice, award the full amount of costs, expenses, and attorney fees paid or incurred in good faith.

8.15 Ownership of Instruments of Service

All reports, plans, specifications, field data, field notes, laboratory test data, calculations, estimates and other documents including all documents on electronic media prepared by COMPANY as instruments of service shall remain the property of COMPANY. COMPANY shall retain these records for a period of five (5) years following completion/submission of the records, during which period they will be made available to the CLIENT at all reasonable times.

8.16 Reuse of Documents

All project documents including, but not limited to, plans and specifications furnished by COMPANY under this project are intended for use on this project only. Any reuse, without specific written verification or adoption by COMPANY, shall be at the CLIENT's sole risk, and CLIENT shall defend, indemnify and hold harmless COMPANY from all claims, damages and expenses including attorney's fees arising out of or resulting therefrom.

Under no circumstances shall delivery of electronic files for use by the CLIENT be deemed a sale by the COMPANY, and the COMPANY makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall the COMPANY be liable for indirect or consequential damages as a result of the CLIENT's use or reuse of the electronic files.

8.17 Failure to Abide by Design Documents or To Obtain Guidance

The CLIENT agrees that it would be unfair to hold COMPANY liable for problems that might occur should COMPANY'S plans, specifications or design intents not be followed, or for problems resulting from others' failure to obtain and/or follow COMPANY'S guidance with respect to any errors, omissions, inconsistencies, ambiguities or conflicts which are detected or alleged to exist in or as a consequence of implementing COMPANY'S plans, specifications or other Instruments of Service. Accordingly, the CLIENT waives any claim against COMPANY, and agrees to defend, indemnify and hold COMPANY harmless from any claim for injury or losses that results from failure to follow COMPANY'S plans, specifications or design intent, or for failure to obtain and/or follow COMPANY'S guidance with respect to any alleged errors, omissions, inconsistencies, ambiguities or conflicts contained within or arising as a result of implementing COMPANY'S plans, specifications or other Instruments of Service. The CLIENT also agrees to compensate COMPANY for any time spent and expenses incurred remedying CLIENT's failures according to COMPANY'S prevailing fee schedule and expense reimbursement policy.

8.18 Opinion of Probable Construction Cost

As part of the Deliverables, COMPANY may submit to the CLIENT an opinion of probable cost required to construct work recommended, designed, or specified by COMPANY, if required by CLIENT. COMPANY is not a construction cost estimator or construction contractor, nor should COMPANY'S rendering an opinion of probable construction costs be considered equivalent to the nature and extent of service a construction cost estimator or construction contractor would provide. This requires COMPANY to make a number of assumptions as to actual conditions that will be encountered on site; the specific decisions of other design professionals engaged; the means and methods of construction the contractor will employ; the cost and extent of labor, equipment and materials the contractor will employ; contractor's techniques in determining prices and market conditions at the time, and other factors over which COMPANY has no control. Given the assumptions which must be made, COMPANY cannot guarantee the accuracy of its opinions of cost, and in recognition of that fact, the CLIENT waives any claim against COMPANY relative to the accuracy of COMPANY'S opinion of probable construction cost.

8.19 Design Information in Electronic Form

Because electronic file information can be easily altered, corrupted, or modified by other parties, either intentionally or inadvertently, without notice or indication, COMPANY reserves the right to remove itself from its ownership and/or involvement in the material from each electronic medium not held in its possession. CLIENT shall retain copies of the work performed by COMPANY in electronic form only for information and use by CLIENT for the specific purpose for which COMPANY was engaged. Said material shall not be used by CLIENT or transferred to any other party, for use in other projects, additions to this project, or any other purpose for which the material was not strictly intended by COMPANY without COMPANY's express written permission. Any unauthorized use or reuse or modifications of this material shall be at CLIENT'S sole risk. Furthermore, the CLIENT agrees to defend, indemnify, and hold COMPANY harmless from all claims, injuries, damages, losses, expenses, and attorney's fees arising out of the modification or reuse of these materials.

The CLIENT recognizes that designs, plans, and data stored on electronic media including, but not limited to computer disk, magnetic tape, or files transferred via email, may be subject to undetectable alteration and/or uncontrollable deterioration. The CLIENT, therefore, agrees that COMPANY shall not be liable for the completeness or accuracy of any materials provided on electronic media after a 30 day inspection period, during which time COMPANY shall correct any errors detected by the CLIENT to complete the design in accordance with the intent of the contract and specifications. After 40 days, at the request of the CLIENT, COMPANY shall submit a final set of sealed drawings, and any additional services to be performed by COMPANY relative to the submitted electronic materials shall be subject to separate Agreement. The CLIENT is aware that differences may exist between the electronic files delivered and the

printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by the COMPANY and electronic files, the signed or sealed hard-copy construction documents shall govern.

8.20 Information Provided by Others

The CLIENT shall furnish, at the CLIENT's expense, all information, requirements, reports, data, surveys and instructions required by this Agreement. The COMPANY may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. The COMPANY shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the CLIENT and/or the CLIENT's consultants and contractors.

COMPANY is not responsible for accuracy of any plans, surveys or information of any type including electronic media prepared by any other consultants, etc. provided to COMPANY for use in preparation of plans. The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the COMPANY from any damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising out of or connected in any way with the services performed by other consultants engaged by the CLIENT.

COMPANY is not responsible for accuracy of topographic surveys provided by others. A field check of a topographic survey provided by others will not be done under this Agreement unless indicated in the Scope of Services.

8.21 Force Majeure

The CLIENT agrees that the COMPANY is not responsible for damages arising directly or indirectly from any delays for causes beyond the COMPANY's control. CLIENT agrees to defend, indemnify, and hold COMPANY, its consultants, agents, and employees harmless from any and all liability, other than that caused by the negligent acts, errors, or omissions of COMPANY, arising out of or resulting from the same. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters or acts of God; fires, riots, war or other emergencies; failure of any government agency to act in a timely manner; failure of performance by the CLIENT or the CLIENT'S contractors or consultants; or discovery of any hazardous substances or differing site conditions. Severe weather disruptions include but are not limited to extensive rain, high winds, snow greater than two (2) inches and ice. In addition, if the delays resulting from any such causes increase the cost or time required by the COMPANY to perform its services in an orderly and efficient manner, the COMPANY shall be entitled to a reasonable adjustment in schedule and compensation.

8.22 Job Site Visits and Safety

Neither the professional activities of COMPANY, nor the presence of COMPANY'S employees and sub-consultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. COMPANY and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions. The CLIENT agrees that the General Contractor is solely responsible for job site safety, and warrants that this intent shall be made evident in the CLIENT's AGREEMENT with the General Contractor. The CLIENT also agrees that the CLIENT, COMPANY and COMPANY'S consultants shall be indemnified and shall be made additional insureds on the General Contractor's and all subcontractor's general liability policies on a primary and non-contributory basis.

8.23 Hazardous Materials

CLIENT hereby understands and agrees that COMPANY has not created nor contributed to the creation or existence of any or all types of hazardous or toxic wastes, materials, chemical compounds, or substances, or any other type of environmental hazard or pollution, whether latent or patent, at CLIENT's premises, or in connection with or related to this project with respect to which COMPANY has been retained to provide professional engineering services. The compensation to be paid COMPANY for said professional engineering services is in no way commensurate with, and has not been calculated with reference to, the potential risk of injury or loss which may be caused by the exposure of persons or property to such substances or conditions. Therefore, to the fullest extent permitted by law, CLIENT agrees to defend, indemnify, and hold COMPANY, its officers, directors, employees, and consultants, harmless from and against any and all claims, damages, and expenses, whether direct, indirect, or consequential, including, but not limited to, attorney fees and Court costs, arising out of, or resulting from the discharge, escape, release, or saturation of smoke, vapors, soot, fumes, acid, alkalis, toxic chemicals, liquids gases, or any other materials, irritants, contaminants, or



pollutants in or into the atmosphere, or on, onto, upon, in, or into the surface or subsurface of soil, water, or watercourses, objects, or any tangible or intangible matter, whether sudden or not.

It is acknowledged by both parties that COMPANY'S scope of services does not include any services related to asbestos or hazardous or toxic materials. In the event COMPANY or any other party encounters asbestos or hazardous or toxic materials at the job site, or should it become known in any way that such materials may be present at the job site or any adjacent areas that may affect the performance of COMPANY'S services, COMPANY may, at its option and without liability for consequential or any other damages, suspend performance of services on the project until the CLIENT retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrants that the job site is in full compliance with applicable laws and regulations.

Nothing contained within this Agreement shall be construed or interpreted as requiring COMPANY to assume the status of a generator, storer, transporter, treater, or disposal facility as those terms appear within the Resource Conservation and Recovery Act, 42 U.S.C.A., §6901 et seq., as amended, or within any State statute governing the generation, treatment, storage, and disposal of waste.

8.24 Certificate of Merit

The CLIENT shall make no claim for professional negligence, either directly or in a third party claim, against COMPANY unless the CLIENT has first provided COMPANY with a written certification executed by an independent design professional currently practicing in the same discipline as COMPANY and licensed in the State in which the claim arises. This certification shall: a) contain the name and license number of the certifier; b) specify each and every act or omission that the certifier contends is a violation of the standard of care expected of a design professional performing professional services under similar circumstances; and c) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation. This certificate shall be provided to COMPANY not less than thirty (30) calendar days prior to the presentation of any claim or the institution of any judicial proceeding.

8.25 Limitation of Liability

In recognition of the relative risks and benefits of the Project to both the CLIENT and the COMPANY, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of the COMPANY and COMPANY'S officers, directors, partners, employees, shareholders, owners and sub-consultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorney's fees and costs and expert-witness fees and costs, so that the total aggregate liability of the COMPANY and COMPANY'S officers, directors, partners, employees, shareholders, owners and sub-consultants on each Work Order shall not exceed \$50,000.00, or the COMPANY'S total fee for services rendered, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

8.31 Municipal Advisor

The COMPANY is not a Municipal Advisor registered with the Security and Exchange Commission (SEC) as defined in the Dodd-Frank Wall Street Reform and Consumer Protection Act. When the CLIENT is a municipal entity as defined by said Act, and the CLIENT requires project financing information for the services performed under this Agreement, the CLIENT will provide the COMPANY with a letter detailing who their independent registered municipal advisor is and that the CLIENT will rely on the advice of such advisor. A sample letter can be provided to the CLIENT upon request.



This Agreement is approved and accepted by the CLIENT and COMPANY upon both parties signing and dating the Agreement. Services will not begin until COMPANY receives a signed agreement. COMPANY's services shall be limited to those expressly set forth in this Agreement and COMPANY shall have no other obligations or responsibilities for the Project except as agreed to in writing. The effective date of the Agreement shall be the last date entered below.

Sincerely,

HR GREEN, INC.

Approved by: _____

Printed/Typed Name: _____

Title: _____ Date: _____

City of Bunker Hill

Accepted by: _____

Printed/Typed Name: **Keith Brown**

Title: **Mayor** Date: **September 16, 2025**



Memorial Drive Phase 2 Design Project

STATEMENT OF QUALIFICATIONS FOR
CITY OF BUNKER HILL VILLAGE

MAY 16, 2025



Muhammad Ali, PE, ENV SP, LGPP

11750 Katy Freeway | Suite 400
Houston, TX 77079

Direct (713) 254-5946

[Muhammad.Ali@HRGreen.com](mailto:Mohammad.Ali@HRGreen.com)



May 16, 2025

Kara McManus
3200 Travis Street, Suite 200
Houston, TX 77006

► 11750 Katy Freeway | Suite 400
Houston, TX 77079
Main (832) 318-8800
TBPE Firm F-11278
► **HRGREEN.COM**

Re: Request for Qualifications for Memorial Drive Phase 2 Design Project

Dear Ms. McManus and Selection Committee,

Memorial Drive Phase 2 is a high profile mobility and drainage improvement project that will provide tremendous benefits to the City of Bunker Hill (Bunker Hill) and City of Houston (Houston)/TIRZ 17 community. Projects of this magnitude allow no margin for error. Gauge Engineering, LLC (Gauge) recently merged with HR Green (HRG), significantly expanding our depth and service offerings. Gauge/HRG principals Muhammad Ali and Derek St. John are committed to lead this critically important assignment. Under their leadership, HRG has a veteran team with multiple successful projects of similar scope and magnitude under our belts. We leave no component to chance, from planning, to public engagement, to the final punch list. **The HRG team appreciates the stakes and is 100% committed to delivering this important project.**

HRG was founded on the simple principle of providing outstanding service to our clients. Our commitment to you is to live by and execute that principle, delivering added value on your assignment. Our success is attributed to the following key elements:

Local Area Knowledge

City of Bunker Hill: HR Green principals are intimately familiar with the Bunker Hill segment and fully understand all the challenges and how to mitigate them. **They conducted the preliminary engineering study and developed a schematic and detailed technical memorandum.** We understand Bunker Hill's objectives and all the challenges associated with the work, such as maintaining ingress/egress to properties, safe access to Frostwood Elementary School, maintenance of traffic during construction, etc. We have the necessary expertise to achieve your goals and mitigate the challenges.

Houston/TIRZ 17: Muhammad and Derek have been working in the Memorial area for TIRZ 17 for nearly 20 years and have a complete understanding of what it takes to deliver a project in this area. They developed the TIRZ 17 Capital Improvement Program (CIP) and Comprehensive Regional Drainage Study, and have successfully delivered over \$130 M of mobility and drainage improvement projects in the area. Together, they have been involved in every TIRZ 17 CIP project, whether completed, underway, or in planning.

Memorial Drive Experience

Muhammad and Derek know the Memorial Drive Project. They led the initial development of Memorial Drive - Phase 1 during their tenure at their previous employer and they oversaw the construction on behalf of TIRZ 17. Most importantly, they completed the preliminary engineering report and 30% plans for Memorial Drive - Phase 2, giving us a comprehensive understanding of the project and the ability to hit the ground running for the final design. Through this involvement, we have in-depth knowledge of the area and the project, including key and unique design challenges as detailed in our proposal. We possess a deep-seeded interest in the success of Memorial Drive Phase 2 and, combined with our strong knowledge base, we have a head start over other teams.

Municipal Roadway Experience

Led by our experienced project manager, Muhammad Ali, the HR Green team is highly skilled, tested and proven. We understand how to deliver municipal infrastructure projects, and have extensive experience working in urbanized areas with numerous stakeholders. We work closely with our clients in all aspects of the project and are proactive with communication, which will be key for Phase 2 of Memorial Drive. Our success with this approach is best communicated by the volume of our experience. **Our team has been a partner in more than \$750M of municipal roadway projects over the recent years.**

Thank you for considering us for this exciting opportunity. We look forward to partnering with you, and are confident it will be a mutually beneficial relationship. Should you have any questions or require additional information, please do not hesitate to contact us directly via phone at **(713) 254-5946** or via email at **Muhammad.Ali@HRGreen.com**.

Sincerely,

Muhammad Ali, P.E., ENV SP, LGPP
Principal/Project Manager

EXECUTIVE SUMMARY

THE PROJECT PLAN

Our Project Manager, Muhammad Ali, PE, will develop and execute a detailed project plan focused on delivering bid-ready construction plans on schedule and budget for each design milestone. Our design process has been developed specifically for municipal paving and drainage projects and has been refined over the years to a well-oiled machine. Two bid ready construction packages will be developed, one that conforms to City of Bunker Hill's (Bunker Hill) and one that conforms to City of Houston (Houston)/TIRZ 17 standards and requirements.

The project approach, organizational chart and committed personnel are outlined in detail on the next pages of this qualifications statement. We have no other commitments that would deter our ability to accomplish the project within a timeframe acceptable to Bunker Hill and TIRZ 17. **Each member of the team is available to commit a substantial portion of their work effort to the proposed project – up to 100 percent during key phases.**

RESOURCE/STAFFING PLAN

Upon authorization, Muhammad will develop a staffing plan to ensure the team is fully focused on the timely execution of the Memorial Phase 2 project, and that appropriate staffing resources are properly committed to complete the assignment. We “right size” our teams with primary and secondary resources assigned, primary being fully committed to the day-to-day responsibilities of the project, and secondary available for unexpected issues or schedule compression. The HR Green team has the necessary resources to expedite and execute multiple parallel assignments. **Since we are developing two independent plan sets, we have organized our team into multiple sub-teams (1 & 2) led by experienced subject matter experts (Karam Qaddo and David Greaney), with support from PEs and EITs. These teams will work in parallel on developing plan sets for each jurisdiction ensuring that we can meet the deadlines.** The team leads will report to the project manager, Muhammad Ali, who will be your main point of contact.

PROJECT MANAGEMENT

Our Project Manager, Muhammad, is a technical expert in managing and delivering municipal roadway design packages that accommodate a range of transportation modes. He understands how to allocate resources throughout the project to meet deadlines. He is fully engaged with the project team in part through leading weekly team meetings, solving problems and driving key decisions. He is a major part of guiding the QA/QC process and the constructability review process. He fully understands what it takes to deliver a design package and how to ensure that all the different project elements are coordinated. This is critical for the Memorial Drive project as there are multiple disciplines that have to be closely coordinated such as roadway, drainage, sidewalks, traffic, wet/dry utilities, traffic control, ingress/egress, landscaping, etc.

COMMUNICATION

Strong communication and coordination skills are needed to successfully deliver public infrastructure projects. Muhammad is a communicator of the highest level. He fully understands how to facilitate multiple levels of coordination as we work with our sub-consultants, the City of Bunker Hill, TIRZ 17 and the City of Houston. Muhammad will develop a project specific Communication Plan to establish the protocol and standards for internal team communication and our communication with Bunker Hill and TIRZ 17. Muhammad will serve as the primary point of contact. The plan will prescribe bi-weekly progress report and regular discipline and inter-discipline coordination meetings. The plan will also include a list of agencies and entities that typically require communication and the protocol for engagement. Muhammad practices proactive communication with his clients. He anticipates issues that will effect the project's scope, budget, and schedule, and he actively communicates the issues and the plan to address them. **No surprises.**

SCHEDULING

There is no other team that is more prepared and equipped to deliver Phase 2 of Memorial Drive than the HR Green team. From the onset, we will work with Bunker Hill and TIRZ 17 to establish a detailed schedule for each design package that will include major and minor milestones and deliverables that will fit comfortably within the allotted period. Critical path scheduling will be implemented with float and contingencies identified. We will create an early warning system by comparing the baseline schedule and status of activities. If progress is below scheduled activities, reasons for the delay will be summarized and proposed corrective actions to bring the progress status in line with the schedule will be provided and addressed in a proactive manner.



EXECUTIVE SUMMARY

We recognize that the design is currently at Schematic or 30% level. The design work will commence by building on and advancing the work that was done during the 30% design. We will develop the detailed construction plans, specifications, and estimates for the different project elements such as roadway, sidewalks, drainage, utilities, etc. We always consider **constructability, short- and long-term cost, long-term maintenance and operations, public impacts and community enhancements** when evaluating all design elements.



Schumacher Site Visit with Precinct 4 Commissioner Leslie Briones - Muhammad Ali

KEY PERSONNEL THROUGH COMPLETION

The Project Manager, Muhammad Ali, PE, ENV SP, LGPP is a professional engineer with more than 25 years of engineering experience in the municipal infrastructure industry. Muhammad has delivered key major thoroughfare projects in the Spring Branch and Memorial area for more than 15 years. He knows the area well and understands how to deliver projects in Memorial. He is a co-founding principal of Gauge Engineering (Gauge) and is locally based in Houston, TX. He has served as project manager for the planning, analysis, design, and construction oversight of many City of Houston, METRO, Harris County, TIRZ, management districts and TxDOT projects involving roadway, traffic, drainage, utility, bicycle facilities, sidewalks and high-level landscaping amenities in some of the most urbanized areas in Houston.

Muhammad's extensive professional background is well balanced between technical excellence in the fields of roadway, multi-modal transportation and complete street planning, and project delivery. He has a proven track record of successfully delivering urban renewal projects within tight deadlines while maintaining quality, regardless of the challenges encountered. His success is attributed in large part to his "hands-on" approach. He fully understands how to deliver public infrastructure projects. He has well established relationships and is respected by all local public agencies and leadership for strong technical merits, innovation, and project delivery skills. This foundational knowledge is key to delivering your project.

Project Manager, Muhammad, and Drainage Lead, Derek St. John, PE, CFM, are known for being out-of-the-box problem solvers and understand when to exercise experience-based judgement and where to strictly follow design criteria when making decisions. They simply do not accept 'no' for an answer and figure out creative solutions for each problem or issue that comes up, in part because we anticipate issues. **They have been partners in the construction of more than \$750M of roadway projects.** Their hands-on approach and strengths in communication and leadership have allowed them to successfully manage the pressures of delivering large, complex, and multifaceted projects each with multiple team members and tight deadlines, all while maintaining quality, regardless of the challenges encountered.

Muhammad has extensive experience with complete streets design, and multi-modal transportation planning. He currently sits on the Scenic Houston board and heads the streetscape committee in charge of educating engineers and planners on smart planning and design for complete streets and updating the Streetscape Resource Guide. Muhammad is also an Envision Sustainability Professional and fully understands the impacts infrastructure projects have on communities.



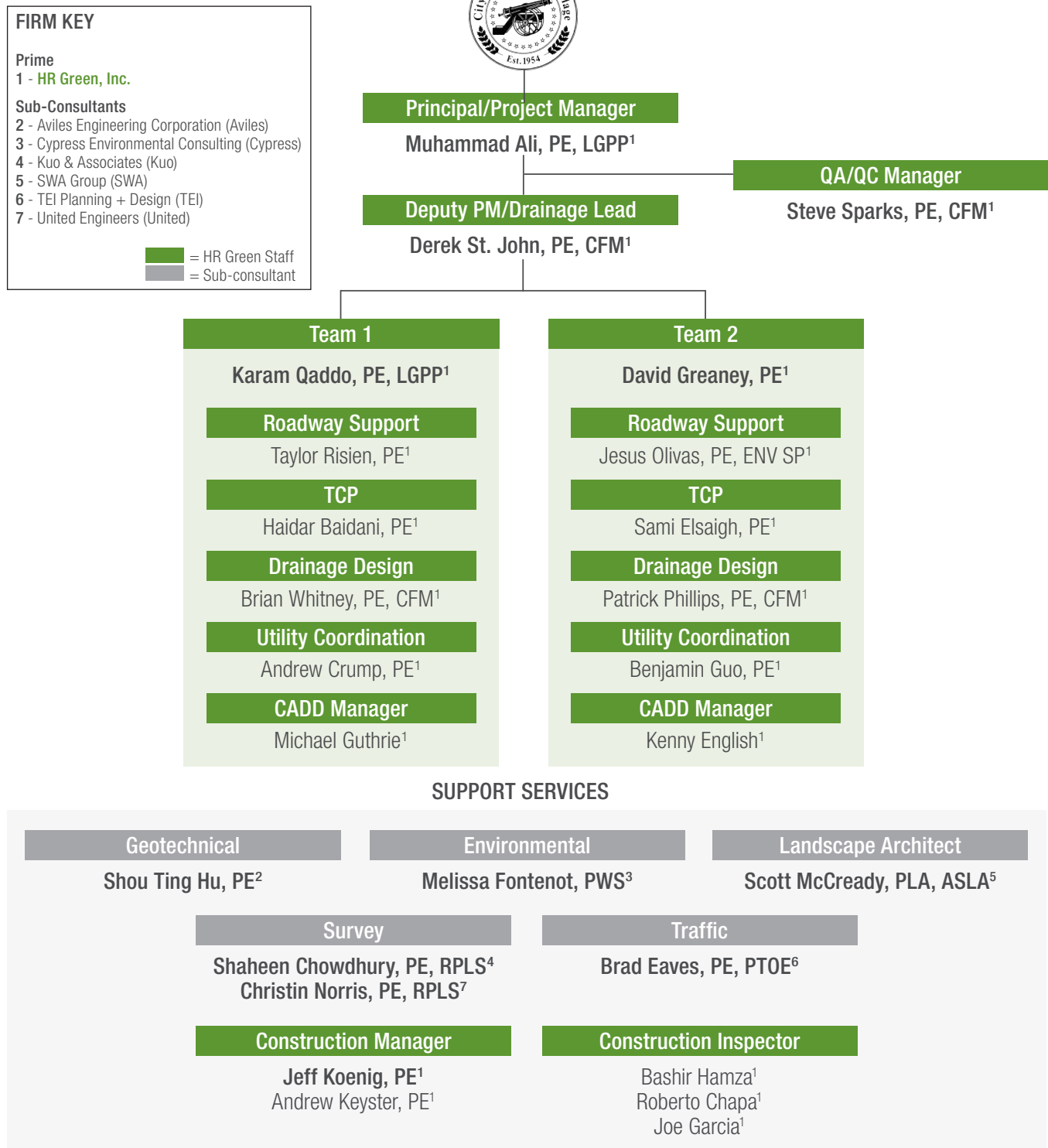
As the head of Scenic Houston's Streetscape Committee, Muhammad developed training material on smart approaches to planning, design, and construction for complete streets and context sensitive design. He led an 8-hour training session for over 30 Houston Public Works staff. He is also the lead author of the recently released Streetscape Resource Guide Version 3.0.

Value to Bunker Hill and TIRZ 17: Muhammad and Derek have been working in the Memorial area for TIRZ 17 for nearly 20 years and fully understand what it takes to deliver a project in this area. They developed the mobility and comprehensive drainage plans for the area. These studies were used to help develop the \$200M+ TIRZ 17 Capital Improvement Plan (CIP). Together, they have successfully delivered over \$130 M of mobility and drainage improvement projects in the area and have been involved in every TIRZ 17 CIP project, whether completed, underway, or in planning. **They know the area better than anybody.**

For Memorial Drive - Phase 1, they developed the plan and led the initial design at their previous employer and worked with TxDOT by providing construction phase services. For Memorial Drive - Phase 2, they completed the preliminary engineering effort for Bunker Hill and TIRZ segments. Through this involvement they have a comprehensive understanding of the project, including key and unique design challenges and will be able to hit the ground running for the final design giving them a head start over other teams.

SECTION 1 - QUALIFICATIONS AND ORGANIZATION CAPACITY

TEAM ORGANIZATION



The HR Green team was assembled due to their background with the Memorial Drive Project. Nearly all of our partners contributed to the development of either Phase 1 of Memorial Drive or to the PER of Phase 2. All HR Green team members are local and highly qualified firms that are fully vested in the community. We have all worked together and have successfully completed numerous similar projects under budget and on time. As a team, we have a proven track record of delivering projects and meeting stakeholder expectations while mitigating construction the leadership and technical knowledge to execute the activities required for your project.

SECTION 1 - QUALIFICATIONS AND ORGANIZATION CAPACITY

TEAM INTRODUCTION

For 110+ years, **HR Green, Inc.** has been providing professional engineering services in transportation, water, geospatial services, governmental services, environmental, and land development. Across our geographies, we have helped municipalities implement capital improvements programs, creating great places to live while remaining cognizant of the value we can add to the communities we serve.

Established in 1913, HR Green is an employee-owned corporation with over 750 employees located in 20 offices across 9 states. HR Green's corporate office is in Houston, TX and has been serving Texas since 1977.

Gauge Engineering, LLC, (Gauge), a Houston-based engineering firm that is known for being a leader in the delivery of municipal roadway projects in the HGAC area, **recently merged with HR Green**. Today, we have a staff of over 120 professionals working with local, county, and Texas State agencies in the Greater Houston area.

Our strength lies in helping communities solve our region's key challenges, including planning for growth, addressing mobility, improving drainage, and upgrading aging infrastructure.

We have a dedicated team led by Muhammad Ali, PE that's solely focused on delivering municipal infrastructure project for public agencies similar to Memorial Drive. The team has successfully delivered planning, analysis, design, and construction oversight services for many projects involving roadway, traffic, drainage, utility, bicycle facilities, sidewalks and landscaping amenities in dense urbanized areas. **As a team, we have been a partner in more than \$750M of municipal roadway projects over the recent years.**



Construction on Navigation Boulevard Roundabout - East End District

ENR
TOP500
Design Firms

HR Green has continued to climb the rankings on Engineering News Record's (ENR) annual lists of top design firms in the nation, coming in at **173**.



Memorial Drive Phase 2 Design Project | City of Bunker Hill Village

Comprehensive Services



ENGINEERING

We link project needs to community values, environmental and regulatory requirements, and infrastructure standards to design lasting solutions that meet the necessities of local citizens and businesses.



MUNICIPAL SERVICES

Our Municipal Services professionals combine creativity with reliability to provide staff augmentation and multi-faceted consulting services to local governments. We provide Engineering, Public Works, Planning and Building Departments with staff to meet the variable workloads without the normal long-term costs.



PLANNING

Our planning services allows clients to imagine their future. Both new and established communities must set a strategy for growth and development. Our planning professionals recognize regulatory and economic parameters while utilizing implementation tools that lead to success and practical application.



ENVIRONMENTAL

Whether your environmental needs include environmental compliance for infrastructure and facilities, or NEPA services for transportation infrastructure, we can provide your solutions.



BROADBAND

Unlock your infrastructure's hidden value, build a roadmap to success, bridge the digital divide, attract a Gigabit Economy, foster resilience, and help prepare your community or service area for the future.



GEOSPATIAL

Land surveying, GIS mapping, data collection, or field observations are often the crucial first step to any project. HR Green's geospatial professionals have a keen eye for detail and keep your project goals front of mind while adapting as required by site conditions.



LAND DEVELOPMENT

We combine technical expertise, a passion for service, and business savvy to make your projects highly successful. Our professionals provide land planning, engineering, and landscape architectural services in a single, integrated team to help streamline the design process.

SECTION 1 - QUALIFICATIONS AND ORGANIZATION CAPACITY

We have a firm understanding of the challenges associated with designing, and constructing municipal infrastructure projects in urban settings:

- Construction phasing to mitigate impacts to affected stakeholders
- Maintaining access to residences, businesses and public facilities
- Utility relocations while reducing outages and impacts to businesses
- Providing ADA compliant sidewalks around existing mature trees
- Interface with the public and various authorities



KEY MUNICIPAL INFRASTRUCTURE SERVICES

- ▶ 2-D H&H Modeling Analysis
- ▶ Bicycle Facilities Design/Hike and Bike Trails
- ▶ Complete Streets/Context Sensitive Design
- ▶ Construction Management and Inspection
- ▶ General Engineering Services (GEC)
- ▶ Local Government Project Procedures (LGPP)
- ▶ Municipal Roadway/Sidewalk Design
- ▶ Pavement Rehabilitation and Reconstruction
- ▶ Plans, Specifications and Estimates (PS&E)
- ▶ Preliminary Engineering Services
- ▶ Program Management
- ▶ Public Meetings
- ▶ Stormwater/Detention Basin Design
- ▶ Traffic Sequencing and Control
- ▶ Utility Coordination and Design
- ▶ Water and Sanitary Sewer Design

SUBCONSULTANTS

GEOTECHNICAL ANALYSIS

AVILES

Aviles Engineering Corporation (AEC) is a registered and licensed engineering firm in the State of Texas (F-42) providing Geotechnical Engineering, Construction Materials Testing and Inspection, and Environmental Site Assessments.

