

MAYOR
Jim Pappas

CITY OF HUNTERS CREEK VILLAGE

CITY COUNCIL
Stuart Marks
Fidel Sapien
Ken Spalding
Chip Cowell
Jay Carlton



CITY ADMINISTRATOR
Tom Fullen, CPM
CITY SECRETARY
Crystal R. Dozier, TRMC

Notice is hereby given of regular meeting of the City Council of Hunters Creek Village, Texas, to be held on **Tuesday, May 26, 2020 at 6:00 p.m.** in the City Hall at #1 Hunters Creek Place, for the purpose of considering the following agenda items.

- A. Call to order and the roll of elected and appointed officers will be taken.
- B. Pledge of Allegiance.
- C. **PUBLIC COMMENTS** *At this time, any person with city-related business may speak to the Council. In compliance with the Texas Open Meetings Act, if a member of the public comments or inquires about a subject that is not specifically identified on the agenda, a member of council or a staff member may only respond by giving a statement of specific factual information or by reciting existing policy. The City Council may not deliberate or vote on the matter.*
- D. **REPORTS**
 - 1. City Treasurer Monthly Report **Pgs. 1-6**
 - 2. Police Commissioner Monthly Report **Pgs. 7-18**
 - 3. Fire Commissioner Monthly Report **Pgs. 19-21**
 - 4. Building Official Monthly Report **Pgs. 22-28**
 - 5. City Engineer and Public Works Report **Pg. 29**
 - a. 2020 Outfall Replacement – Outfall #32 (River Glyn Drive)
 - b. Voss at Second Baptist
 - c. Beinhorn and Voss – Traffic Signal Reconstruction
 - d. CCTV Phase II
 - e. Beinhorn Phase 3 (Hedwig to Voss)
 - 6. Mayor and Council Reports and Comments
 - 7. City Administrator Report
 - a. Plans for resuming Municipal Court operations
 - 8. City Attorney Report
 - a. Options for enforcing the City's Tree Ordinance
- E. **CONSENT AGENDA** *The following items are considered routine by the City Council and will be enacted by one motion. There will not be a separate discussion on these items unless a Councilmember requests, in which event, the item will be removed from the general order of business and considered in its normal sequence on the agenda.*
 - 1. Approval of the Minutes of the Regular Meeting on April 28, 2020. **Pgs. 30-34**
 - 2. Approval of the Cash Disbursement Journal for April, 2020.
- F. **REGULAR AGENDA**
 - 1. Discussion and possible action to appoint a Local Health Authority for the City of Hunters Creek Village. **Pgs. 35-46**

2. Discussion and possible action to consider a proposed Network Node Development Agreement for providers of 5G services. **Pg. 47**
 3. Discussion and possible action to approve an Ordinance amending the City's 2020 Budget to increase the amount budgeted for Traffic Light Mast Arms – Beinhorn & Voss from \$275,000 to \$410,000 and to decrease the Ending Fund Balance from \$1,311,020 to \$1,176,020. **Pgs. 48-51**
 4. Discussion and possible action to approve the Proposed 2021 Memorial Villages Police Department Budget in the amount of \$6,109,444.00 with Hunters Creek Village's 2021 Assessment being \$2,036,481.00. **Pgs. 52-73**
 5. Discussion and possible action to approve the Village Fire Department's 2019 Annual Audit. **Pgs. 74-149**
 6. Discussion and possible action to approve a Budget Amendment for the 2019 Village Fire Department Budget to transfer \$115,864.00 from the Ambulance Billing Fund to the General Fun to cover the deficit shown in the 2019 Audit. **Pgs. 150-153**
 7. Discussion and possible action to approve the proposed 2021 Village Fire Department Budget. **Pgs. 154-167**
 8. Discussion and possible action to approve Amendment No. 65 to the engineering contract with CobbFendley for Engineering Services associated with the Beinhorn Road Reconstruction – Phase 3 in the amount of \$464,615. **Pgs. 168-176**
 9. Discussion and possible action to approve an Interlocal Agreement between the cities of Bunker Hill Village, Hedwig Village, Hunters Creek Village, Piney Point Village and Memorial Villages Police Department for the installation, maintenance and use of a temporary vehicle fueling station and the procurement of fuel. **Pgs. 177-182**
 10. Discussion and possible action to schedule a Budget Workshop date. **Pg. 183**
- G. EXECUTIVE SESSION It is anticipated that all, or a portion of the discussion of the following items, if any, will be conducted in closed executive session under authority of the Texas Open Meetings Act. However, no action will be taken on these items until the City Council reconvenes in open session.
- H. RECONVENE into Open Session and consider action, if any, on items discussed in Executive Session.
- I. ADJOURNMENT

The City Council may convene a public meeting and then recess into closed executive session, to discuss any of the items listed on this agenda, if necessary, and if authorized under chapter 551 of the Texas Government Code. Situations in which a closed executive session may be authorized by law include, without limitation; (1) consulting with the Council's attorney to seek or receive legal advice concerning pending or contemplated litigation, a settlement offer, or any other matter in which the ethical duty of the attorney to the Council clearly conflicts with the general requirement that all meetings be open, § 551.071; (2) discussing the purchase, exchange, lease, or value of real property, § 551.072; (3) discussing a prospective gift or donation, § 551.073; (4) discussing certain personnel matters, §551.074; and (5) discussing security personnel or devices, § 551.076.

CERTIFICATION

I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, #1 Hunters Creek Place, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: May 22, 2020 at 2:30 p.m. and remained so posted continuously for at least 72 hours before said meeting was convene.

/s/

Crystal R. Dozier, TRMC
City Secretary

The City Hall is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 713.465.2150, by fax at 713.465.8357, or by email at crdozier@cityofhunterscreek.org. Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the city's web site at www.cityofhunterscreek.com.



**City of Hunters Creek Village
Monthly Tax Office Report
April 30, 2020**

Prepared by: Christine A. Porter, Tax Assessor/Collector

A. Current Taxable Value \$ 2,974,077,834

B. Summary Status of Tax Levy and Current Receivable Balance:

	Current 2019 Tax Year	Delinquent 2018 & Prior Tax Years	Total
Original Levy 0.194082	\$ 5,582,553.54	\$ -	\$ 5,582,553.54
Carryover Balance	-	113,527.23	113,527.23
Adjustments	189,596.11	(2,203.13)	187,392.98
Adjusted Levy	5,772,149.65	111,324.10	5,883,473.75
Less Collections Y-T-D	5,611,059.73	7,103.86	5,618,163.59
Receivable Balance	<u>\$ 161,089.92</u>	<u>\$ 104,220.24</u>	<u>\$ 265,310.16</u>

C. COLLECTION RECAP:

Current Month:	Current 2019 Tax Year	Delinquent 2018 & Prior Tax Years	Total
Base Tax	\$ 28,750.90	\$ -	\$ 28,750.90
Penalty & Interest	2,184.78	-	2,184.78
Attorney Fees	-	-	-
Other Fees	2.10	-	2.10
Total Collections	<u>\$ 30,937.78</u>	<u>\$ -</u>	<u>\$ 30,937.78</u>

Year-To-Date:	Current 2019 Tax Year	Delinquent 2018 & Prior Tax Years	Total
Base Tax:	\$ 5,611,059.73	\$ 7,103.86	\$ 5,618,163.59
Penalty & Interest	13,348.32	2,649.48	15,997.80
Attorney Fees	-	2,391.29	2,391.29
Other Fees	1,429.83	-	1,429.83
Total Collections	<u>\$ 5,625,837.88</u>	<u>\$ 12,144.63</u>	<u>\$ 5,637,982.51</u>

Percent of Adjusted Levy	<u>97.47%</u>	<u>97.68%</u>
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Budget Report Account Summary

For Fiscal: 2020 Period Ending: 04/30/2020

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL GOVERNMENT (01)						
Revenue						
100-00-41000	CURRENT AD VALOREM TAXES	5,791,835.00	5,791,835.00	44,579.03	5,598,330.42	-193,504.58 3.34 %
100-00-41005	PREVIOUS AD VALOREM TAXES	15,000.00	15,000.00	-29.59	7,103.86	-7,896.14 52.64 %
100-00-41010	FRANCHISE TAXES	350,000.00	350,000.00	20,375.59	125,535.83	-224,464.17 64.13 %
100-00-41015	SALES TAXES	450,000.00	450,000.00	39,581.29	185,053.61	-264,946.39 58.88 %
100-00-41020	MIXED DRINK TAX	20,000.00	20,000.00	6,775.19	13,060.58	-6,939.42 34.70 %
100-00-41040	PENALTIES/INTEREST	15,000.00	15,000.00	442.69	11,903.19	-3,096.81 20.65 %
100-00-42035	BUILDING PERMITS	225,000.00	225,000.00	20,470.60	210,923.19	-14,076.81 6.26 %
100-00-42044	CREDIT CARD PROCESSING FEE	2,400.00	2,400.00	9.50	972.71	-1,427.29 59.47 %
100-00-43057	CHILD SAFETY FEES	5,400.00	5,400.00	421.22	1,756.01	-3,643.99 67.48 %
100-00-43070	METRO RECEIPTS	225,000.00	225,000.00	19,790.65	92,526.81	-132,473.19 58.88 %
100-00-44025	TRAFFIC FINES	175,000.00	175,000.00	5,550.01	40,699.00	-134,301.00 76.74 %
100-00-44027	COURT TECHNOLOGY FUND	3,500.00	3,500.00	90.37	820.97	-2,679.03 76.54 %
100-00-44028	COURT SECURITY FUND	2,500.00	2,500.00	74.82	732.95	-1,767.05 70.68 %
100-00-46030	INTEREST INCOME	100,000.00	100,000.00	3,328.10	28,781.74	-71,218.26 71.22 %
100-00-48040	BURGLAR ALARM PERMITS	0.00	0.00	10.00	60.00	60.00 0.00 %
100-00-48045	SUBD ST. LIGHTS	31,000.00	31,000.00	0.00	35,478.23	4,478.23 114.45 %
100-00-48055	OTHER INCOME	15,000.00	15,000.00	0.00	6,611.80	-8,388.20 55.92 %
	Revenue Total:	7,426,635.00	7,426,635.00	161,469.47	6,360,350.90	-1,066,284.10 14.36 %
Expense						
100-01-71000	SALARIES & WAGES	598,250.00	598,250.00	45,741.78	210,080.15	388,169.85 64.88 %
100-01-71001	LONGEVITY	5,376.00	5,376.00	0.00	0.00	5,376.00 100.00 %
100-01-71025	TMRS	104,754.00	104,754.00	8,105.70	37,117.77	67,636.23 64.57 %
100-01-71030	PAYROLL TAXES	47,704.00	47,704.00	3,516.73	17,737.71	29,966.29 62.82 %
100-01-71105	INSURANCE BENEFITS	119,692.00	119,692.00	9,182.09	41,635.13	78,056.87 65.21 %
100-01-71107	HRA	4,000.00	4,000.00	500.00	500.00	3,500.00 87.50 %
100-01-72045	NOTICES & MAILING	15,000.00	15,000.00	696.25	696.25	14,303.75 95.36 %
100-01-72055	OFFICE SUPPLIES & PRINTING	8,500.00	8,500.00	1,850.70	2,961.76	5,538.24 65.16 %
100-01-72060	TELEPHONE	16,500.00	16,500.00	1,549.74	4,520.15	11,979.85 72.61 %
100-01-72061	TRAVEL & TRAINING	10,000.00	10,000.00	175.00	3,587.05	6,412.95 64.13 %
100-01-72062	TUITION REIMBURSEMENT	5,000.00	5,000.00	0.00	0.00	5,000.00 100.00 %
100-01-72063	CERTIFICATION/LICENSE/EDUCATION	10,200.00	10,200.00	700.00	2,050.00	8,150.00 79.90 %
100-01-72065	MACHINE RENTAL MAINTENANCE	1,800.00	1,800.00	0.00	246.21	1,553.79 86.32 %
100-01-72090	MEMBERSHIPS & SUBSCRIPTIONS	3,500.00	3,500.00	2,703.50	3,038.50	461.50 13.19 %
100-01-72108	GEN LIABILITY/PROP/WC INS	19,500.00	19,500.00	0.00	0.00	19,500.00 100.00 %
100-01-72109	SURETY BONDS	250.00	250.00	0.00	0.00	250.00 100.00 %
100-01-72110	ELECTIONS	3,500.00	3,500.00	0.00	0.00	3,500.00 100.00 %
100-01-72111	RECORDS MANAGEMENT	500.00	500.00	0.00	0.00	500.00 100.00 %
100-01-72112	CODIFICATIONS	2,500.00	2,500.00	950.00	2,201.00	299.00 11.96 %
100-01-75040	OFFICE EQUIPMENT	5,000.00	5,000.00	916.50	1,013.47	3,986.53 79.73 %
100-01-76010	COMPUTER SOFTWARE SERVICES	12,500.00	12,500.00	288.75	11,566.10	933.90 7.47 %
100-01-78056	BANK FEES	1,200.00	1,200.00	116.14	592.55	607.45 50.62 %
100-01-78115	PUBLIC RELATIONS	23,000.00	23,000.00	43.60	1,011.13	21,988.87 95.60 %
100-02-72042	CONSULTING SERVICES	25,000.00	25,000.00	1,654.91	3,662.17	21,337.83 85.35 %
100-02-72085	TAX COLLECTOR/ASSESSOR	45,000.00	45,000.00	0.00	19,421.00	25,579.00 56.84 %
100-02-72120	AUDITOR	15,000.00	15,000.00	0.00	0.00	15,000.00 100.00 %
100-02-72300	LITIGATION	25,000.00	25,000.00	0.00	0.00	25,000.00 100.00 %
100-02-72310	CITY ATTORNEY	75,000.00	75,000.00	3,925.00	9,215.00	65,785.00 87.71 %
100-02-72502	CITY ENGINEER	75,000.00	75,000.00	5,358.27	17,375.26	57,624.74 76.83 %
100-02-78504	TCEQ PHIII STORMWATER PERMIT	7,500.00	7,500.00	0.00	100.00	7,400.00 98.67 %
100-03-72001	VILLAGE FIRE DEPARTMENT	1,785,667.00	1,785,667.00	148,805.59	818,430.74	967,236.26 54.17 %

Budget Report

For Fiscal: 2020 Period Ending: 04/30/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-03-72005	MEMORIAL VILLAGES POLICE DEPT.	1,949,987.00	1,949,987.00	162,498.00	974,999.00	974,988.00	50.00 %
100-04-72015	GARBAGE SERVICE	635,000.00	635,000.00	41,728.21	125,184.63	509,815.37	80.29 %
100-04-72021	STREET LIGHTS-CITY	60,000.00	60,000.00	0.00	13,604.90	46,395.10	77.33 %
100-04-72057	OFFICE SUPP/PRINTING - PW	2,000.00	2,000.00	0.00	89.80	1,910.20	95.51 %
100-04-72062	TRAVEL/TRAINING - PW	8,500.00	8,500.00	0.00	55.00	8,445.00	99.35 %
100-04-72070	MOSQUITO FOGGING CONTRACT	12,500.00	12,500.00	1,275.00	1,275.00	11,225.00	89.80 %
100-04-72091	MEMBERSHIPS/SUBS PW	1,000.00	1,000.00	0.00	50.00	950.00	95.00 %
100-04-72205	UNIFORMS-PW	3,500.00	3,500.00	195.12	780.48	2,719.52	77.70 %
100-04-72500	PW-BUILDING INSPECTIONS	60,000.00	60,000.00	4,440.00	12,480.00	47,520.00	79.20 %
100-04-72520	TRUCK MAINTENANCE	15,000.00	15,000.00	448.98	1,152.33	13,847.67	92.32 %
100-04-72530	TRAFFIC LIGHT MAINTENANCE	3,500.00	3,500.00	0.00	1,162.00	2,338.00	66.80 %
100-04-72540	MOWING CONTRACT	50,000.00	50,000.00	3,178.00	8,384.00	41,616.00	83.23 %
100-04-72541	CONTRACT LABOR	35,000.00	35,000.00	1,050.00	1,050.00	33,950.00	97.00 %
100-04-72560	LANDSCAPING	30,000.00	30,000.00	237.42	1,094.04	28,905.96	96.35 %
100-04-75510	RENTAL/PURCHASE EQUIPMENT	15,000.00	15,000.00	453.09	2,210.30	12,789.70	85.26 %
100-04-75550	TRAFFIC SIGNS	3,000.00	3,000.00	0.00	2,036.60	963.40	32.11 %
100-04-76500	STREET & DRAINAGE MAINTENANCE	100,000.00	100,000.00	8,731.96	15,894.36	84,105.64	84.11 %
100-04-78050	BUILDING MAINTENANCE	30,000.00	30,000.00	1,613.56	5,726.88	24,273.12	80.91 %
100-04-78051	JANITORIAL SERVICE BLDG MAINTEN...	9,000.00	9,000.00	795.86	3,979.30	5,020.70	55.79 %
100-04-78063	STORM DISASTER FUND	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
100-04-78540	URBAN FORESTER	15,000.00	15,000.00	0.00	2,310.00	12,690.00	84.60 %
100-04-78544	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	0.00	1,126.30	1,873.70	62.46 %
100-05-73000	JUDGES & PROSECUTORS	45,000.00	45,000.00	1,886.00	7,161.00	37,839.00	84.09 %
100-05-73020	JURY DUTY FEES	300.00	300.00	0.00	0.00	300.00	100.00 %
100-05-73025	WARRANTS ISSUED	500.00	500.00	0.00	0.00	500.00	100.00 %
100-05-73030	COURT SUPPLIES & PRINTING	2,500.00	2,500.00	0.00	339.16	2,160.84	86.43 %
100-05-73031	COURT TECHNOLOGY	1,500.00	1,500.00	539.00	539.00	961.00	64.07 %
100-05-73032	COURT SECURITY	1,800.00	1,800.00	0.00	419.85	1,380.15	76.68 %
100-05-73034	COURT MEMBERSHIPS & SUBSCRIPTI...	500.00	500.00	0.00	55.00	445.00	89.00 %
100-05-73035	COURT-TRAVEL & TRAINING	1,500.00	1,500.00	0.00	310.00	1,190.00	79.33 %
100-05-73044	CREDIT CARD FEES	3,000.00	3,000.00	435.23	435.23	2,564.77	85.49 %
100-05-73045	COURT TAX PD TO STATE	70,000.00	70,000.00	12,722.49	12,722.49	57,277.51	81.83 %
100-06-75041	COMPUTER EQUIP. & SOFTWARE	9,000.00	9,000.00	5,728.24	5,728.24	3,271.76	36.35 %
100-06-78064	CAPITAL RESERVE	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00 %
	Expense Total:	6,747,980.00	6,747,980.00	484,736.41	2,411,113.99	4,336,866.01	64.27 %
	Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	678,655.00	678,655.00	-323,266.94	3,949,236.91	3,270,581.91	-481.92 %
	Fund: 200 - CAPITAL IMPROVEMENTS (02)						
	Expense						
200-01-75038	STREET AND MAINTANANCE - RECUR...	500,000.00	500,000.00	16,589.36	16,589.36	483,410.64	96.68 %
200-01-75042	CIP ENG. & DESIGN	100,000.00	100,000.00	0.00	41,635.40	58,364.60	58.36 %
200-01-75050	REFORESTATION	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
200-01-75051	I-10 NOISE ABATEMENT	46,800.00	46,800.00	0.00	0.00	46,800.00	100.00 %
200-01-75053	OUTFALL REPAIRS	350,000.00	350,000.00	26,722.30	128,385.06	221,614.94	63.32 %
200-01-75056	TRAFFIC LIGHT MAST ARMS	275,000.00	275,000.00	4,389.20	15,439.20	259,560.80	94.39 %
200-01-75059	CCTV	0.00	0.00	0.00	1,125.00	-1,125.00	0.00 %
200-01-75060	SIDEWALK REPLACEMENT	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
200-01-75064	STREET REPLACEMENT-BEINHORN W...	2,000,000.00	2,000,000.00	0.00	0.00	2,000,000.00	100.00 %
	Expense Total:	3,341,800.00	3,341,800.00	47,700.86	203,174.02	3,138,625.98	93.92 %
	Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	3,341,800.00	3,341,800.00	47,700.86	203,174.02	3,138,625.98	93.92 %
	Report Surplus (Deficit):	-2,663,145.00	-2,663,145.00	-370,967.80	3,746,062.89	6,409,207.89	240.66 %

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL GOVERNMENT (01)						
Revenue	7,426,635.00	7,426,635.00	161,469.47	6,360,350.90	-1,066,284.10	14.36 %
Expense	6,747,980.00	6,747,980.00	484,736.41	2,411,113.99	4,336,866.01	64.27 %
Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	678,655.00	678,655.00	-323,266.94	3,949,236.91	3,270,581.91	-481.92 %
Fund: 200 - CAPITAL IMPROVEMENTS (02)						
Expense	3,341,800.00	3,341,800.00	47,700.86	203,174.02	3,138,625.98	93.92 %
Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	3,341,800.00	3,341,800.00	47,700.86	203,174.02	3,138,625.98	93.92 %
Report Surplus (Deficit):	-2,663,145.00	-2,663,145.00	-370,967.80	3,746,062.89	6,409,207.89	240.66 %

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Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL GOVERNMENT (01)	678,655.00	678,655.00	-323,266.94	3,949,236.91	3,270,581.91
200 - CAPITAL IMPROVEMENTS (02)	-3,341,800.00	-3,341,800.00	-47,700.86	-203,174.02	3,138,625.98
Report Surplus (Deficit):	-2,663,145.00	-2,663,145.00	-370,967.80	3,746,062.89	6,409,207.89

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2020 Municipal Court Recap

Month	Year 2018					Year 2019					Year 2020					
	Total Cases Filed	Citations vs Warnings	Revenues* Retained by City	Remitted to State	Total Cases Filed	Citations vs Warnings	Revenues* Retained by City	Remitted to State	Total Cases Filed	Citations vs Warnings	Revenues* Retained by City	Remitted to State	Total Cases Filed	Citations vs Warnings	Revenues* Retained by City	Remitted to State
Jan.	293	175C/118W	\$11,840	\$3,825	330	129C/201W	\$18,026	\$6,553	255	105C/150W	\$12,104	\$4,415	264	116C/148W	\$14,774	\$4,989
Feb.	217	139C/78W	\$18,126	\$7,087	258	90C/168W	\$14,856	\$5,033	264	116C/148W	\$14,774	\$4,989	38	18C/20W	\$11,245	\$3,387
March	192	121C/71W	\$21,690	\$7,956	272	122C/150W	\$22,911	\$6,903	4	4C/0W	\$6,487	\$1,583				
April	143	88C/55W	\$18,129	\$6,343	266	113C/153W	\$15,747	\$4,990								
May	140	67C/73W	\$12,873	\$4,872	298	144C/154W	\$17,311	\$5,661								
June	124	63C/61W	\$13,245	\$4,796	270	148C/122W	\$20,249	\$6,364								
July	129	71C/58W	\$11,197	\$3,925	193	109C/84W	\$21,863	\$7,963								
Aug.	137	63C/74W	\$13,041	\$4,442	277	122C/156W	\$18,752	\$6,598								
Sept.	288	146C/142W	\$11,484	\$4,026	247	111C/136W	\$17,869	\$5,242								
Oct.	273	132C/141W	\$20,200	\$7,895	211	97C/114W	\$17,680	\$5,918								
Nov.	319	146C/173W	\$20,600	\$7,467	239	104C/135W	\$15,556	\$5,330								
Dec.	241	99C/142W	\$30,790	\$10,482	180	71C/109W	\$20,823	\$5,998								
TOTAL	2496	1,310C/1141W	\$203,215	\$73,117	3041	1360C/1561W	\$221,643	\$72,554	561	243C/318W	\$44,609	\$14,374				

Monthly Avg	208.00	109C/989W	\$16,934.58	\$6,093.06	253	107C/121W	\$18,470.27	\$6,046.20	46.8	21C/26W	\$3,717.43	\$2,519.62	\$1,197.86
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*REVENUES INCLUDES BONDS THAT HAVE BEEN APPLIED



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

Raymond Schultz
 Chief of Police

May 11, 2020

TO: MVPD Police Commissioners
 FROM: R. Schultz, Chief of Police
 REF: April Monthly Report

During the month of March MVPD responded/handled a total of 6,390 calls/incidents. 5,470 House watch checks were conducted. 20 traffic stops were initiated with 27 citations being issued for 52 violations. (Note: 9 Assists in Hedwig, 28 in Houston, 1 in Spring Valley and 0 in Hillshire)

Calls/Events by Village were:

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	1897/10060	1669/8603	1	6	6@3:35
Piney Point:	2067/7446	1771/5967	0	17	12@4:11
Hunters Creek:	2356/9281	2025/5586	1	4	6@4:03 24@4:02

Type and frequency of calls for service/citations include:

Call Type	#	Call Type	#	Citations	#
False Alarms:	124	Ord. Violations:	18	Speeding:	7
Accidents:	2	Info Reports:	11	Exp. Registration:	2
ALPR Hits:	31	Suspicious Situations:	159	No Ins:	6
Assist Fire:	45	Welfare Checks:	14	Equipment	7
Assist EMS:	31			Stop Sign:	4

This month the department generated a total of 61 police reports.

Crimes Against of Persons (1)

Aggravated Assault 1

Crimes Against Property (19)

Burglary of a Vehicle	3	Fraud/ID	8
Burglary of a Habitation	1	Misd Theft	4
Attempted Burglary	1	Credit Card Abuse	1
Forgery	1		

Petty/Quality of Life Crimes/Events (41)

ALPR Hits (valid)	9	DWI	1
Poss. of a Controlled Sub/Para.	1	Misc. Reports	19
Warrants	2	Recovered Stolen Vehicle	9

Arrest Summary: Individuals Arrested (11)

Warrants	2	DWI	1
Class 3 Arrests	0	Felony	8

7

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	1,511,145	4,815,125	31.4%
• Operating Expense:	367,016	896,837	40.9%
• Total M&O Expenditures:	1,878,161	5,711,962	32.9%
• Capital Expenses:	9,332	138,000	6.8%
• Net Expenses:	1,887,492	5,849,962	32%

Follow-up on Previous Month Items/Requests from Commission

- Budget Committee met and reworked proposed FY21 budget. Reducing expenditures to: Personnel expenses 3.99%, Total budget 4.44%
- Initiated reimbursement process with State of Texas, FEMA staff for COVID-19 cost reimbursement.

Personnel Changes/Issues/Updates

- The department is now fully staffed. 44.5 FTE's.
- COVID-19 additional support staff of 1-2 officers per shift was reduced to only one officer per day for a maximum of 6 hours as of May 1st. The additional officer is in a marked unit using cruise lights for high visibility, during early evening hours.
- Ms. Loud and Ms. Bowman continue to work a modified schedule between at home and on-site. Both remain available M-F.

Major/Significant Events

- Officers Boggus and White assisted Polk County emergency personnel with recovery efforts by deploying the MVPD drone. Officers spent a total of 3 days surveying the area around Lake Livingston. 1 day in searching for victims using the FLIR and 2 days mapping damage.
- ALPR vehicle recoveries now stand at 22 recovered vehicles totaling over \$343,000 in value. Thus far in 2020, 16 of the 22 or 72% of all ALPR vehicles have a nexus to other crimes with the top crime being identity and mail thefts.

Status Update on any Major Projects

- Held introductory teleconference with State officials for the grant/reimbursement process for COVID-19 related expenses.
- Participated in a LOS waiver teleconference with the FAA for expanded Drone testing and usage in partnership with Paladin Drones.
- Flock Safety upgraded several cameras to new technology. Moved the camera that was at Echo and Taylorcrest to Flintdale and Taylorcrest due to poor cell service. Electricity installed at Memorial and Voss, and Memorial and Briar Forest to convert those camera systems to 110v service.
- Obtained and trained crime scene and investigative personnel in new credit/gift card reader system obtained by MVPD. The reader allows detectives to read suspected stolen or embezzled gift/credit and debit cards and learn all information about the usage and balances.