AEC is a Hire Houston First and City of Houston DBE/MBE business that has successfully completed numerous projects for streets, public utilities, parks, storm drainage facilities, water and sewer utilities, public green spaces and recreational facilities working with local TIRZ's, city, county, and other local governmental entities. **Recent examples working with Muhammad include geotechnical services for TIRZ 1 Schumacher Area Drainage and Mobility Improvements, TIRZ 7 Improvements of Neighborhood Streets in OST/Alameda, and construction materials testing services for TIRZ 17 Briar Branch Channels and Straws Improvements, and TIRZ 17 Town and Country Boulevard and Town and Country Way Reconstruction and Drainage Improvements.** The management, engineering, field and laboratory staff that provided excellent services on those projects are available to perform similar services on the next phase of projects for the City of Bunker Hill/TIRZ 17.

ENVIRONMENTAL PERMITTING



Cypress Environmental Consulting LLC (Cypress) is a professional environmental services company incorporated in Texas that specializes in providing environmental services during the planning and design phase for development projects.

Cypress has the knowledge and technical expertise to provide a variety of environmental services including regulatory compliance and permitting of public infrastructure projects, conducting environmental evaluations, performing federal and state regulatory requirements reviews, providing due diligence support, and conducting impact evaluations. Cypress staff are highly qualified environmental professionals, wetland scientists, biologists, and archaeologists with extensive experience in conducting field studies, preparation of Phases I and II Environmental Site Assessments and National Environmental Policy Act (NEPA) documentation, and permitting projects with the U.S. Army Corps of Engineers under Section 10 of the Rivers and Harbors Act and Section 404 of the Clean Water Act.

SECTION 1 - QUALIFICATIONS AND ORGANIZATION CAPACITY

LANDSCAPE ARCHITECTURE



SWA Group (SWA) is a national, reputable firm that specializes in landscape architecture, urban design, and planning. Renowned for creating flourishing public spaces, their approach integrates natural systems, infrastructure, and community amenities to craft multi-benefit solutions that resonate with people and place. SWA has served many public agencies including Port Houston, Management Districts, TIRZs, MUDs, and TxDOT. **Working with Muhammad, SWA has completed several TIRZ 17 projects like Memorial Drive Phase 1, Gessner Road, Lumpkin Road and Town and Country Roundabout.** Other examples include the successful implementation of Bagby Street with Downtown Houston+ and Avenida Houston with Houston First demonstrates their commitment to multi-modal urban infrastructure. SWA's extensive project portfolio spotlights their ability to transform urban environments.

SURVEY



Kuo & Associates, LLC (Kuo) is a Houston-based company that provides surveying and civil engineering services in the greater Houston area and surrounding cities. They have provided engineering and surveying services to the City of Houston and other surrounding cities and counties (City of Galveston, City of Baytown, Harris County, etc.), Harris County Flood Control District, many critical facilities (such as Houston Airport System, Houston Port Authority, Water plants, etc.), METRO, Texas Department of Transportation, Harris County, Harris County Toll Road Authority, Tax Increment Reinvestment Zone (TIRZ), Coastal Water Authority, various school districts, universities, churches, hospitals and many other commercial and industrial facilities in diversified aspects of surveying and civil engineering. Kuo has the capability to perform almost all categories of work defined in the current Manual of Practice for Land Surveying in the State of Texas as published by the Texas Society of Profession Surveyors. Their surveying work encompasses a variety of surveying services, including but not limited to Topographic Survey, Route Survey, Boundary Survey, Horizontal and Vertical Control, As-built Survey, Mapping of Utilities and Facilities, and Construction Staking. **Working with Muhammad, Kuo has completed several TIRZ 17 projects including Memorial Drive Phase 1, Gessner Road, Lumpkin Road and Town and Country Roundabout. They also did the topographical survey for Memorial Drive Phase 2 (TIRZ 17 segment). So they extensive local knowledge and will only need to do a quick update to the current survey to meet current conditions which can be done in short order.**



United Engineers, Inc. (United) is a multi-discipline civil engineering firm certified as an MBE in Houston. Over those years, United has designed numerous safe, cost-effective infrastructure improvements that enhance day-to-day life in and around Houston. They have successfully completed infrastructure improvements, land surveying, and construction management projects for many governmental agencies, including METRO, City of Houston, FEMA, and TxDOT. Their extensive project experience also includes local and national private developments, utility coordination, underground cable design and SUE services. They have conducted detailed topographical surveys on several projects for Muhammad over the recent years.

TRAFFIC ENGINEERING



TEI Planning + Design (TEI) is a full-service, award-winning transportation planning and professional engineering firm located in the heart of Downtown Houston. TEI's multimodal transportation planners develop creative and functional solutions to put life into our public streets. TEI's engineers work to translate these plans into designs for livable streets and travel corridors optimized through cutting-edge technology. TEI's intersection improvement work emphasizes safety for all street users, incorporating modern traffic signal technology and state of the art street design guidance. TEI's recent work includes multimodal traffic signal designs for TIRZ 17, City of Houston, Harris County, METRO, and TxDOT. **TEI has performed numerous local projects with Muhammad in the area such as Gessner Road and Memorial Drive Phase II traffic analysis.**

For detailed key personnel resumes, please refer to the *Appendix* section.

City of Bunker Hill - Memorial Drive and Gessner Road
Preliminary Project Schedule

	Activity Name	Start Date	Finish Date	Duration (Cal. Days)	2025						2026								
					3rd Quarter			4th Quarter			1st Quarter			2nd Quarter			3rd Quarter		
					Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
1	PROJECT DURATION	Mon 7/7/25	Mon 9/28/26	449															
2	PROJECT INITIATION																		
3	Kick-off Meeting/NTP	Mon 7/7/25	Mon 7/7/25	0															
4	Issue Agreements to Sub-Consultants	Mon 7/7/25	Fri 7/11/25	5															
5	PLANNING PHASE																		
6	Topographic Survey	Mon 7/14/25	Fri 9/12/25	61															
7	Environmental	Mon 7/14/25	Fri 9/12/25	61															
8	Geotechnical Investigation	Mon 7/14/25	Fri 9/12/25	61															
9	UTILITY COORDINATION																		
10	SUE QL D, C if Needed	Mon 8/11/25	Fri 9/12/25	33															
11	Initiate Utility Contact List, Utility Inventory, and Preliminary Conflict Matrix (UCM)	Mon 9/15/25	Fri 11/7/25	54															
12	DESIGN PHASE																		
13	60% Design	Mon 9/15/25	Fri 11/14/25	61															
14	60% DESIGN SUBMITTAL	Fri 11/14/25	Fri 11/14/25	0															
15	City Review Period	Mon 11/17/25	Fri 12/19/25	33															
16	90% Design	Mon 12/22/25	Fri 2/20/26	61															
17	90% DESIGN SUBMITTAL	Fri 2/20/26	Fri 2/20/26	0															
18	City Review Period	Mon 2/23/26	Fri 3/27/26	33															
19	100% Design	Mon 3/30/26	Fri 5/1/26	33															
20	100% PS&E SUBMITTAL	Fri 5/1/26	Fri 5/1/26	0															
21	City Review Period	Mon 5/4/26	Fri 6/5/26	33															
22	Address Final Comments	Mon 6/8/26	Fri 6/19/26	12															
23	SIGNED & SEALED PS&E SUBMITTAL	Fri 6/19/26	Fri 6/19/26	0															
24	City/Utility Signatures	Mon 6/22/26	Mon 7/13/26	22															
25	BID PHASE																		
26	Bid & Award (Estimate)	Tues 7/14/26	Mon 9/28/26	77															
					J	A	S	O	N	D	J	F	M	A	M	J	J	A	S

We have developed a draft project schedule to convey the potential project timeline and key milestone dates. The following schedule represents a typical project schedule for a project the size of City of Bunker Hill's project. The HR Green team has the ability to compress this schedule to meet expectation or commitments of Bunker Hill. We will work with Bunker Hill after award to develop a comprehensive critical path driven resource loaded schedule.

TIRZ 17 - Memorial Drive from Tallowood to City of Bunker Hill/Houston Limits
Preliminary Project Schedule

	Activity Name	Start Date	Finish Date	Duration (Cal. Days)	2025						2026													
					3rd Quarter			4th Quarter			1st Quarter			2nd Quarter			3rd Quarter							
					Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov			
1	PROJECT DURATION	Mon 7/7/25	Mon 11/23/26	505																				
2	PROJECT INITIATION																							
3	Kick-off Meeting/NTP	Mon 7/7/25	Mon 7/7/25	0																				
4	Issue Agreements to Sub-Consultants	Mon 7/7/25	Fri 7/11/25	5																				
5	PLANNING PHASE																							
6	Topographic Survey (update Only)	Mon 7/14/25	Fri 9/12/25	61																				
7	Environmental	Mon 7/14/25	Fri 9/12/25	61																				
8	Geotechnical Investigation	Mon 7/14/25	Fri 9/12/25	61																				
9	Present concept to Mayor's office and HPW	Mon 7/14/25	Tues 8/12/25	30																				
10	UTILITY COORDINATION																							
11	SUE QL D, C if Needed	Mon 8/11/25	Fri 9/12/25	33																				
12	Initiate Utility Contact List, Utility Inventory, and Preliminary Conflict Matrix (UCM)	Mon 9/15/25	Fri 11/7/25	54																				
13	DESIGN PHASE																							
14	60% Design	Mon 9/15/25	Fri 12/12/25	89																				
15	60% DESIGN SUBMITTAL	Fri 12/12/25	Fri 12/12/25	0																				
16	City Review Period	Mon 12/15/25	Fri 1/16/26	33																				
17	90% Design	Mon 1/19/26	Fri 4/3/26	75																				
18	90% DESIGN SUBMITTAL	Fri 4/3/26	Fri 4/3/26	0																				
19	City Review Period	Mon 4/6/26	Fri 5/8/26	33																				
20	100% Design	Mon 5/11/26	Fri 6/26/26	47																				
21	100% PS&E SUBMITTAL	Fri 6/26/26	Fri 6/26/26	0																				
22	City Review Period	Mon 6/29/26	Fri 7/31/26	33																				
23	Address Final Comments	Mon 8/3/26	Fri 8/14/26	12																				
24	SIGNED & SEALED PS&E SUBMITTAL	Fri 8/14/26	Fri 8/14/26	0																				
25	City/Utility Signatures	Mon 8/17/26	Mon 9/7/26	22																				
26	BID PHASE																							
27	Bid & Award (Estimate)	Tues 9/8/26	Mon 11/23/26	77																				
					J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N			

We have developed a draft project schedule to convey the potential project timeline and key milestone dates. The following schedule represents a typical project schedule for a project the size of City of Houston/TIRZ 17's project. The HR Green team has the ability to compress this schedule to meet expectation or commitments of TIRZ 17. We will work with TIRZ 17 after award to develop a comprehensive critical path driven resource loaded schedule.



**Work Order: Scope of Services Authorization
HR Green, Inc.**

Project: Memorial Drive -PH II (Bunker Hill Segment)
City of Bunker Hill

Project No: TBD

Date: 8/12/2025

Client Contact _____ Gerardo Barrera, MBA, CPM
HR Green Project Manager: _____ Muhammad Ali, PE

HR Green, Inc. (COMPANY) agrees to perform the following Scope of Services for City of Bunker Hill (CLIENT) under the Master Professional Services Agreement dated 8/11/2025.

H R Green will provide professional engineering services required for the preparation of Plans, Specifications and Estimates (PS&E) and bidding documents for the full roadway reconstruction of Memorial Drive from City of Bunker Hill and City of Houston Limits (near Tealwood N. Drive) to Warrenton Drive with optional effort to extend to Plantation Dr. The project includes reconstructing Memorial Drive (Approx. 1,370 LF), Gessner Northbound lanes (Approx. 1,830 LF) and sidewalks along the west side of Gessner

CLIENT agrees to pay COMPANY for the above Scope of

Services: Lump Sum in the amount of \$808,544.80

Copy To:

☐ Accounting

☐ _____

Attachments:

☐ None

☒ Exhibit(s) (copy attached)



The terms of the Master Professional Services Agreement entered into between COMPANY and CLIENT on 8/11/2025 shall govern this Work Order. This Work Order is approved and accepted by the COMPANY and CLIENT upon both parties signing and dating the Work Order. The effective date of the Work Order shall be the last date entered below.

HR GREEN, INC.

City of Bunker Hill

Authorized
Signer: _____

Accepted by: _____

Printed/
Typed Name: _____

Printed/
Typed Name: **Keith Brown**

Title: _____

Title: **Mayor**

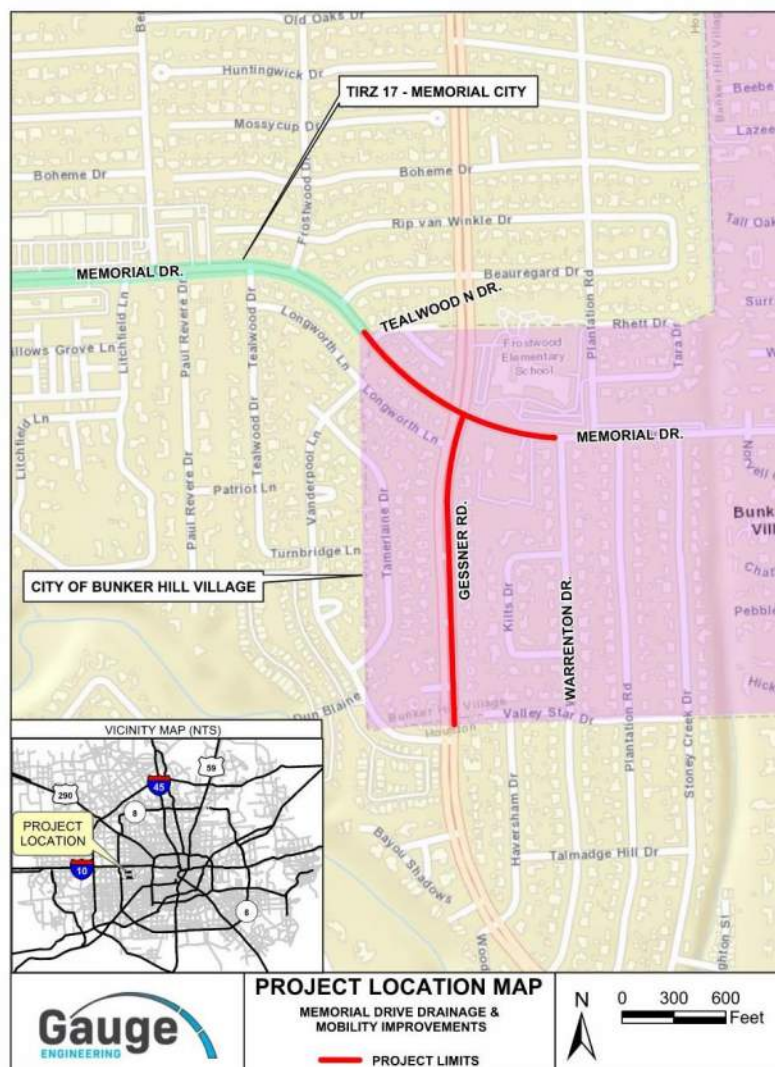
Date: _____

Date: **September 16, 2025**

EXHIBIT A
SCOPE OF SERVICES
MEMORIAL DRIVE & GESSNER ROAD (CITY OF BUNKER HILL)
SCOPE - DESIGN PHASE

This proposal is for providing professional engineering, environmental, surveying, and urban forestry services required for the preparation of Plans, Specifications and Estimates (PS&E) and bidding documents for the full roadway reconstruction of Memorial Drive from City of Bunker Hill and City of Houston Limits (near Tealwood N. Drive) to Warrenton Drive with optional effort to extend to Plantation Dr. The project includes reconstructing Memorial Drive (Approx. 1,370 LF), Gessner Northbound lanes (Approx. 1,830 LF) and sidewalks along the west side of Gessner. Other improvements will include drainage, a traffic signal, medians, sidewalks, storm sewers, and anything else related to roadway construction.

A technical memorandum was completed; the design will closely follow the recommendations in the memo. The PS&E package will be developed in accordance with the City of Houston's standards and requirements. The plans and deliverables will be reviewed by The City of Bunker Hill throughout the design process (60%, 90%, 100% and Final)



I. **Drainage Impact Analysis**

A standalone drainage impact analysis is required to demonstrate that the proposed improvements bring the drainage infrastructure into compliance with current criteria and to document no adverse impacts to the adjacent community and the receiving storm sewer systems. The drainage impact analysis will build on the previously completed preliminary engineering effort. The drainage impact analysis will be performed to City of Bunker Hill, City of Houston and HCFCD standards.

1. **Data Collection and Field Visits:** Conduct field inspections to observe and confirm current conditions, locate and verify outfalls, cross drainage structure, drainage easements, tributary channels or ditches, and/or land development projects that may contribute flow to the project and drainage outfall. Document field inspections with digital photos. Collect available applicable data including GIS data and maps, site survey data, construction plans, previous reports and studies, and readily available rainfall history for the area. Particular sources of data collected will include the previously developed stormwater model for the City of Bunker Hill.
2. **HCFCD and City of Bunker Hill Village Coordination:** Coordinate with HCFCD and the W151-00-00/W153-00-00 study team to understand their recommendations for drainage improvements in the vicinity of this project. Coordinate with HCFCD watershed review team to present the project prior to submitting for review and approval. Meet with HCFCD review team to review and discuss comments prior to final report submittal. Coordinate with the City of Bunker Hill Village to present the proposed project and respond to any technical comments.
3. **Existing Storm Sewer System Analysis:** An existing conditions model will be developed based on survey and information available from the PER study. Given the propensity for significant overland flow in the area, the stormwater analysis is recommended to include a 2-Dimensional (2D) analysis component. Gauge will evaluate the various available models that cover the project limits to determine the most advantageous model to use as a starting point for the existing conditions model development. This effort will improve the overall accuracy of the modeling and impact analysis and will include stabilizing the model for accurate results.
4. **Storm Sewer Design and Proposed System Analysis:** The PER study identified the need for drainage system improvements to bring the system into compliance with current criteria. The proposed storm sewer system will be refined to optimize the trunkline sizes. The analysis will build on the existing conditions 2D model. Inlets and laterals will be designed and analyzed to confirm ponding depth and capacity. A model of the proposed storm sewer system(s) will be constructed and analyzed for the 2-year and 100-year frequencies.
5. **Evaluate Overland Sheet Flow Changes Due to Lowered Roadway Profile:** Overland sheet flow and adjustments to roadway profile will be analyzed to ensure that the changes in the profile do not result in adverse impacts. Overland sheet flow patterns are generally from northeast to southwest. Memorial Drive is an elevated roadway that is drained by roadside ditch and therefore has the potential to control or obstruct the natural overland flow paths, holding runoff on the upstream or north side of the roadway. Adjustments to the roadway profile of Memorial Drive to facilitate the preferred roadway design will be analyzed for potential adverse impacts. Coordination with the roadway team is expected, along with additional modeling, to ensure no adverse impacts. Gessner is a lowered curb and gutter roadway section and is therefore less susceptible to overland flow impacts due to profile changes. However, the memorial drive intersection is currently elevated and will be analyzed to ensure adjustments do not impact sheetflow south on Gessner. Gauge understands that residents south of Memorial are susceptible to historical flooding. Our objective is to ensure that this project does not result in adverse impacts.
6. **Drainage Impact Assessment and Mitigation:** Mitigation measures necessary to ensure no adverse impacts will be identified. Potential drainage impacts associated with the proposed improvements including effects of additional increased impervious cover, a reduction in storm water storage, and modifications to

overland sheet flow patterns. Drainage impacts associated with the proposed roadway improvement will be quantified. Changes in impervious cover will be calculated. No offsite detention is available or anticipated for this project. Mitigation will be provided within the proposed storm sewer. The drainage criteria focused storm sewer design developed in the scope task above will be used as a starting point for inline mitigation. The proposed storm sewer will be oversized and restricted to provide the necessary mitigation volume and to ensure no impacts for the 100-yr event.

7. **Drainage Impact Analysis Report:** A drainage impacts analysis report will be prepared. This report will be provided to the City of Bunker Hill Village for their review and approval as the owner of the facility receiving discharge from the project limits. The report will document the existing conditions and proposed improvements and will address the potential for adverse impacts including necessary mitigation measures. The report will document and justify all data, boundary conditions, assumptions, methodologies, and results. The text, tables, exhibits, and appendices will document clearly and concisely the work performed and results found.

II. DESIGN PHASE (60%, 90%, 100% and Final)

A. Site Visits and Data Collection

1. Photographs and field verification of existing features will be completed during the field visit. Field visit will also be performed to assist in drainage area boundary determination, and to verify the available data. The area will be reviewed to confirm features shown in the LiDAR information and identify areas where hydraulic reinforcements may be necessary to correctly show overland sheet flow paths.
2. Ongoing and planned studies in the vicinity will be identified, obtained and reviewed for relevant information. Coordination with associated projects will be conducted as necessary to ensure alignment and avoid conflicts.
3. All available record drawings and information on the project area will be collected, reviewed and used to the maximum degree possible.
4. Review topographic survey and right-of-way information to assess existing site conditions, identify constraints and verify accuracy and completeness of data. This includes but is not limited to evaluating elevation data, utility locations, property boundaries, easements and existing infrastructure within the project limits.
5. Coordinate and Review geotechnical report provided by Aviles which contains but is not limited to soil boring locations, boring logs, laboratory test results, generalized subsurface conditions, ground water conditions, piezometer data, analyses and recommendations for settlement and slope stability of the earthen embankments, skin friction tables and design capacity curves including skin friction and point bearings. The skin friction tables, and design capacity curves should be present for piling and drilled shaft foundation.
6. Coordinate and Review Environmental Phase I and Phase II ESA Reports by Cypress Environmental.

B. General Plan Sheets

- Title Sheet (1 Sheet)
- Index of Sheets (1 Sheet)
- General Construction Notes (2 Sheets)
- Private Utility Notes (1 Sheet)
- CenterPoint Conduit Specifications
- General Sheets (Keyed Notes-Symbols & Abbreviation) (1 Sheet)
- Survey Control Maps (4 Sheets)
- Existing Typical Sections

- Proposed Typical Sections
- Overall Project Layout Sheet (2 Sheets)

C. Traffic Control Plans

Construction Sequencing and Traffic Control Plans (TCP) will be prepared in accordance with City guidelines. It will show detailed construction sequences and the necessary traffic control phases, complete with all barricades, signing, striping, delineation, detours, temporary traffic signals and any other devices, to protect the traveling public and provide safety to the construction forces.

D. Roadway Design

1. Horizontal Curve Data:

The baseline properties will be outlined with the tangent and curve information output from Geopak.

2. Vertical Curve Data:

The top of curb profile properties will be outlined with the tangent and curve information output from Geopak.

3. Demolition Sheet:

Demolition plans will be provided for the length of the project and shall include all pavement, drainage structures, traffic signals, sidewalks, signs, landscaping, bus shelters, other structures, etc. to be removed.

4. Horizontal Geometry Layout:

Horizontal roadway geometry sheets will include stations, offsets, PCs, PTs, etc. for curb components.

5. Roadway Plan and Profile Sheets – Memorial Drive (1 in.: 40-FT)

Detailed roadway plan and profile sheets depicting existing features and the proposed improvements. Plans will also show pedestrian facilities and shall be designed in accordance with the American with Disabilities Act Accessibility Guidelines (ADAAG) and the Texas Accessibility Standards (TAS). The plans will be submitted to the Texas Department of Licensing and Regulation (TDLR) or representative thereof for review, approval, and inspection. The plan view shall contain the following design elements:

- Horizontal alignment.
- Indicated pavement edges, lane and pavement widths for all improvements
- Direction of traffic flow arrows.
- Indicate existing and proposed ROW/Easement lines.
- Begin/end of cross slope transitions.
- Existing major utilities and structures.
- Any necessary callouts to clarify details.
- Drainage design components, such as existing and proposed storm sewers will be shown
- Drawings horizontal scale 1-in. = 40-FT
- Removal items will be provided for the length of the project and shall include all pavement, drainage structures, traffic signals, sidewalks, signs, landscaping, bus shelters, other structures, etc. to be removed.

The profile shall contain the following design elements:

- The approximate existing profile grade
- The existing north and south ROW profiles
- Proposed profile grade
- The location of intersections

- Drainage design components, such as storm sewer profiles and hydraulic grade lines, will be shown
- Drawing vertical scale 1-in. = 4-FT

6. Roadway Plan and Profile Sheets – Gessner Rd (1 in.: 40-FT)

See above

7. Intersection Layout

Intersection layouts and grading plans will be developed detailing the pavement design and drainage design at the intersection of each cross street. The layout shall include the curb returns, geometrics, transition to existing pavement, stationing, pavement and drainage details.

8. Driveway Schedule and Details

The Driveway schedule will show the location, size and type of proposed driveways to be reconstructed as part of the project. Driveways shall typically be reconstructed to the ROW line using standard City details.

9. Miscellaneous Roadway Details:

This effort includes the development of any non-standard details required for the curbs, sidewalks, curb walls, or other special features to help provide better data to the contractor for construction.

10. Roadway Standard Details

All necessary standard roadway details will be included in the design set.

11. METRO Details

All necessary METRO details will be included in the design set.

12. METRO Bus Layout

METRO bus pad design and coordinating with METRO on bus stop locations.

13. Geopak Roadway Model Development

Geopak Model will be packaged and provided to COH at the end of the project.

E. Drainage Design

Prepare the PS&E package in accordance with the applicable City of Houston requirements, specifications, standards, and manuals. Include the following sheets and documents, as appropriate

1. Existing Overall Drainage Area Map

Overall drainage area map extents including the off-site drainage areas contributing the project limits for existing and proposed conditions, including peak discharge rates to outfalls based on H&H study results.

2. Proposed Overall Drainage Area Map

The proposed overall Drainage Area map will reflect any changes in drainage patterns and outfalls from the existing conditions.

3. Internal Drainage Area Maps

Detailed Drainage Area maps for each inlet along the project, and data tables.

4. Storm Sewer Plan and Profile

Storm drainage design will be incorporated on the Roadway Plan and Profile drawings; this work consists of working with the Roadway Design and providing design recommendations and updating drainage base files and design callouts.

5. Storm Sewer Lateral Sheets:

All horizontal storm sewer laterals will be shown with cross-sections to better show utilities and special grading considerations as needed.

6. 2-Year Storm Sewer Calculations

This effort includes the creation of sheets to convey the results of the 2-year storm sewer analysis, and the conversion of the model data to the City's standard tabular output.

7. 100-Year Storm Sewer Calculations

This effort includes the creation of sheets to convey the results of the 100-year storm sewer analysis, and the conversion of the model data to the City's standard tabular output.

8. Miscellaneous Drainage Details

This effort includes the development of any non-standard details required to collect drainage along the project corridor. These designs can be special inlets, grading details, or other special features to help provide better data to the contractor for construction.

9. Storm Sewer Standards

This includes selecting COH drainage standards that are appropriate to support the proposed storm drainage design.

10. Existing Storm Sewer Evaluation – Geopak

Develop GEOPAK Drainage model for the existing drainage system.

11. Proposed Storm Sewer Analysis – Geopak

This effort includes the analysis of the proposed drainage network with standard Steady State analysis tools such as Geopak Drainage. The analysis will be used to properly size the drainage network to meet City standard criteria.

12. Determine Temporary Drainage Needs for Design Plans

Determine Temporary Drainage Needs for Design Plans such as Traffic Control Plans.

F. Water and Sanitary Plans – Memorial Drive

Prepare the PS&E package in accordance with the applicable City of Houston requirements, specifications, standards, and manuals. Include the following sheets and documents, as appropriate:

1. Existing Utility Plan & Profile:

The existing utility plan & profile sheets depict existing utilities.

2. Water & Sanitary Plan Sheets (6 Sheets – 1-in=40-ft) and Water & Sanitary Profile Sheets (6 Sheets – 1-in=40-ft)

Detailed water & sanitary plan and water & sanitary profile sheets depicting existing features and the proposed improvements. Plans will also show storm sewer pipes, manholes, junction boxes, and inlets.

The plan view shall contain the following design elements:

- Horizontal alignment.
- Proposed sanitary sewers, manholes, service leads, etc.
- Proposed water lines, valves, wet connections, etc.
- Indicated pavement edges for all improvements.

- Indicate existing and proposed ROW/Easement lines.
- Existing major utilities and structures.
- Any necessary callouts to clarify details.
- Roadway design components will be shown.
- Drainage design components will be shown.
- Drawings horizontal scale 1-in. = 40-FT

The profile shall contain the following design elements:

- The approximate existing profile grade
- The existing north and south ROW profiles
- Sanitary sewer profiles
- Water line profiles
- Proposed profile grade
- Drainage design components, such as storm sewer profiles and hydraulic grade lines, will be shown
- Roadway design components, such as profile grade lines, will be shown.
- Drawing vertical scale 1-in. = 4-FT

3. Water & Sanitary Crossings:

All water & sanitary crossings will be shown with cross-sections to better show utilities and special grading considerations as needed.

4. Water & Sanitary Standards:

This includes selecting City of Houston water & sanitary standards that are appropriate to support the proposed water & sanitary design.

G. Signing and Pavement Markings

Drawings, specifications and details will be prepared for all regulatory signs and pavement markings on combined layout sheets. All plans shall follow City standards. A summary signs list will be provided. The proposed regulatory signs shall be illustrated and numbered on plan sheets. Permanent and temporary pavement markings and channelization devices on plan sheets shall be prepared. The following information will be shown on sign/pavement markings layouts:

- Roadway layout.
- Center line with station numbering.
- ROW/Easement lines.
- Culverts and other structures that present a hazard to traffic.
- Existing signs to remain, to be removed, or to be relocated.
- Proposed regulatory signs (illustrated and numbered).
- Proposed markings (illustrated and quantified) which include pavement markings and delineation.
- Quantities of existing pavement markings needed to be removed.
- Proposed delineators and object markers.
- The number of lanes in each section of proposed road and the location of changes in the numbers of lanes.
- Direction of traffic flow on all roadways.

H. Storm Water Pollution Prevention Plan (SWPPP)

The following items will be prepared in accordance with COH Standard Details and Standard Specifications

- Storm Water Pollution Prevention Plan EPIC Sheet

- Storm Water Pollution Prevention Plan drawings will show all existing and proposed streets, Project alignments, applicable notes, proposed storm water conveyance systems, overland flow arrows, and pollution prevention measures.
- All necessary Storm Water Pollution Prevention Plan standards will be included in the design set

I. Miscellaneous

1. Earthwork Quantities

Earthwork Quantities worksheet will be developed.

2. Cross Sections (Every 100-FT)

Earthwork analysis will be conducted to determine cut and fill quantities and provide final design cross sections at 100 feet intervals. Drawing scale shall be H: 1" = 20'; V: 1" = 10'

3. Boring Log Sheets

Boring log sheets will be developed and submitted with the set

4. Project Sign

A project sign sheet will be developed and submitted with the set.

J. Street Lighting

Street lighting standards will be coordinated with CenterPoint and the City. Street lighting layout plans/exhibits will be developed for light pole locations, lighting ground boxes, and routing of lighting underground circuits/conduits.

K. Private Utilities

A thorough private utility evaluation will be conducted to determine existing utilities that will be in conflict with proposed improvements. Utility companies include, but are not limited to CenterPoint Energy Gas, CenterPoint Energy Electric, AT&T, and cable TV. Conflict matrix will be developed for each milestone.

1. Utility Engineering Investigation

Utility engineering investigation includes utility investigations subsurface and above ground prepared in accordance with ASCE/CI Standard 38-02 [<http://www.fhwa.dot.gov/programadmin/asce.cfm>] and Utility Quality Levels.

a. The Utility Engineer must:

- i. Compile "as-built" information from plans, plats, and other location data as provided by the utility owners.
- ii. Coordinate with utility owners when utility owner's policy is to designate their own facilities at no cost for preliminary survey purposes. The Engineer shall examine utility owner's work to ensure accuracy and completeness.
- iii. Correlate utility owner records with designating data and resolve discrepancies using professional judgment. The Utility Engineer must prepare and deliver to City a color-coded composite utility facility plans with utility owner names, quality levels, line sizes, and subsurface utility locate (test hole) locations. The Utility Engineer and City acknowledge that the line sizes of designated utility facilities detailed on the deliverable will be from the best available records and that an actual line size is normally determined from a test hole vacuum excavation. A note must be placed on the designated deliverable that states "lines sizes are from best available records". All above-ground utility feature locations must be included in the deliverable to the City.
- iv. Determine and inform the City of the approximate electronic utility depths at critical locations as determined by the City. The limits of this additional information should be determined prior to the commencement of work. The depth indication is understood by

- both the Engineer and the City to be approximate only and is not intended to be used preparing the right of way and construction plans.
- v. Mapping of underground vaults as applicable.

2. Utility Coordination

- a. Utility Adjustment Coordination includes communicating, coordinating, and conducting meetings with any or a combination of all of the following: individual utility companies, Local Public Agencies (LPAs), City Project Manager, City Utility Staff, City Right of Way, Project Delivery, design engineer, and subconsultant staff. The Engineer's utility coordination duties include, but are not limited to:
 - i. Perform utility coordination and liaison activities with involved utility owners, their consultants, and the City to achieve timely project notifications
 - ii. In conjunction with formal coordination meetings, the Utility Coordinator must create meeting minutes, create, and update the utility conflict matrix, create action item log, perform document control, and assist with conflict analysis and resolution
- b. Provide a monthly summary, with weekly updates, of work completed and in process with adequate detail to verify compliance with agreed work schedule.

Private Utilities Assessment/Utility Conflict Table/Coordination

- The design team will coordinate with the various utility companies (AT&T and CenterPoint) to determine the location of all existing utilities. The design team will prepare exhibits showing the location of each existing utility and identify potential conflicts and recommended solutions.
- In support of utility coordination efforts, the County's Utility Coordination Department shall assist the design team with the coordination of the utility meetings.
- Detailed Utility conflict resolution tables will be furnished
- The design team will prepare and distribute Preliminary Utility Notification Letters identifying each potential conflict with proposed improvements. Prior to final design submittal, the design team will prepare and distribute the Final Utility Notification Letters and/or a Notice of No Conflict Letter to each private utility company within the project limits.

3. Utility Adjustment Deliverables

- a. The Utility Coordinator must provide the City and all affected utility companies and owners with a contact list, Utility Conflict Matrix (UCM), and utility conflict layout for each project with information such as:
 - i. Owner's name;
 - ii. Contact person;
 - iii. Telephone numbers;
 - iv. Emergency contact number;
 - v. E-mail addresses; and
 - vi. pertinent information concerning their respective affected utilities and facilities, including but not limited to: size, number of poles, material, and other information that readily identifies the utilities companies' facilities.
- b. The utility Coordinator is responsible for updating the UCM and utility conflict layout throughout the project and at each milestone.
- c. The Utility Coordinator must advise utility companies and owners of the general characteristics of the Project and provide an illustration of the project footprint for mark-up of the utility facility locations that occupy the project area by distributing the Subsurface Utility Engineering (SUE) plan sheets or project layout sheets.

L. Project Management/Specs/Agencies & Team Coordination/Quantities/Misc

1. Overall Project Management/Team Coordination/ Project Controls

During each phase of the project, the Project Manager (PM) will oversee all work and will be responsible for directing and coordinating activities and assigning personnel. The PM will manage the project scope, schedule, budget, and quality to ensure that the project progresses as agreed. The PM will submit monthly invoices, status reports, and schedules. The PM will conduct regular coordination meetings as needed with the City, private utilities, and others.

2. Coordination - Stakeholders

The Engineer will participate in meetings with stakeholders to coordinate new driveway locations, widths, right-of-way acquisition, and modifications related to the proposed work.

3. Bunker Hill Coordination/meetings/approvals/signatures

- Regular coordination and monthly meetings with the City of Bunker Hill will be held to review the progress of the engineering effort, or to address other issues which may arise. The PM will prepare and document meeting record memorandum of decisions and action items.
- The design team will obtain required signatures or approvals from other governmental agencies, public utilities, and private utilities, which may impact the Project prior to final approval by City. Governmental agencies. Utility signatures include, but are not limited to CenterPoint Energy Gas, CenterPoint Energy Electric, AT&T, and cable TV.

4. Variance Applications

If a design exception or variance is needed during design, HR Green will prepare the variance application and attend meetings with the City to obtain their approval.

5. Quantities

The design team will develop and report quantities for the different deliverables.

6. Opinion of Probable Construction Costs

The design team will submit Opinion of Probable Construction Costs for the different deliverables.

7. Project Manual & Specifications

The design team will furnish the project manual containing the necessary front-end documents and specifications. Each Standard Specification will be reviewed and supplemented as necessary to suit Project-specific requirements and to meet the design intent of the Project and if needed will prepare additional nonstandard specifications necessary for bidding and construction of the project.

8. Quality Assurance / Quality Control:

A thorough Quality Assurance/Quality Control (QA/QC) Plan will be implemented to ensure overall project constructability, cost estimate accuracy, and design conformance with industry standards and client-specific requirements and preferences.

M. Permitting and Bid Phase

1. Prepare Advertisement for Bid Document

The team will prepare the legal notice advertising the project bidding and have an advertisement placed in the Houston Business Journal and CivCast.

2. Conduct Pre-bid Conference Meeting

The team will schedule and conduct a pre-bid conference meeting to provide bidders with project overview and answer questions regarding the project.

3. Prepare Necessary Addenda to Address Issues or Clarifications

The team will prepare any necessary addenda to the bidding documents to address issues or make clarifications.

4. Conduct Bid Opening Meeting & Tabulation of Bids

The team will conduct the bid opening and prepare bid tabulation sheets comparing all bids received.

5. Evaluate the Bid Proposals & Make Award Recommendation

The team will evaluate the bids received for accuracy and any bid irregularities. An award recommendation will be made to the City of Bunker Hill based on the evaluation of bids. Engineer's Recommendation of Award Letter will include the following:

- a. Check for math errors and reconcile any mathematical discrepancies
- b. Review for unbalanced bid items
- c. Certified Bid Tabulation including adding Engineer's estimate to Bid Tab
- d. Review of contractor's financial standing and references provided and past performance on projects
- e. Explanation of discrepancies between the Engineer's estimate and bids
- f. Recommendation to award

6. Assist in the preparation of the Contract between the City of Bunker Hill & Successful Bidder

The team will work with the City of Bunker Hill in final contract preparation including obtaining necessary forms and signatures from the successful low bidder, printing and compiling the final contract documents, and delivery of signed contracts to the City of Bunker Hill and the contractor. Team will also prepare a Notice to Proceed for the contractor to begin the Construction Phase of the project.

III. Public Engagement

HR Green anticipates the need for two public meetings associated with the design and approval of Memorial Drive Phase II Improvements. This task covers all the time and effort associated with the meeting, including preparation of a schematic, a presentation, exhibits, any anything else necessary. It may also include meetings with property owners, if necessary.

IV. SUBCONTRACTED/ADDITIONAL ENGINEERING SERVICES

See Exhibit C through Exhibit G for proposals from sub-consultant.

EXHIBIT B
MEMORIAL DRIVE AND GESSNER ROAD (CITY OF BUNKER HILL)
LEVEL OF EFFORT - DESIGN PHASE



I. DRAINAGE IMPACT ANALYSIS

DESCRIPTION OF WORK TASKS	PRINCIPAL	Sr. PROJ MANAGER	Sr. PROJ ENGINEER	GRAD ENGINEER	Sr. DESIGNER	ADMIN ASST	TOTAL HOURS	LABOR COSTS
A. DRAINAGE IMPACT ANALYSIS								
1 Data Collection and Field Visits	1	4		6		1	12	\$2,135.00
2 HCFCF and City of Bunker Hill Coordination (3 Meetings)	3	6		6		3	18	\$3,405.00
3 Existing Storm Sewer System Analysis	2	4	12	32			50	\$7,780.00
4 Stom Sewer Design and Proposed System Analysis	2	6	12	32			52	\$8,300.00
5 Evaluate Overland Sheet Flow Changes Due to Lowered Roadway	2	6	24	32			64	\$10,640.00
6 Drainage Impact Assessment and Mitigation	2	4	16	24			46	\$7,600.00
7 Drainage Impact Analysis Report	4	8	24	40	12		88	\$14,900.00
Total	16	38	88	172	12	4	330	\$54,760.00

II. DESIGN PHASE (60%, 90%, 100%, Final)

DESCRIPTION OF WORK TASKS	PRINCIPAL	Sr. PROJ MANAGER	Sr. PROJ ENGINEER	GRAD ENGINEER	Sr. DESIGNER	ADMIN ASST	TOTAL HOURS	LABOR COSTS
A. DATA COLLECTION								
1 Site Visits		8	8		8		24	\$5,120.00
2 Review / Coordinate with On-Going Planned Projects in the Area		6					6	\$1,560.00
3 Collect and Review Record Drawings		1	1	4			6	\$935.00
4 Review Topographic Survey and ROW Information		4		8	8		20	\$3,480.00
5 Coordinate/Review Geotechnical Effort and Report		2	6	4			12	\$2,170.00
6 Coordinate/Review Environmental Effort and Report		2	12	4			18	\$3,340.00
Total	0	23	27	20	16	0	86	\$16,605.00
B. GENERAL PLAN SHEETS								
1 Title Sheet 1 (Sheet)		0.5	2	4	12		18.5	\$3,220.00
2 Index of Drawings (1 Sheet)		0.5	2	4	12		18.5	\$3,220.00
3 General Construction Notes (2 Sheets)		0.5	2	8	8		18.5	\$2,960.00
4 Private Utility Notes (1 Sheet)		0.5	2	4	8		14.5	\$2,480.00
5 CenterPoint Conduit Specifications		0.5	2	4	8		14.5	\$2,480.00
6 General Sheets (Keyed Notes - Symbols & Abbreviations) (1 Sheet)		0.5	2	4	6		12.5	\$2,110.00
7 Survey Control Maps (4 Sheets)		1	2	4	8		15	\$2,610.00
8 Existing Typical Sections (2 Sheets)		2	4	6	12		24	\$4,240.00
9 Proposed Typical Sections (2 Sheets)	1	2	6	8	18		35	\$6,260.00
10 Overall Project Layout Sheet (2 sheets)		2	4	8	12		26	\$4,480.00
Total	1	10	28	54	104	0	197	\$34,060.00
C. TRAFFIC CONTROL PLANS								
1 Sequence of Construction (1 Sheet)	1	2	8	12	16		39	\$6,760.00
2 Traffic Control Plans	2	4	16	32	40		94	\$15,960.00
3 Intersection Details		4	6	12	24		46	\$8,090.00
4 Detour Layouts		2	6	8	12		28	\$4,870.00
5 TCP Standard Details (6 Sheets)		1	1	2	8		12	\$2,175.00
Total	3	13	37	66	100	0	219	\$37,855.00
D. ROADWAY DESIGN								
1 Horizontal Curve Data (1 Sheet)		1	2	6	4		13	\$2,110.00
2 Vertical Curve Data (1 Sheet)		1	2	6	4		13	\$2,110.00
3 Demolition Plan (4 Sheets)		4	20	32	24		80	\$13,220.00
4 Horizontal Geometry Layout (2 Sheets)		4	16	16	16		52	\$9,040.00
5 Memorial Drive Plan & Profile (4 Sheets)	2	8	16	24	60		110	\$19,740.00
6 Gessner Rd Plan (5 Sheets)	2	4	16	32	60		114	\$19,660.00
7 Intersection Layou with Stamped Concrete (1 Sheet)	1	1	6	12	24		44	\$7,590.00
8 Driveway Schedule and Details (1 Sheet)		1	4	12	8		25	\$3,960.00
9 Miscellaneous Roadway Details		1	4	8	12		25	\$4,220.00
10 Roadway Standard Details		1	2	8	8		19	\$3,090.00
11 METRO Details		2	4	8	4		18	\$3,000.00
12 METRO Bus Layout		2	6	10	12		30	\$5,110.00
13 Geopak Roadway Model Development	2	12	14	12	40		80	\$15,250.00
Total	7	42	112	186	276	0	623	\$108,100.00
E. DRAINAGE DESIGN - MEMORIAL DRIVE								
1 Existing Overall Drainage Area Map (1 Sheet)		4	8	6	6		24	\$4,430.00
2 Proposed Overall Drainage Area Map (1 Sheet)		4	8	6	6		24	\$4,430.00
3 Internal Drainage Area Map (2 Sheets)		2	6	28	12		48	\$7,270.00
4 Storm Sewer Plan and Profile (4 Sheets)	2	8	16	24	24		74	\$13,080.00
5 Storm Sewer Laterals (2 Sheets)		2	6	16	12		36	\$5,830.00
6 2-year Storm Sewer Computations (2 Sheets)		2	2	6	2		12	\$2,000.00
7 100-year Storm Sewer Computations (2 Sheets)		2	2	6	2		12	\$2,000.00
8 Miscellaneous Drainage Details (1 Sheet)		2	4	8	16		30	\$5,220.00
9 Storm Sewer Standards		1	2	8	8		19	\$3,090.00
10 Existing Storm Sewer Evaluation - Geopak		4	12	24			40	\$6,260.00
11 Proposed Storm Sewer Analysis - Geopak		4	12	24			40	\$6,260.00
12 Determine Temporary Drainage Needs for Design Plans		6	8	12			26	\$4,560.00
Total	2	41	86	168	88	0	385	\$64,430.00
F. WATER LINE IMPROVEMENTS - MEMORIAL DRIVE								
1 Existing Utility Plan & Profile (4 Sheets)		2	4	12	8		26	\$4,220.00
2 Water Line Plan & Profile (4 Sheets)		8	18	24	24		74	\$12,910.00
3 Water Line Crossings (2 Sheets)		2	4	12	18		36	\$6,070.00
4 Water Line Standard Details		1	1	2	6		10	\$1,805.00
Total	0	13	27	50	56	0	146	\$25,005.00
G. SIGNING & PAVEMENT MARKING PLANS								
1 Signing & Pavement Marking Plan (5 Sheets)		2	6	18	32		58	\$9,770.00
2 Small Sign Summary (2 Sheets)		2	6	6	12		26	\$4,630.00
3 Signing & Pavement Marking Standard Details		1	1	2	4		8	\$1,435.00
Total	0	5	13	26	48	0	92	\$15,835.00

EXHIBIT B
MEMORIAL DRIVE AND GESSNER ROAD (CITY OF BUNKER HILL)
LEVEL OF EFFORT - DESIGN PHASE



DESCRIPTION OF WORK TASKS	PRINCIPAL	Sr. PROJ MANAGER	Sr. PROJ ENGINEER	GRAD ENGINEER	Sr. DESIGNER	ADMIN ASST	TOTAL HOURS	LABOR COSTS
H. STORM WATER POLLUTION PREVENTION PLANS								
1 Storm Water Pollution Prevention Plan Sheets (4 Sheets)		2	4	16	32		54	\$9,140.00
2 Storm Water Pollution Prevention Standard Details		1	1	2	6		10	\$1,805.00
Total	0	3	5	18	38	0	64	\$10,945.00
I. MISCELLANEOUS								
1 Earthwork Quantities		2	6	12	18		38	\$6,460.00
2 Cross Sections - Every 100 FT (7 Sheets)		2	8	16	40		66	\$11,400.00
3 Boring Log Sheets			2	2	8		12	\$2,110.00
4 Project Sign (1 Sheet)			1	2	6		9	\$1,545.00
Total	0	4	17	32	72	0	125	\$21,515.00
J. STREET LIGHTING								
1 Illumination Plans - (4 Sheets)		2	6	16	32		56	\$9,530.00
2 Illumination Standard Details		1	2	8	8		19	\$3,090.00
Total	0	3	8	24	40	0	75	\$12,620.00
K. PRIVATE UTILITIES								
1 Records Research, including utility owners and contact information		4		12			16	\$2,480.00
2 Compile As-built information provided by the utility owners		4	4	6			14	\$2,540.00
3 Prepare and submit utility drawing(s) of information gathered		4		6	16		26	\$4,720.00
4 Coordinate, communicate, & conduct meetings concerning adjustments			8	8			16	\$2,520.00
5 Schedule and attend milestone meetings and prepare meeting minutes	4	8	8	8			28	\$5,720.00
6 Private Utility Coordination - Public Entity requirements			4	4			8	\$1,260.00
7 Private Utility Coordination - Utility Owners	4	8	16	20			48	\$8,720.00
8 Utility Inventory/Conflict Matrix		6	24	16			46	\$8,160.00
9 Assist with utility conflict analysis and resolution		2	4	4			10	\$1,780.00
Total	8	36	68	84	16	0	212	\$37,900.00
L. Project Management/Specs/Agencies & Team Coordination/Quantities/Misc								
1 Overall Project Management/Team Coordination/ Project Controls	12	32	16			12	72	\$15,940.00
2 Coordination - Stakeholders	12	12					24	\$6,480.00
3 City of Bunker Hill/Coordination/meetings/approvals/signatures	8	12		8			28	\$6,320.00
4 Variance Applications		4	4	8			16	\$2,780.00
5 Quantities		2	16	32			50	\$7,480.00
6 Opinion of Probable Construction Costs	1	2	6	16			25	\$3,890.00
7 Project Manual & Specifications	1	4	16				21	\$4,440.00
8 QA/QC	8	8	12	24	32		84	\$15,460.00
Total	42	76	70	88	32	12	320	\$62,790.00
M. Bid Phase								
1 Prepare Advertisement For Bid Document		2		4			6	\$1,000.00
2 Conduct Pre-bid Conference Meeting		2		6			8	\$1,240.00
3 Prepare Necessary Addenda To Address Issues or Clarifications		8		12	4		24	\$4,260.00
4 Conduct Bid Opening Meeting & Tabulation of Bids		6		8			14	\$2,520.00
5 Evaluate the Bid Proposals & Make Award Recommendation	1	2		6			9	\$1,520.00
6 Assist in preparation of Contract b/w City & Successful Bidder	1	4					5	\$1,320.00
Total	2	24	0	36	4	0	66	\$11,860.00
TOTAL HOURS	65	293	498	852	890	12	2610	
Contract Labor Rate	\$280.00	\$260.00	\$195.00	\$120.00	\$185.00	\$95.00		
TOTAL LABOR COSTS BASIC ENGINEERING SERVICES	\$18,200.00	\$76,180.00	\$97,110.00	\$102,240.00	\$164,650.00	\$1,140.00		\$459,520.00

III. PUBLIC ENGAGEMENT

DESCRIPTION OF WORK TASKS	PRINCIPAL	PROJECT MANAGER	PROF ENGINEER	GRAD ENGINEER	SR. DESIGN TECH	ADMIN ASST	TOTAL HOURS	LABOR COSTS
A. PUBLIC ENGAGEMENT								
1 Public Meeting	2	4	4	6		4	20	\$3,480.00
2 Roadway Schematic and Exhibits	2	4		8	16		30	\$5,520.00
3 Presentation Development	2	4		12	4		22	\$3,780.00
Total	6	12	4	26	20	4	72	\$12,780.00
TOTAL HOURS	6	12	4	26	20	4	72	
Contract Labor Rate	\$280.00	\$260.00	\$195.00	\$120.00	\$185.00	\$95.00		
TOTAL LABOR COSTS BASIC ENGINEERING SERVICES	\$1,680.00	\$3,120.00	\$780.00	\$3,120.00	\$3,700.00	\$380.00		\$12,780.00

IV. SUBCONTRACTED/ADDITIONAL ENGINEERING SERVICES

REQUIRED

DESCRIPTION OF WORK TASKS	COST	SUB MGMT	TOTAL
1 Geotechnical Investigation - Aviles Corporation (Exhibit C)	\$21,138.50	10%	\$23,252.35
2 Phase I ESA - Cypress Environmental (Exhibit D)	\$9,670.00	10%	\$10,637.00
3 Topographic Survey - United (Exhibit E)	\$47,900.00	10%	\$52,690.00
3 Traffic - TEI (Exhibit F)	\$58,477.00	10%	\$64,324.70
4 Urban Forestry - CN Koehl (Exhibit G)	\$8,160.00	10%	\$8,976.00
5 TDLR	\$3,500.00	10%	\$3,850.00
TOTAL SUBCONTRACTED ENGINEERING SERVICES			\$163,730.05

OPTIONAL

DESCRIPTION OF WORK TASKS	COST	SUB MGMT	TOTAL
1 Phase II ESA - Cypress Environmental (Exhibit D)	\$30,120.00	10%	\$33,132.00
2 Traffic (Crossing Analysis/Plantation Signal- TEI (Exhibit F)	\$53,648.00	10%	\$59,012.80
3 Landscaping/Irrigation Support	\$10,000.00	10%	\$11,000.00
4 Metes/Bounds and Parcel Maps for ROW Acquistion (\$3,500 per parcel)	\$7,000.00	10%	\$7,700.00
TOTAL SUBCONTRACTED ENGINEERING SERVICES			\$110,844.80

EXHIBIT B
MEMORIAL DRIVE AND GESSNER ROAD (CITY OF BUNKER HILL)
LEVEL OF EFFORT - DESIGN PHASE



V. EXPENSES

EXPENSES		QUANTITY	UNIT	COST	TOTAL
1	Printing and Reproduction	1	LS	\$2,517.450	\$2,517.45
2	Mileage	500	MILE	\$0.625	\$312.50
3	Civcast & Houston Business Journal Advertisement (2 weeks)	1	LS	\$3,000.000	\$3,000.00
TOTAL REIMBURSABLE EXPENSES					\$5,829.95

GRAND TOTAL	
I. DRAINAGE IMPACT ANALYSIS	\$55,840.00
II. DESIGN PHASE (60%, 90%, 100%, Final)	\$459,520.00
III. PUBLIC ENGAGEMENT	\$12,780.00
IV. SUBCONTRACTED/ADDITIONAL ENGINEERING SERVICES	\$163,730.05
V. EXPENSES	\$5,829.95

PROJECT TOTAL	\$697,700.00
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OPTIONAL SERVICES	\$110,844.80
GRAND TOTAL	\$808,544.80



**Work Order: Scope of Services Authorization
HR Green, Inc.**

Project: Memorial Drive -PH II (Houston Segment)
City of Bunker Hill

Project No: TBD

Date: 8/12/2025

Client Contact _____ Gerardo Barrera, MBA, CPM
HR Green Project Manager: _____ Muhammad Ali, PE

HR Green, Inc. (COMPANY) agrees to perform the following Scope of Services for City of Bunker Hill (CLIENT) under the Master Professional Services Agreement dated 8/11/2025.

HR Green will provide professional engineering services required for the preparation of Plans, Specifications and Estimates (PS&E) and bidding documents for the full roadway reconstruction of Memorial Drive from Tallowood Road to the City of Houston and City of Bunker Hill Limits (near Tealwood N. Drive). The total length of the roadway is approximately 2,250 feet.

CLIENT agrees to pay COMPANY for the above Scope of

Services: Lump Sum in the amount of \$1,072,500.00

Copy To:

☐ Accounting

☐ _____

Attachments:

☐ None

☒ Exhibit(s) (copy attached)

The terms of the Master Professional Services Agreement entered into between COMPANY and CLIENT on 8/11/2025 shall govern this Work Order. This Work Order is approved and accepted



by the COMPANY and CLIENT upon both parties signing and dating the Work Order. The effective date of the Work Order shall be the last date entered below.

HR GREEN, INC.

City of Bunker Hill

Authorized
Signer: _____

Accepted by: _____

Printed/
Typed Name: _____

Printed/
Typed Name: **Keith Brown**

Title: _____

Title: **Mayor**

Date: _____

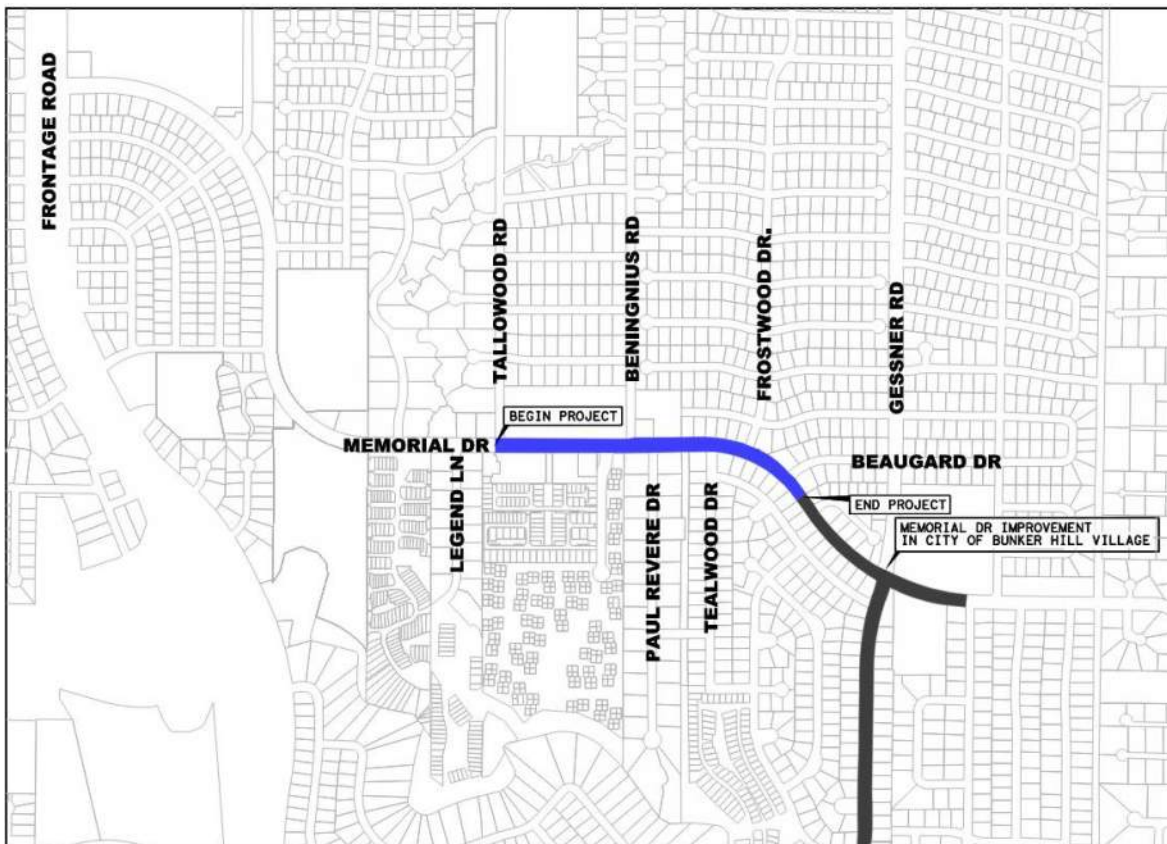
Date: **September 16, 2025**

EXHIBIT A
SCOPE OF SERVICES
MEMORIAL DRIVE PHASE II DRAINAGE AND MOBILITY IMPROVEMENTS
FROM TALLOWOOD RD TO NORTH OF TEALWOOD DR (TIRZ 17)
WBS NO. N-T-17000-0005-7
DESIGN PHASE

This proposal is for providing professional engineering, environmental, surveying, and urban forestry services required for the preparation of Plans, Specifications and Estimates (PS&E) and bidding documents for the full roadway reconstruction of Memorial Drive from Tallowood Road to the City of Houston and City of Bunker Hill Limits (near Tealwood N. Drive). The total length of the roadway is approximately 2,250 feet. Other improvements will include drainage, traffic signals, medians, sidewalks, storm sewers, sanitary sewers, water lines, landscaping, and anything else related to roadway construction.

The project is identified in the current City approved TIRZ 17 five-year Capital Improvement Plan. A Design Concept Report was previously completed. The PS&E package will be developed in accordance with the City of Houston's standards and requirements. The plans and deliverables will be reviewed by TIRZ 17 and the City of Houston throughout the design process (60%, 90%, 100% and Final)

Please note that 30% plans were previously developed. These plans will be utilized to the maximum degree possible. Also, some of the project elements may conflict with the current mayoral administration's mobility guiding principals. Alternative roadway concepts will be evaluated and presented to the mayor's office for review and acceptance before commencing design.



LOCATION MAP

I. **Drainage Impact Analysis**

A standalone drainage impact analysis is required to demonstrate that the proposed improvements bring the drainage infrastructure into compliance with current criteria and to document no adverse impacts to the adjacent community and the receiving storm sewer systems. The drainage impact analysis will build on the previously completed preliminary engineering effort. The drainage impact analysis will be performed to City of Houston and HCFCD standards.