V-LINC new registrations in April: +151

BH – 1218/1250 (+23)

PP – 866/1160 (+30)

HC – 1269/1514 (+89)

Out of Area – 416 (+9)

April 2020 VFD Assists

Calls received directly by MVPD via 911/3700

<u>Priority Events</u>	<u>Average Response Times</u>
------------------------	-------------------------------

Total – 15	4:14
------------	------

Fire – 6	3:19
----------	------

EMS – 9	4:49
---------	------

By Village

BH Fire – 3	3:14
-------------	------

BH EMS – 1	1:36
------------	------

PP Fire – 2	3:43
-------------	------

PP EMS – 4	5:17
------------	------

HC Fire -1	2:36
------------	------

HC EMS -4	4:09
-----------	------

Combined VFD Events (Priority + Radio)

Total – 54	3:56
------------	------

Fire – 35	3:42
-----------	------

EMS – 19	4:36
----------	------

Radio Call Events

Total – 39	3:59
------------	------

Fire- 29	3:48
----------	------

EMS- 10	4:24
---------	------

2019 Officer Committed Time to Service Report

Employee Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
BAKER, BRIAN C	7:46:27	4:07:52	7:15:21	10:53:17									1	0
BIEHUNKO, JOHN	13:02:04	14:54:33	9:01:13	16:30:24									4	0
BOGGUS, LARRY	20:23:44	15:24:33	16:44:41	10:13:20									2	0
BRACHT, DANIEL	14:03:18	15:34:43	12:36:45	9:17:50									2	0
BURLESON, Jason	7:45:56	13:35:03	7:16:26	7:33:38									0	0
CADENA, VANESSA	20:57:17	17:39:42	18:40:55	16:47:33									2	4
CANALES, RALPH EDWARD	14:39:35	13:47:14	9:58:28	9:29:05									2	0
CERNY, BLAIR C.	4:49:50	19:25:49	11:58:56	17:43:42									4	4
HARWOOD, NICHOLAS	13:39:36	14:10:55	2:17:22	10:59:38									2	0
JARVIS, RICHARD	38:52:26	22:25:37	10:04:09	8:52:25									6	1
JOLIVET, CHARLES	17:12:39	18:35:09	6:19:11	6:59:44									0	0
JONES, ERIC	1:40:48	0:00:00	2:52:11	1:29:07									0	0
KELSO JR, RONALD K	2:44:33	6:12:45	0:24:12	16:20:06									0	0
LERMA, FRANK	5:38:37	15:52:34	1:54:02	9:32:00									1	0
MCELVANY, ROBERT	8:18:04	14:18:27	12:47:52	10:23:58									1	0
MILLER, OSCAR	2:42:40	2:51:20	8:34:23	13:29:32									1	0
NASH, CHRISTOPHER	28:31:10	15:29:03	19:13:08	18:20:54									3	0
NOWLIN, DONALD L	11:12:43	28:35:23	9:17:31	11:29:15									1	13
OWENS, LANE	0:14:42	1:30:29	0:00:00	0:00:00									0	0
PAVLOCK, JAMES ADAM	6:22:26	11:48:32	8:48:47	7:55:45									2	0
RODRIGUEZ, CHRISTOPHER	5:12:41	4:39:42	5:55:59	18:10:13									0	0
SCHANMEIR, CHRISTIAN	12:06:22	14:35:02	12:46:49	14:00:33									2	0
SCHULTZ, RAYMOND	1:23:48	0:44:16	0:20:02	4:02:00									0	0
SILLIMAN, ERIC	7:52:27	17:00:02	10:25:56	17:10:04									6	0
SISSION, KYLE J	0:00:00	0:00:00	1:23:31	0:43:24									2	0
SPRINKLE, MICHAEL	4:11:54	10:11:38	6:25:27	2:50:16									0	0
TAYLOR, CRAIG	15:47:28	18:58:41	20:05:55	10:23:31									3	1
TORRES, PATRICK	1:01:08	1:02:53	12:25:13	13:19:18									2	0
TUGGLE, JAMES	13:39:46	14:26:44	12:53:29	10:32:32									1	1
VALDEZ, JUAN	19:48:46	16:17:39	19:37:12	15:04:39									2	0
VASQUEZ, Monica				15:45:17									8	3
WHITE, TERRY	16:06:36	28:42:38	14:37:43	14:27:56									1	0
* = Admin Asmt. 61 27														

Dispatch Committed Time	Totals
911 Phone Calls	1664
3700 Phone Calls	9654
DP General Phone Calls*	

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




- Lindenwood HOA
- Longwoods HOA
- In Process
- 2020 Requested Locations


- Hedwig
- Bunker Hill
- Piney Point
- Hunters Creek
- Mobile Locations
- Stolen
- Involved


2020 ALPR Hit Locations
With a Vehicle Recovery

05/01/20



Lindenwood HOA 

Longwoods HOA 

In Process 

62 Hits
01/31/20

2020 ALPR Hit Locations
January

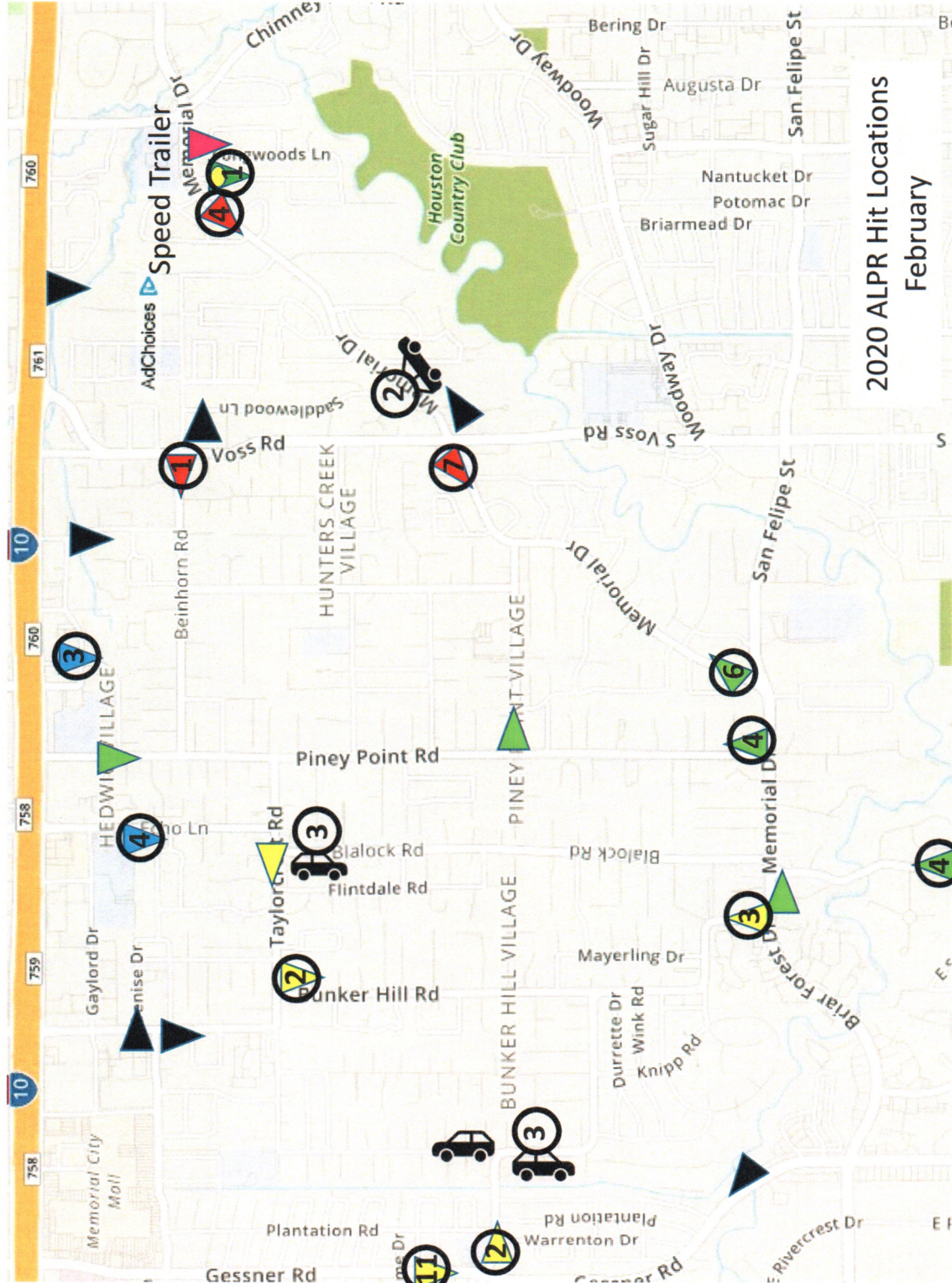
Hedwig 


Bunker Hill 

Piney Point 


Hunters Creek 

Mobile Locations  



Lindenwood HOA 

Longwoods HOA 

In Process 

60 Hits
02/29/20

2020 ALPR Hit Locations
February

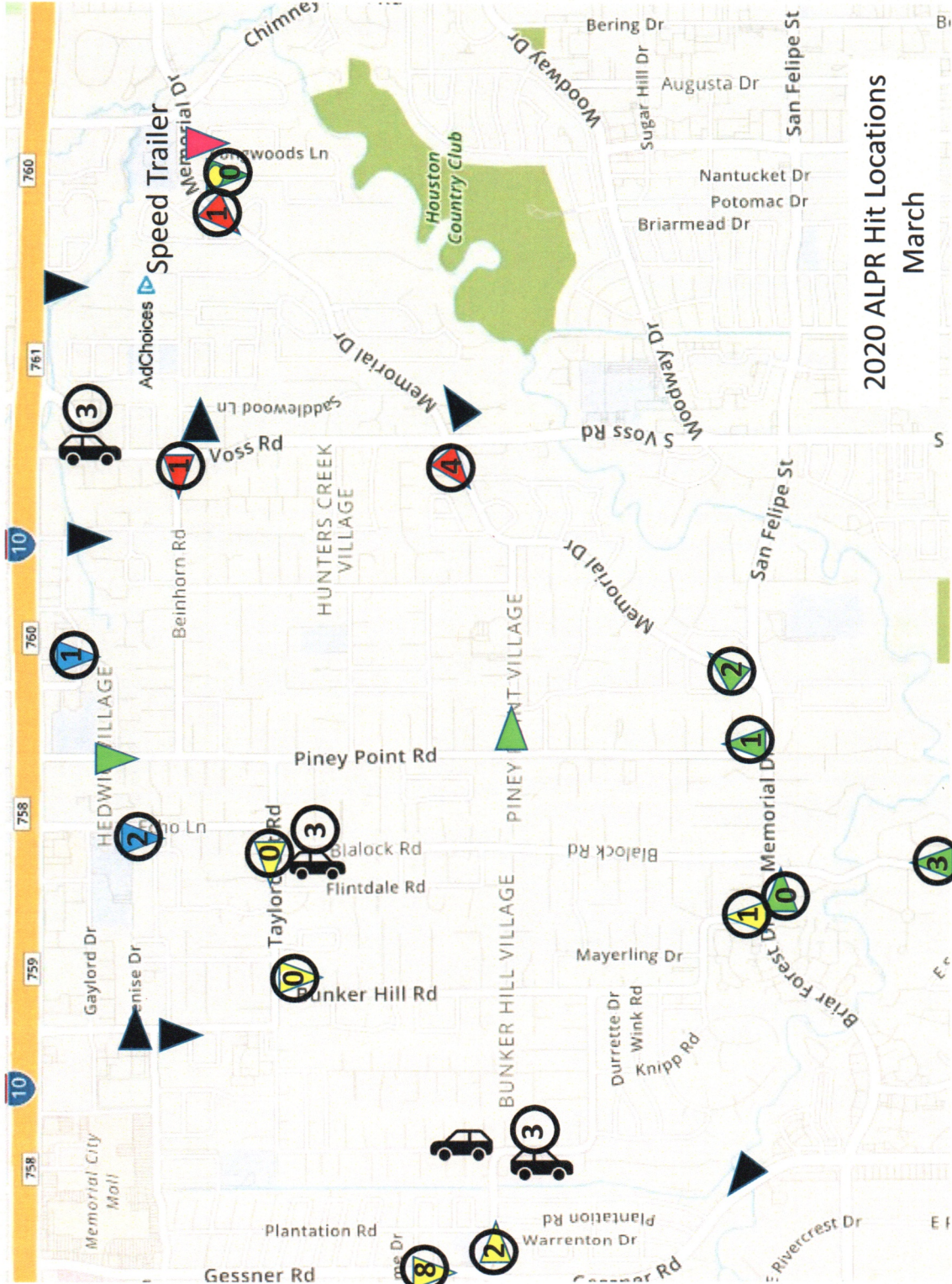
Hedwig 

Bunker Hill 

Piney Point 

Hunters Creek 

Mobile Locations  

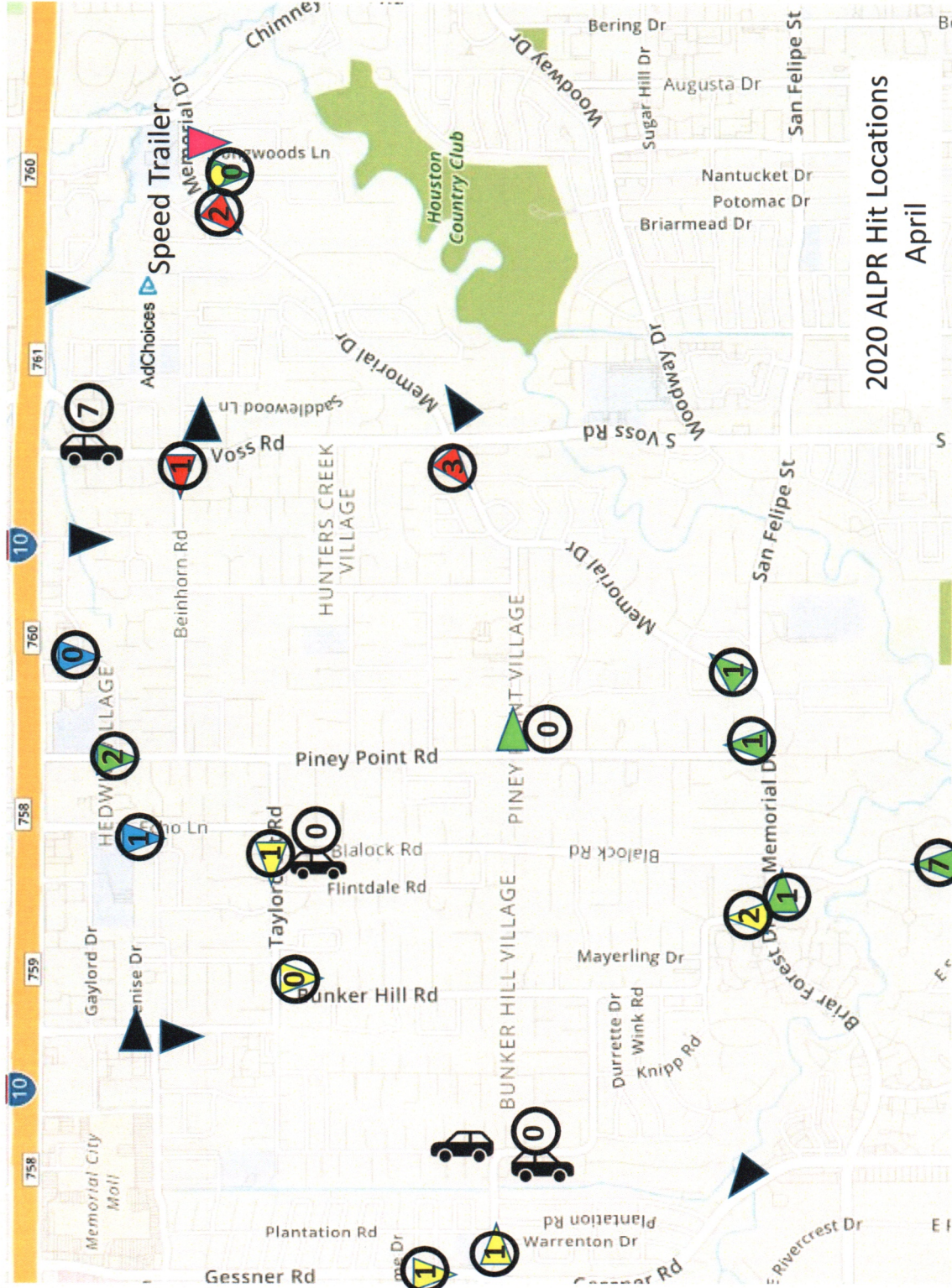


- Lindenwood HOA
- Longwoods HOA
- In Process

35 Hits
03/31/20

2020 ALPR Hit Locations
March

- Hedwig
- Bunker Hill
- Piney Point
- Hunters Creek
- Mobile Locations



Hedwig 


Bunker Hill 

Piney Point 

Hunters Creek 

Mobile Locations 

Lindenwood HOA 

Longwoods HOA 

In Process 

31 Hits
04/30/20

2020 ALPR Hit Locations
April

2020 Total Incidents

2020	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	10	96	107	51	7824	6112	3248	2733	2166	1690	2117	1614
February	3	16	82	101	42	6182	4519	2148	1690	1578	1135	2201	1672
March	1	21	40	62	6	7095	6188	2767	2511	1635	1371	2607	2300
April	1	19	41	61		6390	5470	1897	1669	2067	1771	2356	2025
May													
June													
July													
August													
September													
October													
November													
December													
Total	6	66	259	331	99	27491	22289	10060	8603	7446	5967	9281	7611

2019 Totals	19	159	1001	1179	580	113459	91672	40711	34541	28785	22638	40905	34223
Difference													
% Change													

2020 Burglary Map

Address Alarm POE
 22 Willowron N Rear Door Force
 11603 Mockingbird N Veh in Open Gar

2020 Robberies

Address MO Purse at Ft Door
 6 Smithdale Estates



Daytime Burglary



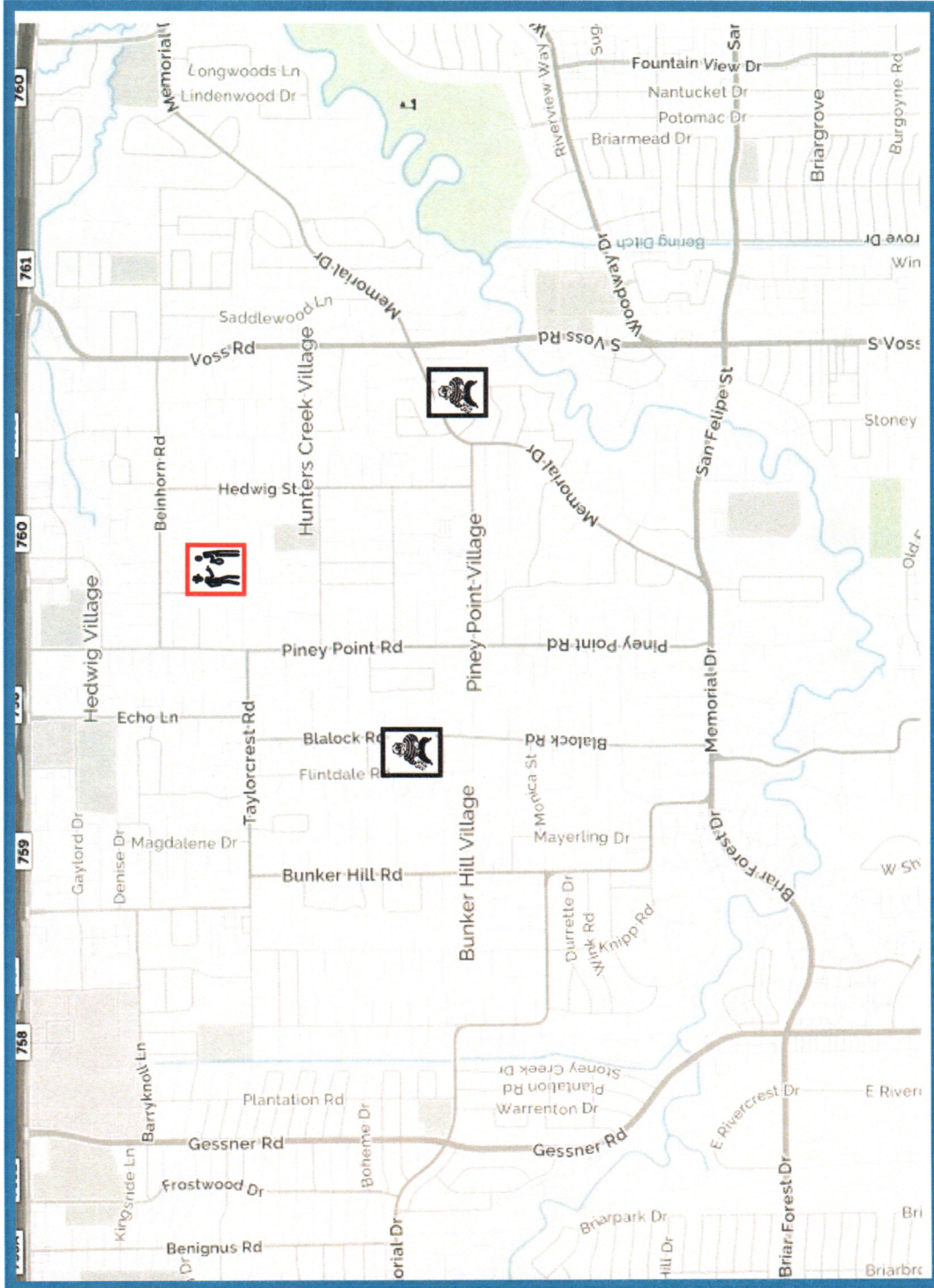
Nighttime Burglary



Robbery

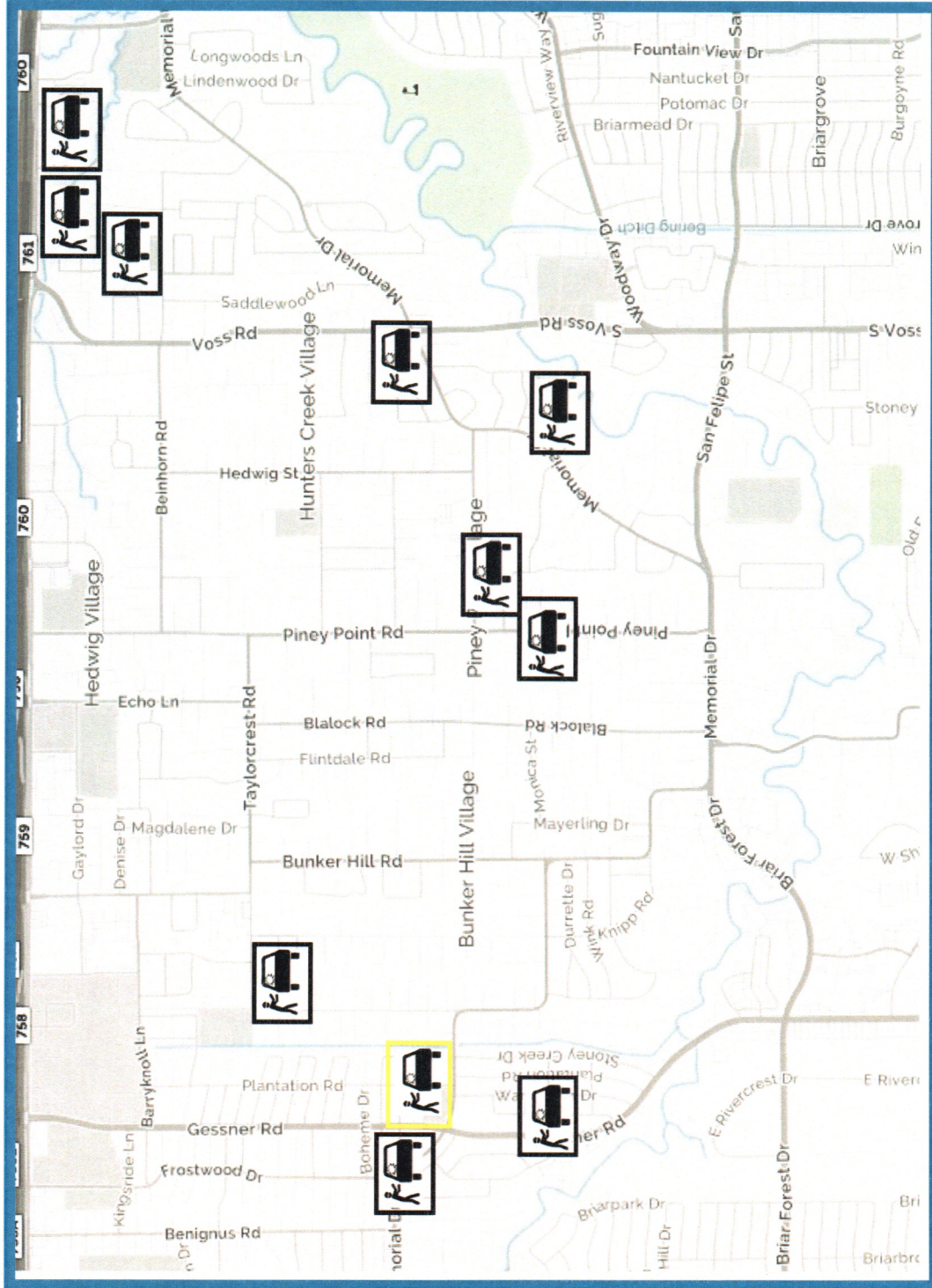
2

5/1/20



2020 Auto Burglary Map

Address	POE
12210 Valley Star	Side Window
11910 Broken Bough	UNL Door
933 Hickory Hollow	UNL Door
12126 Tara	Side Window
12330 Tealwood North	UNL Door
8435 Katy FWY	UNL Door
906 Flint River	UNL Door
422 Piney Point	UNK Door
11230 Hermosa	UNK Door
11106 Wickway	UNK Door
206 Caruthers	UNK Door



Daytime Burglary

Nighttime Burglary

2

3

4

5/1/20

Fire Station Renovation/Addition Project 5/19/2020

City Approved Budget
\$5,000,000.00

Fire Commission Approved Budget(1)
\$5,728,895.50

Difference of Budgets
(\$728,895.50)

Balance of Fire Commission Approved Contracts
\$5,337,177.68

Balance of Funding Source (fund 4) less Fire Comm. Budget & Motorola Expenses
(\$786,414.12)

Balance of Forecast Fund 4 Adding Forecast EMS Revenue (2) Less Fire Comm. Budget & Motorola Expenses (3)
(\$211,766.39)

Vendor	Transactions Paid to Date
Total:	(\$391,717.82)
AGCM:	(\$60,312.70)
Joiner:	(\$289,482.63)
Const. Master:	\$0.00
Soft Costs:	(\$41,922.49)
Dispatch Equip	\$0.00

1. This does not include Motorola Radio Console Expenses \$261,211
2. Forecast EMS Revenue Through 2020: \$574,647.73
3. This represents the total budget shortfall

Project Budgets:

AGCM:	157,577.50
Joiner:	394,400.00
Const. Masters	4,739,100.00
Soft Costs (other)	230,308.00
Dispatch Equipment	207,510.00

Village Fire Department 2020 Budget Fund 4 Accounting 5/19/2020

Current Account Balance	Current Balance less Contracted Balances	Current Balance + Forecast City Revenues	Curr Balance + Forecast Rev. less Contracted balances	Current Balance + Forecast Revenue less AGCM Budget & Motorola Balances
\$3,697,534.45	(\$2,292,572.05)	4,635,034.45	(\$1,355,072.05)	(\$786,414.12)

Date	Balance	Description
12/31/2019	\$3,569,935.00	End of Year Balance (audited)
1/7/2020	2,436.45	
1/9/2020	\$3,572,371.45	Interest Payment
1/29/2020	\$3,517,692.80	Motorola Payment
2/1/2020	\$3,558,863.79	Joiner
2/1/2020	\$3,491,442.80	Joiner
2/3/2020	\$3,562,487.51	Interest Payment
2/10/2020	\$3,476,592.80	AGCM
3/1/2020	\$3,549,876.09	Joiner
3/16/2020	\$3,474,662.30	Attorney Fee
3/31/2020	\$3,548,815.89	AGCM
4/7/2020	\$3,379,487.30	Joiner
4/7/2020	\$3,543,415.89	AGCM
4/23/2020	\$3,941,987.30	First Qtr Transfer
	\$3,360,568.19	Motorola Payment
5/19/2020	\$3,904,464.81	Hedwig Village Permit Fee

Contracted Balances	Total Contracts	Expenses to date	Contract balance Owed
(\$2,292,572.05)	5,990,106.50	(626,807.72)	5,363,298.78
	394,400.00	(289,482.63)	104,917.37
	157,577.50	(60,312.70)	97,264.80
	261,211.00	(235,089.90)	26,121.10
	4,739,100.00	0.00	4,739,100.00
	230,308.00	(41,922.49)	188,385.51
	207,510.00	0.00	207,510.00

Notes

1. End of Year 2019 Balance includes Invoices paid as follows: AGCM: \$39,002.50 Joiner: \$170,625
2. These numbers do not include EMS Revenue (end of 2020) forecast balance of \$574,649.73
3. If EMS revenue is included into Fund 4, fire station project & Motorola shortfall will be \$179,620.63 (requires cities approval)

Department EMS Revenue Account 4/24/2020

Date	Description	Transaction	Balance + 2020 Forecast
<p align="center">Balance \$324,647.73</p>			\$574,647.73
12/31/2019	End of Year Balance (audited)	372,977.00	
3/30/2020	1st qtr 2020 revenue received	62,158.00	
4/8/2020	Transfer to 2019 Budget	(115,864.00)	
5/12/2020	HHS Stimulus Payment	5,376.73	

Note: Forecast 2020 EMS revenue of \$250,000

MAYOR
Jim Pappas

CITY OF
HUNTERS CREEK VILLAGE



CITY COUNCIL
Stuart Marks
Fidel Sapien
Ken Spalding
Chip Cowell
Jay Carlton

CITY ADMINISTRATOR
Tom Fullen, CPM
CITY SECRETARY
Crystal R. Dozier, TRMC

Building Official Monthly Report

Prepared May 18, 2020 for the May 26, 2020 meeting.