1. **Data Collection and Field Visits:** Conduct field inspections to observe and confirm current conditions, locate and verify outfalls, cross drainage structure, drainage easements, tributary channels or ditches, and/or land development projects that may contribute flow to the project and drainage outfall. Document field inspections with digital photos. Collect available applicable data including GIS data and maps, site survey data, construction plans, previous reports and studies, and readily available rainfall history for the area. Particular sources of data collected must include, but are not limited to, the State, County, City, and Federal Emergency Management Agency (FEMA).
2. **HCFCD and City of Houston Coordination:** Coordinate with HCFCD and the W151-00-00/W153-00-00 study team to understand their recommendations for drainage improvements in the vicinity of this project. Coordinate with HCFCD watershed review team to present the project prior to submitting for review and approval. Meet with HCFCD review team to review and discuss comments prior to final report submittal. Coordinate with the City of Houston to present the proposed project and respond to any technical comments.
3. **Existing Storm Sewer System Analysis:** Revisions to the existing conditions model due to the addition of design level survey will be performed. This effort will improve the overall accuracy of the modeling and impact analysis and will include stabilizing the model for accurate results.
4. **Storm Sewer Design and Proposed System Analysis:** The DCR study identified the need for dual storm sewer trunklines. The proposed storm sewer system will be refined to optimize the box sizes, including retaining the existing trunkline. Inlets and laterals will be designed and analyzed to confirm ponding depth and capacity. The proposed drainage system will be designed to function in concert with the constructed, on-going and planned regional drainage improvements. A model of the proposed storm sewer system(s) will be constructed and analyzed for the 2-year and 100-year frequencies.
5. **Evaluate Overland Sheet Flow Changes Due to Lowered Roadway Profile:** Overland sheet flow was evaluated as part of the DCR study and determined to be very sensitive. This analysis will be updated based on modifications to the existing and proposed roadway and drainage plans. The proposed project area receives offsite overland sheet flow moving from north to south across Memorial Drive. Lowering the roadways within the project limits has the potential to change the overland flow patterns. This effort will react to and model the final proposed roadway profile design which is expected to change with the addition of survey.
6. **Drainage Impact Assessment and Mitigation:** Drainage impacts associated with the proposed roadway improvement were quantified as part of the DCR study and will be updated from the DCR effort based on any design changes. Mitigation measures necessary to ensure no adverse impacts will be identified. Potential drainage impacts associated with the proposed improvements including effects of additional increased impervious cover, a reduction in storm water storage, and modifications to overland sheet flow patterns. The DCR study determined that in-line detention was appropriate and effective to mitigate for any potential adverse impacts. The DCR recommended design will be evaluated for impacts. Modifications to the design necessary to achieve no adverse impact based on the final survey based design will be proposed.

7. **Drainage Impact Analysis Report:** A drainage impacts analysis report will be prepared. This report will be provided to the City for their review and approval as the owner of the facility receiving discharge from the project limits. The report will document the existing conditions and proposed improvements and will address the potential for adverse impacts including necessary mitigation measures. The report will document and justify all data, boundary conditions, assumptions, methodologies, and results. The text, tables, exhibits, and appendices will document clearly and concisely the work performed and results found. The report will document the existing conditions and proposed improvements and will address the potential for adverse impacts including necessary mitigation measures.

II. DESIGN PHASE (60%, 90%, 100% and Final)

A. Site Visits and Data Collection

1. Photographs and field verification of existing features will be completed during the field visit..
2. Ongoing and planned studies in the vicinity will be identified, obtained and reviewed for relevant information. Coordination with associated projects will be conducted as necessary to ensure alignment and avoid conflicts.
3. All available record drawings and information on the project area will be collected, reviewed and used to the maximum degree possible. Done
4. Review topographic survey and right-of-way information to assess existing site conditions, identify constraints and verify accuracy and completeness of data. This includes but is not limited to evaluating elevation data, utility locations, property boundaries, easements and existing infrastructure within the project limits.
5. Coordinate and review geotechnical report provided by Aviles which contains but is not limited to soil boring locations, boring logs, laboratory test results, generalized subsurface conditions, ground water conditions, piezometer data, analyses and recommendations for settlement and slope stability of the earthen embankments, skin friction tables and design capacity curves including skin friction and point bearings. The skin friction tables, and design capacity curves should be present for piling and drilled shaft foundation.
6. Coordinate and Review Environmental Phase I and Phase II ESA Reports by Cypress Environmental.

B. General Plan Sheets

- Title Sheet (1 Sheet)
- Index of Sheets (1 Sheet)
- General Construction Notes (2 Sheets)
- Private Utility Notes (1 Sheet)
- CenterPoint Conduit Specifications
- General Sheets (Keyed Notes-Symbols & Abbreviation) (1 Sheet)
- Survey Control Maps (4 Sheets)
- Existing Typical Sections
- Proposed Typical Sections
- Overall Project Layout Sheet (2 Sheets)

C. Traffic Control Plans

Construction Sequencing and Traffic Control Plans (TCP) will be prepared in accordance with City guidelines. It will show detailed construction sequences and the necessary traffic control phases, complete with all barricades, signing, striping, delineation, detours, temporary traffic signals and any other devices, to protect the traveling public and provide safety to the construction forces.

D. Roadway Design

1. Horizontal Curve Data:

The baseline properties will be outlined with the tangent and curve information output from Geopak.

2. Vertical Curve Data:

The top of curb profile properties will be outlined with the tangent and curve information output from Geopak.

3. Demolition Sheet:

Demolition plans will be provided for the length of the project and shall include all pavement, drainage structures, traffic signals, sidewalks, signs, landscaping, bus shelters, other structures, etc. to be removed.

4. Horizontal Geometry Sheets:

Horizontal roadway geometry sheets will include stations, offsets, PCs, PTs, etc. for curb components.

5. Roadway Plan and Profile Sheets (1 in.: 40-FT)

Detailed roadway plan and profile sheets depicting existing features and the proposed improvements. Plans will also show pedestrian facilities and shall be designed in accordance with the American with Disabilities Act Accessibility Guidelines (ADAAG) and the Texas Accessibility Standards (TAS). The plans will be submitted to the Texas Department of Licensing and Regulation (TDLR) or representative thereof for review, approval, and inspection. The plan view shall contain the following design elements:

- Horizontal alignment.
- Indicated pavement edges, lane and pavement widths for all improvements
- Direction of traffic flow arrows.
- Indicate existing and proposed ROW/Easement lines.
- Begin/end of cross slope transitions.
- Existing major utilities and structures.
- Any necessary callouts to clarify details.
- Drainage design components, such as existing and proposed storm sewers will be shown
- Drawings horizontal scale 1-in. = 40-FT
- Removal items will be provided for the length of the project and shall include all pavement, drainage structures, traffic signals, sidewalks, signs, landscaping, bus shelters, other structures, etc. to be removed.

The profile shall contain the following design elements:

- The approximate existing profile grade
- The existing north and south ROW profiles
- Proposed profile grade
- The location of intersections
- Drainage design components, such as storm sewer profiles and hydraulic grade lines, will be shown
- Drawing vertical scale 1-in. = 4-FT

6. Intersection/Grading Layouts

Intersection layouts and grading plans will be developed detailing the pavement design and drainage design at the intersection of each cross street. The layout shall include the curb returns, geometrics, transition to existing pavement, stationing, pavement and drainage details.

7. Driveway Schedule and Details

The Driveway schedule will show the location, size and type of proposed driveways to be reconstructed as part of the project. Driveways shall typically be reconstructed to the ROW line using standard City details.

8. Miscellaneous Roadway Details:

This effort includes the development of any non-standard details required for the curbs, sidewalks, curb walls, or other special features to help provide better data to the contractor for construction.

9. Roadway Standard Details

All necessary standard roadway details will be included in the design set.

10. METRO Details

All necessary METRO details will be included in the design set.

11. METRO Bus Layout

METRO bus pad design and coordinating with METRO on bus stop locations.

12. Geopak Roadway Model Development

A Geopak roadway Model will be developed. The final model will be packaged and provided to City at the end of the project.

E. Drainage Design

Prepare the PS&E package in accordance with the applicable City of Houston requirements, specifications, standards, and manuals. Include the following sheets and documents, as appropriate

1. Existing Overall Drainage Area Map

Overall drainage area map extents including the off-site drainage areas contributing the project limits for existing and proposed conditions, including peak discharge rates to outfalls based on H&H study results.

2. Proposed Overall Drainage Area Map

The proposed overall Drainage Area map will reflect any changes in drainage patterns and outfalls from the existing conditions.

3. Internal Drainage Area Maps

Detailed Drainage Area maps for each inlet along the project, and data tables.

4. Storm Sewer Plan and Profile

Storm drainage design will be incorporated on the Roadway Plan and Profile drawings, this work consists of working with the Roadway Design and providing design recommendations and updating drainage base files and design callouts.

5. Storm Sewer Lateral Sheets:

All horizontal storm sewer laterals will be shown with cross-sections to better show utilities and special grading considerations as needed.

6. 2-Year Storm Sewer Calculations

This effort includes the creation of sheets to convey the results of the 2-year storm sewer analysis, and the conversion of the model data to the City's standard tabular output.

7. 100-Year Storm Sewer Calculations

This effort includes the creation of sheets to convey the results of the 100-year storm sewer analysis, and the conversion of the model data to the City's standard tabular output.

8. Miscellaneous Drainage Details

This effort includes the development of any non-standard details required to collect drainage along the project corridor. These designs can be special inlets, grading details, or other special features to help provide better data to the contractor for construction.

9. Junction Box Plan, Sections, and Schedule

This includes the design of junction boxes connecting the 10'x10' RCBs.

10. Storm Sewer Standards

This includes selecting COH drainage standards that are appropriate to support the proposed storm drainage design.

11. Existing Storm Sewer Evaluation – Geopak

Develop GEOPAK Drainage model for the existing drainage system.

12. Proposed Storm Sewer Analysis – Geopak

This effort includes the analysis of the proposed drainage network with standard Steady State analysis tools such as Geopak Drainage. The analysis will be used to properly size the drainage network to meet City standard criteria.

13. Determine Temporary Drainage Needs for Design Plans

Determine Temporary Drainage Needs for Design Plans such as Traffic Control Plans

F. Water and Sanitary Plans

Prepare the PS&E package in accordance with the applicable City of Houston requirements, specifications, standards, and manuals. Include the following sheets and documents, as appropriate:

1. Existing Utility Plan & Profile:

The existing utility plan & profile sheets depict existing utilities.

2. Water & Sanitary Plan Sheets (6 Sheets – 1-in=40-ft) and Water & Sanitary Profile Sheets (6 Sheets – 1-in=40-ft)

Detailed water & sanitary plan and water & sanitary profile sheets depicting existing features and the proposed improvements. Plans will also show storm sewer pipes, manholes, junction boxes, and inlets.

The plan view shall contain the following design elements:

- Horizontal alignment.
- Proposed sanitary sewers, manholes, service leads, etc.
- Proposed water lines, valves, wet connections, etc.
- Indicated pavement edges for all improvements.
- Indicate existing and proposed ROW/Easement lines.
- Existing major utilities and structures.
- Any necessary callouts to clarify details.
- Roadway design components will be shown.
- Drainage design components will be shown.
- Drawings horizontal scale 1-in. = 40-FT

The profile shall contain the following design elements:

- The approximate existing profile grade
- The existing north and south ROW profiles
- Sanitary sewer profiles
- Water line profiles
- Proposed profile grade
- Drainage design components, such as storm sewer profiles and hydraulic grade lines, will be shown
- Roadway design components, such as profile grade lines, will be shown.
- Drawing vertical scale 1-in. = 4-FT

3. Water & Sanitary Crossings:

All water & sanitary crossings will be shown with cross-sections to better show utilities and special grading considerations as needed.

4. Water & Sanitary Standards:

This includes selecting City of Houston water & sanitary standards that are appropriate to support the proposed water & sanitary design.

G. Signing and Pavement Markings

Drawings, specifications and details will be prepared for all regulatory signs and pavement markings on combined layout sheets. All plans shall follow City standards. A summary signs list will be provided. The proposed regulatory signs shall be illustrated and numbered on plan sheets. Permanent and temporary pavement markings and channelization devices on plan sheets shall be prepared. The following information will be shown on sign/pavement markings layouts:

- Roadway layout.
- Center line with station numbering.
- ROW/Easement lines.
- Culverts and other structures that present a hazard to traffic.
- Existing signs to remain, to be removed, or to be relocated.
- Proposed regulatory signs (illustrated and numbered).
- Proposed markings (illustrated and quantified) which include pavement markings and delineation.
- Quantities of existing pavement markings needed to be removed.
- Proposed delineators and object markers.
- The number of lanes in each section of proposed road and the location of changes in the numbers of lanes.
- Direction of traffic flow on all roadways.

H. Storm Water Pollution Prevention Plan (SWPPP)

The following items will be prepared in accordance with COH Standard Details and Standard Specifications

- Storm Water Pollution Prevention Plan EPIC Sheet
- Storm Water Pollution Prevention Plan drawings will show all existing and proposed streets, Project alignments, applicable notes, proposed storm water conveyance systems, overland flow arrows, and pollution prevention measures.
- All necessary Storm Water Pollution Prevention Plan standards will be included in the design set

I. Miscellaneous

1. Earthwork Quantities

Earthwork Quantities worksheet will be developed.

2. Cross Sections (Every 100-FT)

Earthwork analysis will be conducted to determine cut and fill quantities and provide final design cross sections at 100 feet intervals. Drawing scale shall be H: 1" = 20'; V: 1" = 10'.

3. Boring Log Sheets

Boring log sheets will be developed and submitted with the set

4. Project Sign

A project sign sheet will be developed and submitted with the set.

J. Street Lighting

Street lighting standards will be coordinated with CenterPoint and the City. Street lighting layout plans/exhibits will be developed for light pole locations, lighting ground boxes, and routing of lighting underground circuits/conduits.

K. Private Utilities

A thorough private utility evaluation will be conducted to determine existing utilities that will be in conflict with proposed improvements. Utility companies include, but are not limited to CenterPoint Energy Gas, CenterPoint Energy Electric, AT&T, and cable TV. Conflict matrix will be developed for each milestone.

1. Utility Engineering Investigation

Utility engineering investigation includes utility investigations subsurface and above ground prepared in accordance with ASCE/CI Standard 38-02 [(<http://www.fhwa.dot.gov/programadmin/asce.cfm>)] and Utility Quality Levels.

a. The Utility Engineer must:

- i. Compile "as-built" information from plans, plats, and other location data as provided by the utility owners.
- ii. Coordinate with utility owners when utility owner's policy is to designate their own facilities at no cost for preliminary survey purposes. The Engineer shall examine utility owner's work to ensure accuracy and completeness.
- iii. Correlate utility owner records with designating data and resolve discrepancies using professional judgment. The Utility Engineer must prepare and deliver to City a color-coded composite utility facility plans with utility owner names, quality levels, line sizes, and subsurface utility locate (test hole) locations. The Utility Engineer and City acknowledge that the line sizes of designated utility facilities detailed on the deliverable will be from the best available records and that an actual line size is normally determined from a test hole vacuum excavation. A note must be placed on the designated deliverable that states "lines sizes are from best available records". All above-ground utility feature locations must be included in the deliverable to the City.
- iv. Determine and inform the City of the approximate electronic utility depths at critical locations as determined by the City. The limits of this additional information should be determined prior to the commencement of work. The depth indication is understood by both the Engineer and the City to be approximate only and is not intended to be used preparing the right of way and construction plans.
- v. Mapping of underground vaults as applicable.

2. Utility Coordination

- a. Utility Adjustment Coordination includes communicating, coordinating, and conducting meetings with any or a combination of all of the following: individual utility companies, Local Public Agencies (LPAs), City Project Manager, City Utility Staff, City Right of Way, Project Delivery, design

engineer, and subconsultant staff. The Engineer's utility coordination duties include, but are not limited to:

- i. Perform utility coordination and liaison activities with involved utility owners, their consultants, and the City to achieve timely project notifications
- ii. In conjunction with formal coordination meetings, the Utility Coordinator must create meeting minutes, create, and update the utility conflict matrix, create action item log, perform document control, and assist with conflict analysis and resolution
- b. Provide a monthly summary, with weekly updates, of work completed and in process with adequate detail to verify compliance with agreed work schedule.

Private Utilities Assessment/Utility Conflict Table/Coordination

- The design team will coordinate with the various utility companies (AT&T and CenterPoint) to determine the location of all existing utilities. The design team will prepare exhibits showing the location of each existing utility and identify potential conflicts and recommended solutions.
- In support of utility coordination efforts, the County's Utility Coordination Department shall assist the design team with the coordination of the utility meetings.
- Detailed Utility conflict resolution tables will be furnished
- The design team will prepare and distribute Preliminary Utility Notification Letters identifying each potential conflict with proposed improvements. Prior to final design submittal, the design team will prepare and distribute the Final Utility Notification Letters and/or a Notice of No Conflict Letter to each private utility company within the project limits.

3. Utility Adjustment Deliverables

- a. The Utility Coordinator must provide the City and all affected utility companies and owners with a contact list, Utility Conflict Matrix (UCM), and utility conflict layout for each project with information such as:
 - i. Owner's name;
 - ii. Contact person;
 - iii. Telephone numbers;
 - iv. Emergency contact number;
 - v. E-mail addresses; and
 - vi. pertinent information concerning their respective affected utilities and facilities, including but not limited to: size, number of poles, material, and other information that readily identifies the utilities companies' facilities.
- b. The utility Coordinator is responsible for updating the UCM and utility conflict layout throughout the project and at each milestone.
- c. The Utility Coordinator must advise utility companies and owners of the general characteristics of the Project and provide an illustration of the project footprint for mark-up of the utility facility locations that occupy the project area by distributing the Subsurface Utility Engineering (SUE) plan sheets or project layout sheets.

L. Project Management/Specs/Agencies & Team Coordination/Quantities/Misc

1. Overall Project Management/Team Coordination/ Project Controls

During each phase of the project, the Project Manager (PM) will oversee all work and will be responsible for directing and coordinating activities and assigning personnel. The PM will manage the project scope, schedule, budget, and quality to ensure that the project progresses as agreed. The PM will submit monthly invoices, status reports, and schedules. The PM will conduct regular coordination meetings as needed with the City, private utilities, and others.

2. Coordination - Stakeholders

The Engineer will participate in meetings with stakeholders to coordinate new driveway locations, widths, right-of-way acquisition, and modifications related to the proposed work.

3. Evaluating Alternatives and Mayor's Office Concurrence

A meeting will be conducted with the mayor's office to present and obtain approval of the proposed design concept. Feedback, recommendations, and any required revisions resulting from the meeting will be incorporated into the design plan set.

4. TIRZ 17/City of Houston Coordination/meetings/approvals/signatures

- Regular coordination and monthly meetings with the TIRZ 17/City will be held to review the progress of the engineering effort, or to address other issues which may arise. The PM will prepare and document meeting record memorandum of decisions and action items.
- The design team will obtain required signatures or approvals from other governmental agencies, public utilities, and private utilities, which may impact the Project prior to final approval by City. Governmental agencies include but are not limited to TxDOT. Utility signatures include, but are not limited to CenterPoint Energy Gas, CenterPoint Energy Electric, AT&T, and cable TV.

5. Variance Applications

If a design exception or variance is needed during design, HR Green will prepare the variance application and attend meetings with the City to obtain their approval.

6. Quantities

The design team will develop and report quantities for the different deliverables.

7. Opinion of Probable Construction Costs

The design team will submit Opinion of Probable Construction Costs for the different deliverables.

8. Project Manual & Specifications

The design team will furnish the project manual containing the necessary front-end documents and specifications. Each Standard Specification will be reviewed and supplemented as necessary to suit Project-specific requirements and to meet the design intent of the Project and if needed will prepare additional nonstandard specifications necessary for bidding and construction of the project.

9. Quality Assurance / Quality Control:

A thorough Quality Assurance/Quality Control (QA/QC) Plan will be implemented to ensure overall project constructability, cost estimate accuracy, and design conformance with industry standards and client-specific requirements and preferences.

M. Permitting and Bid Phase

1. Prepare Advertisement for Bid Document

The team will prepare the legal notice advertising the project bidding and have an advertisement placed in the Houston Business Journal and CivCast.

2. Conduct Pre-bid Conference Meeting

The team will schedule and conduct a pre-bid conference meeting to provide bidders with project overview and answer questions regarding the project.

3. Prepare Necessary Addenda to Address Issues or Clarifications

The team will prepare any necessary addenda to the bidding documents to address issues or make clarifications.

4. Conduct Bid Opening Meeting & Tabulation of Bids

The team will conduct the bid opening and prepare bid tabulation sheets comparing all bids received.

5. Evaluate the Bid Proposals & Make Award Recommendation

The team will evaluate the bids received for accuracy and any bid irregularities. An award recommendation will be made to TIRZ 17 based on the evaluation of bids. Engineer's Recommendation of Award Letter will include the following:

- a. Check for math errors and reconcile any mathematical discrepancies
- b. Review for unbalanced bid items
- c. Certified Bid Tabulation including adding Engineer's estimate to Bid Tab
- d. Review of contractor's financial standing and references provided and past performance on projects
- e. Explanation of discrepancies between the Engineer's estimate and bids
- f. Recommendation to award

6. Assist in the preparation of the Contract between TIRZ 17 & Successful Bidder

The team will work with TIRZ 17 in final contract preparation including obtaining necessary forms and signatures from the successful low bidder, printing and compiling the final contract documents, and delivery of signed contracts to TIRZ 17 and the contractor. Team will also prepare a Notice to Proceed for the contractor to begin the Construction Phase of the project.

III. Public Engagement

HR Green anticipates the need for two public meetings associated with the design and approval of Memorial Drive Phase II Improvements. This task covers all the time and effort associated with the meeting, including preparation of a schematic, a presentation, exhibits, any anything else necessary. It may also include meetings with property owners, if necessary.

IV. SUBCONTRACTED/ADDITIONAL ENGINEERING SERVICES

See Exhibit C through Exhibit I for proposals from sub-consultants.

EXHIBIT B
MEMORIAL DRIVE PHASE II DRAINAGE AND MOBILITY IMPROVEMENTS (TIRZ 17)
WBS NO. N-T-17000-0005-7
LEVEL OF EFFORT - DESIGN PHASE



I. DRAINAGE IMPACT ANALYSIS

DESCRIPTION OF WORK TASKS	PRINCIPAL	Sr. PROJ MANAGER	Sr. PROJ ENGINEER	GRAD ENGINEER	Sr. DESIGNER	ADMIN ASST	TOTAL HOURS	LABOR COSTS
A. DRAINAGE IMPACT ANALYSIS								
1 Data Collection and Field Visits	2	6	4	8		4	24	\$4,240.00
2 HCFCD and City of Houston Coordination (4 Meetings)	8	12	8	4		2	34	\$7,590.00
3 Existing Storm Sewer System Analysis	2	6	8	24			40	\$6,560.00
4 Storm Sewer Design and Proposed System Analysis	2	6	12	24			44	\$7,340.00
5 Evaluate Overland Sheet Flow Changes Due to Lowered Roadway	3	4	16	36			59	\$9,320.00
6 Drainage Impact Assessment and Mitigation	4	8	24	40			76	\$12,680.00
7 Drainage Impact Analysis Report	6	12	24	48	12	4	106	\$17,840.00
Total	27	54	96	184	12	10	383	\$65,570.00
TOTAL HOURS	27	54	96	184	12	10	383	
Contract Labor Rate	\$280.00	\$260.00	\$195.00	\$120.00	\$185.00	\$95.00		
TOTAL LABOR COSTS BASIC ENGINEERING SERVICES	\$7,560.00	\$14,040.00	\$18,720.00	\$22,080.00	\$2,220.00	\$950.00		\$65,570.00

II. DESIGN PHASE (60%, 90%, 100%, Final)

DESCRIPTION OF WORK TASKS	PRINCIPAL	Sr. PROJ MANAGER	Sr. PROJ ENGINEER	GRAD ENGINEER	Sr. DESIGNER	ADMIN ASST	TOTAL HOURS	LABOR COSTS
A. DATA COLLECTION								
1 Site Visits		6	10		8		24	\$4,990.00
2 Review / Coordinate with On-Going Planned Projects in the Area		6					6	\$1,560.00
3 Collect and Review Record Drawings (completed)							0	\$0.00
4 Review Updated Topographic Survey and ROW Information		4		8	8		20	\$3,480.00
5 Coordinate/Review Geotechnical Effort and Report		2	6	4			12	\$2,170.00
6 Coordinate/Review Environmental Effort and Report		2	6	4			12	\$2,170.00
Total	0	20	22	16	16	0	74	\$14,370.00
B. GENERAL PLAN SHEETS								
1 Title Sheet 1 (Sheet)		1	2	4	8		15	\$2,610.00
2 Index of Drawings (1 Sheet)		1	2	2	8		13	\$2,370.00
3 General Construction Notes (2 Sheets)		1	2	2	8		13	\$2,370.00
4 Private Utility Notes (1 Sheet)		1	2	4	6		13	\$2,240.00
5 CenterPoint Conduit Specifications (not needed)							0	\$0.00
6 General Sheets (Keyed Notes - Symbols & Abbreviations) (1 Sheet)		1	1	4	6		12	\$2,045.00
7 Survey Control Maps (4 Sheets)		1	1	4	4		10	\$1,675.00
8 Existing Typical Sections (2 Sheets)		1	2	4	8		15	\$2,610.00
9 Proposed Typical Sections (1 Sheet)	1	2	4	8	12		27	\$4,760.00
10 Overall Project Layout Sheet (2 sheets)		2	4	8	16		30	\$5,220.00
Total	1	11	20	40	76	0	148	\$25,900.00
C. TRAFFIC CONTROL PLANS								
1 Sequence of Construction (1 Sheet)	1	4	12	8	24		49	\$9,060.00
2 Traffic Control Plans	1	6	24	40	60		131	\$22,420.00
3 Intersection Details	1	8	12	12	24		57	\$10,580.00
4 Detour Layouts	1	2	6	8	24		41	\$7,370.00
5 TCP Standard Details (6 Sheets)		1	1	2	8		12	\$2,175.00
Total	4	21	55	70	140	0	290	\$51,605.00
D. ROADWAY DESIGN								
1 Horizontal Curve Data (1 Sheet)		1	2	4	8		15	\$2,610.00
2 Vertical Curve Data (1 Sheet)		1	2	4	8		15	\$2,610.00
3 Demolition Plan (3 Sheets)		2	6	12	24		44	\$7,570.00
4 Horizontal Geometry Layout (3 Sheets)		4	6	24	40		74	\$12,490.00
5 Roadway Plan & Profile (10 Sheets)	2	18	24	80	80		204	\$34,320.00
6 Intersection Layout (6 Sheets)	2	4	24	40	44		114	\$19,220.00
7 Driveway Schedule and Details (1 Sheet)		2	6	18	12		38	\$6,070.00
8 Miscellaneous Roadway Details		1	4	8	16		29	\$4,960.00
9 Roadway Standard Details		1	2	4	6		13	\$2,240.00
10 METRO Details		2	4	8	12		26	\$4,480.00
11 METRO Bus Layout		2	8	10	12		32	\$5,500.00
12 Geopak Roadway Model Development		4	12	12	60		88	\$15,920.00
Total	4	42	100	224	322	0	692	\$117,990.00
E. DRAINAGE DESIGN								
1 Existing Overall Drainage Area Map (1 Sheet)		4	6	10	8		28	\$4,890.00
2 Proposed Overall Drainage Area Map (1 Sheet)		4	6	10	8		28	\$4,890.00
3 Internal Drainage Area Map (3 Sheets)		4	10	38	20		72	\$11,250.00
4 Storm Sewer Plan and Profile (10 Sheets)	2	18	24	80	80		204	\$34,320.00
5 Storm Sewer Laterals (3 Sheets)		4	8	30	18		60	\$9,530.00
6 2-year Storm Sewer Computations (3 Sheets)		2	4	8	4		18	\$3,000.00
7 100-year Storm Sewer Computations (3 Sheets)		2	4	8	4		18	\$3,000.00
8 Miscellaneous Drainage Details (1 Sheet)		2	4	14	12		32	\$5,200.00
9 Junction Box Plan, Sections, and Schedule (3 Sheets)		6	30	16	32		84	\$15,250.00
10 Storm Sewer Standards		1	2	4	8		15	\$2,610.00
11 Existing Storm Sewer Evaluation - Geopak		4	16	32			52	\$8,000.00
12 Proposed Storm Sewer Analysis - Geopak		4	16	32			52	\$8,000.00
13 Determine Temporary Drainage Needs for Design Plans		8	10	16			34	\$5,950.00
Total	2	63	140	298	194	0	697	\$115,890.00
F. WATER & SANITARY IMPROVEMENTS								
1 Existing Utility Plan & Profile (3 Sheets) - Update		2	2	6	12		22	\$3,850.00
2 Water & Sanitary Plan & Profile (10 Sheets)	2	12	24	48	60		146	\$25,220.00
3 Water & Sanitary Sewer Crossing (4 Sheets)		4	8	32	24		68	\$10,880.00
4 Water & Sanitary Sewer Standard Details		1	2	2	8		13	\$2,370.00
Total	2	19	36	88	104	0	249	\$42,320.00

EXHIBIT B
MEMORIAL DRIVE PHASE II DRAINAGE AND MOBILITY IMPROVEMENTS (TIRZ 17)
WBS NO. N-T-17000-0005-7
LEVEL OF EFFORT - DESIGN PHASE



DESCRIPTION OF WORK TASKS	PRINCIPAL	Sr. PROJ MANAGER	Sr. PROJ ENGINEER	GRAD ENGINEER	Sr. DESIGNER	ADMIN ASST	TOTAL HOURS	LABOR COSTS
G. SIGNING & PAVEMENT MARKING PLANS								
1 Signing & Pavement Marking Plan (3 Sheets)		6	8	32	14		60	\$9,550.00
2 Small Sign Summary (3 Sheets)		2	6	18	10		36	\$5,700.00
3 Signing & Pavement Marking Standard Details		1	2	8	8		19	\$3,090.00
Total	0	9	16	58	32	0	115	\$18,340.00
H. STORM WATER POLLUTION PREVENTION PLANS								
1 Storm Water Pollution Prevention Plan Sheets (3 Sheets)		6	8	32	14		60	\$9,550.00
2 Storm Water Pollution Prevention Standard Details		1	2	8	8		19	\$3,090.00
Total	0	7	10	40	22	0	79	\$12,640.00
I. MISCELLANEOUS								
1 Earthwork Quantities		2	6	12	12		32	\$5,350.00
2 Cross Sections - Every 100 FT (12 Sheets)		2	8	16	48		74	\$12,880.00
3 Boring Log Sheets		1	2	6	12		21	\$3,590.00
4 Project Sign (1 Sheet)		1		2	6		9	\$1,610.00
Total	0	6	16	36	78	0	136	\$23,430.00
J. STREET LIGHTING - INCLUDED IN SWA'S SCOPE								
1 Illumination Plans - (3 Sheets)							0	\$0.00
2 Illumination Standard Details							0	\$0.00
Total	0	0	0	0	0	0	0	\$0.00
K. PRIVATE UTILITIES								
1 Records Research, including utility owners and contact information		4		16			20	\$2,960.00
2 Compile As-built information provided by the utility owners		4	4	8			16	\$2,780.00
3 Prepare and submit utility drawing(s) of information gathered		4		8	16		28	\$4,960.00
4 Coordinate, communicate, & conduct meetings concerning adjustments			8	8			16	\$2,520.00
5 Schedule and attend milestone meetings and prepare meeting minutes	4	8	8	8			28	\$5,720.00
6 Private Utility Coordination - Public Entity requirements			4	4			8	\$1,260.00
7 Private Utility Coordination - Utility Owners	4	8	16	20			48	\$8,720.00
8 Utility Inventory/Conflict Matrix		8	40	24			72	\$12,760.00
9 Assist with utility conflict analysis and resolution		4	8	8			20	\$3,560.00
Total	8	40	88	104	16	0	256	\$45,240.00
L. PROJ MGMT/SPECS/AGENCIES & TEAM COORDINATION/QUANTITIES/MISC								
1 Overall Project Management/Team Coordination/ Project Controls	16	32	16			12	76	\$17,060.00
2 Coordination - Stakeholders	12	12					24	\$6,480.00
3 Evaluating Alternatives and Mayor's Office Concurrence	8	12			24		44	\$9,800.00
4 TIRZ 17/COH Coordination/meetings/approvals/signatures	8	12		8			28	\$6,320.00
5 Variance Applications	2	8		12			22	\$4,080.00
6 Quantities		4	16	40			60	\$8,960.00
7 Opinion of Probable Construction Costs	1	4	12				17	\$3,660.00
8 Project Manual & Specifications	1	4	16	32			53	\$8,280.00
9 QA/QC	8	24	24	32	60		17	\$28,100.00
Total	56	112	84	124	84	12	341	\$92,740.00
M. Bid Phase								
1 Prepare Advertisement For Bid Document	1	2		6			9	\$1,520.00
2 Conduct Pre-bid Conference Meeting	1	2		8			11	\$1,760.00
3 Prepare Necessary Addenda To Address Issues or Clarifications		4		16	4		24	\$3,700.00
4 Conduct Bid Opening Meeting & Tabulation of Bids		4		12			16	\$2,480.00
5 Evaluate the Bid Proposals & Make Award Recommendation	1	8		6			15	\$3,080.00
6 Assist in preparation of Contract b/w TIRZ & Successful Bidder	2	8					10	\$2,640.00
Total	5	28	0	48	4	0	85	\$15,180.00
TOTAL HOURS	82	378	587	1146	1088	12	3162	
Contract Labor Rate	\$280.00	\$260.00	\$195.00	\$120.00	\$185.00	\$95.00		
TOTAL LABOR COSTS BASIC ENGINEERING SERVICES	\$22,960.00	\$98,280.00	\$114,465.00	\$137,520.00	\$201,280.00	\$1,140.00		\$575,645.00

III. PUBLIC ENGAGEMENT

DESCRIPTION OF WORK TASKS	PRINCIPAL	Sr. PROJ MANAGER	Sr. PROJ ENGINEER	GRAD ENGINEER	SR. DESIGN TECH	ADMIN ASST	TOTAL HOURS	LABOR COSTS
A. PUBLIC ENGAGEMENT								
1 Public Meeting	2	4	4	6		4	20	\$3,480.00
2 Roadway Schematic and Exhibits	2	4		12	24		42	\$7,480.00
3 Presentation Development	2	4		20	8		34	\$5,480.00
Total	6	12	4	38	32	4	96	\$16,440.00
TOTAL HOURS	6	12	4	38	32	4	96	
Contract Labor Rate	\$280.00	\$260.00	\$195.00	\$120.00	\$185.00	\$95.00		
TOTAL LABOR COSTS BASIC ENGINEERING SERVICES	\$1,680.00	\$3,120.00	\$780.00	\$4,560.00	\$5,920.00	\$380.00		\$16,440.00

EXHIBIT B
MEMORIAL DRIVE PHASE II DRAINAGE AND MOBILITY IMPROVEMENTS (TIRZ 17)
WBS NO. N-T-17000-0005-7
LEVEL OF EFFORT - DESIGN PHASE



IV. SUBCONTRACTED/ADDITIONAL ENGINEERING SERVICES

	DESCRIPTION OF WORK TASKS	COST	SUB MGMT	TOTAL
1	Geotechnical Investigation - Aviles Corporation (Exhibit C)	\$30,323.50	10%	\$33,355.85
2	Phase I/II ESA - Cypress Environmental (Exhibit D)	\$39,790.00	10%	\$43,769.00
3	Landscape Architect - SWA (Exhibit E)	\$208,550.00	10%	\$229,405.00
3	Topographic Survey - KUO & Associates (Exhibit F)	\$8,740.00	10%	\$9,614.00
4	Traffic - TEI (Exhibit G)	\$67,618.00	10%	\$74,379.80
5	Urban Forestry - CN Koehl (Exhibit H)	\$7,560.00	10%	\$8,316.00
6	AIMS - CCTV Inspection (Exhibit I)	\$7,275.00	10%	\$8,002.50
7	TDLR	\$2,000.00	10%	\$2,200.00
	TOTAL SUBCONTRACTED ENGINEERING SERVICES			\$409,042.15

V. EXPENSES

	EXPENSES	QUANTITY	UNIT	COST	TOTAL
1	Printing and Reproduction	1	LS	\$2,592.850	\$2,592.85
2	Mileage	300	MILE	\$0.700	\$210.00
3	Civcast & Houston Business Journal Advertisement (2 weeks)	1	LS	\$3,000.000	\$3,000.00
	TOTAL REIMBURSABLE EXPENSES				\$5,802.85

GRAND TOTAL	
I. DRAINAGE IMPACT ANALYSIS	\$65,570.00
II. DESIGN PHASE (60%, 90%, 100%, Final)	\$575,645.00
III. PUBLIC ENGAGEMENT	\$16,440.00
IV. SUBCONTRACTED/ADDITIONAL ENGINEERING SERVICES	\$409,042.15
V. EXPENSES	\$5,802.85

PROJECT TOTAL	\$1,072,500.00
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City of Bunker Hill Village
City Council
Agenda Request

Agenda Date:	September 16, 2025
Agenda Item:	XI
Subject:	FY 2026 Audit Services
Exhibits:	N/A
Funding:	N/A
Presenter(s):	Gerardo Barrera, City Administrator Susan Grass, Finance Director

Executive Summary

At the City Council meeting held on August 19, 2025, staff presented and recommended approval of an engagement letter with Crowe for FY 2025 audit services. During the meeting, Council discussed whether to issue an RFP for audit services, considering the financial and time costs involved as well as the required publishing timeline. Staff outlined the advantages of retaining Crowe as the City's audit firm for one additional year and recommended that Crowe complete the FY 2025 audit. Council concurred with staff and subsequently approved an engagement letter with Crowe for FY 2025 audit services.

As part of the discussion, Mayor Brown directed staff to issue an RFP for FY 2026 audit services and to place the issuance of an RFP for FY 2026 audit services on the September 16, 2025, City Council agenda so that Council may formally consider and direct staff to proceed with issuing the RFP.

Recommended Action

Staff recommends City Council take any desired action.



City of Bunker Hill Village
City Council
Agenda Request

Agenda Date:	September 16, 2025
Agenda Item:	XII
Subject:	Fiscal Year 2025 Budget Amendments No. 9 through 13
Exhibits:	Ordinance No. 25-656
Funding:	Fund Balance 2025
Presenter(s):	Susan Grass, Finance Director

Executive Summary

City staff is presenting a revised budget for Fiscal Year 2025 based on year-end projections for City Council consideration and approval. Adopting a revised budget provides a more accurate reflection of the City's current financial position and ensures a more accurate depiction of the fund balance as used in the preparation and adoption of the Fiscal Year 2026 Budget.

Budget amendments 9 through 13 compare the Fiscal Year 2025 Adopted Budget approved by City Council to the Fiscal Year 2025 year-end projections, including both revenues and expenditures/expenses for all funds, to see the changes. The 2025 Adopted Budget also includes amendments 1 through 8, which have been approved by the Council throughout the year.

In the past, Council amended the budget based on year-end actuals. Since the 2026 Budget makes assumptions about the current year's available fund balance for use in the 2025 budget, staff recommends that Council approve a budget amendment based on current year-end projections to ensure projected ending fund balance availability. As the end of the 2025 fiscal/ calendar year approaches, line-item budgets will more accurately reflect expenditures/expenses that staff can rely upon when making purchases. This will also help prepare for the annual audit.

The end result will fall to the bottom line and increase or decrease fund balance in the current year. The increase/decrease in fund balance will be as follows:

- General Fund increase fund balance \$221,570
- General Fund Construction Fund increase fund balance \$232,000.
- Utility Fund increase fund balance \$118,710.
- Utility Fund CIP increase fund balance \$750,000
- Court increase fund balance \$1,600

Recommended Action

Staff recommends Council approve Ordinance No. 25-656 to amend the 2025 Adopted Budget.

ORDINANCE NO. 25-656

**AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS,
ADOPTING AMENDMENTS NO. 9 THROUGH 13 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
RELATING TO THE SUBJECT**

* * * * *

WHEREAS, the City of Bunker Hill Village Budget for the Fiscal Year 2025 was adopted within the time and in the manner required by State law; and

WHEREAS, the City Council finds and determines that the proposed change in the budget is necessary; and

WHEREAS, the City Council finds and determines that the proposed change in the budget are for municipal purposes, and that the amendment of the budget constitutes a matter of public necessity requiring adoption of the amendment to the budget at this time; now therefore,

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

Section 1. The facts and matters set forth in the preamble of this Ordinance are found to be true and correct.

Section 2. The City of Bunker Hill Village Budget for the fiscal year 2025 is hereby amended by the adoption of “**Amendments No. 9 through 13 to the Original Budget of the City of Bunker Hill Village, Texas, for the Year 2025,**” a copy of which is attached hereto. The “Amendments No. 9 through 13 to the Original Budget of the City of Bunker Hill Village, Texas, for the Year 2025” shall be attached to and made a part of the Original Budget by the City Secretary; and filed as required by State law.

Section 3. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Bunker Hill Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED, AND ADOPTED this 16th day of September, 2025.

Keith Brown, Mayor

ATTEST:

Gerardo Barrera, City Administrator/ Acting City Secretary

City of Bunker Hill Village
Adopted 2025 Budget
General Fund

Amendment No. 9

2025					
Account #		Description	Adopted Budget	2025 Amendment No.9	Change
01	00-00-4020	Taxes - Prior Years	10,000	65,000	55,000
01	00-00-4030	Taxes - Penalty & Interest	32,000	75,000	43,000
01	00-00-4112	Franchise Fees - Other	61,000	71,000	10,000
01	00-00-4120	Sales Tax Revenue	305,000	325,000	20,000
01	00-00-4210	Court - Fines	205,000	225,000	20,000
01	00-00-4310	Permits - Animal Licenses	230	6,000	5,770
01	00-00-4315	Permits - Building	620,000	630,000	10,000
01	00-00-4910	Interest Income	600,000	580,000	(20,000)
01	00-00-4930	Ambulance Fund	-	71,900	71,900
01	00-00-4980	Intergovernmental Revenue	-	100,000	100,000
TOTAL GF REVENUES			1,833,230	2,148,900	315,670
Personnel					
01	00-00-5010	Wages	490,000	510,000	20,000
01	00-00-5120	Payroll Taxes - TWC	1,000	1,500	500
01	00-00-5211	RETIREMENT 457 PLAN	12,500	17,500	5,000
01	00-00-5350	Insurance - Life	350	450	100
TOTAL Personnel			503,850	529,450	25,600
Commodities					
01	00-00-6650	Postage	3,000	3,500	500
TOTAL Commodities			3,000	3,500	500
Maintenance					
01	00-00-7230	Equipment - Office Equip	1,250	2,250	1,000
TOTAL Maintenance			1,250	2,250	1,000
Contract Services					
01	00-00-7502	Prof Fees - Accounting	30,000	38,000	8,000
TOTAL Contract Services			30,000	38,000	8,000
Support Services					
01	00-00-8170	Data Processing-IT Services	30,300	64,000	33,700
01	00-00-8171	Website Services	3,700	4,500	800
01	00-00-8172	Software Subscription	13,000	14,000	1,000
01	00-00-8250	Dues & Subscriptions	5,300	6,300	1,000
01	00-00-8251	Professional Development	6,000	5,300	(700)
01	00-00-8270	Electricity	8,000	25,000	17,000
01	00-00-8450	Insurance - General	19,800	25,000	5,200
01	00-00-8930	Travel & Training	5,000	6,000	1,000
TOTAL Support Services			91,100	150,100	59,000
TOTAL General Fund EXPENDITURE			629,200	723,300	94,100
Over (Under) Amendment					221,570

City of Bunker Hill Village
Adopted 2025 Budget
Construction Fund

Amendment No. 10

Account #	Description	2025	2025	Change
		Adopted Budget	Amendment No.10	
Capital Outlay				
06-00-00-9184.03	Gessner Northbound & Memorial	600,000	368,000	(232,000)
TOTAL Capital Outlay		600,000	368,000	(232,000)

City of Bunker Hill Village
Adopted 2025 Budget
Utility Fund

Amendment No. 11

Account #		Description	2025 Adopted Budget	2025 Amendment No.11	Change
04	00-00-4510	Wastewater Sales	1,360,000	1,560,000	200,000
		TOTAL UTILITY REVENUES	1,360,000	1,560,000	200,000
Utility Fund Expenses					
Personnel					
04	00-00-5010	Wages	535,000	540,000	5,000
04	00-00-5020	Wages - Overtime	30,600	50,000	19,400
04	00-00-5110	Payroll Taxes - FICA Employer	44,500	50,000	5,500
04	00-00-5211	Retirement 457 Plan	15,000	22,000	7,000
04	00-00-5350	Insurance - Life	510	550	40
04	00-00-5410	Contract Labor	20,000	22,000	2,000
		TOTAL Personnel	645,610	684,550	38,940
Commodities					
04	00-00-6410	Landscaping	6,500	7,000	500
04	00-00-6490	Janitorial Services	11,150	10,000	(1,150)
		TOTAL Commodities	17,650	17,000	(650)
Maintenance					
04	00-00-7410	Vehicles Maint	6,500	7,500	1,000
		TOTAL Maintenance	6,500	7,500	1,000
Contracted Services					
04	00-00-7502	Prof Serv - Accounting	17,000	19,000	2,000
		TOTAL Contract Services	17,000	19,000	2,000
Support Services					
04	00-00-8130	Bank & Credit Card Charges	60,000	80,000	20,000
04	00-00-8170	Data Processing-IT Services	35,000	45,000	10,000
04	00-00-8172	Software Subscriptions	10,000	11,000	1,000
04	00-00-8270	Electricity	135,000	140,000	5,000
04	00-00-8450	Insurance - General	26,000	30,000	4,000
		TOTAL Support Services	266,000	306,000	40,000
					-
		TOTAL M&O UTILITY	952,760	1,034,050	81,290
		Over (Under) Amendment			118,710

City of Bunker Hill Village Adopted 2025 Budget Utility Construction Fund			Amendment No. 12		
			2025	2025	
Account #	Description		Adopted Budget	Amendment No.12	Change
Capital Outlay					
07	00-00-9182.01	Gessner Water Lines with Roadway	750,000		(750,000)
07	00-00-9183.03	Underground Utilities - BH Road	751,016	583,016	(168,000)
07	00-00-9184.01	Water Modeling Study	-	98,000	98,000
07	00-00-9184.02	Scada Software	-	70,000	70,000
TOTAL Capital Outlay			1,501,016	751,016	(750,000)

City of Bunker Hill Village Adopted 2025 Budget Court Fund			Amendment No. 13		
			2025	2025	
Account #	Description		Adopted Budget	Amendment No.13	Change
05	00-00-4217	Court - OMNI	650	1,250	600
05	00-00-4225	Child Safety 1015	3,000	4,000	1,000
05	00-00-4260	Security Fees	1,000	1,100	100
05	00-00-4270	Technology Fees	1,000	900	(100)
TOTAL COURT REVENUES			5,650	7,250	1,600



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

Agenda Date:	September 16, 2025
Agenda Item:	XIII
Subject:	Final Plat
Exhibits:	Final Plat
Funding:	N/A
Presenter(s):	Elvin Hernandez, Public Works Director

Executive Summary

During the plan review of a new home at 46 Carolane Trail, it was found that a final plat had not been recorded with Harris County.

At the August 26, 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 ordinances.

Recommended Action

Staff and the Planning and Zoning Commission recommend that the City Council approve a final plat for 46 Carolane Trail.

THE STATE OF TEXAS
COUNTY OF HARRIS

We, **MURAD AJANI AND SANOBER AJANI**, owners hereinafter referred to as Owners (whether one or more) of the 0.4383 acres tract described in the above and foregoing map of **AJANI WOODLAND AT CAROLANE TRAIL**, do hereby make and establish said subdivision and development plan of said property according to all lines, dedications, restrictions, and notations on said maps or plat, and hereby dedicate to the use of the public forever, all streets (except those streets designated as private streets, or permanent access easements), alleys, parks, water courses, drains, easements, and public places shown thereon for the purposes and considerations therein expressed; and do hereby bind ourselves, our heirs, successors and assigns to warrant and forever defend the title on the land so dedicated.

FURTHER, owners have dedicated and by these presents do dedicate to the use of the public for public utility purposes forever an unobstructed aerial easement five feet in width from a plane sixteen feet (16') above the ground level upward, located adjacent to all public utility easements shown hereon.

FURTHER, Owners do hereby declare that all parcels of land designated as lots on this plat are originally intended for the construction of single family residential dwelling units thereon and shall be restricted for same under the terms and conditions of such restrictions filed separately.

FURTHER, Owners do hereby dedicate to the public a strip of land fifteen feet (15' 0") wide on each side of the center line of any and all bayous, creeks, gullies, ravines, draws, sloughs or other natural drainage courses located in said plat, as easements for drainage purposes, giving the City of Bunker Hill Village, Harris County, or any other governmental agency, the right to enter upon said easement at any and all times for the purpose of construction and maintenance of drainage facilities and structures.

FURTHER, Owners do hereby covenant and agree that all of the property within the boundaries of this plat and adjacent to any drainage easement, ditch, gully, creek or natural drainage way shall hereby be restricted to keep such drainage ways and easements clear of fences, buildings, planting and other obstructions to the operations and maintenance of the drainage facility and that such abutting property shall not be permitted to drain directly into this easement except by means of an approved drainage structure.

FURTHER, the owners hereby certify that this plat does not attempt to alter, amend, or remove any covenants or restrictions; we further certify that no portion of the area covered by the previous plat was limited by deed restrictions to residential use for not more than one (1) residential unit per lot.

WITNESS our hands in the City of Bunker Hill Village, Texas, this _____ day of _____, 2025.

By: _____ By: _____
MURAD AJANI **SANOBER AJANI**

STATE OF TEXAS
COUNTY OF HARRIS

BEFORE ME, the undersigned authority, on this day personally appeared **MURAD AJANI AND SANOBER AJANI**, Owners, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and considerations therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 2025.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

PRINT NAME: _____

MY COMMISSION EXPIRES: _____

STATE OF TEXAS
COUNTY OF HARRIS

This is to certify that the Planning and Zoning Commission of the City of Bunker Hill Village, Texas, has approved this plat and subdivision of **AJANI WOODLAND AT CAROLANE TRAIL** in conformance with the laws of the State of Texas and the ordinances of the City of Bunker Hill Village as shown hereon and authorized the recording of this plat this _____ day of _____, 2025.

BILL GOING **GERARDO BARRERA**
Chair Acting City Secretary

This is to certify that the City Council of the City of Bunker Hill Village, Texas has approved this plat and subdivision of **AJANI WOODLAND AT CAROLANE TRAIL** as shown hereon. In testimony whereof, witness this official signature of the mayor of the City of Bunker Hill Village, Texas, this _____ day of _____, 2025.

KEITH BROWN **GERARDO BARRERA**, Acting City Secretary
City of Bunker Hill Village, Texas

I, **MATHEW J. PROBSTFELD**, am authorized under the laws of the State of Texas to practice the profession of surveying and hereby certify that the above subdivision is true and accurate; was prepared from an actual survey of the property made under my supervision on the ground; that, except as shown all boundary corners, angle points, points of curvature and other points of reference have been marked with iron (or other objects of permanent nature) pipes or rods having an outside diameter of not less than three-quarter inch (3/4") and a length of not less than three (3) feet.



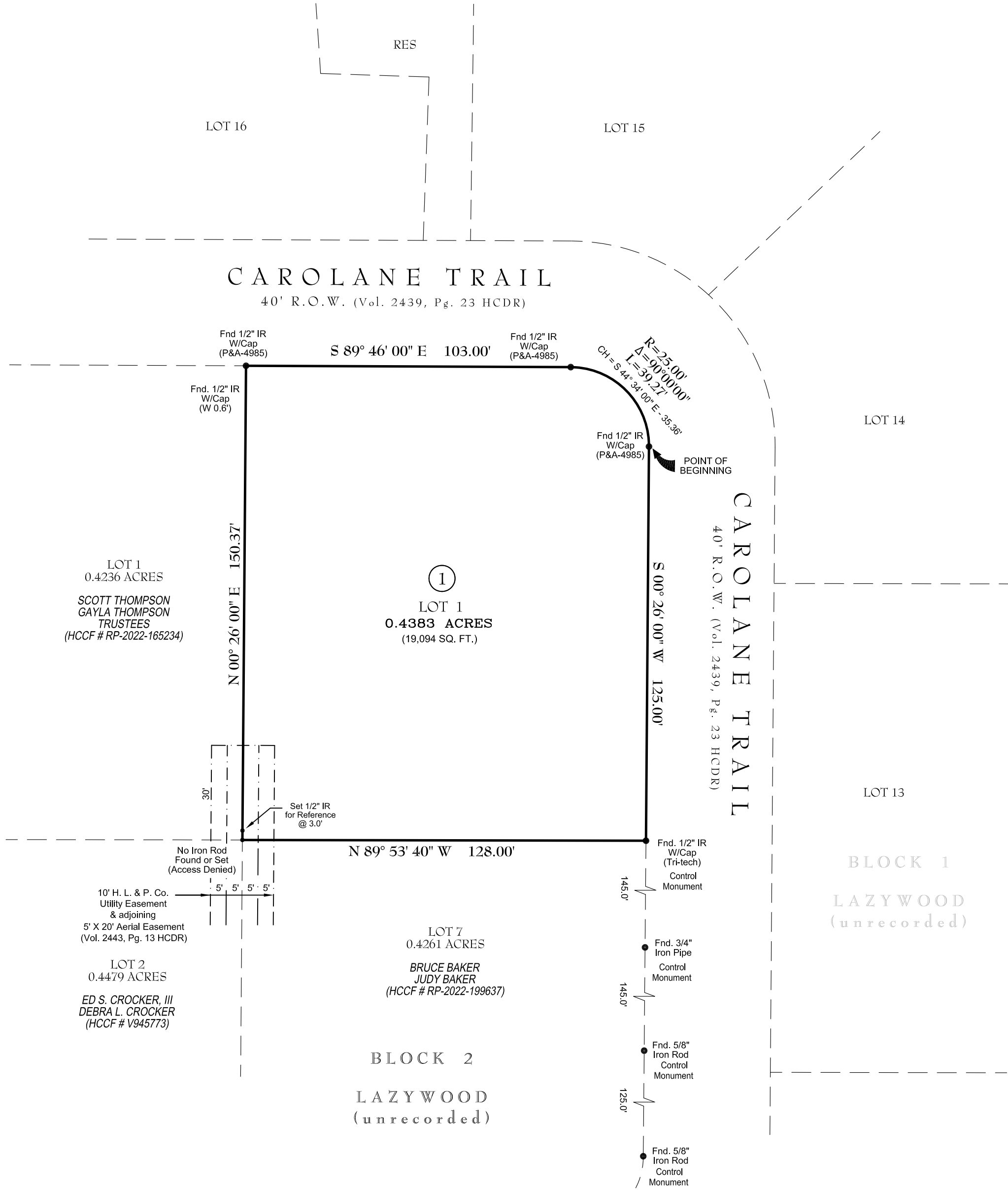
MATHEW J. PROBSTFELD
Registered Professional Land Surveyor
State of Texas no. 4985

I, **TENESHIA HUDSPETH**, County Clerk of Harris County, do hereby certify that the within instrument with its certificate of authentication was filed for registration in my office on _____, 2025, at _____ o'clock _____ M., and duly recorded on _____ of the Map Records of Harris County for said county.

WITNESS my hand and seal of office, at Houston, this _____ day of _____, 2025.

By: _____
TENESHIA HUDSPETH
Clerk of the County Court
Harris County, Texas

By: _____
Deputy



46 Carolane Trail

A tract or parcel of land containing 0.4383 acres (19,094 square feet) located in the John D. Taylor Survey, Abstract 72, City of Bunker Hill Village, Harris County, Texas, and being known as Lot 8, in Block 2, of Lazywood, an unrecorded addition in Harris County, Texas, said 0.4383 acre tract being that same certain tract of land conveyed to Leonard S. Chalkind and Eleanor Chalkind as recorded under Harris County Clerk's File No. 20130018478, said 0.4383 acre tract being more particularly described by metes and bounds as follows with bearings based on the West right of way line of Carolane Trail:

BEGINNING at a found 1/2 inch iron rod with cap (P&A-4985) marking the South end of a curve in the West right of way line of Carolane Trail, (40 feet in width as recorded in Volume 2439, Page 23 of the Deed Records of Harris County, Texas), said found 1/2 inch iron rod with cap marking the most Easterly Northeast corner of Lot 8 of Lazywood unrecorded, said found 1/2 inch iron rod also marking the **POINT OF BEGINNING** and the most Easterly Northeast corner of the herein described tract;

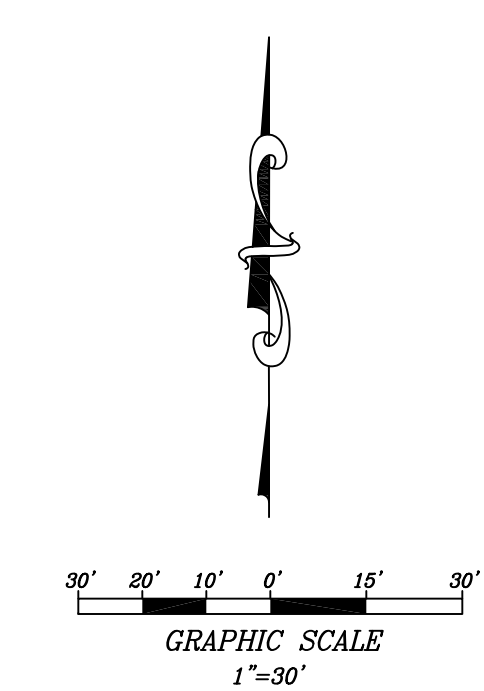
THENCE South 00 degrees 26 minutes 00 seconds West, along the said West right of way line of Carolane Trail, a distance of 125.00 feet to a found 1/2 inch iron rod with cap (Tri-tech) marking the Southeast corner of said Lot 8, same being the Northeast corner of Lot 7 conveyed to Bruce Baker and Judy Baker as recorded under Harris County Clerk's File No. RP-2022-199637, said found 1/2 inch iron rod with cap also marking the Southeast corner of the herein described tract;

THENCE North 89 degrees 53 minutes 40 seconds West, (call North 89 degrees 46 minutes 00 seconds West), along the common lot line of said Lot 8 and Lot 7, a distance of 128.00 feet to a point for corner being the common corner of Lot 8, Lot 7, Lot 1 and Lot 2, said point for corner being the Southeast corner of Lot 1, conveyed to Scott Thompson and Gayla Thompson, Trustees, as recorded under Harris County Clerk's File No. RP-2022-165234, said point for corner being the Northwest corner of said Baker Lot 7, said point for corner also being the Southwest corner of said Lot 8, and the Southwest corner of the herein described tract;

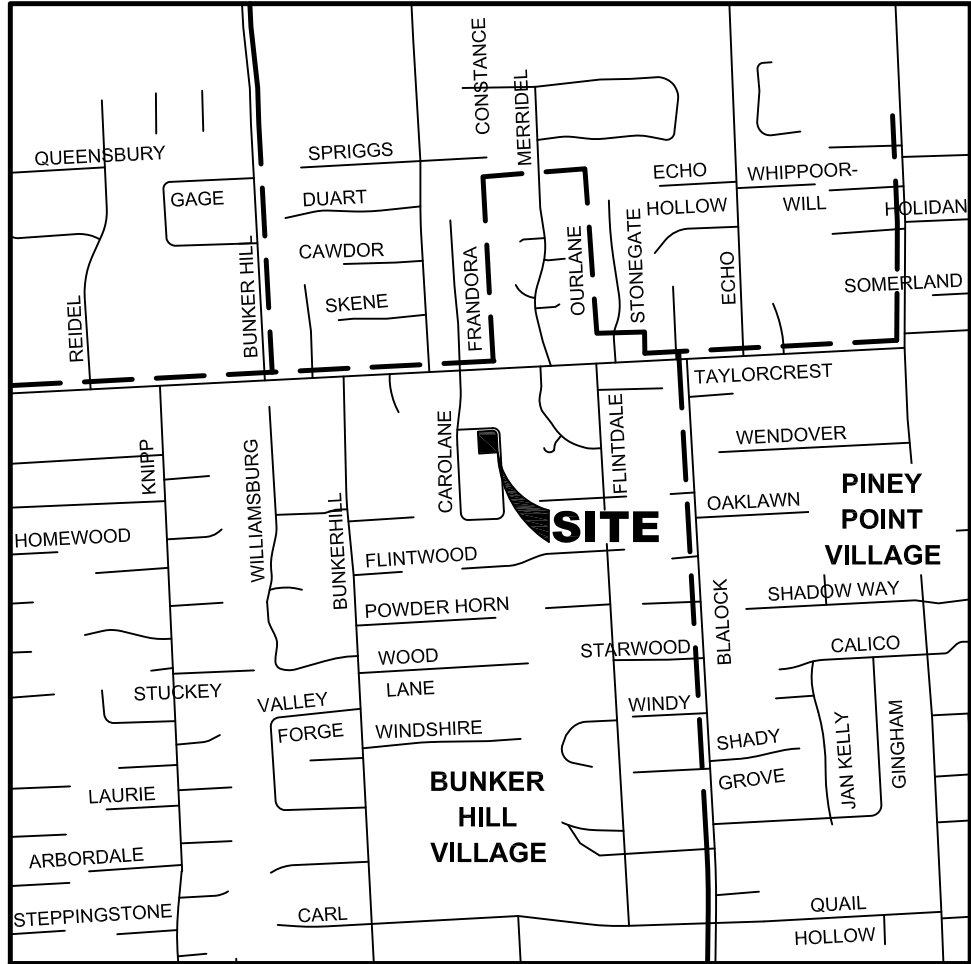
THENCE North 00 degrees 26 minutes 00 seconds East, along the common lot line of said Lot 8 and Lot 1, passing at 3.00 feet a set 1/2 inch iron rod for reference, continuing a total distance of 150.37 feet, (call 150.00 feet), to a found 1/2 inch iron rod with cap (P&A-4985) lying in the South right of way line of Carolane Trail and marking the Northeast corner of said Thompson Lot 1, same being the Northwest corner of said Lot 8, said found 1/2 inch iron rod with cap also marking the Northwest corner of the herein described tract;

THENCE South 89 degrees 46 minutes 00 seconds East, along the said South right of way line of Carolane Trail, a distance of 103.00 feet to a found 1/2 inch iron rod with cap (P&A-4985) marking the most Northerly Northeast corner of said Lot 8, and also marking the beginning of a curve to the right;

THENCE in a Southeasterly direction along the said West right of way line of Carolane Trail with said curve to the right having a radius of 25.00 feet, a central angle of 90 degrees 00 minutes 00 seconds, an arc length of 39.27 feet, a chord that bears South 44 degrees 34 minutes 00 seconds East, a distance of 35.36 feet to the **POINT OF BEGINNING** and containing 0.4383 acres, (19,094 square feet), of land.