Mayor and Council,

Please find attached the Building Officials Monthly Report for April 2020.

Thank You,

A handwritten signature in blue ink, appearing to read "James A. Stewart".

James A. Stewart, CBO
Building Official/Public Works Director

Handwritten initials in blue ink, possibly "CS".

City of Hunters Creek Village
Permit Activity Report (Issued) - 2016

Month	Building			Electrical		Mech & Plumbing		Total	
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees
January	19	\$10,534	2	12	\$1,860	31	\$5,160	62	\$17,554
February	14	\$24,127	0	10	\$1,935	18	\$3,930	42	\$29,992
March	27	\$34,508	1	11	\$1,690	31	\$5,675	69	\$41,873
April	18	\$16,908	1	8	\$1,165	31	\$4,010	57	\$22,083
May	24	\$31,155	3	25	\$3,125	34	\$5,135	83	\$39,415
June	24	\$23,653	0	13	\$1,850	27	\$3,645	64	\$29,148
July	20	\$9,406	0	11	\$1,590	20	\$2,965	51	\$13,961
August	18	\$14,653	1	12	\$1,985	30	\$3,990	60	\$20,628
September	16	\$41,142	1	11	\$1,425	19	\$2,995	46	\$45,562
October	21	\$15,151	0	9	\$1,880	21	\$2,845	51	\$19,876
November	28	\$13,946	0	15	\$2,295	25	\$4,145	68	\$20,386
December	12	\$13,364	1	11	\$1,345	27	\$4,530	48	\$19,239
Total	241	\$248,547	10	148	\$22,145	314	\$49,025	701	\$319,717

City of Hunters Creek Village
Permit Activity Report (Issued) - 2017

Month	Building			Electrical		Mech & Plumbing		Total	
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees
January	15	\$18,056	3	19	\$3,055	32	\$5,880	66	\$26,991
February	15	\$10,320	1	6	\$770	20	\$2,915	41	\$14,005
March	33	\$44,722	4	18	\$2,275	31	\$6,290	82	\$53,287
April	24	\$20,445	1	12	\$1,770	30	\$4,995	66	\$27,210
May	16	\$10,225	0	22	\$3,710	42	\$7,410	80	\$21,345
June	17	\$8,701	0	14	\$2,085	32	\$3,880	63	\$14,666
July	24	\$31,490	3	16	\$3,050	39	\$5,930	79	\$40,470
August	35	\$20,106	2	14	\$2,335	29	\$5,405	60	\$27,846
September	18	\$17,495	2	11	\$1,765	21	\$3,975	50	\$23,235
October	36	\$37,903	2	22	\$2,886	20	\$2,970	78	\$43,759
November	31	\$31,086	1	17	\$1,772	21	\$3,860	69	\$36,718
December	19	\$9,892	1	13	\$1,285	32	\$5,240	64	\$16,417
Total	283	\$260,439	20	184	\$26,758	349	\$58,750	798	\$345,947

City of Hunters Creek Village
Permit Activity Report (Issued) - 2018

Month	Building			Electrical		Mech & Plumbing		Total		Valuation \$
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	
January	23	\$21,993	3	22	\$2,830	37	\$6,640	82	\$31,463	\$5,142,190
February	20	\$19,659	1	6	\$970	28	\$6,065	54	\$26,694	\$3,093,740
March	29	\$56,193	3	16	\$2,655	32	\$4,945	77	\$63,793	\$7,691,803
April	25	\$27,768	2	13	\$1,700	29	\$5,775	67	\$35,243	\$4,974,148
May	21	\$22,463	1	18	\$3,300	30	\$5,115	69	\$30,878	\$4,020,621
June	27	\$29,485	3	14	\$3,085	25	\$3,400	66	\$35,970	\$5,135,993
July	43	\$51,062	3	27	\$5,775	56	\$9,630	126	\$66,467	\$10,385,422
August	19	\$27,552	2	18	\$3,545	33	\$6,185	70	\$37,282	\$5,212,019
September	15	\$3,889	0	7	\$1,505	18	\$3,175	40	\$8,569	\$698,375
October	27	\$46,688	2	13	\$1,850	34	\$4,575	74	\$53,113	\$8,892,298
November	19	\$28,722	3	10	\$1,530	24	\$4,095	54	\$34,347	\$5,717,580
December	20	\$32,156	3	11	\$1,855	20	\$3,480	51	\$37,491	\$5,545,669
Total	288	\$367,632	26	175	\$30,600	366	\$63,080	830	\$461,312	\$66,509,858

City of Hunters Creek Village
Permit Activity Report (Issued) - 2019

Month	Building			Electrical		Mech & Plumbing		Total		Valuation \$
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	
January	19	\$4,633	0	11	\$1,405	15	\$3,730	45	\$9,768	\$702,660
February	17	\$6,188	1	8	\$1,355	30	\$4,080	55	\$11,623	\$2,637,978
March	23	\$13,320	0	10	\$1,170	18	\$2,262	51	\$16,752	\$1,758,240
April	22	\$17,127	1	15	\$3,160	40	\$6,175	77	\$26,462	\$2,931,125
May	26	\$17,786	2	17	\$3,045	29	\$4,295	72	\$25,126	\$2,661,043
June	24	\$12,674	1	6	\$1,150	23	\$4,030	53	\$17,854	\$2,088,440
July	39	\$19,821	1	18	\$2,535	34	\$5,025	91	\$27,381	\$3,760,834
August	27	\$26,431	2	12	\$2,265	33	\$5,145	72	\$33,841	\$5,975,468
September	23	\$26,541	2	12	\$2,095	31	\$5,140	66	\$33,776	\$3,896,872
October	27	\$40,968	3	12	\$1,865	35	\$6,050	74	\$48,883	\$8,384,388
November	20	\$7,283	0	13	\$1,790	22	\$3,235	55	\$12,308	\$1,213,903
December	22	\$14,495	0	10	\$2,020	31	\$4,675	63	\$21,190	\$1,767,497
Total	289	\$207,265	13	144	\$23,855	341	\$53,842	774	\$284,962	\$37,778,448

City of Hunters Creek Village
Permit Activity Report (Issued) - 2020

Month	Building			Electrical		Mech & Plumbing		Total		Valuation \$
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	
January	17	\$10,267	1	12	\$2,160	18	\$2,510	47	\$14,937	\$1,779,758
February	24	\$17,887	1	10	\$1,455	21	\$3,355	55	\$22,697	\$2,970,153
March	34	\$149,084	0	17	\$3,390	32	\$6,140	83	\$158,614	\$29,896,341
April	18	\$4,866	0	15	\$2,825	29	\$4,030	62	\$11,721	\$13,646,371
May										
June										
July										
August										
September										
October										
November										
December										
Total	93	\$182,104	2	54	\$9,830	100	\$16,035	247	\$207,969	\$48,292,623

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**City of Hunters Creek Village
Inspection Activity Report - 2019**

	Inspections Performed	Inspections Passed	% Passed	Inspections Failed	% Failed
Month					
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December	125	115	92.0	10	8.0
Total	125	115	92.0	10	8.0

**City of Hunters Creek Village
Inspection Activity Report - 2020**

	Inspections Performed	Inspections Passed	% Passed	Inspections Failed	% Failed
Month					
January	112	100	89.0	12	11.0
February	161	134	83.2	27	16.8
March	149	137	91.9	12	8.1
April	203	171	84.2	32	15.8
May					
June					
July					
August					
September					
October					
November					
December					
Total	625	542	87.1	83	12.9

HUNTERS CREEK VILLAGE - PLAN REVIEW STATUS REPORT

PROJECT ADDRESS	PROJECT TYPE	DATE SUBMITTED	REVIEW STATUS	COMMENTS
10733 Old Coach Ln.	New Residence	3/6/2020	Revisions Submitted - 4/6/20 - Review Completed 4/7/20 - Approved	Contractor Notified to pick up permit - 4/7/20
10429 Memorial Dr.	Remodel - Patio/Bathroom Addition	4/17/2020	Revisions Submitted - 4/28/20 - Review Completed 4/28/20 - Approved	Contractor notified of Approval - 4/28/20
810 Flint River	Pool House Addition/Drive Replaceme	4/17/2020	Review Completed - 4/20/20 - Approved	Contractor notified to pick up permit. - 4/20/20
9 Pinewood Circle	Pool Remodel	4/20/2020	Revisions submitted - 4/22/20 - Review Completed 4/22/20 - Approved	Contractor notified of permit approval 4-22-20
346 Hunters Trail	New Residence	4/21/2022	Review Completed - 4/23/20 - Not Approved	Contractor Notified of needed Revisions - 4/23/20
314 Hunters Trail	New Pool	4/27/2020	Review Completed - 4/27/20 - Approved	Contractor Notified of Approval - 4/27/20
721 Country Ln.	New Pool	4/27/2020	Revisions Submitted - 4/29/20 - Review Comple - 4/28/20 - Approved	Contractor notified of approval 4/28/20
10623 Fairlane Dr.	New Pool	4/27/2020	Review Completed - 4/29/20 - Not Approved	Contractor notified of needed revisions - 4/29/20
8427 Hunters Creek Dr.	Patio Cover	4/29/2020	Revisions submitted - 5/6/20 - Review Complete - 5/6/20 - Approved	Contractor notified of approval - 5/6/20
303 Teakwood	New Pool	4/30/2020	Revisions Submitted - 5/6/20 - Review Complete - 5/7/20 - Approved	Contractor notified of approval - 5/7/20
10429 Memorial Dr.	New Pool	5/5/2020	Review Completed - 5/6/20 - Approved	Contractor notified of approval - 5/6/20
919 Wade Hampton	Residential Remodel	5/18/2020	In Review	

HUNTERS CREEK VILLAGE - ANIMAL CONTROL ACTIVITY REPORT

DATE	ADDRESS	ACTIVITY DESCRIPTION	DISPOSITION	NOTES
1/29/2019	Voss @ Beinhorn	Dead animal in roadway	Picked up and disposed	Appeared the animal was an Otter
4/9/2019	640 Pifer Rd.	Dead Animals in Roadway	Picked up and disposed	
4/10/2019	12 Inwood Oaks	Stray Dog at Residence	Picked up/Taken to Shelter	
5/10/2019	750 Pifer Rd.	Animal Trap Delivered to Resident	Trap Delivered	
6/4/2019	210 Timberwilde Ln.	Opussum in trap - Picked Up	Picked Up/Relocated	
6/7/2019	725 W. Creekside Dr	Animal Trap Delivered to Resident	Trap Delivered	
6/11/2019	737 Camelot Ln	Animal Trap Delivered to Resident	Trap Delivered	
6/24/2019	107 Timberwilde Ln	Trapped Raccoon - Pick Up/Return Trap to Resident	Picked Up/Relocated	
7/2/2019	10650 Memorial Dr.	Dead Squirrel on roadway	Picked Up/Disposed	
7/8/2019	321 Shasta	Bat inside House - Owner Caught and Froze - Rabies Test	Picked up/Took to Lab for Testing	Rabies test result was negative for Rabies.
7/8/2019	646 Hedwig Rd.	Dead Cat near street	Picked Up - Disposed	
7/11/2019	602 Wellesley	Dead Squirrel in front.	Picked up - Disposed	
7/15/2019	507 Three Corners	Large Opussum in Trap	Picked up - Relocated	
7/23/2019	507 Three Corners	Large Raccoon in Trap	Picked Up - Relocated	
8/27/2019	729 W. Creekside	Needs animal trap delivered so they can catch animals in back yard.	Delivered trap to resident	
8/28/2019	403 Thamer Ln.	Pick up trapped racoon - Return trap	Picked up Raccoon - Returned trap	
9/5/2019	10810 Oak Creek St.	Report of Dog in Street from Police Dept.	Picked up Dog - Owner Located	Dog Returned to Owner
9/13/2019	331 Hunters Trail St.	Owner Bitten by his dog - Dog Very Aggressive/Dangerous	Dog Euthanized by Owner Request - Tested	Rabies Test NEGATIVE for Rabies
9/16/2019	210 Timberwilde Ln.	Opussum in trap - Picked Up	Picked Up - Relocated	
9/27/2019	600 Bik Timberwilde	Dog at Large	Picked Up Dog - Taken to CAPS for Adoption	Enrolled for Adoption at CAPS.
9/30/2019	10914 Walwick Dr.	Dead Raccoon	Picked Up/Disposed	
10/7/2019	9 Hunters Ridge Ct.	Dead Armadillo	Picked Up/Disposed	
10/11/2019	10800 BIK Roaring Brook	Dead squirrel in road	Picked Up/Disposed	
10/14/2019	938 Boros	Deliver Animal Trap - Feral Cats	Delivered Trap to resident	
10/25/2019	10314 Jaycee Ln.	Deliver Animal Trap - Raccoons	Delivered Trap to resident	
11/6/2019	10537 Gawain Ln.	Deliver trap for raccoons.	Delivered Trap to resident	
11/7/2019	Pifer at Beihorn	Dead Opussum in road	Picked Up/Disposed	
11/8/2019	Beinhorn at Pifer Rd	Dead Raccoon in Road	Picked Up/Disposed	
11/7/2019	423 Thamer Ln.	Dog Bite - UPS Driver Bitten while making delivery	Home Quarantine of Dog - Shots Current	Home Quarantine ended 11/18/19 - All OK - Rabies Vaccination Current
11/11/2019	Voss at Longshadow	Dead Raccoon on Road	Picked Up/Disposed	
11/11/2019	Memorial at Hunters Way	Dead animal in roadway	Picked Up/Disposed	
11/20/2019	Memorial at Creekside	Dead animal in roadway	Picked Up/Disposed	
1/6/2020	3 Saddlewood Estates	Animal Trap Delivered to Resident	Delivered Trap to resident	
1/7/2020	5 Reynolds Ct	Animal Trap Delivered to Resident	Delivered Trap to resident	
1/8/2020	Memorial near Thamer	Dead animal in roadway	Picked Up/Disposed	
1/8/2020	Voss at Beinhorn	Dead animal in roadway	Picked Up/Disposed	
1/17/2020	5 Reynolds Ct.	Pick Up Trap - No Longer Needed	Picked Up Trap	
2/3/2020	606 Hunters Way Dr.	Animal Trap Delivered to Resident	Delivered Trap to Resident	
2/19/2020	210 Timberwilde Ln.	Trapped Raccoon - Pick Up/Return Trap to Resident	Picked Up Raccoon - Relocated	Relocated Raccoon
2/19/2020	3 Saddlewood Estates	Animal Trap Request	Delivered Trap to Resident	
2/21/2020	3 Saddlewood Estates	Raccoon in trap	Picked up and relocated raccoon	Relocated Raccoon
2/26/2020	Hunters Trail St.	Stray Dog	Pick Up Dog - Delivered to shelter	
2/28/2020	507 Hunters Park Ln.	2 Feral Cats in Trap	Picked up/Relocated	Relocated Cats
3/3/2020	108 Shasta	Stray Dog on Banks Of Bayou	Picked Up Dog	
3/5/2020	907 Creekside Way	Stray Dog	Picked up dog - Delivered to Vet Clinic	
3/6/2020	506 Hunters Park Ln.	Feral Cat in Trap	Picked Up - Relocated	Relocated Cats
3/10/2020	Voss Park at Voss	Dead animal in roadway	Picked Up/Disposed	
3/23/2020	Saddlewood near Beinhorn	Dead Opussum in Roadway	Picked Up/Disposed	
4/6/2020	10918 Timberglen	Deliver Trap to resident	Delivered trap to resident	
4/8/2020	10918 Timberglen	Opussum in Trap - Pick Up	Picked Up/Relocated	
4/13/2020	10918 Timberglen	Opussum in Trap - Pick Up	Picked Up/Relocated	
4/20/2020	305 Voss	Trap Request	Delivered trap to resident	
4/20/2020	777 W. Creekside	Raccoon at residence - Please Pick Up	Picked Up/Relocated	Relocated Raccoon
4/23/2020	305 Voss	Raccoon in trap	Picked Up/Relocated	Relocated Raccoon
4/27/2020	10314 Memorial Drive	Trap Request	Delivered trap to resident	
5/11/2020	Voss near I-10	Dead Raccoon on sidewalk	Picked Up/Disposed	Disposed of Dead Raccoon
5/11/2020	802 Kuhlman	Trap Request	Delivered trap to resident	
5/12/2020	10705 Marsh Ln.	Trap Request	Delivered trap to resident	
5/14/2020	10705 Marsh Ln.	Opussum in Trap/Please Pick Up	Picked Up/Relocated	Relocated Opussum
5/14/2020	714 Creekside Ln.	Dog Bite - Food Delivery person bitten at front door.	Dog Quarantined at Vet - Shots Current	Quarantine to end 5/21/20 - Spoke with dog owner and bite victim.
5/18/2020	10807 Pine Bayou	Animal Trap Request	Delivered trap to resident	

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City of Hunters Creek Village

Certificate of Occupancy

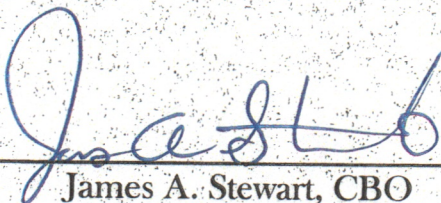
April 27, 2020

Permit Number: 201900446

Kevin and Amy Goodman
714 Country Lane
Houston, TX 77024

The Residence Is Ready For Occupancy. All Final Building, Mechanical, Electrical and Plumbing Inspections Have Been Made And All Fees Have Been Paid. This Building Complies With The 2015 IRC.

* This Residence Has Been Equipped With An Automatic Sprinkler System



James A. Stewart, CBO
Building Official



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City of Hunters Creek Village

Certificate of Occupancy

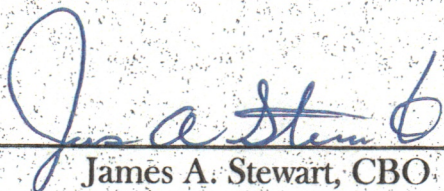
April 9, 2020

Permit Number: 201800748

Pasupati and Maya Sadhukhan
42 Willowend Drive
Houston, TX 77024

The Residence Is Ready For Occupancy. All Final Building, Mechanical, Electrical and Plumbing Inspections Have Been Made And All Fees Have Been Paid. This Building Complies With The 2015 IRC.

* This Residence Has Been Equipped With An Automatic Sprinkler System



James A. Stewart, CBO

Building Official



CITY OF HUNTERS CREEK VILLAGE ENGINEER'S REPORT

Prepared May 19, 2020 for the May 26, 2020 Agenda

A. 2020 Outfall Replacement – Outfall #32(River Glyn Drive)

1. Currently under construction, approximately 75% complete.
2. Outfall rehabilitation estimated completion date is June 2020.



B. Voss at Second Baptist

1. Received and reviewed final report from geotechnical engineer.
2. Attempting to schedule a meeting with City of Houston.

C. Beinhorn and Voss – Traffic Signal Reconstruction

1. Pre-Construction Meeting was held May 8th, 2020
2. Contractor is working to get confirmed pole delivery dates from pole manufacturer.
3. Contract amount is \$329,078.87.

D. CCTV Phase II

1. After review of videos provided, the contractor missed areas requested in the additional scope. Contractor continuing to inspect the remaining areas. Total revised contract is \$50k.

E. Beinhorn Road Reconstruction Phase I

1. An agenda item is being presented for Engineering, Survey and Construction Management for the Beinhorn Reconstruction project.

CITY OF HUNTERS CREEK VILLAGE, TEXAS
MINUTES OF THE REGULAR
CITY COUNCIL MEETING
April 28, 2020

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, April 28, 2020, at City Hall, #1 Hunters Creek Place, Hunters Creek Village, Texas. Physical attendance at the meeting was limited to the council members and selected City staff to keep the total to ten or less. A toll-free number was provided for members of the public to call in to participate in the meeting by teleconference.

Present:	Mayor:	Jim Pappas
	Councilmembers:	Stuart Marks Fidel Sapien Ken Spalding Chip Cowell Jay Carlton
	City Attorney:	John Hightower
	City Administrator:	Tom Fullen
	City Secretary:	Crystal R. Dozier (by teleconference)
	City Engineer:	Steve Byington

With a quorum of the Council Members present, Mayor Jim Pappas called the meeting to order at 6:00 p.m. followed by the pledge of allegiance led by Memorial Villages Police Chief Ray Schultz, and invocation by Mayor Pappas.

PUBLIC COMMENTS

There were no public comments.

REPORTS

Treasurer: Tom Fullen, City Administrator, presented the financial report and gave a brief summary.

Police Commission: Chief Ray Schultz presented the police department report. Follow-up on Previous Month Items/Requests from Commission-EPI was reviewed by Legal Counsel and additional investigation was conducted at their request. Personnel Changes/Issues/Updates-An offer of employment was extended to Ms. Monica Vasquez and accepted. Officer Vasquez started on April 6, 2020. Ms. Vasquez has prior experience with the Constables Office as well as San Jacinto College. A total of 3 employees had been placed on short term quarantine due to exposures, all have returned to work. Starting on Friday March 27th we began supplementing staffing with 1 or 2 extra officers per evening between 4/5 pm and 00/1 am. The additional officers are providing extra coverage, including patrolling several hours in an unmarked police unit.

Major/Significant Events

- ALPR system had a total of 35 hits, resulting in 7 recovered vehicles. Year to date total recoveries stand at 14 vehicles with a value of \$250,800.00 One vehicle contained a suspect who was in possession of US Postal Service master keys and a set of fake US Postal Inspector credentials. The real postal service took possession of the suspect and is prosecuting the case.

- 3/30/20 a resident was a victim of a robbery at her front door by a masked man armed with a firearm. Detectives first reviewed video doorbell coverage and were able to get a description of the suspect. Video was enhanced making it even better. A neighborhood canvas located home security video that showed a white Chevrolet the suspects were in. A responding officer remembered seeing a white Chevrolet leaving the area as he approached, albeit over a mile away. A search of the ALPR near the location where the officer saw the car located a single white Chevrolet along with a license plate. The license plate came back to a Houston home. Officers had staked out the home and stopped the vehicle when it left. The suspect was inside of the car still with a firearm. After being questioned he confessed to committing the robbery.

Status Update on any Major Projects-Met with Mayors about the COVID-19 Coronavirus situation and law enforcement planning. During our discussion we talked about expansion of the ALPR system to address shortfalls with the pandemic and the effect of the Stay at Home Order, and Community security. Eight additional ALPR's were ordered. The vendor agreed to provide the new ALPR cameras at the original price that we had been offered, even though the equipment has increased in price by \$500 per unit per year. The 2020 budget has funding in place to cover the additional costs. MVPD jurisdictional signage was ordered and placed throughout the Villages. 150 signs were placed along thoroughfares notifying motorists of the No Soliciting Ordinances and Usage of the ALPR System.

Fire Commission: Councilman Carlton presented the fire department report. The Commission approved the 2019 Audit which identified a \$100k deficit in the pension plan contributions. The Commission plans to request to include the revenue from Ambulance Fees in the proposed 2021 Village Fire Department budget. The General Contractor for the fire station renovation is on a 90 day price guarantee. This was set in place to ensure that all cities approved the renovation. The deadline to sign the contract is May 20th and a Commission meeting is scheduled for May 13th to approve the building contract.

Building Official: No report.

City Engineer: Steve Byington, City Engineer reported on the following public work projects:

- a. 2019 Outfall Replacement-Outfalls #5 and #24

**Project completed. Original Contract Amount – \$353,981.00 Final Contract Amount - \$336,091.00
Agenda Item for Project Close-Out Change Order.**



b. 2020 Outfall Replacement – Outfall #32 (River Glyn Drive)

Currently under construction, approximately 20% complete. Outfall rehabilitation estimated completion date is June 2020.

c. Voss at Second Baptist

Received and reviewed final report from geotechnical engineer. Attempting to schedule a meeting with City of Houston.

d. Beinhorn and Voss – Traffic Signal Reconstruction

Recommend award to City Lynx as the Low Bidder for Total Bid Price of \$329,078.87. See agenda item for award recommendation. City Lynx is low bidder under every alternative scenario. The previous signal project for Memorial & Voss was awarded at \$319K, before additional work was added.

e. Everwood Lane – Asphalt Street Maintenance

Contractor has completed work the week of April 20, 2020. After uncovering the surface layer of asphalt, the asphalt base was inspected and determined to be in good condition. Base repair was not required.

f. CCTV Phase II

Contractor's pay app has been processed for video's provided. After review of videos provided, the contractor missed areas requested in the additional scope. Contractor to inspect the remaining areas. Total revised contract is \$50k.

g. Beinhorn Phase 1 (Hedwig to Voss)

Request for council direction on scoping and design for Beinhorn Phase I.

Mayor and Council Reports

Mayor Pappas reported that on May 9th Memorial High School will be holding a parade for the graduating seniors. The parade route will be the same as for the Village Independent Festival. Also, the Village Independent Festival board is in discussion on moving the festival to Labor Day.

CONSENT AGENDA

1. Approval of the Minutes of the Regular Meeting on March 24, 2020.
2. Approval of the Cash Disbursement Journal for March, 2020.

A motion was made by Councilman Marks and seconded by Councilman Spalding to approve the consent agenda. The vote to approve the motion was unanimous.

REGULAR AGENDA

1. Discussion and possible action to approve or object to CenterPoint Energy Houston Electric, LLC's Annual Franchise Fee Calculation.

A motion was made by Councilman Cowell and a second by Councilman Spalding to approve CenterPoint Energy Houston Electric, LLC's Annual Franchise Fee Calculation. The vote to approve the motion was unanimous.

2. Discussion and possible action to consider a proposed Network Node Development Agreement for providers of 5G services.

No action taken.

3. Discussion and possible action to award a contract to CityLynx, Inc. for Traffic Signal Replacement at Beinhorn Road and Voss Road in the amount of \$329,078.87.

A motion was made by Councilman Spalding to award a contract to CityLynx, Inc. for Traffic Signal Replacement at Beinhorn Road and Voss Road in the amount of \$329,078.87. Councilman Carlton seconded the motion. The vote to approve the motion was unanimous.

4. Discussion and possible action to approve Change Order #1 to the contract with Environmental Allies, Inc.- (Close Out) for the Rehabilitation of Outfalls 5 and 24, in the amount \$17,890.00.

A motion was made by Councilman Sapien to approve a Change Order #1 to the contract with Environmental Allies, Inc.- (Close Out) for the Rehabilitation of Outfalls 5 and 24, in the amount \$17,890.00. Councilman Spalding seconded the motion. The vote to approve the motion was unanimous.

5. Discussion and possible action to adopt an ordinance extending the Mayor's declaration of a local state of disaster in response to the COVID-19 Virus Pandemic.

A motion was made by Councilman Sapien to adopt an ordinance extending the Mayor's declaration of a local state of disaster in response to the COVID-19 Virus Pandemic until June 30th. The vote to approve the motion was unanimous.

6. Discussion and possible action to discuss employees temporarily working from home during the COVID-19 Virus Pandemic.

No action.

7. Discussion and possible action regarding other measures to be taken by the City in response to the COVID-19 Virus Pandemic.

No action.

EXECUTIVE SESSION It is anticipated that all, or a portion of the discussion of the following items, if any, will be conducted in closed executive session under authority of the Texas Open Meetings Act. However, no action will be taken on these items until the City Council reconvenes in open session.

At 7:50 p.m. the Mayor announced that the City Council was recessing into closed executive session under Section 551.074 of the Texas Open Meeting Act to deliberate on item 6, above. No action was taken during the closed executive session.

- H. **RECONVENE** into Open Session and consider action, if any, on items discussed in Executive Session.

At 8:12 p.m. the City Council reconvened in open session. No further action was taken.

- I. **ADJOURNMENT**

At 8:12 p.m. a motion was made and seconded to adjourn the meeting. The vote to approve the motion was unanimous.

The meeting was adjourned at 8:12 p.m.

These minutes were approved on the 26th day of May, 2020.

 /s/
Jim Pappas, Mayor

ATTEST:

 /s/
Crystal R. Dozier, TRMC
City Secretary

DRAFT



**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: May 26, 2020
AGENDA SUBJECT: Appointment of a Local Health Authority
PROCEEDING: Motion
EXHIBITS: Resume for Richard Harris M.D.

The State of Texas Office of Court Administration is requiring COVID-19 Operating Plan in order to proceed with court dockets. One of the requirements is the plan be reviewed by the "Local Health Authority". Attached is the resume for Richard Harris M.D. who is being recommended by staff to appoint as the City of Hunters Creek Local Health Authority.



Guidance for All Court Proceedings During COVID-19 Pandemic (For Proceedings on or after June 1, 2020)

On or after June 1 until further updated¹:

NOTE: Courts are not required to commence in-person proceedings on June 1 and should include in their discussions with the county judge/mayor and local health authority a proper date for commencing in-person hearings under the operating plan.