JOHN D. TAYLOR SURVEY
ABSTRACT NO. 72
Harris County, Texas



0 1/8 1/4 3/8 1/2
MILE

**VICINITY MAP
KEY MAP 490F**

GENERAL NOTES & LEGEND

1. H.C.M.R. denotes HARRIS COUNTY MAP RECORDS.
2. H.C.D.R. denotes HARRIS COUNTY DEED RECORDS.
3. H.C.C.F. No. denotes HARRIS COUNTY CLERK'S FILE NUMBER.
4. UTIL. ESMT. OR U.E. denotes UTILITY EASEMENT.
5. BLDG. LINE OR B.L. denotes BUILDING LINE.
6. W.L.E. denotes WATER LINE EASEMENT.
7. S.S.E. denotes SANITARY SEWER EASEMENT.
8. O.P.R.O.R.P. denotes OFFICIAL PUBLIC RECORDS OF REAL PROPERTY.
9. A.E. denotes AERIAL EASEMENT.
10. ① denotes BLOCK NUMBER.
11. Subject Tract **DOES NOT LIE** within the designated 100 year flood plan as shown on FEMA Flood Insurance Rate Map **48201C 0645 L**, Dated 6/18/2007. (**ZONE X**)
(Shown by graphic plotting only)
12. Information shown on this plat was based on City Planning Letter issued by Abstract Services of Houston, GF# 7910-25-3215 with an effective date of June 11, 2025.
13. Lot subject to any and all zoning ordinances or proposed zoning ordinances of the City of Bunker Hill Village, Texas. Front, side and rear yards for main residence as set forth under Article V of the Code of Ordinances.

FINAL PLAT OF AJANI WOODLAND AT CAROLANE TRAIL

A SUBDIVISION BEING OUT AND PART OF THAT CERTAIN 0.4383 ACRE TRACT BEING MORE COMMONLY KNOWN AS LOT 8 N BLOCK 2 OF LAZYWOOD, AN UNRECORDED ADDITION IN HARRIS COUNTY, TEXAS

BEING A PLAT OF 0.4383 ACRES, (19,094 SQUARE FEET) LOCATED IN THE JOHN D. TAYLOR SURVEY, ABSTRACT 72, CITY OF BUNKER HILL VILLAGE, HARRIS COUNTY, TEXAS

1 LOT 1 BLOCK NO RESERVE

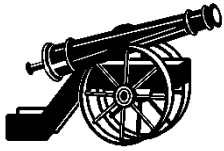
REASON FOR PLATTING:
TO CREATE ONE SINGLE FAMILY RESIDENTIAL LOT IN AN
UNRECORDED SUBDIVISION

OWNER:
MURAD AJANI AND SANOBER AJANI
7822 WEDGEWOOD LANE
HOUSTON, TX 77055

CITY OF BUNKER HILL VILLAGE, TEXAS
AUGUST 20, 2025

PROBSTFELD & ASSOCIATES
PROFESSIONAL LAND SURVEYORS

515 PARK GROVE DRIVE, SUITE 102 ▲ KATY, TEXAS 77450 ▲ (281) 829-0034 ▲ FIRM #10066100



City of Bunker Hill Village
City Council
Agenda Request

Agenda Date: September 16, 2025
Agenda Item: XIV
Subject: TML Region 14 Director Election
Exhibits: Ballot
Funding: N/A
Presenter(s): Gerardo Barrera, City Administrator

Executive Summary

The City is a member of the Texas Municipal League (TML). TML is structured into 15 sub-state regions, whose purpose is to promote interest in municipal government on a regional level; facilitate the exchange of information among cities in a region; and assist the TML Board of Directors in formulating policy that represents the diverse interests of the state.

Each region elects officers and conducts regional meetings. The City is located in Region 14 (San Jacinto). Each member within the region is entitled to one vote for Regional Director, which must be cast by a majority vote of the city's governing body. The officials listed on the ballot have been nominated to serve a two-year term on the TML Board of Directors for Region 14.

Recommended Action

Staff recommends that City Council review the ballot and take any desired action.



OFFICIAL BALLOT

Texas Municipal League (TML) Region 14 Director Election

This is the official ballot for the election of the Region 14 director of the TML Board of Directors. You received this ballot because you are the city's primary contact person with TML. Each TML member city is entitled to one vote, which vote must be cast by a majority vote of the city's governing body. Please record your city's choice by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You can only vote for one candidate.

The officials listed on this ballot have been nominated to serve a one-year term on the TML Board of Directors. A brief biography for each candidate is included after the ballot.

Ballots must reach the TML office by 5:00 p.m. Central Time on October 23, 2025. Ballots received after this date cannot be counted. **The ballot must be properly signed and mailed to: Rachael Pitts, Texas Municipal League, 1821 Rutherford Lane, Suite 400, Austin, TX 78754, or scanned and emailed to rpitts@tml.org. If the ballot is not signed, it will not be counted.**

Region 14 Director (select one)

☐

Sally Branson, Councilmember, Friendswood (Incumbent)

☐

Robin Collins, Mayor, Kemah

☐

Tom Crews, Councilmember, League City

☐

Emmanuel Guerrero, Councilmember, Pasadena

☐

Josh Pratt, Councilmember, Bunker Hill Village

☐

Frank W. Robinson, Councilmember, Shenandoah

Certificate

I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the city named below.

Witness my hand, this _____ day of _____, 2025.

Mayor

Signature of Authorized Official

Title

Keith Brown

City of Bunker Hill Village

Printed Name of Authorized Official

Printed Name of City

Region 14 Director Candidate Biographies



Sally Branson, Councilmember, Friendswood (Incumbent)

Sally Branson is a lifelong Friendswoodian. After graduating from Friendswood High School in 1976, she briefly moved away to attend The University of Texas at Austin receiving her BBA. She returned to Friendswood where she met and married her husband of 35 years, Jon. They raised three children, all of whom graduated from Friendswood High School. She is now the proud grandmother of three grandchildren currently making their way through the Friendswood school system as Sally and her children did. She began her career at NASA Johnson Space Center in the Chief Financial Officers Directorate in 1989, prior to joining the financial services industry in 2000. Unsurprisingly, she chose downtown Friendswood as the location for her business that she manages with her oldest son. Councilmember Branson believes in giving back to her community and is currently serving as chair of the

Galveston County Historical Commission and is on the board of the Friendswood Historical Society. She is also an active member of the Friendswood Rotary Club. She also served on the board for the Friendswood Education Foundation for over 18 years and participated in the establishment of the Friends of Downtown Friendswood Association. Branson currently serves as liaison to the Houston-Galveston Area Council and the Community Economic Development Committee. She is also serving as the current president of Texas Municipal League Region 14. Prior to being elected to Friendswood City Council in 2017, she served on the Planning and Zoning Commission for three years.



Robin Collins, Mayor, Kemah

Robin Collins proudly serves the City of Kemah with a deep commitment to preserving the charm, character, and coastal heritage that define her hometown. Elected as mayor in 2023 and now serving her second term, she brings experienced, steady leadership rooted in tradition, accountability, and a strong belief in the power of local government to improve everyday life. Collins has prioritized community engagement, economic development, and public safety. Under her leadership, Kemah continues to thrive as both a welcoming community for residents and a sought-after destination for visitors. Her focus on infrastructure, transparency, and regional partnerships has helped Kemah grow responsibly while preserving its unique identity. Her service in public office began in 2009 when she was elected to the

Kemah City Council. She served through 2023, including time as mayor pro tem and Kemah's representative to the Houston-Galveston Area Council (HGAC). She currently serves as president of the Galveston County Mayor and Councilmember Association, where she continues to build consensus and foster collaboration across city lines. With years of experience in municipal government and regional leadership, Collins understands the challenges of cities in Region 14, particularly smaller and coastal communities. She is committed to making sure those voices are heard at the state level. She is a firm believer in servant leadership and strives to lead with humility, consistency, and a commitment to listening. Collins is passionate about fostering collaboration among municipal leaders and ensuring that every community—regardless of size—has a seat at the table.



Tom Crews, Councilmember, League City

Tom Crews is a Certified Public Accountant and the owner of a family-run CPA firm based in League City. He and his wife, Chrissy, founded the practice in 2015, and it has since become a trusted business in the community. Their children are also involved in the firm, making it a true family operation. Crews currently serves on the League City Council in Position 3. First elected in 2022 and re-elected in 2024, he brings over a decade of financial experience to his role in local government. Before joining the council, he served as chair of both the League City Finance Committee and the Charter Review Committee, gaining a strong foundation in municipal budgeting and policy. To further strengthen his public service skills, Crews is currently enrolled in the Texas Municipal League's Certified Municipal Official (CMO)

program. His dual roles as a business owner and public servant allow him to effectively represent both residents and local entrepreneurs. He is committed to fiscal responsibility, efficient city services, and sustainable growth for League City. In addition to his professional and civic work, Crews and his family are active volunteers in the community. They support several local nonprofits and regularly participate in service projects, reflecting their strong belief in giving back to the city they call home.



Emmanuel Guerrero, Councilmember, Pasadena

Emmanuel Guerrero grew up in a blue-collar family, raised by a single mother. He is the eldest brother of five siblings. He is a first-generation college graduate from the University of Houston's Bauer Business School obtaining a double Bachelor of Business Administration (BBA) in finance and marketing in three years. He worked many sales jobs and services jobs while obtaining his bachelor's degree at the University of Houston from 2015-2018, maintaining two jobs and attending school full time. His professional career and experience have been in two Fortune 100 food companies, a Fortune 100 oil and gas company, and a Fortune 100 food company. Currently, he works for a consulting firm specializing in disaster relief, emergency response, economic development, grant management, and compliance and review. At 24,

he was promoted to be the youngest manager in the firm's history, helping to oversee \$400 million through CARES, ARPA, and ERA federal funds. Guerrero was elected as Pasadena City councilman of District C at age 26, making history as the youngest councilman in the City's history. Since being in office, he has led initiatives resulting in \$5.9 million in waterline improvements, \$9.9 million in sewer rehabilitations, \$7.3 million in reconstruction projects, \$150,000 in water well improvements, and has created various scholarships opportunities for the lowest income school in Pasadena. His commitment to his community is unparalleled.



Josh Pratt, Councilmember, Bunker Hill Village

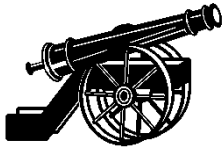
Councilmember Josh Pratt grew up in Houston and relocated his family to the Memorial Villages in 2014. With a focus on secure families, financials, and small-town community feel, he was elected to the Bunker Hill Village City Council in 2025. Pratt served on the City's Zoning Board of Adjustment as well as various boards and committees in local government, business, and church. He is a certified public accountant working in the private sector. He and his wife have one child.



Frank W. Robinson, Councilmember, Shenandoah

Frank W. Robinson, BA, MPA, ICMA-CM (Retired) is an elected member of the City of Shenandoah City Council and an accomplished public administrator. He holds a bachelor's degree from the University of North Texas and a Master of Public Administration from Sam Houston State University. After 38 years of public service, 29 of those years as a chief administrative officer and city manager in Texas and California, Robinson retired in 2017. He began his public service career as a police officer in Denton, eventually receiving an appointment as chief of police in the City of West University Place before transitioning to city management. He is best known for his role in the development of the downtown of The Woodlands. Robinson served 14 years as president and township manager for The

Woodlands Township (formerly known as the Town Center Improvement District of Montgomery County). He led the organization through visioning and goal setting to define the Township's vision and mission as a local government focused on creating public benefit. In 2020, he came out of retirement to assist the City of Conroe in the position of downtown manager and implemented the newly adopted Downtown Conroe Development Plan and promote the historical preservation and economic development of downtown Conroe. Robinson successfully attracted new entertainment and dining venues to the downtown's Central Business District, brought in an estimated \$54 million in new development investment, and facilitated the recertification of Conroe as a Texas Main Street Community and receiving the coveted Cultural District designation by the Texas Commission on the Arts. In January 2023, Robinson retired once again and was elected to the City of Shenandoah's City Council in May 2024. He remains an active member of the Texas City Management Association.



City of Bunker Hill Village
City Council
Agenda Request

Agenda Date:	September 16, 2025
Agenda Item:	XV
Subject:	Nominations of Appraisal District Board Members
Exhibits:	Resolution No. 09-16-2025A Nomination Letter dated July 1, 2025
Funding:	N/A
Presenter(s):	Gerardo Barrera, City Administrator

Executive Summary

The Chief Appraiser of the Harris Central Appraisal District (HCAD) is requesting taxing units to nominate up to two (2) candidates to be placed on the ballot for election to the Board of Directors to serve a four-year term beginning January 1, 2026. The City is entitled to both nominate and vote for candidates in this process.

The process consists of two steps:

- 1. Nominations** – Cities may adopt a resolution nominating a candidate(s) and submit it to the Chief Appraiser no later than October 15, 2025.
- 2. Voting** – The Chief Appraiser will prepare a ballot listing all nominees. Prior to December 15, 2025, City Council may cast its vote by ballot and formally adopt a resolution naming the candidate for whom it votes.

Recommended Action

Staff recommends that City Council take any desired action.



**Harris Central Appraisal District
OFFICE OF CHIEF APPRAISER**

TO: Presiding Officers and/or Governing Bodies of Taxing Units Other Than
Conservation and Reclamation Districts Served by the Harris Central Appraisal
District

FROM: Roland Altinger, Chief Appraiser

DATE: July 1, 2025

SUBJECT: Nominations of Appraisal District Board Members

In 2025, your taxing unit has the right to participate in the nominating and voting process to appoint two members to the Board of Directors of the Harris Central Appraisal District ("HCAD"). Eligible conservation and reclamation districts in Harris County will also participate in the election. These directors will serve four-year terms beginning January 1, 2026. This letter serves as formal notice of:

- Your right to nominate a candidate or candidates for a position on the Board, and the process for doing so; and
- Your voting entitlement, as determined by Section 6.03(d) of the Texas Property Tax Code.

We have described the process for nominating a candidate or candidates in **Exhibit "A,"** which is attached. You'll also find a description of the voting process to elect two new board members in that Exhibit. Completing these steps will require your board to meet two times before the end of the year.

Your board will need to meet and complete this first step for nominating a candidate or candidates so that you can deliver your nomination(s) and resolution to the chief appraiser no later than 5 PM, October 14, 2025.

Nominations and resolutions may be submitted:

- **By Regular Mail:**
Roland Altinger, Chief Appraiser
P.O. Box 920975
Houston, Texas 77292-0975

Mark the envelope: "Nomination for Board of Directors."

- **By Hand:**

Roland Altinger, Chief Appraiser
13013 Northwest Freeway
Houston, Texas 77040

Mark the envelope: "Nomination for Board of Directors."

- **By Email:**

cguerra@hcad.org

The Tax Code gives each jurisdiction a certain number of votes for the final election. **Exhibit "B,"** which is attached, shows the calculation and sets out your number of votes.

Participating in the election process gives you the best chance of having a voice in HCAD's operations. To assist you in this nominating process, a sample resolution for your nomination(s) - up to two - to the Board of Directors of the Harris Central Appraisal District is also attached.

Please do not hesitate to call me at (713) 957-5299 with any questions you may have.

Sincerely,



Roland Altinger, CAE, RPA, CTA
Chief Appraiser

Attachments

CC: HCAD Board Members
Attorneys

EXHIBIT “A”

The respective terms of two of the current appointed directors on the HCAD Board expire on December 31, 2025.

The current HCAD board members are listed below:

Appointed board members whose terms expire December 31, 2025, are:

- Martina Lemond Dixon and
- Melissa Noriega.

Appointed board members whose terms expire December 31, 2027, are:

- Jim Robinson, Chairperson.
- Cassandra Auzenne Bandy; and
- Mike Sullivan.

Elected board members whose terms expire December 31, 2026, are:

- Kathy Blueford-Daniels,
- Kyle Scott, and
- Ericka McCrutcheon.

The above directors are joined on the Board by Annette Ramirez who serves as an ex-officio voting member as Harris County Tax Assessor-Collector.

NOMINATING AND VOTING PROCESS FOR ALL TAXING UNITS OTHER THAN CONSERVATION AND RECLAMATION DISTRICTS

Entitlement to Vote

In general, the voting entitlement of the eligible taxing units is determined by dividing the total dollar amount of property taxes imposed by the taxing unit in the preceding tax year by the sum of the total dollar amount of property taxes imposed in the appraisal district for that year by each taxing unit entitled to vote, multiplying the quotient by 1,000, and by rounding the product to the nearest whole number. Tex. Tax Code Section 6.03(d).

That number is then multiplied by the number of directorships to be filled. Taxing units whose final levy ratio calculates to .49 or under were rounded to the nearest whole number, which is zero. Accordingly, some taxing units have zero votes. To view your taxing unit's entitlement to vote in the appointment process, please see Exhibit “B” attached.

Nomination Procedures

All taxing units, other than conservation and reclamation districts, may nominate up to two candidates to be placed on the ballot that will be sent to, and voted upon by eligible taxing units that are entitled to vote.

The presiding officer of a taxing unit's governing body must submit the name(s) and the corresponding nominating resolution to the chief appraiser **before October 15, 2025**.

Voting Procedures

Before October 30, 2025, the chief appraiser will prepare a final voting ballot alphabetically listing by surname all nominees that were submitted timely and send that ballot to the presiding officer of the governing body of each taxing unit that is entitled to vote.

Prior to **December 15, 2025**, the governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit it to the chief appraiser. Pursuant to Tax Code Section 6.03(c), a governing body of a taxing unit may cast its votes for one candidate or distribute them among the candidates.

The two candidates receiving the most votes will be appointed to the board of directors for a four-year term beginning January 1, 2026.

The chief appraiser will count the votes and will then notify the winners, the nominees, and the presiding officers of each taxing unit before December 31, 2025.

Additional and specific information pertaining to this voting process and the final voting ballot will be sent to you with the list of nominees on the final ballot before **October 30, 2025**.

Eligibility Requirements

The appraisal district appraises all property in the county for ad valorem tax purposes. The board of directors is the governing body for the district. The board employs the chief appraiser, sets general policies for the district, and adopts the budget for the district. By law, board members cannot communicate with the chief appraiser regarding appraisals, except in: (1) an open meeting of the appraisal district board of directors or another public forum; or (2) a closed meeting of the board of directors held to consult with the board's attorney about pending litigation, in accordance with Tax Code Section 6.15.

There is no compensation for service on the appraisal district's board of directors; however, directors are reimbursed for actual and necessary expenses incurred in the performance of their duties as provided by the budget adopted by the board. HCAD's Board of Directors typically meets once a month.

An individual must satisfy certain residency, employment, and conflict-of-interest requirements to be eligible to serve on the appraisal district's board of directors.

Residency. *The individual must be a resident of the district and must have resided in the district for at least two years immediately preceding the date he or she takes office. The appraisal district's boundaries are the same as those for Harris County.*

Employment. An employee of a taxing unit served by the appraisal district may not serve on the board of directors, with one exception: an employee of a taxing unit may serve if the employee is also a member of the governing body or an elected official of a taxing unit that participates in the district. For example, a member of the governing body of a school district who is also a city employee may be *eligible* to serve on the board.

An individual is *ineligible* to serve on an appraisal district's board of directors if the individual has engaged in the business of appraising property for compensation for use in proceedings under the Texas Property Tax Code or of representing property owners for compensation in proceedings under the Tax Code in the appraisal district at any time during the preceding three years.

Conflict of Interest. An individual may not serve on an appraisal district's board of directors if the individual is related, within the second degree by consanguinity (blood) or affinity (marriage), to a person who is in the business of appraising property or representing property owners for a fee in proceedings in the appraisal district; those relatives barred include: the individual's spouse, children, brothers, sisters, parents, grandparents, and grandchildren. The relatives of the individual's spouse in the same degree are also included.

An individual is not eligible to be a candidate for, to be appointed to, or to serve on the board of directors of, an appraisal district if the individual contracts with the appraisal district for any purpose or contracts with a taxing unit served by the district for a property tax-related purpose. The same rule applies to individuals who have a substantial interest in businesses contracting with the appraisal district (for any purpose) or with the taxing unit (for property tax purposes). An individual has a substantial interest if the individual or the individual's spouse has combined ownership of at least ten percent (10%) of the voting stock or shares of the business. An individual also has a substantial interest if the individual or the individual's spouse is a partner, limited partner, or an officer of the business. These prohibitions on contracting continue for the duration of the affected director's term of office.

Additionally, the appraisal district may not employ any person who is related to a member of the board of directors within the second degree by affinity or the third degree of consanguinity. This provision applies to existing employees at the time the director takes office and to employees hired during the director's term.

Delinquent taxes. With limited exceptions, Texas law makes a person ineligible to serve as a member of the board of directors if he or she has delinquent property taxes owed to any taxing unit for more than 60 days after the person knew or should have known of the delinquency.

EXHIBIT "B"

JUR NO.	TAXING UNIT	2024 ADJ. LEVY	2025 ALLOCATION RATIO	X 1,000	Round to nearest whole #	Number of Votes	County	HISD	Other School Districts	COH	Other Cities	Conservation and Reclamation Districts	Comm Coll
	Total	\$13,224,201,589				1,888	384	296	658	252	62	136	100
1	001 HOUSTON ISD	\$1,958,737,433	0.14811763265	148.11763	148	296		296					
2	002 DEER PARK ISD	\$147,922,855	0.01118576831	11.18577	11	22			22				
3	003 WALLER ISD	\$50,959,211	0.00385348111	3.85348	4	8			8				
4	004 CYPRESS-FAIRBANKS ISD	\$788,611,754	0.05963397856	59.63398	60	120			120				
5	005 CROSBY ISD	\$38,027,266	0.00287558124	2.87558	3	6			6				
6	006 CHANNELVIEW ISD	\$60,273,142	0.00455779062	4.55779	5	10			10				
7	007 NEW CANEY ISD	\$943,881	0.00007137527	0.07138	0	0			0				
8	008 ALIEF ISD	\$200,335,058	0.01514912312	15.14912	15	30			30				
9	009 ALDINE ISD	\$315,898,441	0.02388790271	23.88790	24	48			48				
10	011 LAGO BELLO MUD 1A	\$469,974	0.00003553893	0.03554	0	0			0			0	
11	013 HC MUD 491	\$1,054,451	0.00007973646	0.07974	0	0			0			0	
12	014 HC MUD 493	\$1,023,460	0.00007739295	0.07739	0	0			0			0	
13	015 GALENA PARK ISD	\$136,749,536	0.01034085386	10.34085	10	20			20				
14	016 GOOSE CREEK CISD	\$146,060,527	0.01104494105	11.04494	11	22			22				
15	017 KLEIN ISD	\$294,388,012	0.02226130705	22.26131	22	44			44				
16	018 HUMBLE ISD	\$253,525,063	0.01917129449	19.17129	19	38			38				
17	019 KATY ISD	\$377,044,516	0.02851170360	28.51170	29	58			58				
18	020 LA PORTE ISD	\$144,603,123	0.01093473372	10.93473	11	22			22				
19	021 PASADENA ISD	\$241,812,403	0.01828559565	18.28560	18	36			36				
20	022 SE REGIONAL MGMT DIST DA 1	\$81,121	0.00000613428	0.00613	0	0			0			0	
21	023 SHELDON ISD	\$94,485,140	0.00714486537	7.14487	7	14			14				
22	024 SPRING ISD	\$213,772,572	0.01616525357	16.16525	16	32			32				
23	025 SPRING BRANCH ISD	\$427,982,252	0.03236356079	32.36356	32	64			64				
24	026 TOMBALL ISD	\$166,615,070	0.01259925364	12.59925	13	26			26				
25	027 CLEAR CREEK ISD	\$193,820,786	0.01465652083	14.65652	15	30			30				
26	028 DAYTON ISD	\$266,516	0.00002015366	0.02015	0	0			0				
27	029 PEARLAND ISD	\$2,510,365	0.00018983112	0.18983	0	0			0				
28	030 HUFFMAN ISD	\$20,436,154	0.00154536014	1.54536	2	4			4				
29	031 STAFFORD MSD	\$105,747	0.00000799648	0.00800	0	0			0				
30	040 HARRIS COUNTY	\$2,536,806,317	0.19183058425	191.83058	192	384							
31	041 HARRIS CO FLOOD CNTRL	\$315,779,571	0.02387891389	23.87891	24	48						48	
32	042 PORT OF HOUSTON AUTHY	\$39,653,043	0.00299852076	2.99852	3	6						6	
33	044 HARRIS CO EDUC DEPT	\$31,609,833	0.00239030181	2.39030	2	4			4				
34	045 LONE STAR COLLEGE SYS	\$240,171,328	0.01816149931	18.16150	18	36							36
35	046 LEE JR COLLEGE DIST	\$28,201,089	0.00213253623	2.13254	2	4							4
36	047 SAN JACINTO COM COL D	\$132,269,548	0.01000208195	10.00208	10	20							20
37	048 HOU COMMUNITY COLLEGE	\$259,988,519	0.01966005413	19.66005	20	40							40
38	050 HC MUD 165 DA 2	\$4,129,838	0.00031229394	0.31229	0	0						0	
39	051 CITY OF BAYTOWN	\$42,940,962	0.00324714968	3.24715	3	6					6		
40	052 CITY OF BELLAIRE	\$25,089,261	0.00189722312	1.89722	2	4					4		
41	053 BUNKER HILL VILLAGE	\$7,383,251	0.00055831355	0.55831	1	2					2		
42	054 CITY OF DEER PARK	\$31,012,132	0.00234510430	2.34510	2	4					4		
43	055 HEDWIG VILLAGE	\$4,792,786	0.00036242536	0.36243	0	0					0		
44	056 CITY OF EL LAGO	\$1,590,574	0.00012027751	0.12028	0	0					0		
45	057 CITY OF GALENA PARK	\$9,209,967	0.00069644787	0.69645	1	2					2		
46	058 CITY OF FRIENDSWOOD	\$4,676,870	0.00035365991	0.35366	0	0					0		
47	059 CITY OF PEARLAND	\$11,888,393	0.00089898758	0.89899	1	2					2		
48	060 HILSHIRE VILLAGE	\$1,823,501	0.00013789120	0.13789	0	0					0		
49	061 CITY OF HOUSTON	\$1,662,324,400	0.12570319568	125.70320	126	252				252			
50	062 CITY OF HUMBLE	\$7,474,212	0.00056519193	0.56519	1	2					2		

EXHIBIT "B"

JUR NO.	TAXING UNIT	2024 ADJ. LEVY	2025 ALLOCATION RATIO	X 1,000	Round to nearest whole #	Number of Votes	County	HISD	Other School Districts	COH	Other Cities	Conservation and Reclamation Districts	Comm Coll
	Total	\$13,224,201,589				1,888	384	296	658	252	62	136	100
51	063 CITY OF KATY	\$6,162,501	0.00046600174	0.46600	0	0					0	0	
52	064 MISSOURI CITY	\$3,884,831	0.00029376677	0.29377	0	0					0	0	
53	065 HUNTERS CREEK VILLAGE	\$7,558,562	0.00057157039	0.57157	1	2					2		
54	066 CITY OF JACINTO CITY	\$4,277,788	0.00032348176	0.32348	0	0					0		
55	067 CITY OF LEAGUE CITY	\$818,172	0.00006186929	0.06187	0	0					0		
56	070 JERSEY VILLAGE	\$10,598,104	0.00080141731	0.80142	1	2					2		
57	071 CITY OF LAPORTE	\$39,949,971	0.00302097414	3.02097	3	6					6		
58	072 CITY OF MORGANS POINT	\$5,083,386	0.00038440022	0.38440	0	0					0		
59	073 CITY OF NASSAU BAY	\$5,670,243	0.00042877772	0.42878	0	0					0		
60	074 CITY OF PASADENA	\$73,451,816	0.00555434788	5.55435	6	12					12		
61	075 PINEY POINT VILLAGE	\$8,002,898	0.00060517060	0.60517	1	2					2		
62	076 CITY OF SEABROOK	\$8,823,987	0.00066726047	0.66726	1	2					2		
63	077 CITY OF SHOREACRES	\$1,393,287	0.00010535887	0.10536	0	0					0		
64	078 CITY OF SOUTH HOUSTON	\$7,092,202	0.00053630474	0.53630	1	2					2		
65	079 CITY OF SOUTHSIDE PL	\$3,825,861	0.00028930752	0.28931	0	0					0		
66	080 CITY OF SPRING VALLEY	\$6,843,706	0.00051751374	0.51751	1	2					2		
67	082 TAYLOR LAKE VILLAGE	\$1,595,733	0.00012066763	0.12067	0	0					0		
68	083 CITY OF TOMBALL	\$12,281,544	0.00092871724	0.92872	1	2					2		
69	084 CITY OF WEBSTER	\$11,618,408	0.00087857160	0.87857	1	2					2		
70	085 WEST UNIVERSITY PLACE	\$20,439,852	0.00154563978	1.54564	2	4					4		
71	086 CITY OF WALLER	\$1,323,709	0.00010009746	0.10010	0	0					0		
72	087 HC MUD 560	\$76,812	0.00000580844	0.00581	0	0					0		
73	090 HC MUD 575	\$1,401,055	0.00010594628	0.10595	0	0					0		
74	091 HC MUD 477	\$315,358	0.00002384704	0.02385	0	0					0		
75	096 HC MUD 82 (DEFINED AREA 1)	\$1,023,720	0.00007741261	0.07741	0	0					0		
76	100 HC MUD 421	\$4,461,827	0.00033739859	0.33740	0	0					0		
77	101 ADDICKS UD	\$3,057,106	0.00023117509	0.23118	0	0					0		
78	105 HC MUD 264	\$1,378,642	0.00010425144	0.10425	0	0					0		
79	106 HC MUD 502	\$8,741,487	0.00066102191	0.66102	1	2					2		
80	108 HC MUD 255	\$581,395	0.00004396447	0.04396	0	0					0		
81	110 BAKER ROAD MUD	\$967,035	0.00007312615	0.07313	0	0					0		
82	111 Bammel UD	\$1,433,312	0.00010838552	0.10839	0	0					0		
83	112 BARKER-CYPRESS MUD	\$3,913,880	0.00029596343	0.29596	0	0					0		
84	115 HC MUD 499	\$1,611,862	0.00012188728	0.12189	0	0					0		
85	116 BEECHNUT MUD	\$553,103	0.00004182506	0.04183	0	0					0		
86	117 BILMA PUD	\$3,028,708	0.00022902766	0.22903	0	0					0		
87	118 BISSETNET MUD	\$3,008,300	0.00022748443	0.22748	0	0					0		
88	121 BRIDGESTONE MUD	\$11,654,826	0.00088132549	0.88133	1	2					2		
89	124 BAYBROOK MUD 1	\$7,046,608	0.00053285697	0.53286	1	2					2		
90	125 THE WOODLANDS TOWNSHIP	\$7,688,759	0.00058141574	0.58142	1	2					2		
91	128 HC MUD 250	\$929,748	0.00007030655	0.07031	0	0					0		
92	129 HC MUD 276	\$2,220,201	0.00016788923	0.16789	0	0					0		
93	131 CNP UD	\$2,760,370	0.00020873623	0.20874	0	0					0		
94	134 CASTLEWOOD MUD	\$1,495,144	0.00011306119	0.11306	0	0					0		
95	135 CEDAR BAYOU PARK UD	\$36,490	0.00000275933	0.00276	0	0					0		
96	136 CHARTERWOOD MUD	\$1,844,179	0.00013945485	0.13945	0	0					0		
97	137 CHELFORD CITY MUD	\$881,417	0.00006665181	0.06665	0	0					0		
98	138 CHELFORD ONE MUD	\$1,611,418	0.00012185371	0.12185	0	0					0		
99	139 CHIMNEY HILL MUD	\$3,426,556	0.00025911250	0.25911	0	0					0		
100	140 CIMARRON MUD	\$4,295,338	0.00032480887	0.32481	0	0					0		