- **Courts should use all reasonable efforts to conduct proceedings remotely.²**
All proceedings, both essential and non-essential, should occur remotely (such as by teleconferencing, videoconferencing, or other means) unless litigants or other court participants are unable to successfully participate in a remote hearing for reasons beyond the court's control.³ Courts may need to conduct hybrid hearings in certain proceedings.
- **Jury trials must not be held until further guidance is issued by the Office of Court Administration (expected to be released no later than mid-May for proceedings in the summer).** It is anticipated that jury trials can safely resume in the summer; however, due to the unique nature of these proceedings, special attention must be provided to ensure the safety of jurors and others in these large group gatherings. Specific guidance to assist jurisdictions in planning resumption of jury proceedings will be issued soon.
- **Prior to any court holding in-person proceedings**, other than essential hearings that cannot be conducted remotely because doing so is not possible or practicable,⁴ the local administrative district judge for a county or the presiding judge of a municipal court, as applicable, must submit an operating plan for all courts in the county or municipality to the Regional Presiding Judge.⁵
 - Each local administrative district judge must attempt to confer with judges of all courts with courtrooms in county buildings, including district judges, county court at law judges, county judges, justices of the peace, associate judges, magistrates, and chief justices of the courts of appeals where applicable.

¹ It is possible that some of the limitations and restrictions may be modified or removed as public health officials indicate those are necessary or possible.

² See [Twelfth Emergency Order Regarding the COVID-19 State of Disaster](#), #4.

³ Courts who need technical assistance with remote proceedings may contact the Office of Court Administration at zoomhelp@txcourts.gov.

⁴ Essential proceedings include, but are not limited to, criminal magistration proceedings, CPS removal hearings, temporary restraining orders / temporary injunctions, juvenile detention hearings, family violence protective orders, and certain mental health proceedings. Guidance issued since March 26 has required all essential hearings to be conducted remotely unless holding the proceeding remotely is not possible or feasible.

⁵ This process is similar to the requirement for the Local Administrative District Judge and Municipal Court Presiding Judge to preside over a court security committee involving all affected courts as required by Secs. 29.014, 30.00007(b)(6), and 74.092(a)(13), Government Code.

- In developing the operating plan, the local administrative district judge or presiding judge of a municipal court must consult with the local health authority and county judge/mayor.⁶ Documentation (e.g. email, letter, etc.) from the local health authority and county judge/mayor showing that the consultation has occurred must be submitted with the operating plan.
- Upon written acknowledgement by the Regional Presiding Judge that the operating plan meets the requirements of an operating plan discussed below, the courts in the county or city may commence in-person proceedings only in accordance with the guidance issued by the Office of Court Administration (OCA) and the operating plan.
- The Regional Presiding Judge must forward a copy of each operating plan to the OCA at coronavirus@txcourts.gov.

Operating plans will remain in effect until updated guidance is issued from the OCA indicating they are no longer required or upon the expiration of the provisions in the Twelfth Emergency Order, as amended or extended, requiring adherence to OCA guidance.

- **An operating plan must contain the following components:⁷**
 - **Judge and Court Staff Health – how the courts will ensure judges and court staff do not enter the courthouse if they have new or worsening signs or symptoms⁸ and will protect judges and staff from exposure to the degree possible.⁹**

Courts should take precautions to ensure judges and courts staff do not enter the courthouse when there is a likelihood that they may have COVID-19, and courts should take reasonable steps to protect judges and court staff from contracting COVID-19.

Courts should consider encourage teleworking for judges and court staff whenever possible and feasible.

- **Scheduling – how the courts in the building(s) covered by the plan will coordinate scheduling to reduce occupancy in the courthouse to the lowest degree possible.¹⁰**

In-person proceedings must be scheduled to reduce the number of people entering or in the courthouse at any one period of time. Judges in counties and cities with multiple judges in a building must coordinate scheduling of any in-person proceedings to reduce the number of people in the courthouse at one time.

⁶ Local Administrative District Judges should consult with the county judge at a minimum, and presiding judges of a municipal court should consult with the mayor at a minimum.

⁷ In developing the plan, courts should review the Texas Department of Health Services' [Minimum Standard Health Protocols for COVID-19](#).

⁸ CDC. [Symptoms of Coronavirus](#).

⁹ DSHS. [Checklist for All Employers](#).

¹⁰ CDC. [Get Your Mass Gathering or Large Community Events Ready](#).

- **Vulnerable Populations – how the courts will provide notice to vulnerable individuals and those who live with or are caregivers for vulnerable individuals and provide accommodations to reduce the appearance of those individuals at the courthouse.**^{11,12}

Vulnerable individuals are those over age 65 and individuals with serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised such as by chemotherapy for cancer or other conditions requiring such therapy.

- **Social Distancing – how the courts will ensure that adequate social distancing will be maintained for all individuals not within the same household who may be in a courthouse.**¹³

Courts should consider how to ensure distancing in public common areas, galleries of courtrooms,¹⁴ wells of the courtroom, hallways, elevators, restrooms, or other locations where the public might gather.

Special attention should be given to scheduling in buildings with multiple courtrooms, as common areas such as waiting areas, halls and elevators may become crowded in such a way that it is impossible to maintain appropriate social distancing.¹⁵

- **Hygiene – how the courts will ensure that individuals in the courthouse will have access to supplies to maintain high levels of hygiene**¹⁶

Courts should consider having hand sanitizer dispensers available at various locations around the courthouse, including at the entry and exits from the building and courtrooms. Courts should ensure that tissues are available for public use in courtrooms and other public areas. Courts should post readily visible signage reminding individuals of best hygiene protocols.¹⁷

- **Screening – how the courts will ensure screening of all individuals entering the courthouse or courtroom areas**¹⁸

Individuals feeling feverish or with measured temperatures equal to or greater than 100.0°F, or with new or worsening signs or symptoms of COVID-19 such as cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, or having known close contact with a person who is confirmed to have COVID-19 must not be permitted entry.¹⁹

Special attention should be given to how inmates or detainees from jail and juvenile facilities who may be transported to a courtroom will be screened,

¹¹ CDC. [People who are at Higher Risk for Severe Illness.](#)

¹² CDC. [What Can You Do.](#)

¹³ CDC. [Social Distancing, Quarantine, and Isolation.](#)

¹⁴ DSHS. [Checklist for Churches/Places of Worship.](#)

¹⁵ White House, CDC. See pp. 10 & 14 in the [Guidelines for Opening Up America Again.](#)

¹⁶ CDC. [How to Protect Yourself and Others.](#)

¹⁷ DSHS. Stop the Spread of Germs Flyer. <https://dshs.texas.gov/coronavirus/docs/StopSpreadofGerms-English.pdf> (English) and <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-sp.pdf> (Spanish).

¹⁸ CDC. [Symptoms of Coronavirus.](#)

¹⁹ DSHS. [Checklist for All Employers.](#)

including consideration of a lower threshold temperature of 99.6°F as an indicator of symptoms.²⁰

Screeners should be provided appropriate face protection and gloves.²¹

- **Face coverings – how the courts will ensure face coverings over the nose and mouth are worn.**²²

Cloth face coverings, at a minimum, should be required of individuals while in the courthouse. Should an individual be in the courthouse for lengthy periods of time, non-medical grade face masks should be considered if they are available.¹⁹

- **Cleaning – how the courts will ensure frequent and appropriate cleaning of surfaces in and around courtrooms and common areas.**²³

Sanitizing should be routinely and more regularly performed, including when a transition of participants occurs within a courtroom between hearings and after recesses.¹⁹

²⁰ Suggestion for considering lower threshold for jail inmates made by DSHS physicians.

²¹ CDC. [Personal Protective Equipment: Questions and Answers](#).

²² CDC. [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#).

²³ CDC. [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#).

CURRICULUM VITAE

Richard L. Harris, M.D.

CURRENT APPOINTMENTS

Private Practice
Infectious Diseases
Houston, Texas

ADDRESS

Professional

Scurlock Tower
6560 Fannin, Suite 2206
Houston, Texas 77030
Telephone 713.793.7550
E-mail rharris@houstonmethodist.org

Mailing Address

P.O. Box 55467
Houston, Texas 77255

EDUCATION, RESIDENCY, FELLOWSHIP

September 1970 – May 1974	B.A. (Cum Laude) Vanderbilt University – Nashville, Tennessee
July 1974 – May 1978	M.D. (with Honors) Baylor College of Medicine, Houston, Texas
July 1978 – July 1979	Straight Medicine Internship Baylor Affiliated Hospitals Residency Program
July 1979 – July 1981	Internal Medicine Residency Baylor Affiliated Hospitals Residency Program
January - June 1981	Chief Medical Resident Veterans Administration Medical Center Houston, Texas
July 1981 – July 1983	Clinical Fellow in Infectious Diseases Department of Medicine, Baylor College of Medicine

ACADEMIC APPOINTMENTS

July 1983 – January 1990	Assistant Professor of Medicine Baylor College of Medicine
July 1983 – January 2001	General Medicine Attending Veterans Administration Medical Center Ben Taub General Hospital Baylor College of Medicine
July 1983 – July 1997	Member, Internal Medicine Residency Selection Committee Baylor College of Medicine
July 1985 – July 1996	Director, Pathophysiology Course Basic Science Curriculum Baylor College of Medicine
July 1987 – July 1996	Member, Medical Student Promotions Committee Baylor College of Medicine
July 1988 – January 2001	Hospital Epidemiologist Director of Infection Control Program The Methodist Hospital
July 1988 – July 1996	Section Coordinator, Infectious Diseases Module Pathophysiology Course, Basic Science Curriculum Baylor College of Medicine
January 1990 – July 1995	Associate Professor of Clinical Medicine Baylor College of Medicine
July 1994 – July 1996	Member, Spring Courses Subcommittee Member, Fall Courses Subcommittee Baylor College of Medicine Curriculum Committee
July 1995 – July 2000	Associate Professor of Medicine Baylor College of Medicine (Title designation change)
July 1995 – July 1996	Chair, Spring Courses Subcommittee Curriculum Committee Baylor College of Medicine
July 1995 – July 1996	Appointment to Committee on Infectious Diseases Texas Medical Association
July 1996 – January 2001	Resident and Service Evaluation Committee Baylor College of Medicine
July 1997 – January 2001	Associate Dean of Graduate Medical Education Baylor College of Medicine
July 1997 – January 2001	Chair, Dean's Resident Manpower Advisory Committee Baylor College of Medicine
July 1997 – January 2001	Member, Residency Review Subcommittee Baylor College of Medicine

July 1997 – January 2001	Member, Graduate Medical Education Committee Baylor College of Medicine
October 1998 – January 2011	Director, Infection Control Program Select Specialty Hospital, Houston, Texas
July 2000 – January 2001	Professor of Medicine Baylor College of Medicine
January 2000 - Present	Antibiotic Subcommittee, Pharmacy & Therapeutics Committee, The Methodist Hospital
January 2001 - Present	Private Practice
January 2001 - 2006	Clinical Professor of Medicine Baylor College of Medicine
January 2001 - 2003	Medical Executive Committee The Methodist Hospital
January 2010 - Present	MUFE Subcommittee, Pharmacy & Therapeutics Committee, Houston Methodist Hospital Medical Center

MEDICAL LICENSURE

August 1978 State of Texas F1628

PROFESSIONAL CERTIFICATION

American Board of Internal Medicine – September 1982
American Board of Internal Medicine,
Infectious Diseases Subspecialty – November 1984

PROFESSIONAL SOCIETIES

Alpha Omega Alpha
American College of Physicians (Fellow)
American Society of Microbiology
Infectious Diseases Society of America (Fellow)
Society of Hospital Epidemiologists of America
American Practitioners of Infection Control

EDITORIAL REVIEW BOARD

1993 - 2001 American Journal of Infection Control

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AWARDS

- 1978 Alpha Omega Alpha
 Baylor College of Medicine
- 1989 Outstanding Faculty Member
 Basic Science Students 1988 – 89
 Baylor College of Medicine
- 1989 – 1994 Outstanding Faculty Member
 Graduating Class of 1989
 Graduating Class of 1990
 Graduating Class of 1991
 Graduating Class of 1992
 Graduating Class of 1993
 Graduating Class of 1994
 Baylor College of Medicine
- 1994 Outstanding Faculty Hall of Fame
 Baylor College of Medicine
 (Retired from annual pool of honorees)
- 1998 Excellence in Education
 Department of Medicine
 Baylor College of Medicine
- 2006 Top 100 Docs
 Golf Digest
- 2010 Heart of Gold Award
 Cardiovascular ICU, Houston Methodist Hospital Medical Center
- Texas Super Doctors
- 2011 Texas Super Doctors
- Top Doctors - U.S. News & World Report
- 2012 Texas Super Doctors
- 2016 10th Annual LVAD Patient Award,
 Houston Methodist Hospital, J.C. Walter Jr. Transplant Center
- 2018 Texas Super Doctors
- Top Doctor, Houston, Texas
 International Association of Healthcare Professionals (IAHCP)

Instructions for Completing and Filing the Oath of Office

EXECUTION OF THE OATH OF OFFICE

Pursuant to [Texas Constitution art. XVI, § 1](#) (b) and (c), the Oath of Office may not be taken until a signed Statement of Elected/Appointed Officer has been completed and filed.

ADMINISTRATION OF THE OATH OF OFFICE

The Oath of Office may be administered by anyone authorized under the provisions of [Texas Government Code § 602.002](#). Commonly used officials include notaries public and judges.

The seal of the person administering the Oath should be visible. If the person is a notary public, [Texas Government Code § 406.013](#) requires that the seal be affixed in a way "that legibly reproduces the required elements of the seal under photographic methods."

COMPLETION OF THE OATH OF OFFICE FORM

After the Oath of Office has been administered by a properly designated official, the newly appointed Health Authority should enter his/her name in the appropriate area of the form, sign the form and enter his/her mailing address and telephone number. The person administering the oath should then enter the date on which the oath was administered, enter his/her signature, printed name and title. The seal of the person administering the oath should be affixed in the designated area of the form.

FILING OF THE OATH OF OFFICE

Once the Oath of Office form has been completed and signed by both the Health Authority and the administering official, a copy should be mailed to the Regional Medical Director for the respective Health Service Region of the Texas Department of State Health Services.

Please direct any questions regarding the Oath of Office form and instructions to your [DSHS Health Service Region office](#) or to the DSHS Division for Regional & Local Health Services office in Austin at (512) 776-7770.



Certificate of Appointment

for a

Health Authority

The Health Authority has been appointed and approved by the:

(Check the appropriate designation below)

Commissioners Court for _____ County

Governing Body for the Municipality of _____

Director, _____ Health Department

Director, _____ Public Health District

I, _____, acting in my capacity as:

(Check the appropriate designation below)

County Judge or Designee

Mayor or Designee

Non-physician and the Local Health Department Director

Non-physician and the Public Health District Director

do hereby certify the physician, _____, who is licensed by the Texas Board of Medical Examiners, was duly appointed as the (check as applicable),

Health Authority

Health Authority Designee

for the jurisdiction of _____, Texas.

Date term of office begins _____, 20__

Date term of office ends _____, 20__, unless removed by law.

I certify to the above information on this the _____ day of _____, 20__.

Signature of Appointing Official



OATH OF OFFICE

For Health Authorities in the State of Texas

I, _____, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Health Authority of the State of Texas and will to the best of my ability, preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Affiant

Mailing Address

ZIP

(Area Code) Phone Number (day and evening)

Email Address

SWORN TO and subscribed before me this _____ day of _____, 20__.

Signature of Person Administering Oath

(Seal)

Printed Name

Title



**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: May 26, 2020
AGENDA SUBJECT: Network Node Development Agreement for 5G Services
PROCEEDING: None
EXHIBITS:

Councilman Marks will speak on this agenda item.



**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: May 26, 2020
AGENDA SUBJECT: 2020 Budget Amendment
PROCEEDING: Motion
EXHIBITS: Ordinance

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS, AMENDING THE CITY'S 2020 BUDGET TO INCREASE THE AMOUNT BUDGETED FOR TRAFFIC LIGHT MAST ARMS – BEINHORN & VOSS FROM \$275,000 TO \$410,000 AND TO DECREASE THE ENDING FUND BALANCE FROM \$1,311,020 TO \$1,176,020; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.

* * * * *

WHEREAS, the City of Hunters Creek Village Budget for the Year 2020 was adopted within the time and in the manner required by State law; and

WHEREAS, the City Council finds and determines that changes in said budget are necessary; and

WHEREAS, the City Council finds and determines that the proposed changes in the budget are for municipal purposes, and that the amendment of the budget constitutes an emergency and 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 HUNTERS CREEK 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 Hunters Creek Village Budget for the Year 2020 is hereby amended by the adoption of “Amendment No. 1 to the Original Budget of the City of Hunters Creek Village, Texas, for the Year 2020,” a copy of which is attached hereto. The “Amendment No. 1 to the Original Budget of the City of Hunters Creek Village, Texas, for the Year 2020” 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 Hunters Creek 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 ____ day of _____, 2020.

Jim Pappas, Mayor
City of Hunters Creek Village, Texas

ATTEST:

Crystal R. Dozier, City Secretary
City of Hunters Creek Village, Texas

Amendment No. 01
To the original budget of the City of Hunters Creek Village
For the Fiscal Year of 2020
Capital Improvements Fund

Description Purpose: Increase budget line item

Account Increase - Drawdown of fund balance

200-01-75056 Traffic Light Mast Arms	\$135,000.00
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Justification to amend the budget amount is as follows.

A contract awarded to CityLynx for the amount of	\$329,078.87
An amendment awarded to Cobb Fendley for the amount of	\$ 56,200.00
For Contigencies that may arise	\$ 24,721.13
New Total Budget required for 2020	\$410,000.00



**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: May 26, 2020
AGENDA SUBJECT: 2021 Proposed MVPD Budget
PROCEEDING: Motion
EXHIBITS: 2021 Proposed MVPD Budget

FY21 Budget

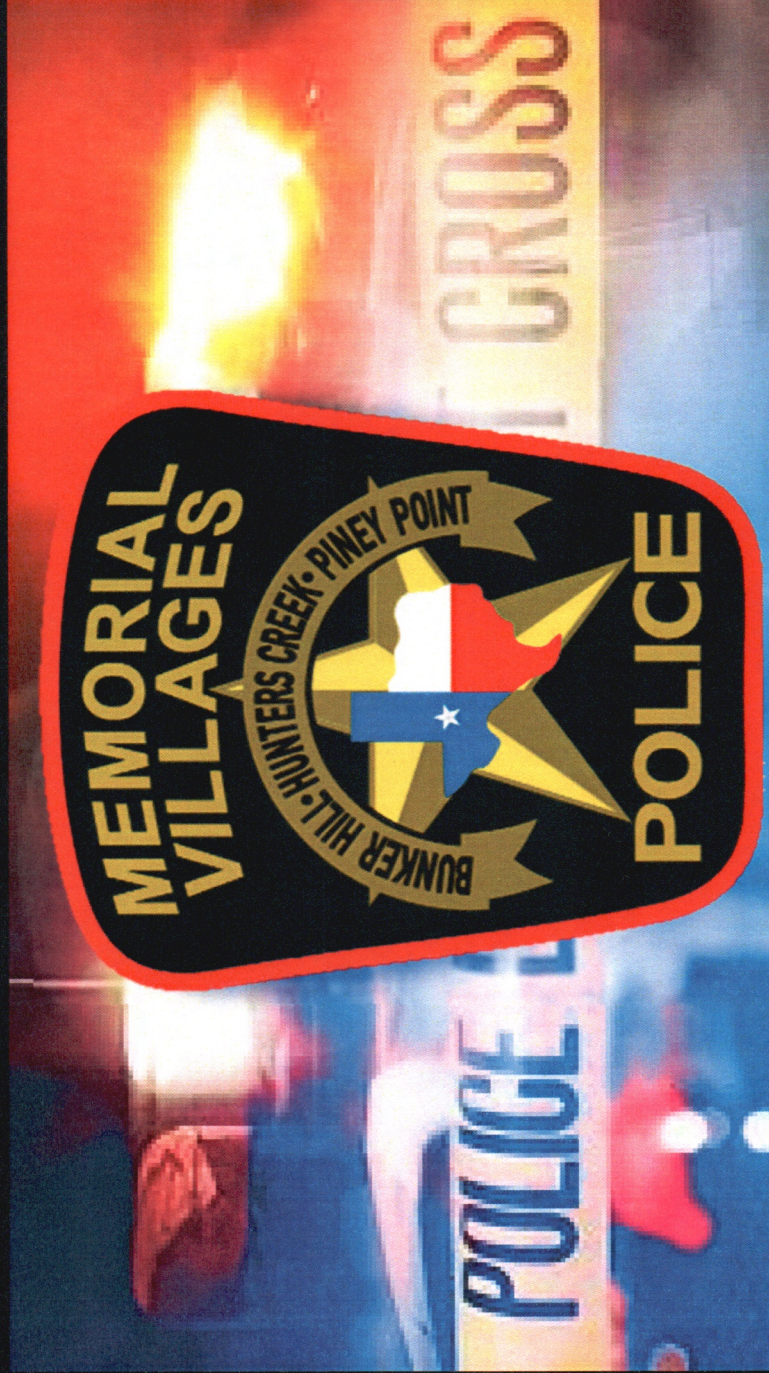
Bunker Hill Village - Piney Point Village - Hunters Creek Village



Hunters Creek



Village





Hunters Creek



Village

FY21 Budget Goals and Objectives

Goals:

Hire, Develop and Maintain the **best qualified and experienced employees** to serve as Memorial Villages Police Department, Police Officers, Dispatchers and Professional Support Staff.

Provide and maintain the **best tools, technology and equipment** available for use by the MVPD in order to provide for a Safe Community, Free of Crime and the Fear of Crime.

Objective:

Use Village Funds in the most effective and efficient manner possible in order to hire and retain employees by providing a competitive salary and benefit package, while at the same time providing staff with the latest technology, tools, equipment and support services that will allow personnel to provide the **highest level of Police Services and Protection**.

FY21 Budget Results from Previous Budgets



Hunters Creek



Village

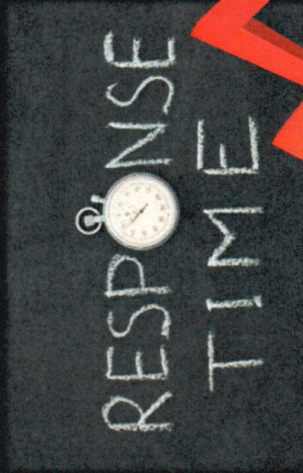


**BUILDING
THE
BRAND**

Crime



MODERNIZATION



OFFICER SAFETY





Hunters Creek



Village

FY21 Budget

Investment in Personnel – Fully Staffed

Build on our Solid Base

5% Increase in Salary and Benefit Budget

- Avg Base Salary Increase – 4% (1% STEP + 3% Salary Adjustment)
- Shift Differential – Final Phase
- 457b City contribution at 1%

Average Salary

w/incentives will be:

Sergeant	\$103,600
Patrol Officer	\$84,575
Dispatcher	\$58,610





Hunters Creek



Village

FY21 Budget

Salary Increase - Justification

Maintain our Competitiveness in the LE Community
If not at the Top of the Scale – Be very close

- Base Salary Increase – Recognize the quality work performed along with the additional duties and attention to detail performed by MVPD employees
- 1% STEP – Annual Individual Performance Based Pay Incentive
- 1% 457b Contribution – Long term savings incentive to compensate for Windfall Act Penalty, Fixed TMRS benefit and Loss of Post Employment Health Care.



Hunters Creek



Village

FY21 Budget

Technology: Efficiency – Risk Reduction

- ALPR – Continue the ALPR Project at 28 ALPR Systems
\$56,000 Annual Cost ½ of a FTE





Hunters Creek



Village

FY21 Budget Proposal

FY21 Budget Adjustments/Increases/Decreases

Overtime (+\$5,000)

Bailiff Overtime (-\$9,600)

ALPR's +8 Systems (+\$16,000)

BWC Year 2 (-\$22,000)

In-Car Video Year 2 (-\$7,000)

4 additional Urban Rifle (+\$6,900)

4 Automated Ticket Writers EOL (+\$6,600)

Recruiting (-\$5,000)

Capital Auto Replacement (+\$15,000)

Capital Variable Message Board (+\$16,500)



FY21 Budget Proposal

Proposed Total Budget Package for 2021

Personnel and Benefits \$5,040,063 (+5%)

Total Operations \$899,881 (+0.35%)

Total M&O \$5,939,944 (+3.99%)

Auto – Capital \$169,500 (22.8%)
(Vehicles)

Proposed 2021 Budget – \$6,109,444 (+4.44%)

Cost per Village \$2,036,481

Increase of \$86,494 per village over FY20



Hunters Creek



Village



Hunters Creek



Village

Future Capital Projects 2022-2026

The Memorial Villages Police Department administration has identified several capital projects that will likely need Funding from participating cities over the next 2-5 years.

These projects include:

- Roof Replacement
- HVAC Replacement
- Radio System Upgrades
- CAD/RMS/ARS Replacement
- Building Upgrades – Gutters, Overhead Doors, Paint, Jail Fixtures

Although the Memorial Villages Police Department has a fund in place to account for capital projects, this fund has not been regularly used as a vehicle to hold funds for these projects. Instead, the three cities have essentially employed a pay as you go methodology whereby the participating cities provide funding for capital projects as needed. Over the next several months, the Department administration will provide the participating cities with detailed information concerning the scope and cost of the anticipated capital projects set forth above. Hopefully, this will allow the participating cities to make appropriate plans or establish reserves so that these projects may be appropriately and timely funded.



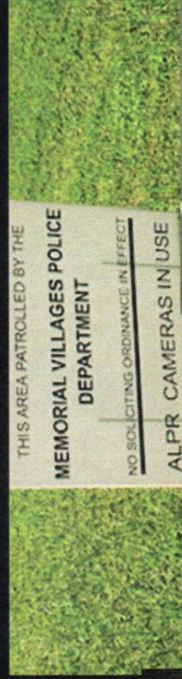
Hunters Creek



Village



THANK YOU
FOR TAKING CARE OF US
TAKING CARE OF YOU





Memorial Villages Police Department Summary

FY2021 Budget Proposal

FY21 Proposed Budget Summary

The Memorial Villages Police Commission has recommended adoption of the FY21 Budget Proposal and is submitting that for approval by member cities. The MVPD Chief is requesting an overall budget of \$6,109,444 which is an additional \$259,482 or 4.44 % increase over the FY20 adopted budget.

A comparative view and breakdown of the proposed budget is as follows:

Category	2020 Adopted Budget 44.5 FTE's	2021 Proposed Budget 44.5 FTE's	Variance	% Change
M&O EXPENDITURES	5,711,962	5,939,944	227,982	3.99%
FLEET REPLACEMENT	138,000	153,000	15,000	11%
CAPITAL OUTLAY EXPENDITURES	0.00	16,500	16,500	
COMBINED EXPENDITURES	5,849,962	6,109,444	259,482	4.44%

The total cost to each city would equate to \$2,036,481

- M&O \$1,979,981
- Fleet \$51,000
- Capital \$5,500

The Department is requesting a two-month assessment beginning January 2021:

- Maintenance & Operations **\$330,001**
- Fleet **\$8,500**
- Capital **\$5,500**

February 2021 thru November 2021 will be invoiced as follows:

- Maintenance & Operations **\$164,998**
- Fleet **\$4,250**

No invoicing is expected to occur in December 2021

FY21 Budget Highlights

	Category	2019 Unaudited Actual	2020 Adopted Budget	2021 Proposed Budget	Variance	% Change
100	PERSONNEL/BENEFITS	4,413,866	4,815,125	5,040,063	224,938	5%

100 PERSONNEL/BENEFITS:

MVPD has budgeted 44 fulltime employees (FTEs) and 1-part time employee. There are 32 sworn personnel, 10 full time and 1 part time communications staff members, 1 office/human resource manager, and 1 finance manager.

This category includes salary, overtime, court/bailiff costs, TMRS participation, a newly requested 1% contribution to a 457b account for full time employees, and the health benefits costs. The proposed budget continues to support the salary and retention plan specifically created to attract, hire, and retain the best and most qualified employees. **The salary line includes adjustments for regular hours that would be charged to the overtime and estimates for yearend pto payouts.*

SALARIES & WAGES - \$3,302,244

This category includes the base annual pay for the department’s 44 full time and 1 part time employee. It also reflects a 3% COLA and 1% step increase. The Office/Human Resource Manager and Finance Manager will also receive a 4% increase. Adjustments have been made to account for step plan increases which are based on the employee’s anniversary date.

TCLEOSE CERTIFICATION - \$181,176

Based on the current compensation policy sworn officers and dispatchers are awarded additional compensation for state certification recognized by the Texas Commission on Law Enforcement Officer Standards and Education. Employees who have achieved Intermediate certification receive an additional 2.5% percent of their base pay. Advanced certification is compensated at 5% of base pay and Master certification is compensated at 7.5% of employee base pay. At the time of this budget proposal 40 FTEs are eligible for this incentive. Any increase in base salary will necessitate increases to certification pay.

BILINGUAL INCENTIVE - \$8,680

Sworn personnel and dispatchers who have Spanish language bilingual proficiency receive 2.5% in additional pay. Currently there are 5 employees who are eligible for this incentive. Any increase in base salary will prompt increases to bilingual incentive payments awarded to employees.

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COLLEGE INCENTIVE - \$31,200

Employees who have obtained advanced degrees from accredited colleges and universities earn additional compensation based on the following updated schedule: Associates Degree - \$100 per month, Bachelor's Degree - \$200 per month and master's degree - \$250 per month. At the time of this proposal 14 employees have obtained advanced degrees.

LCC/FBI INCENTIVE - \$2,400

Graduates of the FBI National Academy or Leadership Command College receive \$100 per month in additional pay. Currently two employees qualify for this incentive.

CLOTHING ALLOWANCE - \$1,200

Detectives receive \$50 per month in clothing allowance

LONGEVITY - \$70,320

The new compensation and retention plan changed the way tenure is earned and rewarded. Two thru five-year employees will receive a single \$1200 payment each year in association with an annual employee contract. Employees with 6 years or more of service will be paid on a bi-monthly basis starting at \$1,440 annually. The maximum annual earning is reached after 10 years of service and equates to \$2,400 annually.

SHIFT DIFFERENTIAL - \$61,217

The final phase of the shift differential program is requested. Employees assigned to nightshift are eligible for \$138.50 in additional pay per pay-period. Employees working a split shift will earn \$69.25 per pay period.

EMERGENCY CARE ATTENDANT (ECA) - \$40,300

All sworn personnel are required to earn and maintain advanced first aid training and proficiency at the ECA level within 18 months. Upon attainment sworn personnel will receive \$50 bi-monthly certification pay.

OVERTIME – \$125,000

The requested overtime takes into consideration the historical costs of operating the department

Court Bailiff – \$12,000

Requested line item is used to support the costs to staff the court with bailiffs during each session.

RETIREMENT CONTRIBUTION - \$450,483

The 2021 request is estimated at the current 2020 rate of 11.79%. The actual rate letter was not received at the time this proposal was presented.

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GROUP-HEALTH-DENTAL/HSA CONTRIBUTIONS - \$592,828

Health/Dental Insurance estimate: \$438,028 employer contribution. Estimate is based on a 15% increase over current elections.

Employer HSA contribution estimate: \$88,800 (\$2,700 for family, \$1,500 single)

Wellness Exam contribution estimate: \$44,000 (\$1,000 per employee)

Physical Fitness assessment estimate: \$22,000 (\$500 per employee)

WORKERS COMPENSATION - \$70,500

The employer’s contribution rates for workers compensation is determined by the Texas Municipal League (TML).

LIFE/LTD - \$21,709

The department provides employee term life, AD&D, and long-term disability coverage to its employees. Cost estimate is based on 10% increase of current rates.

MEDICARE TAX EMPLOYER - \$55,403

The current Medicare tax rate is 1.45% applied to the total compensation package including the overtime budget.

	Category	2019 Unaudited Actual	2020 Adopted Budget	2021 Proposed Budget	Variance	% Change
200	INSURANCE	59,378	68,052	72,180	4,128	6%

200 INSURANCES:

The insurance category represents our auto, general, public official bond, professional, and real property insurance coverage through the Texas Municipal League. Rates are determined by TML. The amount requested reflects anticipated rate increases based on current billing.

AUTO LIABILITY – \$41,100

Automatic coverage for any vehicles purchased throughout the year

GENERAL LIABILITY –\$720

This coverage protects the department from general liability claims from injuries and wrongful acts.

PUBLIC OFFICIAL BOND – \$960

Coverage for the Police Commission and protection against forgery

PROFESSIONAL LIABILITY – \$21,400

Protection from liability claims associated with law enforcement functions.

lele

REAL & PERSONAL PROPERTY – \$8,000

Coverage for damage or destruction of departmental property.

	Category	2018 Unaudited	2019 Adopted Budget	2020 Proposed Budget	Variance	% Change
300	FLEET MAINTENANCE	108,548	115,000	122,500	7,500	7%

300 FLEET MAINTENANCES:

The fleet maintenance category includes the annual fuel costs as billed by Villages Fire Department. This category also includes vehicle maintenance, damage repair, and tire replacement costs.

GAS & OIL – \$70,500

FLEET MAINTENANCE – \$35,000

TIRE REPLACEMENT – \$7,000

DAMAGE REPAIR – \$10,000

	Category	2019 Unaudited Actual	2020 Adopted Budget	2021 Proposed Budget	Variance	% Change
400	BUILDING MAINTENANCE	45,070	68,200	62,000	(6,200)	-9%

400 BUILDING

The building maintenance category includes the annual janitorial services contract, building refresh i.e. filing cabinets, lockers and chairs. This category covers any repair costs associated with the upkeep of the building.

GENERAL MAINTENANCE – \$5,000

The increased request will cover maintenance cost associated with a/c units.

JANITORIAL SERVICES – \$21,000

The current service provider is Coverall with a monthly fee of \$1500.

JAIL – \$1,000

Purchases in this line item support supplying detainees with blankets and food.

BUILDING FURNISHINGS – \$15,000

Purchases support the upkeep of the office (chairs, filing cabinets, lockers etc....)

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	Category	2019 Unaudited Actual	2020 Adopted Budget	2021 Proposed Budget	Variance	% Change
500	OFFICE	40,093	47,400	47,050	(350)	-1%

500 OFFICE

The office category includes funding requests for computer purchases & replacement, postage machine & supplies, office supplies, bank service charges, and payroll contract expenditures.

COMPUTERS – \$13,000

A computer replacement schedule was created to better plan and budget for the technology needs of the department. The request is based on estimated replacements of computer in FY18.

POSTAGE/POSTAGE MACHINE – \$1,100

The expenditures in this category will cover the postage machine rental fee from Pitney Bowes as well as postage and ink refill requirements for the fiscal year.

OFFICE SUPPLIES /SUPPLIES /STATIONERY/EXPENDIBLES – \$15,000

The expenditures in this category include office supplies, meeting expenses, and employee relations

BANK/FINANCE CHARGES – \$550

Banking and credit card fees

PAYROLL –\$17,400

Payroll and Human Resource expenditures

	Category	2019 Unaudited Actual	2020 Adopted Budget	2021 Proposed Budget	Variance	% Change
600	UTILITES	55,582	63,008	61,923	(1,085)	-2%

600 UTILITIES

The utilities category includes expenditures related to monthly telephone, electric, water & sewer, and natural gas services.

COMMUNICATIONS/TELEPHONE – \$6,003

The appropriation for this category will cover the department’s phone lines, long distance calling, internet, cable television, and employee phone allowance.

ELECTRIC SERVICE – \$20,000

The department’s electrical service provider is Cavallo Energy.

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WATER & SEWER – \$5,320

Water & sewer services are provided by the City of Bunker Hill Village

NATURAL GAS – \$600

The departments natural gas provider is Center Point Energy

	Category	2018 Unaudited Actual	2020 Adopted Budget	2021 Proposed Budget	Variance	% Change
700	CONTRACT/SERVICES	264,214	350,441	334,992	(15,449)	-4%

700 CONTRACT/SERVICES

The contract/services category includes MVPD’s equipment maintenance contracts, annual SETCIC fees, legal & professional service fees (legal and audit), IT contracts, and software maintenance contracts (ex. CAPERS, Power DMS).

EQUIPMENT MAINTENANCE CONTRACT – \$118,340

Increase requested to cover maintenance charges for the body worn camera and ALPR’s

SETCIC FEES – \$3,600

This line item request covers the fees paid to the Harris County Treasurer for inclusion of misdemeanor warrants in the county-wide network.

LEGAL FEES – \$55,000

This line item request covers fees associated with Attorney duties, legal research and interpretation, annual audit, RFP advertising, and TML claim deductibles.

IT SERVICES – \$101,850

This line item requests supports a variety of the department’s information technology needs to include cloud-based data and application hosting, bill paying services, information technology support services, and the annual subscription to the Texas Commission on Law Enforcement Data Distribution System.

The largest expense in this category (\$90,000) is to support the IT contract.

SOFTWARE MAINTENANCE CONTRACTS – \$56,202

This line item request supports the various software maintenance contracts needed to effectively run the department.

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800 OPERATIONS

The operations category includes the line items that support accreditation, uniforms, training, travel, recruiting costs, criminal investigations, small equipment, and contingency funding requests.

ACCREDITATION – \$1,200

The Department successfully obtained recognition status for compliance with the Texas Law Enforcement Agency Best Practices Recognition Program. This request is for accreditation fees only.

UNIFORMS/OFFICER CLOTHING – \$30,500

This line item supports the replacement of uniforms, vests, and outfitting costs associated with sworn personnel and dispatchers.

RADIO PARTS & LABOR – \$33,036

On 2-1-2012 the Department signed a contract for radio services with the City of Houston. The contract automatically renews each year for a period of 30 years. The Department can terminate the agreement if it is before 60 days of the contract renewal date.

There is a set fee schedule for repairs and airtime. Each radio is assessed a \$41 monthly fee according to the schedule implemented by the City of Houston in March 2015. Each licensed Officer is issued a radio.

FIREARMS TRAINING & AMMO – \$5,500

This line item request supports ammunition and training expenditures for State mandated firearms qualifications for sworn personnel.

TASERS – \$15,000

This line item request supports the taser replacement schedule

TRAINING & PROFESSIONAL DUES – \$58,000

This line item request supports costs associated with job related training, professional dues, and the R.A.D self-defense program.

TRAVEL – \$9,000

This line item support travel and lodging costs for employees.

RECRUITING COSTS – \$5,000

This line item supports tuition reimbursement and recruitment and selection, which includes: background, drug testing, finger printing, and psychiatric examinations.

CRIMINAL INVESTIGATIONS – \$3,500

This line item supports costs associated with criminal investigations such as fingerprinting supplies, drug testing, sketching services, public data information searches, and other investigative supplies and services.

CONTINGENCY – \$25,000

This line item is requested for unplanned emergency expenditures.

SMALL EQUIPMENT – \$13,500

Funding is requested to capture needed small equipment items that do not fit into specific categories such as computers and building furnishings. FY20 request includes 4 ticket writers.

	Category	2019 Unaudited Actual	2020 Adopted Budget	2021 Proposed Budget	Variance	% Change
1000	FLEET REPLACEMENT	158,332	138,000	153,000	15,000	11%

1000 CAPITAL – FLEET REPLACEMENT

\$138,000

Line item in this category supports our vehicle replacement plan. The department will use existing funds to help offset the cost of purchasing three new vehicles

NOTE: All vehicle purchased must be approved by the Police Commission prior to ordering.

	Category	2019 Unaudited Actual	2020 Adopted Budget	2021 Proposed Budget	Variance	% Change
2000	CAPITAL ITEMS	518	0	16,500	16,500	

2000 CAPITAL OUTLAY

This category includes purchase of individual items with a cost over \$5,000 with an estimated useful life greater than one year. This year’s request is for a radar message board.

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Memorial Villages Police Department
FY21 BUDGET PROPOSAL

GENERAL FUND

3% COLA, 1% STEP

Acct. No	Category	2019 Unaudited Actual	2020 Adopted	2021 Requested	\$ Increase/ 2020-2021	% Increase
100						
100	Salaries	3,279,467	3,520,578	3,679,271	158,693	5%
110	Overtime	115,094	120,000	125,000	5,000	4%
115	Court/Bailiff	6,010	21,600	12,000	(9,600)	-44%
120	Retirement	379,669	432,315	450,483	18,168	4%
125	475b contribution		0	32,869	32,869	
130	Health Insurance	503,527	579,228	592,828	13,600	2%
140	Workers Compensation - TML	65,000	66,712	70,500	3,788	6%
150	Life/LTD	17,847	21,523	21,709	186	1%
160	Medicare	47,252	53,169	55,403	2,234	4%
170	Social Security					
	TOTAL PERSONNEL/BENEFITS	4,413,866	4,815,125	5,040,063	224,938	5%
200						
	TML INTERGOVERNMENTAL RISK POOL					
200	Auto	26,604	25,332	41,100	15,768	62%
210	General Liability	430	720	720	0	0%
220	Public Official Bond	849	960	960	0	0%
230	Professional Liability	18,858	25,200	21,400	(3,800)	-15%
240	Real & Personal Property	12,637	15,840	8,000	(7,840)	-49%
	TOTAL OTHER INSURANCE	59,378	68,052	72,180	4,128	6%
300						
300	Gas and Oil	66,046	70,500	70,500	0	0%
310	Fleet maintenance	31,154	27,500	35,000	7,500	27%
320	Tires	6,565	7,000	7,000	0	0%
	Damage Repair	5,783	10,000	10,000	0	0%
	TOTAL FLEET MAINTENANCE	109,548	115,000	122,500	7,500	7%
400						
400	General/Building Maintenance	18,848	28,400	25,000	(3,400)	-12%
410	Janitorial Services	18,000	21,000	21,000	0	0%
420	Jail	773	1,000	1,000	0	0%
430	Building Furnishings	7,450	17,800	15,000	(2,800)	-16%
	TOTAL BUILDING	45,070	68,200	62,000	(6,200)	-9%
500						
500	Computers	10,640	10,000	13,000	3,000	30%
510	Postage/postage machine	840	1,300	1,100	(200)	-15%
520	Office Supplies	12,063	18,000	15,000	(3,000)	-17%
530	Bank/Finance Service Chgs	329	700	550	(150)	-21%
540	Payroll Services	16,220	17,400	17,400	0	0%
	TOTAL OFFICE	40,093	47,400	47,050	(350)	-1%
600						
600	Telephone	33,954	34,408	36,003	1,595	5%
610	Electric	16,051	23,000	20,000	(3,000)	-13%
620	Water/Sewer	5,067	5,000	5,320	320	6%
630	Natural Gas	510	600	600	0	0%
	TOTAL UTILITIES	55,582	63,008	61,923	(1,085)	-2%
700						
700	Equipment Maint. Contracts	58,797	129,100	118,340	(10,760)	-8%
710	SETCIC fees	3,262	3,600	3,600	0	0%
720	Legal/Professional	51,406	60,400	55,000	(5,400)	-9%
730	IT Services	98,578	101,250	101,850	600	1%
740	Software Maintenance Contracts	52,170	56,091	56,202	111	0%
	TOTAL CONTRACTS/SERVICES	264,214	350,441	334,992	(15,449)	-4%
800						
800	Accreditation	0	1,200	1,200	0	0%
810	Uniforms	26,518	32,000	30,500	(1,500)	-5%
820	Radio parts and labor	29,686	33,036	33,036	0	0%
830	Firearms Trng and Ammo	5,323	5,500	5,500	0	0%
	Tasers	9,656	11,000	15,000	4,000	36%

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**Memorial Villages Police Department
FY21 BUDGET PROPOSAL**

GENERAL FUND CONTINUED

Acct. No	Category	2019 Unaudited Actual	2020 Adopted	2021 Requested	\$ Increase/ 2020-2021	% Increase
840	Training & Prof. Dues	38,311	54,000	58,000	4,000	7%
850	Travel	7,642	7,000	9,000	2,000	29%
860	Recruiting Costs	5,154	10,000	5,000	(5,000)	-50%
870	Criminal Investigations (CID)	3,084	3,500	3,500	0	0%
880	Contingency - Miscellaneous	13,481	25,000	25,000	0	0%
892	Small Equipment	4,182	2,500	13,500	11,000	440%
	Storm Related Expenditures				0	
	TOTAL OPERATIONS	143,038	184,736	199,236	14,500	8%
	TOTAL M&O	5,130,790	5,711,962	5,939,944	227,982	3.99%
OTHER FUNDS						
Acct. No	Category	2019 Unaudited Actual	2020 Adopted	2021 Requested	\$ Increase/ 2020-2021	% Increase
1000						
1000	Auto Replacement	158,332	138,000	153,000	15,000	11%
	Rifle Locking System					
	AEDs				0	
	TOTAL VEHICLE REPLACEMENT	158,332	138,000	153,000	15,000	10.87%
2000						
2880	Capital Projects Contingency	518				
	Radar message board			16,500	16,500	
	TOTAL SPECIALCAPITAL ASSETS	518	0	16,500	16,500	
	TOTAL OTHER FUNDS	158,850	138,000	169,500	31,500	23%
Category	2019 Unaudited Actual	2020 Adopted	2021 Requested	\$ Increase/ 2020-2021	% Increase	
GENERAL FUND	5,130,790	5,711,962	5,939,944	227,982	3.99%	
OTHER FUNDS	158,850	138,000	169,500	31,500	22.83%	
COMBINED TOTALS	5,289,639	5,849,962	6,109,444	259,482	4.44%	



**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: May 26, 2020
AGENDA SUBJECT: 2019 Village Fire Department Audit
PROCEEDING: Motion
EXHIBITS: 2019 Village Fire Department Audit



Required Auditor Disclosure Letter

March 16, 2020

To the Board of Commissioners of the
Village Fire Department

We have audited the financial statements of the governmental activities and each major fund of the Village Fire Department (the "Department") for the year ended December 31, 2019. Professional standards require that we provide the Board of Commissioners (the "governing body") with information about our responsibilities under generally accepted auditing, as well as certain information related to the planned scope and timing of our audit.

I. Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 21, 2019 our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with the governing body's oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve the governing body or management of its responsibilities.

II. Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to the governing body in our engagement letter dated June 21, 2019.

III. Significant Audit Findings

1. *Qualitative Aspects of Accounting Practices*

- A. Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Department are described in the notes to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Department during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

- B. Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of the useful lives of capital assets is based on industry standards relating to capital assets. We evaluated the key factors and assumptions used to develop the useful lives of capital assets in determining that they are reasonable in relation to the financial statements taken as a whole.

Estimates are used in the calculation of the pension and other postemployment benefits liability and the required annual contribution. The Texas Municipal Retirement System (TMRS) hires a licensed actuary to make key assumptions and to perform calculations, as well as an independent auditor to review those assumptions and calculations. We evaluated the reasonableness of the employee data provided by the Department to TMRS.

- C. The financial statement disclosures are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements are:

The disclosure of the interlocal agreement between the participating cities and the Department is significant to financial statement users because it discloses the Department's principal source of revenue. The Department is dependent on these charges for its ongoing operations. Withdrawal of any one of the six cities would have a significant impact on the operations of the Department.

2. Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

3. Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The attached schedule summarizes material misstatements detected as a result of our audit procedures

4. Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

5. Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 16, 2020March 16, 2020.

6. Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Department’s financial statements or a determination of the type of auditors’ opinion

that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

7. *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Department’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

IV. Other Matters

We applied certain limited procedures to the Required Supplementary Information (RSI), as identified on the table of contents, which supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on supplementary information, as identified on the table of contents, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

V. Restrictions on Use

This information is intended solely for the use of the Board of Commissioners and management and is not intended to be, and should not be, used by anyone other than these specified parties.

BELT HARRIS PECHACEK, LLLP

Belt Harris Pechacek, LLLP
Certified Public Accountants
Houston, Texas

Client: **Village Fire Department**
 Engagement: **4.1 - Village Fire Dept 12/31/19**
 Period Ending: **12/31/2019**
 Trial Balance: **2.2.01 - TB**
 Workpaper: **2.5.05 - Adjusting Journal Entries Report**

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 2		G.02		
To record fuel inventory- diesel				
01-11210	Gas & Oil Inventory		2,418.92	
01-17080	Gas & Oil Purchases			2,418.92
Total			2,418.92	2,418.92
Adjusting Journal Entries JE # 3		C.04		
To reverse AR for Dec. fuel billings				
01-14221	Spring Valley Gas & Oil		4,571.95	
01-14241	VPD Gas & Oil		4,993.07	
01-14251	Hunters Creek Gas & Oil		488.50	
01-14261	MVWA Gas & Oil		1,089.09	
01-14271	Piney Point Gas & Oil		34.97	
01-17100-010	Maint.-Other		180.88	
01-11110	Accounts Receivable			11,358.46
Total			11,358.46	11,358.46
Adjusting Journal Entries JE # 4				
To record fuel AR as of 12/31/19				
01-11110	Accounts Receivable		14,336.76	
01-14211	Hedwig Gas & Oil			2,238.42
01-14221	Spring Valley Gas & Oil			4,720.25
01-14231	Bunker Hill Gas & Oil			559.00
01-14241	VPD Gas & Oil			5,154.93
01-14251	Hunters Creek Gas & Oil			504.38
01-14261	MVWA Gas & Oil			1,123.69
01-14271	Piney Point Gas & Oil			36.09
Total			14,336.76	14,336.76
Adjusting Journal Entries JE # 5				
To reclassify return to BH				
01-17110-009	Other Misc. Expense		1,000.00	
01-14930	Miscellaneous Income			1,000.00
Total			1,000.00	1,000.00
Adjusting Journal Entries JE # 6				
To reclassify Burns Pump Service invoices				
01-17065	Fuel Software Expense		1,176.65	
01-14925	Fuel Software Assessments			1,176.65
Total			1,176.65	1,176.65
Adjusting Journal Entries JE # 7		C.04		
To record fuel revenue				
01-14211	Hedwig Gas & Oil		2,156.41	
01-14271	Piney Point Gas & Oil		481.51	
01-17110-009	Other Misc. Expense		3,990.30	
01-14221	Spring Valley Gas & Oil			1,039.59
01-14231	Bunker Hill Gas & Oil			713.77

Client: **Village Fire Department**
 Engagement: **4.1 - Village Fire Dept 12/31/19**
 Period Ending: **12/31/2019**
 Trial Balance: **2.2.01 - TB**
 Workpaper: **2.5.05 - Adjusting Journal Entries Report**

Account	Description	W/P Ref	Debit	Credit
01-14241	VPD Gas & Oil			1,802.28
01-14251	Hunters Creek Gas & Oil			2,728.97
01-14261	MVWA Gas & Oil			343.61
Total			6,628.22	6,628.22
Adjusting Journal Entries JE # 8		F.11		
To record Nationwide 457 pmt.				
01-16050	Employee Retirement		61,916.67	
01-12311	Retirement Contrib Accruals			61,916.67
Total			61,916.67	61,916.67
Adjusting Journal Entries JE # 9		F.08		
To record payroll accrual				
01-16010	Salaries		5,062.06	
01-16030	FICA Tax		382.69	
01-16050	Employee Retirement		329.03	
01-12030	Accrued Payroll			5,773.78
Total			5,773.78	5,773.78
Adjusting Journal Entries JE # 10				
To record due to Facility Fund and related transfer.				
01-18010	Transfer to Facility Fund		60,829.00	
01-51730	Due to/from General Fund		60,829.00	
01-11730	Due/To From Facility Fund			60,829.00
01-54200	Transfer from General Fund			60,829.00
Total			121,658.00	121,658.00
Adjusting Journal Entries JE # 11				
To record Phonex radio software received before year end.				
01-15040	Radio Purchases		68,599.00	
01-12010	Accounts Payable			68,599.00
Total			68,599.00	68,599.00

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Management Letter

March 16, 2020

To Chief Foster and
Board of Commissioners of the
Village Fire Department:

The American Institute of Certified Public Accountants Statement on Auditing Standards No. 115, *Communicating Internal Control Related Matters Identified in an Audit* (SAS 115), provides guidance to auditors on communicating internal control matters to management and the governing body, board of directors, or equivalent body.

It is important to note when reviewing findings reported within this letter that classification of the findings is based on the definitions required by SAS 115 as further discussed below. Please note that these classifications are based on the potential impact to the financial statements, not necessarily the likelihood of actual loss to the Department. Accordingly, the Department's assessment of the "significance" or ranking of severity will likely be substantially different based on a number of factors including, but not limited to, its assessment of risk and the cost benefit of making the change.

Our report is as follows:

In planning and performing our audit of the financial statements of the governmental activities and each major fund of the Village Fire Department (the "Department") as of and for the year ended December 31, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the Department's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control. Accordingly, we do not express an opinion on the effectiveness of the Department's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be other matters.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our findings and additional comments are as follows:

CURRENT YEAR MATTERS

Other Matters

2019.001. EXPENDITURES IN EXCESS OF APPROPRIATIONS

Finding

As disclosed in the financial statements, expenditures exceeded appropriations at the legal level of control in the general fund.

Recommendation

The Department should ensure that expenditures do not exceed appropriations approved by the Participating Cities. If the original authorization is insufficient, an amendment should be proposed to the Participating Cities in sufficient time so as not to impede the Department's normal procurement process.

2019.002. TRANSACTION RECORDING

Finding

The Department recorded check 1031 for \$68,599 to ProPhoenix dated December 19, 2019 in its accounting records on January 2, 2019, rather than the date issued. The invoice supporting the transaction was dated November 11, 2019 and was not recorded within the accounts payable system. A Board member's questions related to the transaction resulted in the discovery that the transaction was recorded in the incorrect budget year.

Recommendation

The Department should record invoices received for goods and services provided in the period in which the goods and services are provided. Checks should be recorded in the period issued and listed as outstanding items on the year end bank reconciliation.

Village Fire Department
Management Letter
Page 3 of 3

This communication is intended solely for the information and use of management and the Board of Commissioners and is not intended to be, and should not be, used by anyone other than these specified parties.

We would like to thank the Board of Commissioners and the Department's management for their cooperation during the course of our audit. Please feel free to contact us at your convenience to discuss this report or any other concerns that you may have.

BELT HARRIS PECHACEK, LLLP

Belt Harris Pechacek, LLLP
Certified Public Accountants
Houston, Texas

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ANNUAL FINANCIAL REPORT

of the

VILLAGE FIRE DEPARTMENT

For the Year Ended
December 31, 2019

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VILLAGE FIRE DEPARTMENT

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INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners of the
Village Fire Department:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Village Fire Department (the "Department"), as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Department's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Department's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Department as of December 31, 2019, and the respective changes in financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, budgetary comparison information, schedules of changes in net pension and total other postemployment liability and related ratios, and schedule of contributions, identified as Required Supplementary Information on the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the Required Supplementary Information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Department's basic financial statements. The supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

BELT HARRIS PECHACEK, LLLP

Belt Harris Pechacek, LLLP
Certified Public Accountants
Houston, Texas
March 16, 2020

***MANAGEMENT'S DISCUSSION
AND ANALYSIS***

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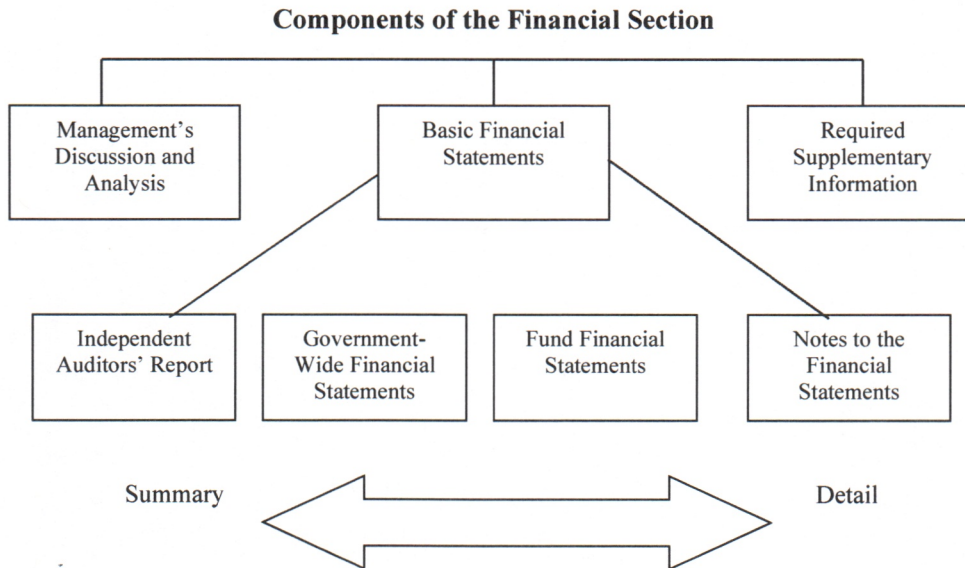
VILLAGE FIRE DEPARTMENT

MANAGEMENT'S DISCUSSION AND ANALYSIS

For the Year Ended December 31, 2019

The purpose of the Management's Discussion and Analysis (MD&A) is to give the readers an objective and easily readable analysis of the financial activities of the Village Fire Department (the "Department") for the year ending December 31, 2019. The analysis is based on currently known facts, decisions, or economic conditions. It presents short and long-term analysis of the Department's activities, compares current year results with those of the prior year, and discusses the positive and negative aspects of that comparison. Please read the MD&A in conjunction with the Department's financial statements, which follow this section.

THE STRUCTURE OF OUR ANNUAL REPORT



The Department's basic financial statements include (1) government-wide financial statements, (2) individual fund financial statements, and (3) notes to the financial statements. This report also includes supplementary information intended to furnish additional detail to support the basic financial statements themselves.

Government-Wide Statements

The government-wide statements report information for the Department as a whole. These statements include transactions and balances relating to all assets, including capital assets. These statements are designed to provide information about cost of services, operating results, and financial position of the Department as an economic entity. The Statement of Net Position and the Statement of Activities, which appear first in the Department's financial statements, report information on the Department's activities that enable the reader to understand the financial condition of the Department. These statements are prepared using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account even if cash has not yet changed hands.

The Statement of Net Position presents information on all of the Department's assets, liabilities, and deferred outflows/inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Department is improving or deteriorating. Other nonfinancial factors, such as the condition of the Department's capital assets, need to be considered in order to assess the overall health of the Department.