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	Total	\$13,224,201,589				1,888	384	296	658	252	62	136	100
101	141 CLAY ROAD MUD	\$1,795,800	0.00013579648	0.13580	0	0						0	
102	142 CLEAR LAKE CITY WA	\$19,754,043	0.00149377963	1.49378	1	2						2	
103	145 CORNERSTONES MUD	\$1,230,831	0.00009307413	0.09307	0	0						0	
104	146 CROSBY MUD	\$1,633,314	0.00012350946	0.12351	0	0						0	
105	147 CY-CHAMP PUD	\$3,165,825	0.00023939631	0.23940	0	0						0	
106	148 CYPRESS CREEK UD	\$1,098,949	0.00008310135	0.08310	0	0						0	
107	149 CYPRESS FOREST PUD	\$2,334,712	0.00017654843	0.17655	0	0						0	
108	150 CYPRESS HILL MUD 1	\$6,992,299	0.00052875018	0.52875	1	2						2	
109	151 CYPRESS KLEIN UD	\$385,673	0.00002916418	0.02916	0	0						0	
110	152 CYPRESSWOOD UD	\$905,163	0.00006844746	0.06845	0	0						0	
111	153 CAMFIELD MUD	\$135,489	0.00001024553	0.01025	0	0						0	
112	154 LOWER KIRBY PEARLAND MGMT DIST	\$3,637,184	0.00027503997	0.27504	0	0						0	
113	156 HC MUD 278	\$5,788,235	0.00043770015	0.43770	0	0						0	
114	159 HC MUD 290	\$6,587,246	0.00049812051	0.49812	0	0						0	
115	161 MEADOWHILL REGNL MUD	\$5,971,101	0.00045152828	0.45153	0	0						0	
116	162 DOWDELL PUD	\$8,275,007	0.00062574719	0.62575	1	2						2	
117	163 EL DORADO UD	\$934,416	0.00007065954	0.07066	0	0						0	
118	164 EMERALD FOREST UD	\$4,850,299	0.00036677443	0.36677	0	0						0	
119	165 ENCANTO REAL UD	\$3,529,631	0.00026690693	0.26691	0	0						0	
120	170 HC MUD 286	\$379,985	0.00002873406	0.02873	0	0						0	
121	171 FALLBROOK UD	\$910,117	0.00006882208	0.06882	0	0						0	
122	172 FAULKEY-GULLY MUD	\$3,128,300	0.00023655870	0.23656	0	0						0	
123	174 FOREST HILLS MUD	\$1,970,005	0.00014896967	0.14897	0	0						0	
124	175 FOUNTAINHEAD MUD	\$1,832,776	0.00013859256	0.13859	0	0						0	
125	176 FRY ROAD MUD	\$1,230,679	0.00009306263	0.09306	0	0						0	
126	177 HC MUD 415	\$564,047	0.00004265263	0.04265	0	0						0	
127	178 HC ID 18	\$16,695,943	0.00126252938	1.26253	1	2						2	
128	179 HC MUD 304	\$3,394,129	0.00025666041	0.25666	0	0						0	
129	180 HC MUD 275	\$734,324	0.0000552880	0.05553	0	0						0	
130	182 GRANT ROAD PUD	\$2,675,412	0.00020231180	0.20231	0	0						0	
131	183 GREENWOOD UD	\$3,525,322	0.00026658108	0.26658	0	0						0	
132	185 GREEN TRAILS MUD	\$978,566	0.00007399812	0.07400	0	0						0	
133	186 GREENS PARKWAY MUD	\$2,847,584	0.00021533126	0.21533	0	0						0	
134	187 HC MUD 287	\$8,564,966	0.00064767358	0.64767	1	2						2	
135	189 HC MUD 489	\$17,496,407	0.00132305961	1.32306	1	2						2	
136	190 HC MUD 284	\$2,414,743	0.00018260029	0.18260	0	0						0	
137	193 HC MUD 285	\$5,980,057	0.00045220552	0.45221	0	0						0	
138	195 HC MUD 273	\$349,948	0.00002646269	0.02646	0	0						0	
139	197 HC MUD 401	\$3,957,735	0.00029927969	0.29928	0	0						0	
140	205 HC MUD 321	\$6,403,572	0.00048423128	0.48423	0	0						0	
141	206 HC FWSD 6	\$1,610,615	0.00012179299	0.12179	0	0						0	
142	207 HC MUD 282	\$2,626,775	0.00019863392	0.19863	0	0						0	
143	208 HC MUD 316	\$717,504	0.00005425689	0.05426	0	0						0	
144	213 HC MUD 322	\$1,721,323	0.00013016461	0.13016	0	0						0	
145	220 HC MUD 342	\$1,751,700	0.00013246168	0.13246	0	0						0	
146	222 HC MUD 344	\$3,118,688	0.00023583186	0.23583	0	0						0	
147	224 HC MUD 345	\$1,176,429	0.00008896030	0.08896	0	0						0	
148	225 HC MUD 346	\$162,283	0.00001227167	0.01227	0	0						0	
149	227 HC FWSD 27	\$751,335	0.00005681515	0.05682	0	0						0	
150	228 HC MUD 404	\$1,265,699	0.00009571081	0.09571	0	0						0	

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	Total	\$13,224,201,589				1,888	384	296	658	252	62	136	100
151	229 HC MUD 412	\$3,045,032	0.00023026207	0.23026	0	0						0	
152	230 HC MUD 407	\$469,586	0.00003550959	0.03551	0	0						0	
153	231 HC MUD 405	\$594,474	0.00004495349	0.04495	0	0						0	
154	232 HC MUD 433	\$8,433,075	0.00063770012	0.63770	1	2						2	
155	234 HC MUD 451	\$1,288,717	0.00009745140	0.09745	0	0						0	
156	235 HC MUD 459	\$1,349,115	0.00010201864	0.10202	0	0						0	
157	236 HC MUD 416	\$2,631,640	0.00019900181	0.19900	0	0						0	
158	237 HC MUD 434	\$4,498,533	0.00034017426	0.34017	0	0						0	
159	238 HC MUD 439	\$894,211	0.00006761928	0.06762	0	0						0	
160	241 HC MUD 460	\$4,536,928	0.00034307765	0.34308	0	0						0	
161	242 HC MUD 450	\$2,028,419	0.00015338688	0.15339	0	0						0	
162	243 HC MUD 480	\$3,424,726	0.00025897412	0.25897	0	0						0	
163	246 H C MUD 432	\$6,802,341	0.00051438576	0.51439	1	2						2	
164	247 HC FWSO 47	\$1,525,637	0.00011536704	0.11537	0	0						0	
165	248 HC MUD 481	\$2,595,786	0.00019629056	0.19629	0	0						0	
166	249 HC MUD 406	\$7,923,004	0.00059912910	0.59913	1	2						2	
167	251 HC FWSO 51	\$1,173,789	0.00008876067	0.08876	0	0						0	
168	252 CHAMPIONS MUD	\$1,570,810	0.00011878297	0.11878	0	0						0	
169	253 BRAZORIA COUNTY MUD 18	\$680,868	0.00005148651	0.05149	0	0						0	
170	254 KINGS MANOR MUD	\$549,820	0.00004157680	0.04158	0	0						0	
171	255 H C MUD 501	\$6,502,007	0.00049167482	0.49167	0	0						0	
172	256 HARRIS BRAZORIA CO MUD 509	\$3,378,662	0.00025549081	0.25549	0	0						0	
173	257 H C MUD 500	\$1,704,577	0.00012889829	0.12890	0	0						0	
174	258 HC FWSO 58	\$1,242,591	0.00009396340	0.09396	0	0						0	
175	261 HC FWSO 61	\$4,076,356	0.00030824969	0.30825	0	0						0	
176	264 HC ID 1	\$9,645,490	0.00072938165	0.72938	1	2						2	
177	276 HC MUD 396	\$2,168,070	0.00016394714	0.16395	0	0						0	
178	301 HC MUD 1	\$8,741,850	0.00066104936	0.66105	1	2						2	
179	305 HC MUD 5	\$2,735,713	0.00020687170	0.20687	0	0						0	
180	306 HC MUD 6	\$1,095,411	0.00008283381	0.08283	0	0						0	
181	308 HC MUD 8	\$819,162	0.00006194416	0.06194	0	0						0	
182	311 HC MUD 11	\$2,012,936	0.00015221607	0.15222	0	0						0	
183	313 CLEAR BROOK CITY MUD	\$7,742,303	0.00058546468	0.58546	1	2						2	
184	316 HC MUD 16	\$1,433,795	0.00010842205	0.10842	0	0						0	
185	318 HC MUD 18	\$1,392,241	0.00010527978	0.10528	0	0						0	
186	319 HC MUD 494	\$2,947,468	0.0002288438	0.22288	0	0						0	
187	321 HC MUD 461	\$4,103,341	0.00031029026	0.31029	0	0						0	
188	323 HC MUD 23	\$1,113,360	0.00008419109	0.08419	0	0						0	
189	324 HC MUD 24	\$4,595,630	0.00034751663	0.34752	0	0						0	
190	325 HC MUD 25	\$706,854	0.00005345154	0.05345	0	0						0	
191	326 HC MUD 26	\$8,060,202	0.00060950387	0.60950	1	2						2	
192	327 HARRIS - WALLER COUNTIES MUD 2	\$470,152	0.00003555239	0.03555	0	0						0	
193	331 HC MUD 529	\$1,196,367	0.00009046799	0.09047	0	0						0	
194	332 HC MUD 449	\$8,557,125	0.00064708065	0.64708	1	2						2	
195	333 HC MUD 33	\$1,990,267	0.00015050186	0.15050	0	0						0	
196	334 HC WCID 159	\$5,954,656	0.00045028473	0.45028	0	0						0	
197	336 HC MUD 36	\$1,409,395	0.00010657694	0.10658	0	0						0	
198	337 HC MUD 504	\$9,222,204	0.00069737322	0.69737	1	2						2	
199	338 HC ID 12	\$256,728	0.00001941350	0.01941	0	0						0	
200	339 HC MUD 530	\$4,166,543	0.00031506953	0.31507	0	0						0	

EXHIBIT "B"

JUR NO.	TAXING UNIT	2024 ADJ. LEVY	2025 ALLOCATION RATIO	X 1,000	Round to nearest whole #	Number of Votes	County	HISD	Other School Districts	COH	Other Cities	Conservation and Reclamation Districts	Comm Coll
	Total	\$13,224,201,589				1,888	384	296	658	252	62	136	100
201	340 HC MUD 531	\$3,520,174	0.00026619180	0.26619	0	0						0	
202	341 PEARLAND MUNICIPAL MGMT 2	\$18,057	0.00000136545	0.00137	0	0						0	
203	342 HC MUD 422	\$3,393,626	0.00025662237	0.25662	0	0						0	
204	343 HC MUD 43	\$2,597,563	0.00019642494	0.19642	0	0						0	
205	344 HC MUD 44	\$671,778	0.00005079913	0.05080	0	0						0	
206	345 HC ID 18 (DA 1)	\$4,022,362	0.00030416672	0.30417	0	0						0	
207	346 HC MUD 46	\$1,137,482	0.00008601517	0.08602	0	0						0	
208	347 NORTHAMPTON MUD (DA)	\$1,310,209	0.00009907661	0.09908	0	0						0	
209	348 HC MUD 48	\$241,411	0.00001825524	0.01826	0	0						0	
210	349 HC MUD 49	\$7,312,958	0.00055299807	0.55300	1	2						2	
211	350 HC MUD 50	\$2,440,150	0.00018452154	0.18452	0	0						0	
212	351 HC WCID 161	\$3,683,336	0.00027852993	0.27853	0	0						0	
213	353 HC MUD 53	\$3,179,927	0.00024046268	0.24046	0	0						0	
214	354 HARRIS - WALLER COUNTIES MUD 3	\$121	0.00000000915	0.00001	0	0						0	
215	355 HC MUD 55	\$5,756,085	0.00043526900	0.43527	0	0						0	
216	356 HC MUD 495	\$10,442,609	0.00078965894	0.78966	1	2						2	
217	357 INTERCONTINENTAL MUD	\$964,078	0.00007290255	0.07290	0	0						0	
218	358 HC MUD 58	\$674,151	0.00005097858	0.05098	0	0						0	
219	359 HC MUD 537	\$1,836,004	0.00013883666	0.13884	0	0						0	
220	360 HC MUD 319	\$8,214,686	0.00062118578	0.62119	1	2						2	
221	361 HC MUD 61	\$2,603,958	0.00019690852	0.19691	0	0						0	
222	362 HC MUD 62	\$1,953,798	0.00014774412	0.14774	0	0						0	
223	363 HC MUD 063	\$471,115	0.00003562521	0.03563	0	0						0	
224	364 HC MUD 64	\$2,392,177	0.00018089387	0.18089	0	0						0	
225	365 HC MUD 65	\$2,864,176	0.00021658593	0.21659	0	0						0	
226	366 GENERATION PARK MGMT DIST	\$19,115,190	0.00144547025	1.44547	1	2						2	
227	368 HC ID 15	\$1,810,555	0.00013691224	0.13691	0	0						0	
228	369 HC MUD 69	\$963,371	0.00007284909	0.07285	0	0						0	
229	370 HC MUD 70	\$2,637,464	0.00019944221	0.19944	0	0						0	
230	371 HC MUD 71	\$9,550,496	0.00072219831	0.72220	1	2						2	
231	372 HC MUD 438	\$1,295,216	0.00009794285	0.09794	0	0						0	
232	374 HC MUD 213A	\$5,193,825	0.00039275150	0.39275	0	0						0	
233	375 HC MUD 213B	\$868,905	0.00006570567	0.06571	0	0						0	
234	376 HC MUD 457	\$12,131,384	0.00091736230	0.91736	1	2						2	
235	378 HC MUD 458	\$859,448	0.00006499054	0.06499	0	0						0	
236	379 HC MUD 381	\$1,083,886	0.00008196230	0.08196	0	0						0	
237	381 HC MUD 81	\$2,229,293	0.00016857676	0.16858	0	0						0	
238	382 HC MUD 82	\$9,984,727	0.00075503439	0.75503	1	2						2	
239	383 HC MUD 383	\$5,186,797	0.00039222005	0.39222	0	0						0	
240	384 HC MUD 397	\$2,362,608	0.00017865789	0.17866	0	0						0	
241	385 HC MUD 399	\$1,855,527	0.00014031297	0.14031	0	0						0	
242	386 HC MUD 86	\$2,202,292	0.00016653497	0.16653	0	0						0	
243	387 HC MUD 391	\$7,206,581	0.00054495396	0.54495	1	2						2	
244	388 HC MUD 393	\$1,133,841	0.00008573985	0.08574	0	0						0	
245	389 HC MUD 400	\$6,893,767	0.00052129930	0.52130	1	2						2	
246	392 HC MUD 411	\$823,004	0.00006223468	0.06223	0	0						0	
247	394 HC MUD 410	\$2,285,174	0.00017280242	0.17280	0	0						0	
248	395 HARRIS-MONTGOMERY CO MUD 386	\$19,605,778	0.00148256799	1.48257	1	2						2	
249	396 HC MUD 96	\$2,927,278	0.00022135764	0.22136	0	0						0	
250	399 HC MUD 420	\$1,770,080	0.00013385156	0.13385	0	0						0	

EXHIBIT "B"

JUR NO.	TAXING UNIT	2024 ADJ. LEVY	2025 ALLOCATION RATIO	X 1,000	Round to nearest whole #	Number of Votes	County	HISD	Other School Districts	COH	Other Cities	Conservation and Reclamation Districts	Comm Coll
	Total	\$13,224,201,589				1,888	384	296	658	252	62	136	100
251 400	HC RID 1	\$439,962	0.00003326946	0.03327	0	0						0	
252 402	HC MUD 102	\$3,244,781	0.00024536687	0.24537	0	0						0	
253 404	HC MUD 104	\$1,537,378	0.00011625488	0.11625	0	0						0	
254 405	HC MUD 105	\$7,669,420	0.00057995335	0.57995	1	2						2	
255 406	HC MUD 106	\$3,560,491	0.00026924053	0.26924	0	0						0	
256 408	BAUER LANDING WCID	\$2,306,418	0.00017440887	0.17441	0	0						0	
257 409	HC MUD 109	\$4,142,472	0.00031324931	0.31325	0	0						0	
258 410	SE REGIONAL MGMT DIST	\$2,005,757	0.00015167320	0.15167	0	0						0	
259 411	HC MUD 536	\$8,326,006	0.00062960368	0.62960	1	2						2	
260 412	DOWDELL PUD (DA)	\$495,258	0.00003745088	0.03745	0	0						0	
261 413	HC MUD 525	\$569,254	0.00004304638	0.04305	0	0						0	
262 414	HC MUD 542	\$3,425,377	0.00025902335	0.25902	0	0						0	
263 416	HC MUD 503	\$1,985,891	0.00015017096	0.15017	0	0						0	
264 417	INTERCONTINENTAL CROSSING MUD	\$1,659,784	0.00012551109	0.12551	0	0						0	
265 418	HC MUD 118	\$1,880,737	0.00014221932	0.14222	0	0						0	
266 419	HC MUD 119	\$1,875,940	0.00014185658	0.14186	0	0						0	
267 420	HC MUD 120	\$2,974,466	0.00022492594	0.22493	0	0						0	
268 421	THE WOODLANDS ROAD UD 1	\$45,832	0.00000346577	0.00347	0	0						0	
269 422	HC MUD 122	\$1,068,314	0.00008078476	0.08078	0	0						0	
270 424	HC ID 13	\$84,574	0.00000639540	0.00640	0	0						0	
271 425	HC ID 14	\$3,961,361	0.00029955389	0.29955	0	0						0	
272 427	HC MUD 127	\$2,694,647	0.00020376633	0.20377	0	0						0	
273 428	ST GEORGE PLACE MGMT DIST	\$504,919	0.00003818144	0.03818	0	0						0	
274 429	HC ID 23	\$355,313	0.00002686839	0.02687	0	0						0	
275 430	HC MUD 130	\$2,059,554	0.00015574127	0.15574	0	0						0	
276 431	HC MUD 552	\$1,854,174	0.00014021066	0.14021	0	0						0	
277 432	HC MUD 132	\$568,605	0.00004299730	0.04300	0	0						0	
278 433	HC MUD 423	\$5,456,281	0.00041259814	0.41260	0	0						0	
279 435	HC MUD 551	\$1,300,598	0.00009834983	0.09835	0	0						0	
280 436	HC MUD 136	\$532,665	0.00004027956	0.04028	0	0						0	
281 438	NEWPORT MUD (DA) 1	\$512,649	0.00003876597	0.03877	0	0						0	
282 441	HC MUD 538	\$2,623,611	0.00019839466	0.19839	0	0						0	
283 442	HC MUD 473	\$1,351,971	0.00010223460	0.10223	0	0						0	
284 443	HC FWSD 48	\$55,713	0.00000421296	0.00421	0	0						0	
285 444	HC MUD 144	\$1,090,776	0.00008248332	0.08248	0	0						0	
286 447	HC MUD 147	\$919,527	0.00006953365	0.06953	0	0						0	
287 448	HC MUD 148	\$2,939,865	0.00022230945	0.22231	0	0						0	
288 449	HC MUD 149	\$1,885,111	0.00014255008	0.14255	0	0						0	
289 450	HC MUD 150	\$2,251,924	0.00017028809	0.17029	0	0						0	
290 451	HC MUD 151	\$2,342,139	0.00017711005	0.17711	0	0						0	
291 452	HC MUD 152	\$1,879,299	0.00014211058	0.14211	0	0						0	
292 453	HC MUD 153	\$4,528,565	0.00034244525	0.34245	0	0						0	
293 454	HC MUD 154	\$3,877,545	0.00029321581	0.29322	0	0						0	
294 455	HC MUD 155	\$1,499,191	0.00011336722	0.11337	0	0						0	
295 456	HC MUD 156	\$2,077,501	0.00015709841	0.15710	0	0						0	
296 457	HC MUD 157	\$5,715,128	0.00043217188	0.43217	0	0						0	
297 458	HC MUD 158	\$2,190,181	0.00016561915	0.16562	0	0						0	
298 460	HC MUD 518	\$828,630	0.00006266012	0.06266	0	0						0	
299 462	HC MUD 162	\$1,061,292	0.00008025377	0.08025	0	0						0	
300 463	HC MUD 163	\$734,893	0.00005557182	0.05557	0	0						0	

EXHIBIT "B"

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	Total	\$13,224,201,589				1,888	384	296	658	252	62	136	100
301	465 HC MUD 165	\$29,704,932	0.00224625523	2.24626	2	4						4	
302	466 HC MUD 166	\$2,263,163	0.00017113797	0.17114	0	0						0	
303	467 HC MUD 167	\$10,305,846	0.00077931707	0.77932	1	2						2	
304	468 HC MUD 168	\$2,831,833	0.00021414019	0.21414	0	0						0	
305	470 HC MUD 170	\$684,919	0.00005179284	0.05179	0	0						0	
306	471 HC MUD 171	\$999,589	0.00007558785	0.07559	0	0						0	
307	472 HC MUD 172	\$3,065,676	0.00023182314	0.23182	0	0						0	
308	473 HC MUD 173	\$1,914,990	0.00014480950	0.14481	0	0						0	
309	474 HC MUD 565	\$2,435,145	0.00018414306	0.18414	0	0						0	
310	476 HC MUD 561	\$2,069,950	0.00015652741	0.15653	0	0						0	
311	478 HC MUD 558	\$5,583,423	0.0004221248	0.42221	0	0						0	
312	479 HC MUD 179	\$597,001	0.00004514458	0.04514	0	0						0	
313	480 HC MUD 180	\$3,246,142	0.00024546979	0.24547	0	0						0	
314	482 HC MUD 182	\$565,793	0.00004278466	0.04278	0	0						0	
315	483 HC MUD 183	\$1,638,202	0.00012387909	0.12388	0	0						0	
316	484 HC MUD 382	\$1,108,465	0.00008382094	0.08382	0	0						0	
317	485 HC MUD 185	\$556,598	0.00004208935	0.04209	0	0						0	
318	486 HC MUD 186	\$780,939	0.00005905377	0.05905	0	0						0	
319	487 HC MUD 465	\$3,093,624	0.00023393654	0.23394	0	0						0	
320	488 HC MUD 188	\$2,127,454	0.00016087580	0.16088	0	0						0	
321	489 HC MUD 189	\$2,234,625	0.00016897996	0.16898	0	0						0	
322	490 HC MUD 390	\$5,326,953	0.00040281850	0.40282	0	0						0	
323	491 HC MUD 191	\$1,005,921	0.00007606667	0.07607	0	0						0	
324	493 HC MUD 389	\$1,830,734	0.00013843815	0.13844	0	0						0	
325	496 HC MUD 196	\$3,993,727	0.00030200137	0.30200	0	0						0	
326	498 HC MUD 418	\$140,764	0.00001064442	0.01064	0	0						0	
327	500 HC MUD 200	\$3,172,263	0.00023988314	0.23988	0	0						0	
328	501 HC MUD 374	\$3,904,733	0.00029527174	0.29527	0	0						0	
329	502 HC MUD 202	\$2,554,645	0.00019317953	0.19318	0	0						0	
330	504 HC MUD 371	\$3,082,217	0.00023307396	0.23307	0	0						0	
331	505 HC MUD 205	\$652,400	0.00004933379	0.04933	0	0						0	
332	506 HC MUD 419	\$13,744,421	0.00103933844	1.03934	1	2						2	
333	507 HC MUD 468	\$3,862,667	0.00029209075	0.29209	0	0						0	
334	508 HC MUD 208	\$1,294,270	0.00009787132	0.09787	0	0						0	
335	509 HC MUD 372	\$985,468	0.00007452004	0.07452	0	0						0	
336	510 HC MUD 373	\$404,794	0.00003061009	0.03061	0	0						0	
337	511 HC MUD 211	\$367,602	0.00002779767	0.02780	0	0						0	
338	514 HC MUD 220	\$1,605,418	0.00012139999	0.12140	0	0						0	
339	515 HC MUD 215	\$364,302	0.00002754813	0.02755	0	0						0	
340	516 HC MUD 216	\$1,757,749	0.00013291910	0.13292	0	0						0	
341	517 HC MUD 217	\$1,262,314	0.00009545484	0.09545	0	0						0	
342	519 HC MUD 341	\$1,379,949	0.00010435027	0.10435	0	0						0	
343	520 HC MUD 370	\$2,815,126	0.00021287682	0.21288	0	0						0	
344	521 HC MUD 221	\$1,572,302	0.00011889580	0.11890	0	0						0	
345	522 HC MUD 222	\$1,361,994	0.00010299253	0.10299	0	0						0	
346	524 HC MUD 354	\$2,273,725	0.00017193666	0.17194	0	0						0	
347	525 HC MUD 355	\$431,288	0.00003261354	0.03261	0	0						0	
348	526 HC MUD 367	\$3,325,254	0.00025145216	0.25145	0	0						0	
349	527 HC MUD 359	\$355,789	0.00002690438	0.02690	0	0						0	
350	528 HC MUD 358	\$2,829,578	0.00021396967	0.21397	0	0						0	

EXHIBIT "B"

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	Total	\$13,224,201,589				1,888	384	296	658	252	62	136	100
351	529 HC MUD 360	\$2,043,162	0.00015450173	0.15450	0	0	0					0	
352	530 HC MUD 230	\$2,350,906	0.0001777300	0.17777	0	0	0					0	
353	531 HC MUD 231	\$310,465	0.00002347703	0.02348	0	0	0					0	
354	532 HC MUD 361	\$2,782,919	0.00021044136	0.21044	0	0	0					0	
355	533 HC MUD 233	\$906,544	0.00006855189	0.06855	0	0	0					0	
356	534 HC MUD 364	\$2,697,204	0.00020395969	0.20396	0	0	0					0	
357	535 HC MUD 365	\$2,553,178	0.00019306859	0.19307	0	0	0					0	
358	538 HC MUD 238	\$2,839,275	0.00021470294	0.21470	0	0	0					0	
359	539 HC MUD 239	\$2,576,195	0.00019480911	0.19481	0	0	0					0	
360	541 HC MUD 257	\$2,020,267	0.00015277043	0.15277	0	0	0					0	
361	542 HC MUD 261	\$811,140	0.00006133754	0.06134	0	0	0					0	
362	544 HC MUD 280	\$1,707,427	0.00012911381	0.12911	0	0	0					0	
363	545 HC MUD 281	\$1,761,064	0.00013316978	0.13317	0	0	0					0	
364	548 HC MUD 248	\$3,280,946	0.00024810163	0.24810	0	0	0					0	
365	549 HC MUD 249	\$2,744,852	0.00020756278	0.20756	0	0	0					0	
366	555 HC MUD 366	\$438,101	0.00003312873	0.03313	0	0	0					0	
367	556 HC UD 6	\$2,031,828	0.00015364466	0.15364	0	0	0					0	
368	557 HC MUD 165 (DA 1)	\$2,411,081	0.00018232337	0.18232	0	0	0					0	
369	559 HC MUD 528	\$229,666	0.00001736710	0.01737	0	0	0					0	
370	564 HC UD 14	\$449,656	0.00003400251	0.03400	0	0	0					0	
371	565 HC UD 15	\$2,458,389	0.00018590075	0.18590	0	0	0					0	
372	566 HC UD 16	\$3,034,775	0.00022948644	0.22949	0	0	0					0	
373	567 CROSBY MUD (DA 1)	\$601,049	0.00004545068	0.04545	0	0	0					0	
374	568 VILLAGE AT KATY DEV DISTRICT	\$164,642	0.00001245005	0.01245	0	0	0					0	
375	600 HC WCID FONDREN ROAD	\$932,138	0.00007048728	0.07049	0	0	0					0	
376	601 HC WCID 1	\$1,612,390	0.00012192721	0.12193	0	0	0					0	
377	602 HC WCID 21	\$1,768,899	0.00013376225	0.13376	0	0	0					0	
378	603 HC WCID 36	\$1,472,909	0.00011137981	0.11138	0	0	0					0	
379	604 HC WCID 50	\$2,023,801	0.00015303767	0.15304	0	0	0					0	
380	605 HC WCID 70	\$863,830	0.00006532190	0.06532	0	0	0					0	
381	606 HC WCID 74	\$1,797,528	0.00013592715	0.13593	0	0	0					0	
382	609 HC WCID 84	\$3,308,301	0.00025017019	0.25017	0	0	0					0	
383	610 HC WCID 89	\$5,908,883	0.00044682342	0.44682	0	0	0					0	
384	611 HC WCID 91	\$515,795	0.00003900387	0.03900	0	0	0					0	
385	612 HC WCID 92	\$796,911	0.00006026156	0.06026	0	0	0					0	
386	613 HC WCID 96	\$8,106,679	0.00061301841	0.61302	1	2	0					2	
387	614 HC WCID 155	\$1,991,945	0.00015062875	0.15063	0	0	0					0	
388	615 HC WCID 099	\$257,663	0.00001948420	0.01948	0	0	0					0	
389	616 HC WCID 156	\$499,362	0.00003776122	0.03776	0	0	0					0	
390	617 HC WCID 157	\$8,029,288	0.00060716618	0.60717	1	2	0					2	
391	618 HC ID 25	\$983,559	0.00007437568	0.07438	0	0	0					0	
392	622 HC WCID 109	\$1,941,199	0.00014679140	0.14679	0	0	0					0	
393	623 HC WCID 110	\$3,970,361	0.00030023446	0.30023	0	0	0					0	
394	624 HC WCID 113	\$754,995	0.00005709192	0.05709	0	0	0					0	
395	625 HC WCID 114	\$1,376,142	0.00010406239	0.10406	0	0	0					0	
396	626 HC WCID 116	\$1,088,507	0.00008231174	0.08231	0	0	0					0	
397	627 HC WCID 119	\$3,594,395	0.00027180431	0.27180	0	0	0					0	
398	628 HC WCID 132	\$639,424	0.00004835256	0.04835	0	0	0					0	
399	629 HC WCID 133	\$2,419,035	0.00018292484	0.18292	0	0	0					0	
400	630 HC WCID 136	\$1,410,929	0.00010669294	0.10669	0	0	0					0	