VILLAGE FIRE DEPARTMENT
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)
For the Year Ended December 31, 2019

The Statement of Activities presents information showing how the Department's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows – the accrual method rather than modified accrual that is used in the fund level statements.

The Statement of Net Position and the Statement of Activities include one class of activity:

1. *Governmental Activities* – The Department's fire protection (public safety) service is reported here. Participating cities and intergovernmental revenues finance this activity.

The government-wide financial statements can be found after the MD&A.

FUND FINANCIAL STATEMENTS

Funds may be considered as operating companies of the parent corporation, which is the Department. They are usually segregated for specific activities or objectives. The Department uses fund accounting to ensure and demonstrate compliance with finance-related legal reporting requirements. The two categories of Department funds are governmental and fiduciary.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the year. Such information may be useful in evaluating the Department's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Department's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Department maintains three individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, the capital replacement fund, and the facility fund, which are considered to be major funds for reporting purposes.

The Department adopts an annual appropriated budget for its general fund, the capital replacement fund, and the facility fund. Budgetary comparison schedules have been provided for these funds to demonstrate compliance with these budgets.

Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reported in the government-wide financial statements because the resources of those funds are not available to support the Department's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. The Department maintains one fiduciary fund, the ambulance billing fund. The Department's fiduciary activities are reported in a separate statement of fiduciary net position.

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VILLAGE FIRE DEPARTMENT
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)
For the Year Ended December 31, 2019

Notes to Financial Statements

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes are the last section of the basic financial statements.

Other Information

In addition to the financial statements, MD&A, and accompanying notes, this report also presents certain Required Supplementary Information (RSI). The RSI includes a budgetary comparison schedule for the general fund and a schedule of changes in net pension and other postemployment benefits liability and related ratios and schedule of contributions for the Texas Municipal Retirement System. RSI can be found after the notes to the basic financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of the Department's financial position. For the Department, assets and deferred outflows of resources exceed liabilities and deferred inflows by \$4,306,200 as of year end.

The largest portion of the Department's net position reflects its unrestricted net position.

Statement of Net Position:

The following table reflects the condensed Statement of Net Position:

	Governmental Activities	
	2019	2018
<u>Assets</u>		
Current and other assets	\$ 4,088,834	\$ 874,499
Capital assets, net	1,571,807	1,633,134
Total Assets	5,660,641	2,507,633
Deferred outflows - pensions	2,175,162	1,070,559
Deferred outflows - OPEB	10,472	11,454
Total Deferred Outflows of Resources	2,185,634	1,082,013
<u>Liabilities</u>		
Current liabilities	167,510	63,108
Long-term liabilities	2,329,483	526,181
Total Liabilities	2,496,993	589,289
Deferred inflows - pensions	1,033,640	1,183,787
Deferred inflows - OPEB	9,442	-
Total Deferred Inflows of Resources	1,043,082	1,183,787
<u>Net Position</u>		
Net investment in capital assets	1,571,807	1,633,134
Unrestricted	2,734,393	183,436
Total Net Position	\$ 4,306,200	\$ 1,816,570

VILLAGE FIRE DEPARTMENT
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)
For the Year Ended December 31, 2019

Unrestricted net position is used to meet the Department's ongoing obligations to participants. The Department's unrestricted net position was \$2,734,393 as of year end. The Department experienced an overall increase in net position of \$2,489,630. The increase is primarily attributable to an increase in assessment revenue for facility improvements.

Statement of Activities

The following table provides a summary of the Department's changes in net position:

	<u>Governmental Activities</u>	
	<u>2019</u>	<u>2018</u>
<u>Revenues</u>		
Participant assessments	\$ 9,691,155	\$ 5,803,780
Charges for services	175,615	192,159
Interest	8,411	999
Other	326	214,100
Gain on sale of capital assets	5,545	125,000
Total Revenues	<u>9,881,052</u>	<u>6,336,038</u>
<u>Expenses</u>		
Public safety	7,391,422	6,069,323
Total Expenses	<u>7,391,422</u>	<u>6,069,323</u>
Change in Net Position	2,489,630	266,715
Beginning net position	<u>1,816,570</u>	<u>1,549,855</u>
Ending Net Position	<u>\$ 4,306,200</u>	<u>\$ 1,816,570</u>

In comparison to the prior year, revenues increased by 56% or \$3,545,014. This increase is mainly due to the increase in assessment revenue for renovation of the fire station. Total expenses for the Department increased by 22% or \$1,322,099 largely as a result of an increase in personnel expense.

FINANCIAL ANALYSIS OF THE DEPARTMENT'S FUNDS

As noted earlier, fund accounting is used to demonstrate and ensure compliance with finance-related legal requirements.

Governmental Funds – The focus of the Department's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Department's financing requirements. In particular, the unassigned fund balance may serve as a useful measure of the Department's net resources available for spending at the end of the year.

The Department's governmental funds reflect a combined fund balance of \$3,921,324. Of this, \$98,413 is nonspendable, \$438,641 is assigned for equipment replacement, and \$3,569,935 is assigned for improvements to the facility.

The general fund is the Department's primary operating fund. At the end of the year, unassigned fund balance of the general fund was a deficit \$185,655, while total fund balance was a deficit \$87,252. As a measure of the general fund's liquidity, it may be useful to compare total fund balance to total fund expenditures.

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VILLAGE FIRE DEPARTMENT
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)
For the Year Ended December 31, 2019

The Department's capital replacement fund had an ending fund balance of \$438,641, an increase of \$92,665. This increase is primarily due to the increase in assessment revenue in the current year.

The facility fund had an ending fund balance of \$3,569,935 which represents an increase of \$3,235,349 from the prior year, which is mainly due to revenues from assessments for renovation of the Department's facilities.

CAPITAL ASSETS

At the end of the year, the Department's governmental activities had invested \$1,571,807 (net of accumulated depreciation) in a variety of capital assets. This represents a net decrease of \$61,327.

During the year, the Department purchased two vehicles in the amount of \$74,026 and purchased a defibrillator in the amount of \$69,998. The Department also retired one vehicle, reducing capital assets by \$29,962.

More detailed information on the Department's capital assets can be found in note III. B to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The Department approved a \$8.03 million budget for fiscal year 2020.

The City of Bunker Hill Village ("Bunker Hill") rejected the Department's 2019 budget, claiming it included a fund that was not established in the Interlocal Agreement (ILA). Bunker Hill opted to continue receiving services through December 31, 2019. During that time, the parties reached a new ILA that allows Bunker Hill to continue receiving fire protection services. The new ILA, beginning January 1, 2020, states Bunker Hill is no longer a participating member of the Department and does not have voting rights, but is a customer of the Department. Bunker Hill shall remain responsible for any obligation or liability of the Department during the agreement term.

In the future, Bunker Hill may be admitted to membership, but will not be eligible to serve as the Chairman or Vice Chairman of the Board of Commissioners.

The new ILA does not impact the 2020 budget. Bunker Hill is to remain responsible for any obligation or liability of the Department which accrues during the ILA term including, but not limited to, a proportionate share of the Department pension fund. Bunker Hill also remains responsible for 19% of any increase to the Department's employee post-retirement liability above its current level as calculated by the Department.

CONTACTING THE DEPARTMENT'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the Department's finances. Questions concerning this report or requests for additional financial information should be directed to the Fire Chief, Village Fire Department, 901 Corbindale, Houston, Texas 77024.

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BASIC FINANCIAL STATEMENTS

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VILLAGE FIRE DEPARTMENT

STATEMENT OF NET POSITION

December 31, 2019

	<u>Primary Government Governmental Activities</u>
<u>Assets</u>	
Cash	\$ 3,976,084
Prepays	89,863
Other receivables	14,337
Inventory	8,550
Capital assets, net	1,571,807
Total Assets	5,660,641
<u>Deferred Outflows of Resources</u>	
Deferred outflows - pensions	2,175,162
Deferred outflows - OPEB	10,472
Total Deferred Outflows of Resources	2,185,634
<u>Liabilities</u>	
Current liabilities:	
Accounts payable	167,510
Total Current Liabilities	167,510
Noncurrent liabilities:	
Due within one year	273,420
Due in more than one year	2,056,063
Total Noncurrent Liabilities	2,329,483
Total Liabilities	2,496,993
<u>Deferred Inflows of Resources</u>	
Deferred inflows - pensions	1,033,640
Deferred inflows - OPEB	9,442
Total Deferred Inflows of Resources	1,043,082
<u>Net Position</u>	
Net investment in capital assets	1,571,807
Unrestricted	2,734,393
Total Net Position	\$ 4,306,200

See Notes to Financial Statements.

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VILLAGE FIRE DEPARTMENT

STATEMENT OF ACTIVITIES

For the Year Ended December 31, 2019

Functions/Programs	Expenses	Program Revenues Charges for Services	Net Revenue (Expense) and Changes in Net Position <u>Primary Governmental Activities</u>
Primary Government			
Governmental Activities			
Public safety	\$ 7,391,422	\$ 175,615	\$ (7,215,807)
Total Governmental Activities	<u>\$ 7,391,422</u>	<u>\$ 175,615</u>	<u>(7,215,807)</u>
General Revenues:			
Participant assessments			9,691,155
Interest			8,411
Other			326
Gain on sale of capital assets			5,545
Total General Revenues			<u>9,705,437</u>
			Change in Net Position 2,489,630
			Beginning net position 1,816,570
			Ending Net Position <u>\$ 4,306,200</u>

See Notes to Financial Statements.

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VILLAGE FIRE DEPARTMENT

BALANCE SHEET

GOVERNMENTAL FUNDS

December 31, 2019

	General	Capital Replacement	Facility	Total Governmental Funds
Assets				
Cash	\$ 557,490	\$ 404,960	\$ 3,013,634	\$ 3,976,084
Prepays	89,863	-	-	89,863
Other receivables	14,337	-	-	14,337
Inventory	8,550	-	-	8,550
Due from other funds	-	33,681	556,301	589,982
Total Assets	\$ 670,240	\$ 438,641	\$ 3,569,935	\$ 4,678,816
Liabilities				
Accounts payable and accrued liabilities	\$ 167,510	\$ -	\$ -	\$ 167,510
Due to other funds	589,982	-	-	589,982
Total Liabilities	757,492	-	-	757,492
Fund Balances				
Nonspendable:				
Prepays and inventory	98,413	-	-	98,413
Assigned for:				
Equipment replacement	-	438,641	-	438,641
Facility improvements	-	-	3,569,935	3,569,935
Unassigned	(185,665)	-	-	(185,665)
Total Fund Balances	(87,252)	438,641	3,569,935	3,921,324
Total Liabilities and Fund Balances	\$ 670,240	\$ 438,641	\$ 3,569,935	

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.

Capital assets, net	1,571,807
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Long-term liabilities and deferred outflows and deferred inflows related to the net pension and other postemployment benefits (OPEB) liability are deferred in the governmental funds.

Net pension liability	(1,887,198)
Total OPEB liability	(138,485)
Deferred outflows - pensions	2,175,162
Deferred outflows - OPEB	10,472
Deferred inflows - pensions	(1,033,640)
Deferred inflows - OPEB	(9,442)

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.

Compensated absences	(303,800)
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Net Position of Governmental Activities	\$ 4,306,200
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See Notes to Financial Statements.

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VILLAGE FIRE DEPARTMENT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
For the Year Ended December 31, 2019

	<u>General</u>	<u>Capital Replacement</u>	<u>Facility</u>	<u>Total Governmental Funds</u>
Revenues				
Participant assessments	\$ 6,031,155	\$ 160,000	\$ 3,500,000	\$ 9,691,155
Charges for fuel	175,615	-	-	175,615
Interest	3,637	1,146	3,628	8,411
Other	326	-	-	326
Total Revenues	<u>6,210,733</u>	<u>161,146</u>	<u>3,503,628</u>	<u>9,875,507</u>
Expenditures				
Current:				
Personnel	5,412,322	-	-	5,412,322
Operational	786,297	-	329,108	1,115,405
Capital outlay	169,366	74,026	-	243,392
Total Expenditures	<u>6,367,985</u>	<u>74,026</u>	<u>329,108</u>	<u>6,771,119</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(157,252)	87,120	3,174,520	3,104,388
Other Financing Sources (Uses)				
Sale of capital assets	-	5,545	-	5,545
Transfers in (out)	(60,829)	-	60,829	-
Total Other Financing Sources	<u>(60,829)</u>	<u>5,545</u>	<u>60,829</u>	<u>5,545</u>
Net Change in Fund Balances	(218,081)	92,665	3,235,349	3,109,933
Beginning fund balances	130,829	345,976	334,586	811,391
Ending Fund Balances	<u>\$ (87,252)</u>	<u>\$ 438,641</u>	<u>\$ 3,569,935</u>	<u>\$ 3,921,324</u>

See Notes to Financial Statements.

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VILLAGE FIRE DEPARTMENT
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE
STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2019

Net changes in fund balances - total governmental funds \$ 3,109,933

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay	144,024
Depreciation expense	(205,351)

Net pension and total other postemployment benefits (OPEB) liabilities and deferred outflows and deferred inflows related to the net pension liability and total OPEB liability are reported in the governmental funds.

Net pension liability	(1,722,452)
Total OPEB liability	4,385
Deferred outflows - pensions	1,104,603
Deferred outflows - OPEB	(982)
Deferred inflows - pensions	150,147
Deferred inflows - OPEB	(9,442)

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Compensated absences	(85,235)
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Change in Net Position of Governmental Activities	\$ 2,489,630
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See Notes to Financial Statements.

VILLAGE FIRE DEPARTMENT
STATEMENT OF FIDUCIARY NET POSITION
AGENCY FUND
December 31, 2019

		<u>Ambulance Billing</u>
<u>Assets</u>		
Cash		\$ 372,978
Total Assets		<u>\$ 372,978</u>
<u>Liabilities</u>		
Accounts payable		\$ 372,978
Total Liabilities		<u>\$ 372,978</u>

See Notes to Financial Statements.

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VILLAGE FIRE DEPARTMENT

NOTES TO FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

On December 20, 1978, six contracting cities joined into an interlocal cooperation agreement (the "Interlocal Agreement") to establish a common municipal fire department, chartered as the Village Fire Department (the "Department"), to provide fire and rescue services beginning January 1, 1979. The area of coverage consists of the six cities commonly known as the Memorial Villages (the "Participating Cities") and is approximately ten square miles. The City of Bunker Hill Village (Bunker Hill) rejected the Department's 2019 budget, claiming it included a fund that was not established in the Interlocal Agreement. Bunker Hill opted to continue receiving services through December 31, 2019, during that time the parties reached a long-term services agreement that allows Bunker Hill to continue receiving fire protection services. The new interlocal agreement, beginning January 1, 2020, states Bunker Hill is no longer a participating member of the Department and does not have voting rights, but is a customer of the Department. Bunker Hill shall remain responsible for any obligation or liability of the Department during the agreement term.

The Department operates under a five-member Board of Fire Commissioners (the "Board"). Five of the six cities participating in the Interlocal Agreement appoint one fire commissioner and one alternate. Bunker Hill is the only city without membership. As required by generally accepted accounting principles, the financial statements of the reporting entity include those of the Department (the primary government) and its component units. In evaluating how to define the Department for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity is made by applying the criteria set forth in generally accepted accounting principles. The basic, but not the only, criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant indication of this ability is financial interdependency. Other indications of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. The other criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the Department is able to exercise oversight responsibilities. As of December 31, 2019, the Department had no component units.

In the future, Bunker Hill may be admitted to membership, but will not be eligible to serve as the Chairman or Vice Chairman of the Village Fire Commission.

The Department is not considered a component unit of the Participating Cities, but is reported as a joint venture.

B. Government-Wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government. All fiduciary activities are reported only in the fund financial statements. *Governmental activities*, which normally are supported by intergovernmental revenues and other nonexchange transactions, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges to external customers for support. The Department has no business-type activities.

VILLAGE FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

C. Basis of Presentation – Government-Wide Financial Statements

While separate government-wide and fund financial statements are presented, they are interrelated. The governmental activities column incorporates data from governmental funds. Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments in lieu of taxes where the amounts are reasonably equivalent in value to the interfund services provided and various other functions of the Department. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

D. Basis of Presentation – Fund Financial Statements

The fund financial statements provide information about the Department's funds, including its fiduciary fund. Separate statements for each fund category – governmental and fiduciary – are presented. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column.

The Department reports the following governmental funds:

The *general fund* is used to account for all financial transactions not properly includable in other funds. The principal source of revenue is contributions from participating cities. Expenditures include public safety. The general fund is always considered a major fund for reporting purposes.

The *capital replacement fund* calls for a certain amount to be set aside each year to be used for replacement of capital equipment. Any capital expenditure must be approved by four out of the five Participating Cities. The capital replacement fund is considered a major fund for reporting purposes.

The *facility fund* is used to account for monies to be used toward the remodel of the fire station. The facility fund is funded by an annual transfer from the general fund based on unused budgeted assessments from the Participating Cities at the conclusion of the prior year. The facility fund is considered a major fund for reporting purposes.

Additionally, the Department reports the following fund type:

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. The Department maintains one fiduciary fund, an agency fund for ambulance billing. The agency fund is used to account for assets that the Department holds for others in an agency capacity.

During the course of operations, the Department has activity between funds for various purposes. Any residual balances outstanding at year end are reported as due from/to other funds and advances to/from other funds. While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Balances between the funds included in governmental activities (i.e., the governmental) are eliminated so that only the net amount is included as internal balances in the governmental activities column.

Further, certain activity occurs during the year involving transfers of resources between funds. In fund financial statements, these amounts are reported at gross amounts as transfers in/out. While reported in

VILLAGE FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Transfers between the funds included in governmental activities are eliminated so that only the net amount is included as transfers in the governmental activities column.

E. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as *current financial resources* or *economic resources*. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide and fiduciary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Department considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under capital leases are reported as other financing sources.

Participant assessments, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Entitlements are recorded as revenues when all eligibility requirements are met, including any time requirements, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). All other revenue items are considered to be measurable and available only when cash is received by the Department.

F. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance

1. Cash and Cash Equivalents

The Department's cash consists of demand deposits. All short-term investments that are highly liquid are considered to be cash and cash equivalents.

2. Investments

The Department has adopted a written investment policy regarding the investment of its funds, as required by the Public Funds Investment Act (Chapter 2256, Texas Local Government Code), which permits the Department to invest in most of the investments permitted under state statutes.

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NOTES TO FINANCIAL STATEMENTS (Continued)
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3. Receivables

All trade receivables are shown net of an allowance for uncollectibles.

4. Inventories and Prepaid Items

All inventories are valued at cost using the last-in/first-out (LIFO) method. The cost of governmental fund inventories are recorded as expenditures when the related liability is incurred (i.e., the purchase method).

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

5. Capital Assets

Capital assets, which include property and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the Department as assets with an initial, individual cost of more than \$2,500 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. Major outlays for capital assets and improvements are capitalized as projects are constructed.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Property and equipment of the Department are depreciated using the straight-line method over the following estimated useful years:

<u>Asset Description</u>	<u>Estimated Useful Life</u>
Buildings and improvements	5 to 40 years
Machinery and equipment	5 to 15 years
Vehicles	9 to 18 years
Computer equipment	5 years

6. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time.

Deferred outflows/inflows of resources are amortized as follows:

- Deferred outflows/inflows from pension/other postemployment benefits (OPEB) activities are amortized over the average of the expected service lives of pension/OPEB plan members, except for the net differences between the projected and actual investment earnings on the pension/OPEB plan assets, which are amortized over a period of five years.

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VILLAGE FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

- For employer pension/OPEB plan contributions that were made subsequent to the measurement date through the end of the Department's fiscal year, the amount is deferred and recognized as a reduction to the net pension/OPEB liability during the measurement period in which the contributions were made.

7. Compensated Employee Absences

The Department provides sick and holiday/vacation leave based on length of employment. An amount equal to one year's authorized vacation may be carried over from one anniversary date to another. Sick leave may be carried over from one year to the next, not to exceed 540 hours for 40-hour personnel and not to exceed 648 hours for operational personnel. Upon separation of employment, sick leave balance will not be paid. However, obligated sick leave earned prior to September 1, 1996 shall have a maximum payout of 1,080 hours. In addition, any sick leave earned between September 2, 1996 through March 31, 2011 will pay a maximum of 216 hours if employment is terminated by retirement, disability, death, or general reduction in work force. Holiday/vacation pay up to 180 hours for 40-hour personnel and 216 hours for operational personnel may be carried over to the next year. Also, compensatory time up to 200 hours may be carried over to the next year. Upon separation of employment, 40-hour personnel are allowed to be paid a maximum payout of 180 hours and operational personnel are allowed to be paid a maximum of 216 hours of holiday/vacation pay.

8. Participants' Assessment

The Department collects operating revenues from the Participating Cities based on the approved operating budget, of which each city contributes a pro-rata share.

9. Net Position Flow Assumption

Sometimes the Department will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Department's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

10. Fund Balance Flow Assumptions

Sometimes the Department will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Department's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

11. Fund Balance Policies

Fund balances of governmental funds are reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The Department itself can establish

VILLAGE FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

Amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact are classified as nonspendable fund balance. Amounts that are externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions are classified as restricted.

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the Department's highest level of decision-making authority. The Board is the highest level of decision-making authority for the Department that can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the Department for specific purposes but do not meet the criteria to be classified as committed. The Board may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

12. Estimates

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect reported amounts of assets, liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

13. Pensions

For the purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Texas Municipal Retirement System (TMRS) and additions to/deductions from TMRS's fiduciary net position have been determined on the same basis as they are reported by TMRS. For this purpose, plan contributions are recognized in the period that compensation is reported for the employee, which is when contributions are legally due. Benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

14. Other Postemployment Benefits

The Department provides postemployment healthcare benefits as mandated by the Consolidated Omnibus Budget Reconciliation Act (COBRA). The requirements established by COBRA are fully funded by employees who elect coverage under COBRA and the Department incurs no direct costs.

In addition, the Department participates in a single-employer, unfunded, defined benefit group-term life insurance plan operated by TMRS known as the Supplemental Death Benefits Fund (SDBF). The Department elected, by ordinance, to provide group-term life insurance coverage to both current and retired employees. The funding policy for the SDBF program is to assure that adequate

VILLAGE FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

resources are available to meet all death benefit payments for the upcoming year. Benefit payments are treated as being equal to the employer's yearly contributions for retirees. Benefit payments and refunds are due and payable in accordance with the benefit terms. Information about the Department's total other postemployment benefit (OPEB) liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense is provided by TMRS from reports prepared by their consulting actuary.

G. Revenues and Expenditures/Expenses

1. Program Revenues

Amounts reported as *program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions (including special assessments) that are restricted to meeting the operational or capital requirements of a particular function or segment.

II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

The original budget is adopted by the Board and must be approved by the City Councils of the participating cities that hold a majority in interest. Amendments made during the year must be adopted by the Board and approved by all of the participating cities.

III. DETAILED NOTES ON ALL ACTIVITIES AND FUNDS

A. Deposits and Investments

Custodial credit risk – deposits. In the case of deposits, this is the risk that the Department's deposits may not be returned in the event of a bank failure. The Department's investment policy requires funds on deposit at the depository bank to be collateralized by securities. As of December 31, 2019, fair market values of pledged securities and FDIC coverage exceeded bank balances

B. Capital Assets

A summary of changes in capital assets at year end is as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets being depreciated:				
Buildings and improvements	\$ 1,272,745	\$ -	\$ -	\$ 1,272,745
Furniture and equipment	837,989	69,998	-	907,987
Vehicles	2,042,235	74,026	(29,962)	2,086,299
Total capital assets being depreciated	4,152,969	144,024	(29,962)	4,267,031
Less accumulated depreciation for:				
Buildings and improvements	(981,873)	(30,932)	-	(1,012,805)
Furniture and equipment	(685,417)	(32,908)	-	(718,325)
Vehicles	(852,545)	(141,511)	29,962	(964,094)
Total accumulated depreciation	(2,519,835)	(205,351)	29,962	(2,695,224)
Capital assets being depreciated, net	1,633,134	(61,327)	-	1,571,807
Governmental Activities Capital Assets, Net	\$ 1,633,134	\$ (61,327)	\$ -	\$ 1,571,807

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NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

C. Long-Term Liabilities

The following is a summary of changes in the Department's total governmental long-term liabilities for the year.

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Governmental Activities:					
Compensated absences	\$ 218,565	\$ 498,436	\$ 413,201	\$ 303,800	\$ 273,420
Net pension liability	164,746	1,722,452	-	1,887,198	-
Total OPEB liability	<u>142,870</u>	<u>-</u>	<u>4,385</u>	<u>138,485</u>	<u>-</u>
Total Governmental Activities	<u>\$ 526,181</u>	<u>\$ 2,220,888</u>	<u>\$ 417,586</u>	<u>\$ 2,329,483</u>	<u>\$ 273,420</u>
Long-term liabilities due in more than one year				<u>\$ 2,056,063</u>	

D. Interfund Receivables and Payables

The composition of interfund balances as of December 31, 2019 is as follows:

<u>Due to</u>	<u>Due from</u>	<u>Amounts</u>
Capital Replacement Fund	General Fund	\$ 33,681
Facility Fund	General Fund	<u>556,301</u>
		<u>\$ 589,982</u>

The outstanding balances between funds result mainly from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

IV. OTHER INFORMATION

A. Interlocal Agreement Between the Participating Cities

In July 1985, the six Participating Cities amended the Interlocal Agreement changing the expiration date to December 31, 1990. The amendment also makes the Interlocal Agreement automatically renewable for additional periods of five years each on its anniversary/termination date unless written notice is received from any of the Participating Cities by the first of September prior to the expiration date. The Interlocal Agreement has renewed automatically five times since December 1990 and the current automatic renewal extends to December 31, 2020.

Under the July 1985 amended Interlocal Agreement, each Participating City provides monthly funds to the Department based upon fixed percentages of the annual budget beginning with the 1985 budget and all subsequent years for which the Interlocal Agreement is in effect. The amendments to the Interlocal Agreement also changed the procedures through which the Participating Cities approve each year's budget and intra-budgetary transfers.

The Interlocal Agreement was further amended during 1995 to allow the Department to bill for emergency medical services on behalf of the six Participating Cities. The billing is accounted for as reported in Note I.V.D. The Interlocal Agreement also provides that each of the six Participating Cities hold an undivided interest in the leasehold on the land leased by the Department from the Spring Branch Independent School District. In accordance with the terms of the Interlocal Agreement, the six Participating Cities paid for construction of a new fire department building on the

VILLAGE FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

leased property, which was completed and occupied during 1980. Each of the six Participating Cities holds an undivided interest in the building. The terms of the Interlocal Agreement require the Department to maintain certain minimum insurance coverage, naming each Participating City as an insured.

The Interlocal Agreement was further amended in December 2019 for a term of 48 months beginning on January 1, 2020. Bunker Hill is no longer a participating member of the Board, but as a customer, continues receiving fire protection and emergency services from the Department. Following the Agreement term, if in good standing with the current ILA, Bunker Hill may become a participating member.

B. Agreement with the City of Houston

The Department has an automatic assistance agreement with the City of Houston to provide a ladder truck and sufficient personnel to provide fire fighting and emergency medical assistance. In return, the City of Houston will provide two engine companies and sufficient personnel to provide fire fighting in the areas to which the Department provides services.

C. Charges For Fuel

Certain entities served by the Department purchase gasoline and diesel fuel from the Department at the Department's cost plus a three cent per gallon administrative fee. The entities are invoiced by the Department at the end of the month for the fuel that was purchased.

D. Agency Fund – Ambulance Billing

The ambulance billing fund was established to collect amounts billed for ambulance transportation and other emergency medical services provided by the Department. The fees are collected by the Department on behalf of the Participating Cities, and all funds received by the Department are considered to belong to the Participating Cities and, therefore, are recorded as a payable to the Participating Cities. In the current year, the funds have not been remitted to the cities as the Board will vote on retaining these monies to fund the fire station renovation.

An eight percent fee is paid to the contractor that issues the billings and collects the payments for the Department. The service fee is considered to be an obligation of the six Participating Cities and is paid from the funds collected on their behalf. The net fees are paid pro-rata to each of the six Participating Cities quarterly based upon each City's percentage of the Department budget. The Participating Cities will vote on allowing the Department to retain these funds for facility improvements.

As stated in the December 2019 amended Interlocal Agreement, Bunker Hill is not entitled to any return of departmental ambulance revenues received by the Department.

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NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

The amounts collected and paid in 2019 are as follows:

	<u>Ambulance Billing</u>	
Beginning balance		\$ 39,780
Total 2019 collections (net of fees)	352,542	
2019 interest earned	<u>307</u>	
Total cash receipts		352,849
Professional fees	<u>(19,651)</u>	
Paid to cities	* <u>-</u>	
Total 2019 disbursements		(19,651)
Ending balance		<u>\$ 372,978</u>

*The Department did not remit collections to Participating Cities in 2019

E. Risk Management

The Department is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The Department periodically assesses the proper insurance and retention of risk to cover losses to which it may be exposed.