EXHIBIT "B"

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	Total	\$13,224,201,589				1,888	384	296	658	252	62	136	100
401 632	HC WCID 145	\$915,366	0.00006921900	0.06922	0	0						0	
402 650	HARRIS-FT BEND MUD 1	\$400,666	0.00003029793	0.03030	0	0						0	
403 651	HEATHERLOCH MUD	\$1,791,391	0.00013546307	0.13546	0	0						0	
404 652	HORSEPEN BAYOU MUD	\$2,554,103	0.00019313854	0.19314	0	0						0	
405 654	HUNTERS GLEN MUD	\$4,461,483	0.00033737258	0.33737	0	0						0	
406 656	INTERSTATE MUD	\$2,744,961	0.00020757102	0.20757	0	0						0	
407 657	INVERNESS FOREST ID	\$1,435,081	0.00010851929	0.10852	0	0						0	
408 658	JACKRABBIT ROAD PUD	\$1,239,214	0.00009370804	0.09371	0	0						0	
409 660	HARRIS-FT BEND CO MUD 3	\$4,414,439	0.00033381516	0.33382	0	0						0	
410 662	FORT BEND CO MUD 30	\$3,409	0.00000025778	0.00026	0	0						0	
411 681	KINGSBRIDGE MUD	\$119,693	0.00000905106	0.00905	0	0						0	
412 682	KIRKMONT MUD	\$795,949	0.00006018881	0.06019	0	0						0	
413 683	KLEIN PUD	\$1,370,030	0.00010360021	0.10360	0	0						0	
414 684	KLEINWOOD MUD	\$1,966,810	0.00014872807	0.14873	0	0						0	
415 687	HC MUD 572	\$754,317	0.00005704065	0.05704	0	0						0	
416 691	LAKE MUD	\$1,999,591	0.00015120694	0.15121	0	0						0	
417 692	LAKE FOREST UD	\$994,723	0.00007521989	0.07522	0	0						0	
418 693	LANGHAM CREEK UD	\$4,521,159	0.00034188521	0.34189	0	0						0	
419 694	LONGHORN TOWN UD	\$707,759	0.00005351998	0.05352	0	0						0	
420 695	LOUETTA NORTH PUD	\$1,210,773	0.00009155736	0.09156	0	0						0	
421 696	LOUETTA ROAD UD	\$419,452	0.00003171851	0.03172	0	0						0	
422 697	LUCE BAYOU PUD	\$814,321	0.00006157808	0.06158	0	0						0	
423 699	HC MUD 540	\$2,664,851	0.00020151319	0.20151	0	0						0	
424 701	MALCOMSON ROAD UD	\$3,117,559	0.00023574648	0.23575	0	0						0	
425 702	MASON CREEK UD	\$2,796,054	0.00021143462	0.21143	0	0						0	
426 703	BRAZORIA CO MUD 28	\$832,242	0.00006293325	0.06293	0	0						0	
427 704	MAYDE CREEK MUD	\$3,009,820	0.00022759937	0.22760	0	0						0	
428 705	MEMORIAL HILLS UD	\$1,045,307	0.00007904500	0.07904	0	0						0	
429 706	MEMORIAL MUD	\$2,082,755	0.00015749571	0.15750	0	0						0	
430 707	MEMORIAL VILLAGES WA	\$1,636,449	0.00012374653	0.12375	0	0						0	
431 709	MILLS ROAD MUD	\$2,453,300	0.00018551593	0.18552	0	0						0	
432 710	MISSION BEND MUD 1	\$595,888	0.00004506041	0.04506	0	0						0	
433 711	MISSION BEND MUD 2	\$3,602,592	0.00027242416	0.27242	0	0						0	
434 712	MORTON ROAD MUD	\$1,223,089	0.00009248868	0.09249	0	0						0	
435 714	MT HOUSTON ROAD MUD	\$5,137,385	0.00038848357	0.38848	0	0						0	
436 716	HC MUD 490	\$4,210,292	0.00031837778	0.31838	0	0						0	
437 717	HC WCID 158	\$3,255,400	0.00024616987	0.24617	0	0						0	
438 718	NEWPORT MUD	\$6,878,959	0.00052017953	0.52018	1	2						2	
439 720	E ALDINE MGMT DIST (DA 1)	\$30,459	0.00000230328	0.00230	0	0						0	
440 721	NORTHAMPTON MUD	\$5,626,101	0.00042543975	0.42544	0	0						0	
441 722	NORTH BELT UD	\$2,359,720	0.00017843951	0.17844	0	0						0	
442 724	NE HC MUD 1	\$4,286,497	0.00032414032	0.32414	0	0						0	
443 725	NORTH FOREST MUD	\$1,017,582	0.00007694846	0.07695	0	0						0	
444 727	NORTH MISSION GLEN MUD	\$20,859	0.00000157734	0.00158	0	0						0	
445 728	NORTH PARK PUD	\$827,996	0.00006261217	0.06261	0	0						0	
446 730	NORTHWEST FRWY MUD	\$1,309,004	0.00009898548	0.09899	0	0						0	
447 731	N GATE CROSSING MUD 1	\$2,356,716	0.00017821235	0.17821	0	0						0	
448 732	N GATE CROSSING MUD 2	\$3,142,155	0.00023760641	0.23761	0	0						0	
449 734	N GATE CROSSING RD UD	\$583,078	0.00004409174	0.04409	0	0						0	
450 738	HARRIS WALLER CNTS MUD 5	\$1,434,119	0.00010844655	0.10845	0	0						0	

EXHIBIT "B"

JUR NO.	TAXING UNIT	2024 ADJ. LEVY	2025 ALLOCATION RATIO	X 1,000	Round to nearest whole #	Number of Votes	County	HISD	Other School Districts	COH	Other Cities	Conservation and Reclamation Districts	Comm Coll
	Total	\$13,224,201,589				1,888	384	296		252	62	136	100
451	739 HC MUD 534	\$5,534,647	0.00041852409	0.41852	0	0						0	
452	740 HC MUD 559	\$1,440,594	0.00010893618	0.10894	0	0						0	
453	742 HC MUD 248 DEFINED AREA	\$455,345	0.00003443270	0.03443	0	0						0	
454	745 NW HC MUD 5	\$23,468,904	0.00177469345	1.77469	2	4						4	
455	746 NW HC MUD 6	\$1,763,816	0.00013337788	0.13338	0	0						0	
456	749 NW HC MUD 9	\$1,785,994	0.00013505496	0.13505	0	0						0	
457	750 NW HC MUD 10	\$5,683,715	0.00042979646	0.42980	0	0						0	
458	752 NW HC MUD 12	\$5,028,625	0.00038025925	0.38026	0	0						0	
459	755 NW HC MUD 15	\$2,975,043	0.00022496957	0.22497	0	0						0	
460	756 NW HC MUD 16	\$2,950,850	0.00022314013	0.22314	0	0						0	
461	759 NW HC MUD 19	\$5,093,597	0.00038517236	0.38517	0	0						0	
462	760 NW HC MUD 20	\$674,428	0.00005099953	0.05100	0	0						0	
463	761 NW HC MUD 21	\$787,595	0.00005955709	0.05956	0	0						0	
464	762 NW HC MUD 22	\$1,745,125	0.00013196449	0.13196	0	0						0	
465	763 NW HC MUD 23	\$1,908,213	0.00014429703	0.14430	0	0						0	
466	764 NW HC MUD 24	\$2,933,635	0.00022183835	0.22184	0	0						0	
467	768 NW HC MUD 28	\$890,974	0.00006737450	0.06737	0	0						0	
468	769 NW HC MUD 29	\$595,059	0.00004499773	0.04500	0	0						0	
469	770 NW HC MUD 30	\$2,756,229	0.00020842309	0.20842	0	0						0	
470	771 NW HC MUD 32	\$3,292,518	0.00024897669	0.24898	0	0						0	
471	776 NW HC MUD 36	\$1,663,313	0.00012577795	0.12578	0	0						0	
472	777 NORTHWEST PARK MUD	\$4,856,812	0.00036726694	0.36727	0	0						0	
473	778 NOTTINGHAM CNTRY MUD	\$3,341,464	0.00025267794	0.25268	0	0						0	
474	779 NORTHWOOD MUD 1	\$802,770	0.00006070461	0.06070	0	0						0	
475	781 OAKMONT PUD	\$3,582,245	0.00027088554	0.27089	0	0						0	
476	783 PARKWAY UD	\$3,979,189	0.00030090202	0.30090	0	0						0	
477	784 PINE BOUGH PUD	\$18,261	0.00000138088	0.00138	0	0						0	
478	785 PINE FOREST MUD	\$1,137,254	0.00008599793	0.08600	0	0						0	
479	786 RANKIN ROAD WEST MUD	\$1,926,345	0.00014566815	0.14567	0	0						0	
480	787 PINE VILLAGE PUD	\$627,160	0.00004742517	0.04743	0	0						0	
481	788 PONDEROSA FOREST UD	\$514,442	0.00003890155	0.03890	0	0						0	
482	789 POST WOOD MUD	\$998,808	0.0000752879	0.07553	0	0						0	
483	790 PRESTONWOOD FOREST UD	\$1,021,898	0.00007727484	0.07727	0	0						0	
484	801 REID ROAD MUD 1	\$1,760,491	0.00013312645	0.13313	0	0						0	
485	802 REID ROAD MUD 2	\$2,349,588	0.00017767334	0.17767	0	0						0	
486	803 RENN ROAD MUD	\$1,466,550	0.00011089894	0.11090	0	0						0	
487	804 RICEWOOD MUD	\$1,877,891	0.00014200411	0.14200	0	0						0	
488	806 ROLLING CREEK UD	\$2,983,284	0.00022559275	0.22559	0	0						0	
489	807 ROLLING FORK PUD	\$1,123,246	0.00008493866	0.08494	0	0						0	
490	809 ROYALWOOD MUD	\$320,410	0.00002422906	0.02423	0	0						0	
491	810 RICHEY ROAD MUD	\$926,986	0.00007009769	0.07010	0	0						0	
492	811 REMINGTON MUD 1	\$6,210,660	0.00046964348	0.46964	0	0						0	
493	822 SAGEMEADOW UD	\$2,807,013	0.00021226333	0.21226	0	0						0	
494	823 SEQUOIA ID	\$420,685	0.00003181175	0.03181	0	0						0	
495	824 SHASLA PUD	\$1,263,468	0.00009554210	0.09554	0	0						0	
496	825 SOUTHWEST HC MUD 1	\$513,856	0.00003885724	0.03886	0	0						0	
497	826 SPANISH COVE PUD	\$184,914	0.00001398300	0.01398	0	0						0	
498	827 SPENCER ROAD PUD	\$2,298,213	0.00017378841	0.17379	0	0						0	
499	829 SPRING CRK FOREST PUD	\$1,193,737	0.00009026912	0.09027	0	0						0	
500	831 SPRING MEADOWS MUD	\$2,820,116	0.00021325416	0.21325	0	0						0	

EXHIBIT "B"

JUR NO.	TAXING UNIT	2024 ADJ. LEVY	2025 ALLOCATION RATIO	X 1,000	Round to nearest whole #	Number of Votes	County	HISD	Other School Districts	COH	Other Cities	Conservation and Reclamation Districts	Comm Coll
	Total	\$13,224,201,589				1,888	384	296	658	252	62	136	100
501	832 SPRING WEST MUD	\$3,315,772	0.00025073514	0.25074	0	0						0	
502	833 SHELTON ROAD MUD	\$2,074,927	0.00015690376	0.15690	0	0						0	
503	841 TATTOR ROAD MD	\$1,677,091	0.00012681983	0.12682	0	0						0	
504	842 TERRANOVA WEST MUD	\$1,784,367	0.00013493193	0.13493	0	0						0	
505	844 HC MUD 368	\$6,725,172	0.00050855032	0.50855	1	2						2	
506	846 TIMBERLAKE ID	\$920,736	0.00006962507	0.06963	0	0						0	
507	847 TIMBER LANE UD	\$12,882,034	0.00097412565	0.97413	1	2						2	
508	848 TRAIL OF THE LAKES MUD	\$4,891,874	0.00036991829	0.36992	0	0						0	
509	850 HC ID 3	\$5,241,440	0.00039635209	0.39635	0	0						0	
510	851 WESTADOR MUD	\$555,689	0.00004202061	0.04202	0	0						0	
511	861 WEST HC MUD 1	\$914,878	0.00006918210	0.06918	0	0						0	
512	862 WEST HC MUD 2	\$2,498,056	0.00018890033	0.18890	0	0						0	
513	864 WEST HC MUD 4	\$905,483	0.00006847166	0.06847	0	0						0	
514	865 WEST HC MUD 5	\$3,116,330	0.00023565355	0.23565	0	0						0	
515	866 WEST HC MUD 6	\$475,445	0.00003595264	0.03595	0	0						0	
516	867 WEST HC MUD 7	\$2,049,842	0.00015500686	0.15501	0	0						0	
517	869 WEST HC MUD 9	\$1,711,368	0.00012941182	0.12941	0	0						0	
518	870 WEST HC MUD 10	\$2,644,968	0.00020000966	0.20001	0	0						0	
519	871 WEST HC MUD 11	\$4,158,131	0.00031443343	0.31443	0	0						0	
520	874 WEST HC MUD 14	\$1,234,237	0.00009333168	0.09333	0	0						0	
521	875 WEST HC MUD 15	\$1,567,373	0.00011852307	0.11852	0	0						0	
522	876 WEST HC MUD 016	\$829,552	0.00006272984	0.06273	0	0						0	
523	877 WEST HC MUD 17	\$1,976,231	0.00014944048	0.14944	0	0						0	
524	879 WEST HC MUD 21	\$3,960,752	0.00029950784	0.29951	0	0						0	
525	893 W KEEGANS BAYOU ID	\$228,372	0.00001726925	0.01727	0	0						0	
526	894 WESTLAKE MUD 1	\$1,335,284	0.00010097275	0.10097	0	0						0	
527	895 WEST MEMORIAL MUD	\$1,315,680	0.00009949032	0.09949	0	0						0	
528	896 WESTON MUD	\$3,291,903	0.00024893019	0.24893	0	0						0	
529	897 WEST PARK MUD	\$3,194,403	0.00024155734	0.24156	0	0						0	
530	899 WHITE OAK BEND MUD	\$808,885	0.00006116702	0.06117	0	0						0	
531	901 WINDFERN FOREST UD	\$2,193,768	0.00016589039	0.16589	0	0						0	
532	902 WOODCREEK MUD	\$1,316,774	0.00009957304	0.09957	0	0						0	
533	907 NORTHPOINTE WCID	\$4,343,590	0.00032845764	0.32846	0	0						0	
534	910 KATY MGMT DISTRICT 1	\$1,216,009	0.00009195330	0.09195	0	0						0	
535	911 CINCO MUD 3	\$92,597	0.00000700209	0.00700	0	0						0	
536	913 CINCO MUD 6	\$441,296	0.00003337033	0.03337	0	0						0	
537	914 CINCO MUD 9	\$726,850	0.00005496362	0.05496	0	0						0	
538	915 HC-FT BEND MUD 5	\$48,764	0.00000368748	0.00369	0	0						0	
539	916 FT BEND WCID 2	\$380,617	0.00002878185	0.02878	0	0						0	
540	917 WILLOW FORK DRNG DIST	\$636,843	0.00004815739	0.04816	0	0						0	
541	921 FALL CREEK MGMT DIST	\$817,779	0.00006183957	0.06184	0	0						0	
542	A02 HC MUD 578	\$585,522	0.00004427655	0.04428	0	0						0	
543	A03 HC MUD 547	\$1,993,870	0.00015077432	0.15077	0	0						0	
544	A04 WESTWOOD MGMT DISTRICT	\$60	0.00000000454	0.00000	0	0						0	
545	A05 KATY WEST MUD	\$160,005	0.00001209941	0.01210	0	0						0	
546	A06 HC MUD 576	\$416,830	0.00003152024	0.03152	0	0						0	
547	A07 HC WCID 164	\$167,523	0.00001266791	0.01267	0	0						0	
548	A08 HC MUD 570A	\$46,985	0.00000355296	0.00355	0	0						0	
549	A09 HC MUD 539	\$282,093	0.00002133157	0.02133	0	0						0	
550	A10 HC MUD 532	\$212,397	0.00001606123	0.01606	0	0						0	

EXHIBIT "B"

JUR NO.	TAXING UNIT	2024 ADJ. LEVY	2025 ALLOCATION RATIO	X 1,000	Round to nearest whole #	Number of Votes	County	HISD	Other School Districts	COH	Other Cities	Conservation and Reclamation Districts	Comm Coll
	Total	\$13,224,201,589				1,888	384	296	658	252	62	136	100
551 A11	HARRIS WALLER COUNTIES MUD 12	\$486,257	0.00003677023	0.03677	0	0						0	
552 A14	ENCLAVE AT THE WOODLANDS DA	\$302,295	0.00002285923	0.02286	0	0						0	
553 A15	HC MUD 569	\$2,454,630	0.00018561650	0.18562	0	0						0	
554 A18	HC MUD 580	\$164,261	0.00001242124	0.01242	0	0						0	
555 A19	PLUM CREEK MGMT DISTRICT 1A	\$163,098	0.00001233330	0.01233	0	0						0	
556 A22	CROSBY MUD DA 2	\$6,790	0.00000051345	0.00051	0	0						0	
557 A29	HC MUD 533	\$985	0.0000007448	0.00007	0	0						0	
558 A30	HC MUD 515	\$136,317	0.00001030815	0.01031	0	0						0	
559 A31	NEWPORT MUD DA 2	\$54,882	0.00000415012	0.00415	0	0						0	
560 A32	HARRIS WALLER COUNTIES MUD 7	\$12,164	0.00000091983	0.00092	0	0						0	
561 A33	TOMBALL BUSINESS ID 1	\$1,488,533	0.00011256128	0.11256	0	0						0	
562 A38	HC MUD 535	\$150,312	0.00001136643	0.01137	0	0						0	
563 A39	HC MUD 570C	\$76,915	0.00000581623	0.00582	0	0						0	
564 A41	HC UD 544	\$13,186	0.00000099711	0.00100	0	0						0	
565 A46	HC MUD 588	\$3,097	0.00000023419	0.00023	0	0						0	
566 A52	HC MUD 492	\$24,356	0.00000184177	0.00184	0	0						0	
567 A53	HC MUD 514	\$5,052	0.00000038203	0.00038	0	0						0	
568 A56	HC MUD 586	\$72,758	0.00000550188	0.00550	0	0						0	
569 A57	HC MUD 583	\$53,258	0.00000402731	0.00403	0	0						0	
570 A58	HC WCID 160	\$17	0.00000000129	0.00000	0	0						0	

RESOLUTION NO. 09-16-2025A

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, NOMINATING A CANDIDATE OR CANDIDATES TO BE PLACED ON THE BALLOT FOR A POSITION ON THE BOARD OF DIRECTORS OF THE HARRIS CENTRAL APPRAISAL DISTRICT

* * * * *

WHEREAS, those cities and towns other than the City of Houston within the Harris Central Appraisal District have the right to nominate up to two candidates to be listed on a final ballot that will be voted upon by all eligible taxing units who are entitled to vote to appoint two (2) positions on the Board of Directors of the Harris Central Appraisal District for a four-year term of office commencing on January 1, 2026, and

WHEREAS, this governing body desires to exercise its right to nominate a candidate or candidates for such a position on the said Board of Directors; now, therefore,

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

Section 1. The facts and recitations set forth in the preamble of this resolution be, and hereby are, adopted, ratified and confirmed.

Section 2. That _____ (name), of _____ (address, zip code), _____ (phone number) be, and he or she is hereby, nominated as a candidate for an appointed position on the Board of Directors of the Harris Central Appraisal District to be decided by a vote of all eligible taxing units who are entitled to vote to fill two (2) positions on the Board of Directors of the Harris Central Appraisal District for a four-year term of office commencing on January 1, 2026.

If you choose to nominate more than one candidate (up to two in total), please complete the following:

That _____ (name), of _____ (address, zip code), _____ (phone number) be, and he or she is hereby, nominated as a candidate for an appointed position on the Board of Directors of the Harris Central Appraisal District to be decided by a vote of all eligible taxing units who are entitled to vote to fill two (2) positions on the Board of Directors of the Harris Central Appraisal District for a four-year term of office commencing on January 1, 2026.

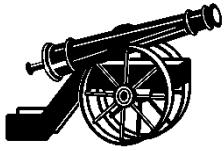
Section 3. The presiding officer of the governing body of this taxing unit be, and he or she is hereby, authorized and directed to deliver, or cause to be delivered, a certified copy of this resolution to the chief appraiser of the Harris Central Appraisal District **prior to October 15, 2025.**

PASSED, APPROVED, AND RESOLVED this 16th day of September, 2025.

Keith Brown, Mayor

ATTEST:

Gerardo Barrera, City Administrator/ Acting City Secretary



City of Bunker Hill Village
City Council
Agenda Request

Agenda Date: September 16, 2025

Agenda Item: XVI

Subject: Appraisal District Board of Directors Vacancy

Exhibits: Resolution No. 09-16-2025B
Nomination Letter dated August 7, 2025

Funding: N/A

Presenter(s): Gerardo Barrera, City Administrator

Executive Summary

The Harris Central Appraisal District (HCAD) Board of Directors is requesting taxing units to nominate a candidate to fill a vacancy on the board of directors due to a resignation. All taxing units participating in the appraisal district under Section 6.03 may nominate a candidate to fill the vacancy and complete the term of a director who resigned from the board. The presiding officer of a taxing unit's governing body must submit the name and the corresponding nominating resolution to the chief appraiser by 5:00 p.m. on September 22, 2025. The list of nominees submitted to the chief appraiser will be given to HCAD's board of directors. The board of directors will then appoint by majority vote of its members one of the nominees timely submitted by the taxing units to fill the vacancy.

Recommended Action

Staff recommends that City Council take any desired action.



**Harris Central Appraisal District
OFFICE OF CHIEF APPRAISER**

TO: Presiding Officers and/or Governing Bodies of Taxing Units Districts Served
by the Harris Central Appraisal District

FROM: Roland Altinger, Chief Appraiser

DATE: August 7, 2025

SUBJECT: Nominations to fill a vacancy on the Harris Central Appraisal District
Board of Directors caused by resignation of a Director

I am sending this letter to notify you that the Chairman of the Harris Central Appraisal District Board of Directors has informed me that there is a vacancy on the Harris Central Appraisal District board of directors due to resignation of director Cassandra Auzenne Bandy that took effect on July 31, 2025.

Section 6.0301 of the Texas Property Tax Code gives you the right to nominate a replacement by resolution of your governing body, to fill the vacancy and complete the term of former director, Cassandra Auzenne Bandy, which expires on December 31, 2027.

The resolution must be sent to the chief appraiser who will then distribute the list of nominees timely received from taxing units to the board of directors. The HCAD board of directors shall then, by majority vote, appoint a director to fill the vacancy from that list of nominees timely submitted by the taxing units.

This letter serves as formal notice of:

- Your right to nominate a candidate to fill the vacancy on the Board, and the process for doing so. For further details please see Exhibit "A" attached hereto.

Your board will need to meet and complete this process of nominating a director to fill this vacancy so that you can deliver your nomination and resolution to the chief appraiser by 5 p.m. on September 22, 2025.

Nominations and resolutions may be submitted:

- **By Regular Mail:**

Roland Altinger, Chief Appraiser
P.O. Box 920975
Houston, Texas 77292-0975

Mark the envelope: "Nomination to Fill a Vacancy on HCAD Board of Directors."

- **By Hand:**

Roland Altinger, Chief Appraiser
13013 Northwest Freeway
Houston, Texas 77040

Mark the envelope: "Nomination to Fill a Vacancy on HCAD Board of Directors."

- **By Email:**

cguerra@hcad.org

Participating in this process gives you the best chance of having a voice in HCAD's operations. To assist you in this nominating process, a sample resolution for your nomination to fill the vacancy on the Board of Directors of the Harris Central Appraisal District is also attached.

Please do not hesitate to call me on (713) 957-5299 with any questions you may have.

Sincerely,



Roland Altinger, CAE, RPA, CTA
Chief Appraiser

Attachments

CC: HCAD Board Members
Attorneys

EXHIBIT “A”

NOMINATING AND VOTING PROCESS TO FILL A VACANCY ON THE HARRIS CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS

The nominating and voting process to fill a vacancy of the board of directors due to the resignation of one of the directors is outlined below.

Nomination Procedures

All taxing units participating in the appraisal district under Section 6.03 may nominate a candidate to fill the vacancy and complete the term of a director who resigned from the board.

The presiding officer of a taxing unit’s governing body must submit the name and the corresponding nominating resolution to the chief appraiser by 5 p.m. on September 22, 2025.

The list of nominees submitted to the chief appraiser will be given to HCAD’s board of directors.

Voting Procedures

Pursuant to Section 6.0301(f), after the chief appraiser receives resolutions from taxing units containing the names of the nominated candidates to fill the vacancy on the board, the chief appraiser shall, within five days, send to the board of directors the list of the nominees. The board of directors shall then appoint by majority vote of its members one of the nominees timely submitted by the taxing units to fill the vacancy.

Eligibility Requirements

The appraisal district appraises all property in the county for ad valorem tax purposes. The board of directors is the governing body for the district. The board employs the chief appraiser, sets general policies for the district, and adopts the budget for the district. By law, board members cannot communicate with the chief appraiser regarding appraisals, except in: (1) an open meeting of the appraisal district board of directors or another public forum; or (2) a closed meeting of the board of directors held to consult with the board's attorney about pending litigation, in accordance with Tax Code Section 6.15.

There is no compensation for service on the appraisal district’s board of directors; however, directors are reimbursed for actual and necessary expenses incurred in the performance of their duties as provided by the budget adopted by the board. HCAD’s Board of Directors typically meets once a month.

An individual must satisfy certain residency, employment, and conflict-of-interest requirements to be eligible to serve on the appraisal district’s board of directors.

Residency. *The individual must be a resident of the district and must have resided in the district for at least two years immediately preceding the date he or she takes office. The appraisal district's boundaries are the same as those for Harris County.*

Employment. An employee of a taxing unit served by the appraisal district may not serve on the board of directors, with one exception: an employee of a taxing unit may serve if the employee is also a member of the governing body or an elected official of a taxing unit that participates in the district. For example, a member of the governing body of a school district who is also a city employee may be *eligible* to serve on the board.

An individual is *ineligible* to serve on an appraisal district's board of directors if the individual has engaged in the business of appraising property for compensation for use in proceedings under the Texas Property Tax Code or representing property owners for compensation in proceedings under the Tax Code in the appraisal district at any time during the preceding three years.

Conflict of Interest. An individual may not serve on an appraisal district's board of directors if the individual is related, within the second degree by consanguinity (blood) or affinity (marriage), to a person who is in the business of appraising property or representing property owners for a fee in proceedings in the appraisal district; those relatives barred include: the individual's spouse, children, brothers, sisters, parents, grandparents, and grandchildren. The relatives of the individual's spouse in the same degree are also included.

An individual is not eligible to be a candidate for, to be appointed to, or to serve on the board of directors of, an appraisal district if the individual contracts with the appraisal district for any purpose or contracts with a taxing unit served by the district for a property tax-related purpose. The same rule applies to individuals who have a substantial interest in businesses contracting with the appraisal district (for any purpose) or with the taxing unit (for property tax purposes). An individual has a substantial interest if the individual or the individual's spouse has combined ownership of at least ten percent (10%) of the voting stock or shares of the business. An individual also has a substantial interest if the individual or the individual's spouse is a partner, limited partner, or an officer of the business. These prohibitions on contracting continue for the duration of the affected director's term of office.

Additionally, the appraisal district may not employ any person who is related to a member of the board of directors within the second degree by affinity or the third degree of consanguinity. This provision applies to existing employees at the time the director takes office and to employees hired during the director's term.

Delinquent taxes. With limited exceptions, Texas law makes a person ineligible to serve as a member of the board of directors if he or she has delinquent property taxes owed to any taxing unit for more than 60 days after the person knew or should have known of the delinquency.

RESOLUTION NO. 09-16-2025B

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, NOMINATING A CANDIDATE TO FILL A VACANCY ON THE BOARD OF DIRECTORS OF THE HARRIS CENTRAL APPRAISAL DISTRICT

* * * * *

WHEREAS, cities other than the City of Houston that are within the Harris Central Appraisal District, have the right to nominate a candidate to fill a vacancy on the board of directors to complete the term of Cassandra Auzenne Bandy who resigned her position on the board of directors; and

WHEREAS, this governing body desires to exercise its right to nominate a candidate on the Board of Directors to fill a vacancy on the board of directors for a term that will expire on December 31, 2027; and

WHEREAS, the HCAD board of directors shall by majority vote appoint a new director from the list of nominees timely submitted by all taxing units to the chief appraiser; and now, therefore

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

Section 1. The facts and recitations set forth in the preamble of this resolution be, and hereby are, adopted, ratified and confirmed.

Section 2. The _____ (name), of _____ (address, zip code), _____ (phone number) be, and he or she is hereby, nominated as a candidate for an appointed position to fill a vacancy that exists on the Board of Directors of the Harris Central Appraisal District whereby the candidate appointed to fill the vacancy shall be decided by a majority vote of the HCAD board of directors to complete the term that expires on December 31, 2027.

Section 3. The presiding officer of the governing body of this taxing unit be, and he or she is hereby, authorized and directed to deliver, or cause to be delivered, a certified copy of this resolution to the chief appraiser of the Harris Central Appraisal District **by 5 p.m. on September 22, 2025.**

PASSED, APPROVED, AND RESOLVED this 16th day of September, 2025.

Keith Brown, Mayor

ATTEST:

Gerardo Barrera, City Administrator/ Acting City Secretary