The Department assumes substantially all risks associated with tort and liability claims due to the performance of its duties. Currently, the Department is not involved in any risk pools with other government entities, but does purchase insurance for such events that may occur. The Department has not reduced insurance coverage or had settlements that exceeded coverage amounts in the last three years.

F. Contingent Liabilities

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported. Claim liabilities are calculated considering the effects of inflation, recent claim settlement trends including frequency and amount of payouts, and other economic and social factors. No claim liabilities are reported at year end.

G. Pension Plans

1. Texas Municipal Retirement System

Plan Description

The Department participates as one of 887 plans in the nontraditional, joint contributory, hybrid defined benefit pension plan administered by the TMRS. TMRS is an agency created by the State of Texas and administered in accordance with the TMRS Act, Subtitle G, Title 8, Texas Government Code (the "TMRS Act") as an agent multiple-employer retirement system for municipal employees in the State of Texas. The TMRS Act places the general administration and management of TMRS with a six-member Board of Trustees (the "Board"). Although the Governor, with the advice and consent of the Senate, appoints the Board, TMRS is not fiscally dependent on the State of Texas. TMRS's defined benefit pension plan is a tax-qualified plan under Section 401(a) of the Internal Revenue Code. TMRS issues a publicly available comprehensive annual financial report that can be obtained at www.tmrs.com.

All eligible employees of the Department are required to participate in TMRS.

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Benefits Provided

TMRS provides retirement, disability, and death benefits. Benefit provisions are adopted by the governing body of the Department, within the options available in the state statutes governing TMRS.

At retirement, the benefit is calculated as if the sum of the employee's contributions, with interest, and the Department-financed monetary credits, with interest, were used to purchase an annuity. Members may choose to receive their retirement benefit in one of seven payment options. Members may also choose to receive a portion of their benefit as a partial lump sum distribution in an amount equal to 12, 24, or 36 monthly payments, which cannot exceed 75 percent of the member's deposits and interest.

The plan provisions are adopted by the governing body of the Department, within the options available in the state statutes governing TMRS. Plan provisions for the Department were as follows:

	2019	2018
Employee deposit rate	7.00%	7.00%
Matching ratio (Department to employee)	1.5 to 1	1.5 to 1
Years required for vesting	5	5
Service requirement eligibility (expressed as age/ yrs of service)	60/5, 0/20	60/5, 0/20
Updated service credit	100% Repeating, Transfers	100% Repeating, Transfers
Annuity increase (to retirees)	70% of CPI	70% of CPI

Employees Covered by Benefit Terms

At the December 31, 2018 valuation and measurement date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	24
Inactive employees entitled to, but not yet receiving, benefits	8
Active employees	48
Total	80

Contributions

The contribution rates for employees in TMRS are either 5%, 6%, or 7% of employee gross earnings, and the Department-matching percentages are either 100%, 150%, or 200%, both as adopted by the governing body of the Department. Under the state law governing TMRS, the contribution rate for each entity is determined annually by the actuary, using the Entry Age Normal (EAN) actuarial cost method. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

Employees for the Department were required to contribute 7% of their annual gross earnings during the fiscal year. The contribution rates for the Department were 6.29% and 6.09% in calendar years

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NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

2018 and 2019, respectively. The Department's contributions to TMRS for the calendar year ended December 31, 2019 were \$257,853, which were equal to the required contributions.

Net Pension Liability

The Department's Net Pension Liability (NPL) was measured as of December 31, 2018 and the Total Pension Liability (TPL) used to calculate the NPL was determined by an actuarial valuation as of that date.

Actuarial Assumptions

The TPL in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.50% per year
Overall payroll growth	3.00% per year
Investment rate of return	6.75%, net of pension plan investment expense, including inflation

Salary increases were based on a service-related table. Mortality rates for active members, retirees, and beneficiaries were based on the gender-distinct RP2000 Combined Healthy Mortality Tables with Blue Collar Adjustment, with male rates multiplied by 109 percent and female rates multiplied by 103%. The rates are projected on a fully generational basis by scale BB to account for future mortality improvements. For disabled annuitants, the gender-distinct RP2000 Combined Healthy Mortality Tables with Blue Collar Adjustment are used with male rates multiplied by 109% and female rates multiplied by 103% with a 3-year set-forward for both males and females. In addition, a 3% minimum mortality rate is applied to reflect the impairment for younger members who become disabled. The rates are projected on a fully generational basis by scale BB to account for future mortality improvements subject to the 3% floor.

The actuarial assumptions were developed primarily from the actuarial investigation of the experience of TMRS over the four-year period from December 31, 2010 to December 31, 2014. They were adopted in 2015 and first used in the December 31, 2015 actuarial valuation. The post-retirement mortality assumption for healthy annuitants and annuity purchase rate are based on the mortality experience investigation study covering 2009 through 2011 and dated December 31, 2013. In conjunction with these changes first used in the December 31, 2013 valuation, TMRS adopted the EAN actuarial cost method and a one-time change to the amortization policy. Plan assets are managed on a total return basis with an emphasis on both capital appreciation, as well as the production of income, in order to satisfy the short-term and long-term funding needs of TMRS.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. In determining their best estimate of a recommended investment return assumption under the various alternative asset allocation portfolios, the actuary focused on the area between (1) arithmetic mean (aggressive) without an adjustment for time (conservative) and (2) the geometric mean (conservative) with an adjustment for time (aggressive).

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NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

The target allocation and best estimates of real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return (Arithmetic)</u>
Domestic Equity	17.50%	4.30%
International Equity	17.50%	6.10%
Core Fixed Income	10.00%	1.00%
Non-Core Fixed Income	20.00%	3.39%
Real Return	10.00%	3.78%
Real Estate	10.00%	4.44%
Absolute Return	10.00%	3.56%
Private Equity	5.00%	7.75%
Total	<u>100.00%</u>	

Discount Rate

The discount rate used to measure the TPL was 6.75%. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rates specified in statute. Based on that assumption, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the TPL.

Changes in the NPL

	<u>Increase (Decrease)</u>		
	<u>Total Pension Liability (A)</u>	<u>Plan Fiduciary Net Position (B)</u>	<u>Net Pension Liability (A) - (B)</u>
Changes for the year:			
Service cost	\$ 386,412	\$ -	\$ 386,412
Interest	1,251,321	-	1,251,321
Difference between expected and actual experience	(2,721)	-	(2,721)
Changes in assumptions	-	-	-
Contributions - employer	-	228,219	(228,219)
Contributions - employee	-	253,980	(253,980)
Net investment income	-	(558,275)	558,275
Benefit payments, including refunds of employee contributions	(948,762)	(948,762)	-
Administrative expense	-	(10,800)	10,800
Other changes	-	(564)	564
Net Changes	<u>686,250</u>	<u>1,831,936</u>	<u>1,722,452</u>
Balance at December 31, 2017	18,819,269	18,654,523	164,746
Balance at December 31, 2018	<u>\$ 19,505,519</u>	<u>\$ 20,486,459</u>	<u>\$ 1,887,198</u>

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NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

Sensitivity of the NPL to Changes in the Discount Rate

The following presents the NPL of the Department, calculated using the discount rate of 6.75%, as well as what the Department's NPL would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current rate:

	1% Decrease in Discount Rate (5.75%)	Discount Rate (6.75%)	1% Increase in Discount Rate (7.75%)
Department's Net Pension Liability/(Asset)	\$ 4,409,880	\$ 1,887,198	\$ (201,127)

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in a separately-issued TMRS financial report. That report may be obtained on the Internet at www.tmrs.com.

Pension Expense and Deferred Outflows/Deferred Inflows of Resources Related to Pensions

For the calendar year ended December 31, 2019, the Department recognized pension expense of \$323,781.

At December 31, 2019, the Department reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 57,634	\$ 316,707
Changes in actuarial assumptions	183,960	-
Difference between projected and actual investment earnings	1,681,103	716,933
Contributions subsequent to the measurement date	252,465	-
Total	\$ 2,175,162	\$ 1,033,640

\$252,465 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the NPL for the fiscal year ending December 31, 2020. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Calendar Year Ended December 31	Pension Expense
2020	\$ 399,762
2021	173,490
2022	86,607
2023	371,161
2024	2,028
Thereafter	(69)
Total	\$ 1,032,979

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NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

2. Deferred Compensation Plan

The Department offers its employees a deferred compensation plan (the "Plan") created in accordance with Internal Revenue Code Section 457. The Plan, available to all Department employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or an unforeseeable emergency.

3. Village Fire Department Cafeteria Plan

Effective January 1, 1989, the Department began the Village Fire Department Cafeteria Plan (the "Plan") under which qualified employees may elect to contribute a portion of their compensation to the Plan for payment of employee benefits selected by each participant. The Plan is funded entirely from participants' contributions. The Department is not required to provide any employer contributions to the Plan.

H. Other Postemployment Benefits

1. TMRS Supplemental Death Benefit

Plan Description

The Department participates in an OPEB plan administered by TMRS. TMRS administers the defined benefit group-term life insurance plan known as the SDBF. This is a voluntary program in which participating member cities may elect, by ordinance, to provide group-term life insurance coverage for their active members, including or not including retirees. Employers may terminate coverage under, and discontinue participation in, the SDBF by adopting an ordinance before November 1 of any year to be effective the following January 1.

The member entity contributes to the SDBF at a contractually required rate (based on the covered payroll of employee members) as determined by an annual actuarial valuation. The rate is equal to the cost of providing one-year term life insurance. The funding policy for the SDBF program is to assure that adequate resources are available to meet all death benefit payments for the upcoming year. The intent is not to pre-fund retiree term life insurance during employees' entire careers. No assets are accumulated in a trust that meets the criteria in paragraph 4 of *Governmental Accounting Standards Board (GASB 75)*. As such, the SDBF is considered to be a single-employer unfunded OPEB defined benefit plan with benefit payments treated as being equal to the employer's yearly contributions for retirees.

The contributions to the SDBF are pooled for investment purposes with those of the Pension Trust Fund (PTF). The TMRS Act requires the PTF to allocate a 5% interest credit from investment income to the SDBF on an annual basis each December 31 based on the mean balance in the SDBF during the year.

Benefits

The death benefit for active employees provides a lump-sum payment approximately equal to the employee's annual salary (calculated based on the employee's actual earnings, for the 12-month period preceding the month of death). The death benefit for retirees is considered an OPEB and is a fixed amount of \$7,500. As the SDBF covers both active and retiree participants with no segregation of assets, the SDBF is considered to be an unfunded OPEB plan (i.e., no assets are accumulated).

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VILLAGE FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

Participation in the SDBF as of December 31, 2018 is summarized below:

Inactive employees or beneficiaries currently receiving benefits	24	
Inactive employees entitled to, but not yet receiving, benefits	8	
Active employees	48	
Total	80	

Total OPEB Liability

The Department's total OPEB liability of \$138,485 was measured as of December 31, 2018 and was determined by an actuarial valuation as of that date.

Actuarial Assumptions and Other Inputs

The total OPEB liability in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.5%	
Salary increases	3.5% to 10.5% including inflation	
Discount rate*	3.71%	
Administrative expenses	All administrative expenses are paid through the PTF and accounted for under reporting requirements under GASB Statement No. 68.	
Mortality - service retirees	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% and projected on a fully generational basis with scale BB.	
Mortality - disabled retirees	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% with a 3-year set-forward for both males and females. The rates are projected on a fully generational basis with scale BB to account for future mortality improvements subject to the 3% floor.	

*The discount rate was based on the Fidelity Index's "20-Year Municipal GO AA Index" rate as of December 31, 2018.

The actuarial assumptions used in the December 31, 2018 valuation were based on the results of an actuarial experience study for the period December 31, 2010 to December 31, 2014.

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VILLAGE FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

Changes in the Total OPEB Liability

	Increase
	Total OPEB
	Liability
Changes for the year:	
Service cost	\$ 3,628
Interest	4,777
Change of benefit terms	-
Difference between expected and actual experience	(1,302)
Changes in assumptions	(10,762)
Benefit payments	(726)
Net Changes	(4,385)
Balance at December 31, 2017	142,870
Balance at December 31, 2018	\$ 138,485

There were no changes of assumptions or other inputs that affected measurement of the total OPEB liability during the measurement period.

There were no changes of benefit terms that affected measurement of the total OPEB liability during the measurement period.

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the Department, as well as what the Department's total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current discount rate:

	1% Decrease (2.71%)	Discount Rate (3.71%)	1% Increase (4.71%)
Department's Total OPEB Liability	\$ 167,643	\$ 138,485	\$ 116,039

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the year ended December 31, 2019, the Department recognized OPEB expense of \$8,425.

The Department reported deferred outflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic Experience	\$ -	\$ 1,142
Changes in actuarial assumptions	9,228	9,442
Contributions subsequent to the measurement date	1,244	-
Total	\$ 10,472	\$ 10,584

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VILLAGE FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

\$1,244 reported as deferred outflows of resources related to OPEB resulting from contributions subsequent to the measurement date will be recognized as a reduction of the total OPEB liability for the fiscal year ending December 31, 2020.

Amounts reported as deferred outflows of resources related to OPEB will be recognized in OPEB expense as follows:

Fiscal Year Ended December 31	OPEB Expense
2020	\$ 20
2021	20
2022	20
2023	20
2024	20
Thereafter	(1,456)
Total	\$ (1,356)

I. Concentrations and Economic Dependency

The Department's principal source of revenue consists of charges to the Participating Cities under the provisions of the Interlocal Agreement. The Department is dependent on these charges for its ongoing operations.

The Department receives all of its funding from the six Participating Cities that are participants in the Interlocal Agreement. Except for the City of Hilshire Village, withdrawal of any one of the other five cities would have a significant impact on the operation of the Department.

The approximate percentages of total City assessments and total revenues provided by each City are as follows:

	Percentage of City Assessment	Percentage of Total Revenues
Bunker Hill Village	19.00%	19.00%
Hedwig Village	18.50%	18.50%
Hilshire Village	3.00%	3.00%
Hunters Creek Village	22.25%	22.25%
Piney Point Village	21.00%	21.00%
Spring Valley Village	16.25%	16.25%
Totals	100.00%	100.00%

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REQUIRED SUPPLEMENTARY INFORMATION

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VILLAGE FIRE DEPARTMENT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL (BUDGETARY BASIS)
GENERAL FUND

For the Year Ended December 31, 2019

	Original Budget Amounts	Final Budget Amounts	Actual Amounts	Variance with Final Budget Positive (Negative)
Revenues				
Participant assessments	\$ 6,031,155	\$ 6,031,155 (1)	\$ 6,031,155	\$ -
Prior year authorization (2)		130,289	-	(130,289)
Interest	-	-	3,637	3,637
Other	-	-	326	326
Total Revenues	6,031,155	6,161,444	6,035,118	(126,326)
Expenditures				
Personnel	5,284,045	5,284,045	5,412,322	(128,277)
Operational	627,110	697,110	610,682	86,428
Capital outlay	120,000	120,000	169,366	(49,366)
Total Expenditures	6,031,155	6,101,155	6,192,370	(91,215)
Excess of Revenues Over Expenditures	-	60,289	(157,252)	(217,541)
Other Financing Sources (Uses)				
Transfers (out)	-	-	(60,829)	(60,829)
Total Other Financing (Uses)	-	-	(60,829)	(60,829)
Net Change in Fund Balance	\$ -	\$ 60,289	(218,081)	\$ (278,370)
Beginning fund balance			130,829	
		Ending Fund Balance	\$ (87,252)	
Reconciliation to GAAP Basis:				
Prior year surplus carryover			-	
Charges for fuel			175,615	
Fuel costs			(175,615)	
Net Change in Fund Balance			(218,081)	
		Beginning fund balance	130,829	
		Ending Fund Balance	\$ (87,252)	
(1) General operations	\$ 5,986,155			
(1) Compensated absences	45,000			
Capital replacement	160,000			
Facility	3,500,000			
Total Assessments	\$ 9,691,155			
(2) Prior year authorization (Non-GAAP) - Amounts in beginning fund balance				
Communication software	70,000			
Transfer to facility	60,289			
	\$ 130,289			

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VILLAGE FIRE DEPARTMENT
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS
TEXAS MUNICIPAL RETIREMENT SYSTEM
For the Year Ended December 31, 2019

	Measurement Year*			
	2014	2015	2016	2017
Total Pension Liability				
Service cost	\$ 307,435	\$ 330,958	\$ -	\$ 374,669
Interest (on the total pension liability)	1,126,961	1,168,403	1,196,360	1,206,336
Difference between expected and actual experience	(18,740)	41,040	(329,361)	64,222
Change of assumptions	-	539,440	-	-
Benefit payments, including refunds of employee contributions	(699,381)	(971,398)	(792,574)	(1,020,523)
Net Change in Total Pension Liability	<u>716,275</u>	<u>1,108,443</u>	<u>74,425</u>	<u>624,704</u>
Beginning total pension liability	<u>16,295,422</u>	<u>17,011,697</u>	<u>18,120,140</u>	<u>18,194,565</u>
Ending Total Pension Liability	<u>\$ 17,011,697</u>	<u>\$ 18,120,140</u>	<u>\$ 18,194,565</u>	<u>\$ 18,819,269</u>
Plan Fiduciary Net Position				
Contributions - employer	\$ 257,774	\$ 232,199	\$ 228,920	\$ 290,951
Contributions - employee	235,871	231,208	239,170	244,197
Net investment income	908,400	24,454	1,085,626	2,330,006
Benefit payments, including refunds of employee contributions	(699,381)	(971,398)	(792,574)	(1,020,523)
Administrative expense	(9,485)	(14,896)	(12,269)	(12,083)
Other	(780)	(734)	(661)	(612)
Net Change in Plan Fiduciary Net Position	<u>692,399</u>	<u>(499,167)</u>	<u>748,212</u>	<u>1,831,936</u>
Beginning plan fiduciary net position	<u>15,881,143</u>	<u>16,573,542</u>	<u>16,074,375</u>	<u>16,822,587</u>
Ending Plan Fiduciary Net Position	<u>\$ 16,573,542</u>	<u>\$ 16,074,375</u>	<u>\$ 16,822,587</u>	<u>\$ 18,654,523</u>
Net Pension Liability	<u>\$ 438,155</u>	<u>\$ 2,045,765</u>	<u>\$ 1,371,978</u>	<u>\$ 164,746</u>
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	97.42%	88.71%	92.46%	99.12%
Covered Payroll	\$ 3,369,589	\$ 3,302,977	\$ 3,416,713	\$ 3,488,534
Net Pension Liability as a Percentage of Covered Payroll	13.00%	61.94%	40.15%	4.72%

*Only five years of information is currently available. The Department will build this schedule over the next five-year period.

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VILLAGE FIRE DEPARTMENT
SCHEDULE OF CONTRIBUTIONS
TEXAS MUNICIPAL RETIREMENT SYSTEM
For the Year Ended December 31, 2019

	Fiscal Year*			
	2014	2015	2016	2017
Actuarially determined contribution	\$ 257,926	\$ 232,200	\$ 228,920	\$ 290,944
Contributions in relation to the actuarially determined contribution	257,926	232,200	228,920	290,944
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 3,369,589	\$ 3,302,982	\$ 3,416,716	\$ 3,488,534
Contributions as a percentage of covered payroll	7.65%	7.03%	6.70%	8.34%

*Only six years of information is currently available. The Department will build this schedule over the next four-year period.

Notes to Required Supplementary Information:

1. Valuation Date:

Actuarially determined contribution rates are calculated as of December 31 and become effective in January, 13 months later.

2. Methods and Assumptions Used to Determine Contribution Rates:

Actuarial cost method	Entry age normal
Amortization method	Level percentage of payroll, closed
Remaining amortization period	27 years
Asset valuation method	10 year smoothed market; 15% soft corridor
Inflation	2.5%
Salary increases	3.50% to 10.5% including inflation
Investment rate of return	6.75%
Retirement age	Experience-based table of rates that are specific to the Department's plan of benefits. Last updated for the 2015 valuation pursuant to an experience study of the period 2010-2014.
Mortality	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% and projected on a fully generational basis with scale BB.

3. Other Information:

There were no benefit changes during the year.

Fiscal Year*	
2018	2019
\$ 228,109	\$ 252,456
<u>228,109</u>	<u>252,456</u>
<u>-</u>	<u>-</u>
3,628,278	4,145,562
6.29%	6.09%

VILLAGE FIRE DEPARTMENT
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS
TEXAS MUNICIPAL RETIREMENT SYSTEM
For the Year Ended December 31, 2019

	Measurement Year*	
	2017	2018
Total OPEB Liability		
Service cost	\$ 2,791	\$ 3,628
Interest (on the total OPEB liability)	4,720	4,777
Changes in benefit terms	-	-
Difference between expected and actual experience	-	(1,302)
Change in assumptions	12,228	(10,762)
Benefit payments	(698)	(726)
Net Change in Total OPEB Liability	<u>19,041</u>	<u>(4,385)</u>
Beginning total OPEB liability	<u>123,829</u>	<u>142,870</u>
Ending Total OPEB Liability	<u>\$ 142,870</u>	<u>\$ 138,485</u>
Covered Payroll	\$ 3,488,534	\$ 3,628,281
Total OPEB Liability as a Percentage of Covered Payroll	4.10%	3.82%

* Only two years of information is currently available. The Department will build this schedule over the next eight-year period.

** Due to the SDBF being considered an unfunded OPEB plan under GASB 75, benefit payments are treated as being equal to the employer's yearly contributions for retirees.

Notes to Required Supplementary Information:

Valuation Date:

Actuarially determined contribution rates are calculated as of December 31 and become effective in January, 13 months later.

Methods and Assumptions Used to Determine Contribution Rates:

Actuarial cost method	Entry age normal
Inflation	2.5%
Salary increases	3.50 to 10.5% including inflation
Discount rate	3.71%
Administrative expenses	All administrative expenses are paid through the PTF and accounted for under reporting requirements under GASB 68.
Mortality - service retirees	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% and projected on a fully generational basis with scale BB.
Mortality - disabled retirees	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% with a 3-year set-forward for both males and females. The rates are projected on a fully generational basis with scale BB to account for future mortality improvements subject to the 3% floor.

Other Information:

No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB 75 to pay related benefits.

The discount rate was based on the Fidelity Index's "20-Year Municipal GO AA Index" rate as of December 31, 2018.

Change of assumptions is the annual change in the municipal bond index rate.

There were no benefit changes during the year.

SUPPLEMENTARY INFORMATION

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VILLAGE FIRE DEPARTMENT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
CAPITAL REPLACEMENT FUND
For the Year Ended December 31, 2019

	Original Budget Amounts	Final Budget Amounts	Actual Amounts	Variance with Final Budget Positive (Negative)
<u>Revenues</u>				
Participant assessments	\$ 160,000	\$ 160,000 (1)	\$ 160,000	\$ -
Interest	-	-	1,146	1,146
Total Revenues	160,000	160,000	161,146	1,146
<u>Expenditures</u>				
Capital outlay	160,000	160,000	74,026	85,974
Total Expenditures	160,000	160,000	74,026	85,974
Excess of Revenues Over Expenditures	-	-	87,120	87,120
<u>Other Financing Sources (Uses)</u>				
Sale of capital assets	-	-	5,545	5,545
Total Other Financing Sources	-	-	5,545	5,545
Net Change in Fund Balance	\$ -	\$ -	92,665	\$ 92,665
Beginning fund balance			345,976	
		Ending Fund Balance	\$ 438,641	
General operations	\$ 5,986,155			
Compensated absences	45,000			
(1) Capital replacement	160,000			
Facility	3,500,000			
Total Assessments	\$ 9,691,155			

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VILLAGE FIRE DEPARTMENT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
FACILITY FUND

For the Year Ended December 31, 2019

	Original Budget Amounts	Final Budget Amounts	Actual Amounts	Variance with Final Budget Positive (Negative)
<u>Revenues</u>				
Participant assessments	\$ 3,500,000	\$ 3,500,000 (1)	\$ 3,500,000	\$ -
Interest	-	-	3,628	3,628
Total Revenues	3,500,000	3,500,000	3,503,628	3,628
<u>Expenditures</u>				
Capital outlay	3,500,000	3,560,829	329,108	3,231,721
Total Expenditures	3,500,000	3,560,829	329,108	3,231,721
Net Change in Fund Balance	\$ -	\$ (60,829)	3,235,349	\$ 3,296,178
Beginning fund balance			334,586	
			Ending Fund Balance \$ 3,569,935	
General operations	\$ 5,986,155			
Compensated absences	45,000			
Capital replacement	160,000			
(1) Facility	3,500,000			
Total Assessments	\$ 5,803,780			

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VILLAGE FIRE DEPARTMENT

COMBINING BALANCE SHEET

SUBFUNDS OF THE GENERAL FUND

December 31, 2019

	General Operations	Governmental Compensated Absences	Reconciliation	Total General Fund
<u>Assets</u>				
Cash	\$ 491,263	\$ 66,227	\$ -	\$ 557,490
Prepays	89,863	-	-	89,863
Other receivables	14,337	-	-	14,337
Due from other funds	37,615	-	(37,615)	-
Inventory	8,550	-	-	8,550
Total Assets	\$ 641,628	\$ 66,227	\$ (37,615)	\$ 670,240
<u>Liabilities</u>				
Accounts payable and accrued liabilities	\$ 167,510	\$ -	\$ -	\$ 167,510
Due to other funds	589,982	37,615	(37,615)	589,982
Total Liabilities	757,492	37,615	(37,615)	757,492
Fund Balances:				
Nonspendable:				
Prepays and inventory	98,413	-	-	98,413
Unassigned	(214,277)	28,612	-	(185,665)
Total Fund Balances	(115,864)	28,612	-	(87,252)
Total Liabilities and Fund Balances	\$ 641,628	\$ 66,227	\$ (37,615)	\$ 670,240

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VILLAGE FIRE DEPARTMENT
COMBINING STATEMENT OF REVENUE, EXPENDITURES,
AND CHANGES IN FUND BALANCES
SUBFUNDS OF THE GENERAL FUND
For the Year Ended December 31, 2019

	<u>General Operations</u>	<u>Governmental Compensated Absences</u>	<u>Total General Fund</u>
Revenues			
Participant assessments	\$ 5,986,155	\$ 45,000	\$ 6,031,155
Charges for fuel	175,615	-	175,615
Interest	3,622	15	3,637
Other	326	-	326
Total Revenues	<u>6,165,718</u>	<u>45,015</u>	<u>6,210,733</u>
Expenditures			
Personnel	5,397,837	14,485	5,412,322
Operational	786,297	-	786,297
Capital outlay	169,366	-	169,366
Total Expenditures	<u>6,353,500</u>	<u>14,485</u>	<u>6,367,985</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(187,782)</u>	<u>30,530</u>	<u>(157,252)</u>
Other Financing Sources (Uses)			
Transfers (out)	(60,829)	-	(60,829)
Total Other Financing (Uses)	<u>(60,829)</u>	<u>-</u>	<u>(60,829)</u>
Net Change in Fund Balances	(248,611)	30,530	(218,081)
Beginning fund balances	132,747	(1,918)	130,829
Participant refunds	-	-	-
Ending Fund Balances	<u>\$ (115,864)</u>	<u>\$ 28,612</u>	<u>\$ (87,252)</u>

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VILLAGE FIRE DEPARTMENT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL OPERATIONS SUBFUND
For the Year Ended December 31, 2019

	Original Budget Amounts	Final Budget Amounts	Actual Amounts	Variance with Final Budget Positive (Negative)
<u>Revenues</u>				
Participant assessments	\$ 5,986,155	\$ 5,986,155	\$ 5,986,155	\$ -
Prior year authorization (2)		130,829	-	(130,829)
Interest	-	-	3,622	3,622
Other	-	-	326	326
Total Revenues	5,986,155	6,116,984	5,990,103	(126,881)
<u>Expenditures</u>				
Personnel	5,239,045	5,239,045	5,397,837	(158,792)
Operational	627,110	697,110	610,682	86,428
Capital outlay	120,000	120,000	169,366	(49,366)
Total Expenditures	5,986,155	6,056,155	6,177,885	(121,730)
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	60,829	(187,782)	(248,611)
<u>Other Financing Sources(Uses)</u>				
Transfers (out)	-	(60,829)	(60,829)	-
Total Other Financing (Uses)	-	(60,829)	(60,829)	-
Net Change in Fund Balance	\$ -	\$ -	(248,611)	\$ (248,611)
Beginning fund balance			132,747	
		Ending Fund Balance	\$ (115,864)	
Reconciliation to GAAP Basis:				
Charges for fuel			175,615	
Fuel costs			(175,615)	
		Net Change in Fund Balance	(248,611)	
		Beginning fund balance	132,747	
		Ending Fund Balance	\$ (115,864)	
(1) General operations	\$ 5,986,155			
Compensated absences	45,000			
Capital replacement	160,000			
Facility	3,500,000			
Total Assessments	\$ 9,691,155			
(2) Prior year authorization (Non-GAAP) - Amounts in beginning fund balance				
Communication software	70,000			
Transfer to facility	60,829			
	\$ 130,829			

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VILLAGE FIRE DEPARTMENT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
GOVERNMENTAL COMPENSATED ABSENCES SUBFUND
For the Year Ended December 31, 2019

	Original Budget Amounts	Final Budget Amounts	Actual Amounts	Variance with Final Budget Positive (Negative)
Revenues				
Participant assessments	\$ 45,000	\$ 45,000 (1)	\$ 45,000	\$ -
Interest	-	-	15	15
Total Revenues	<u>45,000</u>	<u>45,000</u>	<u>45,015</u>	<u>15</u>
Expenditures				
Personnel	45,000	45,000	14,485	30,515
Total Expenditures	<u>45,000</u>	<u>45,000</u>	<u>14,485</u>	<u>30,515</u>
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	30,530	<u>\$ 30,530</u>
Beginning fund balance			(1,918)	
		Ending Fund Balance	<u>\$ 28,612</u>	

General operations	\$ 5,484,969
(1) Compensated absences	45,000
Capital replacement	130,000
Facility	143,811
Total Assessments	<u>\$ 5,803,780</u>

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**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: May 26, 2020
AGENDA SUBJECT: VFD 2019 Budget Amendment
PROCEEDING: Motion
EXHIBITS: Budget Amendment

Village Fire Department



901 Corbindale Rd
Houston, Texas 77024
(713) 468-7941
(713) 468-5039 FAX

Protecting and Serving the Cities of:
BUNKER HILL VILLAGE
HEDWIG VILLAGE
HILSHIRE VILLAGE
HUNTERS CREEK VILLAGE
PINEY POINT VILLAGE
SPRING VALLEY VILLAGE

To:

Mr. Roger Nelson, City of Piney Point Village
Ms. Julie Robinson, City of Spring Valley
Mr. Tom Fullen, City of Hunters Creek Village
Ms. Susan Blevins, City of Hilshire Village
Ms. Kelly Johnson, City of Hedwig Village
Under Contract : Ms. Karen Glenn, City of Bunker Hill Village

From: Marlo Longoria

Date: April 16, 2020

Re: Budgets and Audit Information

Consider the following items to be placed on your agenda. Copies for your VFD Commissioner/Alternate, Mayor, and City Council members are enclosed. If you have any questions or need anything else, please let me know.

Attached for your information is the audit of the 2019 Village Fire Department financials.

The Fire Commission has adopted a proposed amended 2019 budget (enclosed) to reflect the 2019 results after the audit. The Commission requests each of the Participant Cities to approve this amended budget.

The audit shows a deficit in the General Fund of \$ 115,864. The Commission has voted to request the agreement of the participant Cities to move that same amount from the Ambulance Billing Fund to the General Fund to cover that shortfall. We request your agreement.

We request you place this on your agenda and advise of your action.

The Commission also voted to approve the enclosed proposed 2021 budget, submitted in accordance with the Interlocal agreement.

We request that you place this on your agenda and advise of your action.

Thank you,

Marlo Longoria

Marlo Longoria

Enclosures

**Village Fire Department
2019 Approved Budget**

CAPITAL EXPENDITURES:

CONTINGENCY - FACILITY	35,000	
MISC. TOOLS & EQUIP./HOSE:	65,000	
PROTECTIVE GEAR	20,000	
		<u>120,000</u>

PERSONNEL EXPENDITURES:

Salaries	3,757,244	
457 Plan Contribution	74,145	
Salaries - Overtime	105,000	
Professional Certification	44,400	
Bonus	6,000	
FICA	304,530	
Life/Disability Insurance	23,000	
Retirement	247,978	
Hospitalization	609,770	
Meal Allowance	31,978	
Workers Compensation	35,000	
		<u>\$5,239,045</u>

OPERATIONAL EXPENDITURES

Ambulance Medical Supplies	50,000	
Building Supplies & Maintenance	47,000	
Chemicals	2,000	
Emergency Contingency	20,000	
Dues/Subscriptions	6,500	
Fire Prevention/Public Relations	12,000	
GAS & OIL	45,000	
INSURANCE - CASUALTY	42,000	
Miscellaneous	7,200	
Office Expenses/Postage/Printing/Stationary	37,000	
Professional Services	112,400	
Public Utilities	55,000	
Rent	10	
State Certification Fees	6,000	
Training Programs	25,000	
Uniforms	25,000	
Maintenance of Equipment	135,000	
		<u>\$627,110</u>
OPERATING BUDGET		<u>\$5,986,155</u>

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CAPITAL REPLACEMENT FUND 2

Escrow	160,000	
		<u>\$160,000</u>

COMPENSATION ABSENCE RESERVE FUND 3

Escrow	45,000	
		<u>\$45,000</u>

FACILITY FUND 4 (2019 Fire Station Renovation)

Escrow	3,500,000	
		<u>\$3,500,000</u>

TOTAL OPERATING BUDGET INCLUDING FUND 2 AND 3		<u><u>\$6,191,155</u></u>
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Fund 4 (New/Renovation of Fire Station)	\$3,500,000
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TOTAL BUDGET ASSESSED TO CITIES Operating budget and funds 2-4	\$9,691,155
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EMS REVENUE FORECAST RETURNED TO CITIES	\$310,000
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Cost of Fire Department to the Cities	\$5,881,155
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* Amend 2019 Budget to reflect the overage \$115,864
* Proposed Funds for overage will be funded by Ambulance revenue



**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: May 26, 2020
AGENDA SUBJECT: 2021 Proposed VFD Budget
PROCEEDING: Motion
EXHIBITS: 2021 Proposed VFD Budget

Village Fire Department



901 Corbindale Rd
Houston, Texas 77024
(713) 468-7941
(713) 468-5039 FAX

Protecting and Serving the Cities of:
BUNKER HILL VILLAGE
HEDWIG VILLAGE
HILSHIRE VILLAGE
HUNTERS CREEK VILLAGE
PINEY POINT VILLAGE
SPRING VALLEY VILLAGE

April 16, 2020

The Honorable Brian T. Muecke
Mayor, City of Hedwig Village

The Honorable Russell Herron
Mayor, City of Hilshire Village

The Honorable Jimmy Pappas
Mayor, City of Hunters Creek Village

The Honorable Mark Kobelan
Mayor, City of Piney Point Village

The Honorable Tom Ramsey
Mayor, City of Spring Valley Village

Dear Mayors:

In accordance with the terms of the Interlocal Agreement, the Village Fire Department's 2021 Proposed Budget is hereby submitted for consideration and approval by the Contracting Cities. Pursuant to Section 5.02 of the Interlocal Agreement, by a majority vote of Commissioners, the Board has approved and recommended this budget. Please place this item on your council's agenda for consideration, and within the time and manner specified in the Interlocal, then advise the department of your City Council's action.

The 2021 Proposed Budget consists of four funds. The General Budget is Fund-01, the Capital Replacement Fund, Fund-02, The Compensation Absence Reserve Fund, Fund-03, and the Facility Fund, Fund-04. The board is recommending that \$180,000 be placed into the Capital Replacement Fund. This budget also includes a 1.5% Cost of Living increase, the standard Department Merit Increase, and a 2% base salary contribution into the employees' 457 Plan.

The total General Fund Budget proposed has a decrease of 13.26% from the 2020 Budget. Among other information, this year's budget package includes:

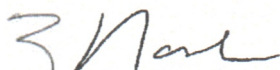
- 2021 Proposed Budget and Assessments per city
- General Fund Detail
- Capital Replacement Fund Detail for projected capital outlays
- VFD Organizational Structure
- VFD Commissioners and Alternates 2020/2021

Your Commissioners and VFD personnel are prepared to answer your questions regarding this proposed budget.

In addition, the Fire Commission has approved the receipt of the 2019 Audit. As seen in the audit, expenditures during 2019 exceeded appropriations. The overage was primarily in the salary line item. The Department budgeted at the precise level of 2019 salaries, not allowing for unforeseen expenditures. The excess of expenditures resulted in salaries of 4 dispatchers while training, two firefighters with long term job injuries, and the resulting duty coverage to maintain minimum staffing.

With unanimous approval, The Fire Commission requests the cities approve the 2019 budget amendment, utilizing 2019 ambulance revenue to cover the \$115,864 shortfall.

Respectfully submitted,



Zebulun Nash, Chair
Village Fire Department Board of Commissioners

Attachment

cc: Village Fire Department Commissioners and Alternates
Council Members
City Administrators/Secretaries



Proposed 2021 Budget

Prepared for: City of Hedwig Village
City of Hilshire Village
City of Hunters Creek Village
City of Piney Point Village
City of Spring Valley Village

Under Contract With:
City of Bunker Hill Village

Prepared by: Fire Commission of the Village Fire Department

**Village Fire Department
2021 Proposed Budget Budget Summary**

CAPITAL EXPENDITURES:

CONTINGENCY - FACILITY	10,000	
MISC. TOOLS & EQUIP./HOSE:	36,000	
PROTECTIVE GEAR	26,000	
		72,000

PERSONNEL EXPENDITURES:

Salaries	4,181,596	
457 Plan Contribution	82,632	
Salaries - Overtime	110,000	
Professional Certification	46,000	
FICA	338,175	
Life/Disability Insurance	25,500	
Retirement	284,221	
Hospitalization	723,000	
Meal Allowance	35,000	
Workers Compensation	35,000	
Total Rewards Adjustment	150,000	
		\$6,011,124

OPERATIONAL EXPENDITURES

Ambulance Medical Supplies	62,000	
Building Supplies & Maintenance	45,000	
Chemicals	2,000	
Emergency Contingency	20,000	
Dues/Subscriptions	6,500	
Fire Prevention/Public Relations	15,000	
GAS & OIL	45,000	
INSURANCE - CASUALTY	42,000	
Miscellaneous	7,200	
Office Expenses/Postage/Printing/Stationary	37,000	
Professional Services	125,480	
Public Utilities	65,000	
Rent	10	
State Certification Fees	6,000	
Training Programs	33,000	
EMS Training	17,000	
Uniforms	25,000	
Maintenance of Equipment	145,000	
		\$698,190
OPERATING BUDGET		\$6,781,314

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CAPITAL REPLACEMENT FUND 2

Escrow	<u>180,000</u>	
		<u>\$180,000</u>

COMPENSATION ABSENCE RESERVE FUND 3

Escrow- unfunded	<u>0</u>	
		<u>\$0</u>

FACILITY FUND 4

Escrow	<u>0</u>	<u>\$0</u>
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\$180,000

TOTAL BUDGET

\$6,961,314

EMS REVENUE FORECAST RETURNED TO CITIES

\$310,000

Cost of Fire Department to the Cities

\$6,651,314

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VILLAGE FIRE DEPARTMENT BUDGET
Proposed 2021 BUDGET WORKSHEET

FUND 1

Line Item	2018 BUDGET	2018 Actual	2019 BUDGET	2019 Actual audited	2020 BUDGET	2021 BUDGET	DELTA	PERCENT INCREASE/DECREASE
CAPITAL EXPENDITURES:								
1 CONTINGENCY - FACILITY	35,000.00		35,000.00		35,000.00	10,000.00	(25,000.00)	50%
3 MISC. TOOLS & EQUIP./HOSE:	10,000.00		65,000.00		24,000.00	36,000.00	12,000.00	30%
4 PROTECTIVE GEAR	20,000.00		20,000.00		20,000.00	26,000.00	6,000.00	
CAPITAL EXPENDITURE TOTAL	65,000.00	25,089.89	120,000.00	\$ 100,767.47	79,000.00	72,000.00	(7,000.00)	-9%
PERSONNEL EXPENDITURES:								
SALARIES:								
6 Base Salary	3,282,583.00		3,757,244.00	\$ 3,854,095.59	3,936,496.00	4,131,596.00	195,100.00	4.96%
7 2% 457 Deferred Compensation	65,651.00		74,145.00	\$ 61,916.67	78,730.00	82,632.00	3,902.00	4.96%
8 Longevity	22,000.00				22,000.00	22,000.00	0.00	0.00%
9 Higher Class	28,000.00				28,000.00	28,000.00	0.00	#DIV/0!
10 TOTALS	3,398,234.00	3,413,634.86	3,831,389.00	\$ 3,916,012.26	4,065,226.00	4,264,228.00	199,002.00	4.90%
11 SALARIES - OVERTIME	105,000.00	103,796.38	105,000.00	\$ 120,563.99	105,000.00	110,000.00	5,000.00	4.76%
12 Bonus	44,400.00	38,834.79	6,000.00	\$ -	6,000.00	0.00	(6,000.00)	-100.00%
13 Professional Certification	271,394.00	259,760.50	44,400.00	\$ 48,030.84	44,400.00	46,000.00	1,600.00	3.60%
14 FICA TAX - 7.65%	23,000.00	20,442.93	304,530.00	\$ 300,350.07	322,419.00	338,175.00	15,756.00	4.89%
15 LIFE/LTD INSURANCE	227,758.00	232,935.38	23,000.00	\$ 21,876.80	23,000.00	25,500.00	0.00	0.00%
* Compensated Absence								
16 RETIREMENT:								
17 Contribution - 6.43%	611,095.00	593,059.27	247,978.00	\$ 244,915.00	271,000.00	284,221.00	13,221.00	4.88%
18 HOSPITALIZATION INSURANCE (.15% Estimate)	31,978.00	32,290.00	609,770.00	\$ 603,813.35	701,235.00	723,000.00	21,765.00	3.10%
(Final % TBD in October)								
19 MEAL ALLOWANCE	35,000.00	35,248.82	31,978.00	\$ 31,420.00	35,000.00	35,000.00	0.00	0.00%
20 WORKMEN'S COMP. INSURANCE			35,000.00	\$ 35,228.40	35,000.00	35,000.00	0.00	0.00%
(5-Yr. Bid 2016 thru 2020)								

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Line Item	2018 Actual	2019 BUDGET	2019 Actual unaudited	2020 BUDGET	2021 BUDGET	DELTA	PERCENT INCREASE/DECREASE
22 Total Rewards Adjustment					150,000.00	402,844.00	7.18%
23 PERSONNEL EXPENDITURES TOTAL	4,730,002.93	5,239,045.00	5,322,210.71	5,608,280.00	6,011,124.00		
24 OPERATIONAL EXPENDITURES:							
25 AMBULANCE MEDICAL SUPPLIES	51,731.21	50,000.00	\$ 60,865.15	55,000.00	62,000.00	7,000.00	12.73%
26 BUILDING SUPPLIES & MAINTENANCE	48,533.24	47,000.00	\$ 52,260.05	47,000.00	45,000.00	(2,000.00)	-4.26%
27 CHEMICALS	-	2,000.00	\$ 200.60	2,000.00	2,000.00	0.00	0.00%
28 EMERGENCY CONTINGENCY	1,356.75	20,000.00	\$ 7,994.09	20,000.00	20,000.00	0.00	0.00%
29 DUES/SUBSCRIPTIONS/RADIOS/MANUALS	5,375.65	6,500.00	\$ 5,877.49	6,500.00	6,500.00	0.00	0.00%
30 FIRE PREVENTION/Pub Relations	11,534.28	12,000.00	\$ 10,741.34	15,000.00	15,000.00	0.00	0.00%
30b Fuel Software Expense	6,274.57		\$ 1,176.65				
31 GAS & OIL	38,062.64	45,000.00	\$ 24,132.78	45,000.00	45,000.00	0.00	0.00%
32 INSURANCE - CASUALTY	41,653.17	42,000.00	\$ 40,782.75	42,000.00	42,000.00	0.00	0.00%
33 TOTALS	204,521.51	224,500.00	\$ 204,030.90	232,500.00	237,500.00	5,000.00	2.15%
34 MISCELLANEOUS:							
35 Legal Notices/Advertising		1,000.00		1,000.00	1,000.00	0.00	0.00%
36 License/Permits		6,000.00		6,000.00	6,000.00	0.00	0.00%
37 Other Expenses		200.00		200.00	200.00	0.00	0.00%
38 MISCELLANEOUS TOTAL	19,119.18	7,200.00	\$ 14,629.46	7,200.00	7,200.00	0.00	0.00%
39 OFFICE EXPENSE:							
40 Office Supplies, Paper, Staples, Toner, Ink				7,000.00	7,000.00	0.00	0.00%
41 Batteries, SCBA, PASS,				5,300.00	5,300.00	0.00	0.00%
42 Shipping				1,200.00	1,200.00	0.00	0.00%
43 Printing (letterhead, envelope, forms)				200.00	200.00	0.00	0.00%
44 Office/PC Equipment Maintenance Contracts				10,200.00	10,200.00	0.00	0.00%
45 Hospitality Supplies				6,000.00	6,000.00	0.00	0.00%
46 Postage Meter Rental				1,500.00	1,500.00	0.00	0.00%
47 Chairs, Tables, Printers				4,000.00	4,000.00	0.00	0.00%
48 Bank Services Charges				400.00	400.00	0.00	0.00%
49 Misc Office Expenses				1,200.00	1,200.00	0.00	0.00%
50 OS, Furniture, Equip, Postage, Printing, Misc.	43,056.37	37,000.00	\$ 44,413.52	37,000.00	37,000.00	0.00	0.00%
51 PROFESSIONAL SERVICES:							
52 CPA		21,000.00		21,000.00	21,000.00	0.00	0.00%
53 Legal		12,000.00		32,000.00	32,000.00	0.00	0.00%
54 IT Services		26,400.00		26,400.00	26,400.00	0.00	0.00%

	2018	2019	2020	2021	
	BUDGET	BUDGET	BUDGET	BUDGET	
55 Health Insurance Consultation	8,080.00	8,080.00	8,080.00	8,080.00	0.00%
56 Medical	7,000.00	7,000.00	7,000.00	7,000.00	0.00%
57 Medical Director - Dr. Osborn	15,000.00	15,000.00	15,000.00	15,000.00	0.00%
58 Salary/Benefit Survey	0.00	0.00	0.00	0.00	0.00%
59 Professional Services Other	22,920.00	22,920.00	20,000.00	16,000.00	0.00%
60 PROFESSIONAL SERVICES TOTAL	112,400.00	112,400.00	145,480.00	125,480.00	-13.75%
61 PUBLIC UTILITIES	50,000.00	55,000.00	60,000.00	65,000.00	8.33%
62 RENT	10.00	10.00	10.00	10.00	0.00%
63 STATE CERTIFICATION FEES	6,000.00	6,000.00	6,000.00	6,000.00	0.00%
64 TRAINING	25,000.00	25,000.00	30,000.00	33,000.00	10.00%
65 EMS/ TRAINING	25,000.00	25,000.00	25,000.00	17,000.00	#DIV/0!
66 UNIFORMS	25,000.00	25,000.00	25,000.00	25,000.00	0.00%
67 MAINTENANCE EXPENDITURES:					
68 MAINTENANCE OF VEHICLES	100,000.00	100,000.00	100,000.00	100,000.00	0.00%
69 MAINTENANCE OF EQUIP. & SUPPLIES	25,000.00	25,000.00	25,000.00	35,000.00	40.00%
70 MAINTENANCE CONTRACTS	10,000.00	10,000.00	10,000.00	10,000.00	0.00%
71 MAINTENANCE EXPENDITURES TOTAL	135,000.00	135,000.00	135,000.00	145,000.00	7.41%
72 OPERATIONAL EXPENDITURE TOTAL	672,110.00	697,110.00	678,190.00	698,190.00	2.95%
73 OPERATING BUDGET	\$5,484,969.00	\$6,056,155.00	\$6,365,470.00	\$6,781,314.00	6.53%
74 CAPITAL REPLACEMENT FUND	130,000.00	160,000.00	160,000.00	180,000.00	0.00%
75 COMPENSATION ABSENCE RESERVE FUND	45,000.00	45,000.00	0.00	0.00	
76 FACILITY FUND	30,000.00	3,560,829.00	1,500,000.00	0.00	
77 FUNDS TOTAL	205,000.00	3,765,829.00	1,660,000.00	180,000.00	-89.16%
78 TOTAL BUDGET (assessed to Cities)	5,639,969.00	9,821,984.00	8,025,470.00	6,961,314.00	-13.26%
79 EMS Revenue Returned to Cities	310,000.00	310,000.00	310,000.00	310,000.00	
80 Actual Cost of Fire Department	5,329,969.00	9,381,155.19	7,715,470.00	6,651,314.00	
81 Fund 2 (Major Equipment)					
82 VEHICLE REPLACEMENT	130,000.00	160,000.00	160,000.00	180,000.00	
83 MAJOR EQUIPMENT	0.00	0.00	0.00	0.00	

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	2018	2019	2020	2021
84 Fund 2 BUDGET TOTAL	130,000.00	130,000.00	160,000.00	180,000.00
Fund 2 DETAIL				
BEGINNING Fund Balance			438,641.19	641.19
Vehicle Expenditures	137,402.00	345,976.00	650,000.00	0.00
Major Equipment Expenditures	35,000.00	74,026.00	0.00	0.00
Sold Vehicles/Other Items	0.00	0.00	52,000.00	0.00
Interest Income	125,000.00	5,545.00	0.00	0.00
Additional Unbudgeted Contributions/Deposits	0.00	1,146.19	0.00	0.00
BUDGETED CONTRIBUTIONS/DEPOSITS	130,000.00	160,000.00	160,000.00	180,000.00
END OF YEAR FUND BALANCE	337,402.00	438,641.19	641.19	180,641.19
Fund 3 (Compensated Absence)				
Compensated Absence Fund Balance	0.00	0.00	0.00	0.00
Expenditures				
Interest Income				
Service Charge				
BUDGETED CONTRIBUTIONS/DEPOSITS	45,000.00	45,000.00	0.00	0.00
Fund 4 (Facility)				
Facility Fund Balance	88,549.00	334,586.00	3,569,935.00	5,069,935.00
Expenditures		329,108.00		5,000,000.00
Interest Income		3,628.00		
Deposits		3,560,829.00	1,500,000.00	
Service Charge				
BUDGETED CONTRIBUTIONS/DEPOSITS	30,000.00	3,569,935.00	5,069,935.00	69,935.00

- Line 2 Decreased Contingency - Facility by 25K
- Line 3 Increase the tools purchase new face mask for FF \$12k (purchase new gas detectors need to be replaced cost between \$4k -\$12k)
- Line 4, Increases Bunker Gear expense due to expiring gear increases by 6K
- Line 14 Removed 6 K for hiring incentive included in Line 23
- Line 19 Monthly average for the start of 2020 multiply by 12 and increased the amount by 15%
- Line 22 Potential total rewards adjustment resulting from study and subsequent commission decision
- Line 23 Salary and Associated benefits increase by 4.88% last 12mths all items 1.5% CPI 2% unpredicted salary adjustments
- Line 25, Increase by \$7000 for rise in EMS supply costs Ref cost sheet increased cost and packaging supply
- Line 26 Decreased Building supply and Maint. due to construction
- Line 58 Removed salary/benefit survey requested 2020
- Line 64 Increased Training budget due to increased cost and training opportunities
- Line 65 Added a EMS training budget line item per the request of Medical Director training recommendations
- Line 69 Increased by 10K maint on FIT testing, AIR pak testing, two SCBA cylinders aging out
- Line 74 Increase budget to continue with the increase cost of vehicles
- Line 75 Compensated absence fund not funded
- Line 106, Actual construction budget may change when construction contract is established late 2019 or early 2020 or 2021

**Capital Replacement Fund For
Projected Capital Projects
Updated 4/14/2020**

Equipment	Life	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Ladder	15											
Pumper	20											
Reserve Pumper	20											
Battalion Chief's Vehicle	9											
Fire Chief's Vehicle	10		33,000.00	30,000.00			45,000.00					
Utility Vehicle	10										35,000.00	42,239.00
Medic 1	9					16,000.00						31,787
Medic 2	9				14,000.00							
Inspector's Vehicle	8	33,000.00								34,552.00		
Medic 3	9											
Major Equipment					10,417.59	18,540.00	227,910.00				20,000	
Total Cash Outlay		33,000.00	33,000.00	29,962.00	158,767.66	178,540.00	272,910.00	0.00	0.00	1,046,506.74	44,865.40	74,026.00
Beginning Cash		50,116.51	206,020.60	303,673.02	521,868.29	674,056.97	993,886.54	655,628.82	818,433.19	979,528.07	102,850.00	345,976.00
Planned Budgeted Yearly Contrib.		175,000.00	107,000.00	0.00	160,000.00	160,000.00	0.00	160,000.00	160,000.00	160,000.00	130,000.00	160,000.00
Funds From Sale of Vehicles		3,600.00	8,100.00	18,325.00	0.00	14,800.00	16,145.00	1,256.00	0.00	3,185.00	125,000.00	5,545.00
Disbursements		25,432.00	18,167.00	29,962.00	154,703.12	16,539.84	355,864.83	0.00	0.00	999,324.28	12,157.00	74,626.00
Add'l Unbudgeted Contributions				228,938.00	145,501.12	160,000.00						
Interest on CD's (see note 1)		2,736.09	719.42	894.27	1,390.66	1,771.51	1,550.11	\$1,548.37	\$1,094.66	\$351.20	\$283.00	\$1,146.19
Ending Cash		\$206,020.60	\$303,673.02	\$521,868.29	\$674,056.97	\$993,886.54	\$655,628.82	\$818,433.19	\$979,528.07	\$102,850.00	\$345,976.00	\$438,641.79

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Capital Replacement Fund For
Projected Capital Projects
Updated 4/14/2020

Equipment	Life	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Ladder	15													
Pumper	20								605,640.00					\$1,100,000.00
Reserve Pumper	20	650,000.00												
Brigade Chief's Vehicle	9					53,000.00							\$30,000.00	
Fire Chief's Vehicle	10							30,000.00						
Utility Vehicle	10													
Medic 1	9				188,000.00									
Medic 2	9			179,000.00					35,500.00					\$274,000.00
Inspector's Vehicle	8													
Medic 3	9													
Major Equipment														
Total Cash Outlay		650,000.00	0.00	179,000.00	188,000.00	53,000.00	0.00	0.00	642,140.00	0.00	0.00	0.00	30,000.00	1,314,000.00
Beginning Cash		438,641.19	641.19	180,641.19	193,641.19	185,641.19	304,641.19	474,641.19	644,641.19	362,501.19	582,501.19	582,501.19	807,501.19	1,002,501.19
Planned Budgeted Yearly Contrib.		160,000.00	180,000.00	160,000.00	180,000.00	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	175,000.00	175,000.00	175,000.00
Funds From Sale of Vehicles		52,000.00	0.00	12,000.00	0.00	2,000.00	0.00	0.00	0.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
Disbursements		650,000.00	0.00	179,000.00	188,000.00	53,000.00	0.00	0.00	642,140.00	0.00	0.00	0.00	30,000.00	1,314,000.00
ADD: Unbudgeted Contributions														
Interest on CDs (see note 1)														
Ending Cash		564.19	3180,641.19	3185,641.19	3304,641.19	3304,641.19	3474,641.19	3644,641.19	3172,501.19	3382,501.19	3582,501.19	3807,501.19	4100,501.19	4488,831.19

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Village Fire Department Organizational Chart 2020



VILLAGE FIRE DEPARTMENT
2020/2021 BOARD OF COMMISSIONERS
REVISED 4/13/2020

COMMISSIONERS

Spring Valley	Council Member Mr. Allen Carpenter, Chair
Hunters Creek	Council Member Mr. Jay Carlton, Vice-Chair
Hilshire	Council Member Mr. Robert Byrne, Treasurer
Hedwig	Member Mr. William Johnson, Secretary
Piney Point	Member Mr. Zebulun Nash, Member

ALTERNATES

Spring Valley	Mayor Tom Ramsey	:
Hunters Creek	Council Member Mr. Rob Adams	
Hilshire	Member Ray Leiker	
Hedwig	Council Member, Harry Folloder	
Piney Point	Member Mr. Henry Kollenberg	
Attorney	Mr. J. Grady Randle	



**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: May 26, 2020
AGENDA SUBJECT: CobbFendley Amendment #65 Beinhorn Rd
Reconstruction-Phase 3
PROCEEDING: Motion
EXHIBITS: Proposed Amendment

**CITY OF HUNTERS CREEK VILLAGE
STANDARD AMENDMENT TO
CONSULTANT SERVICES AGREEMENT**

AMENDMENT NO. 65

This Amendment (hereinafter "Amendment") is made between the City of Hunters Creek Village, Texas (hereinafter "City"), and Cobb, Fendley & Associates, Inc. (hereinafter "Consultant") to amend that consultant services (the "Contract") between the City and Consultant for services associated with the City Engineer Contract.

1. Amended Terms. The City and Consultant hereby agree that the Contract is amended as follows:

A. Add new task order for the Engineering Services associated with the Beinhorn Road Reconstruction – Phase 3 project in the amount of \$464,615.

B. See Attached Exhibit A for Scope of Services for this project.

2. Contract to Remain in Force. Other than the provisions of the Contract expressly amended herein, the Contract shall remain in full force, and its enforceability shall be unaffected by this Amendment.

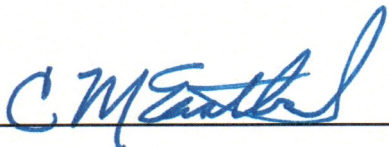
EXECUTED and EFFECTIVE as of the ____ day of _____, 20__.

CITY OF HUNTERS CREEK VILLAGE

Signature: _____

Name/Title: Honorable Jim Pappas/ Mayor

CONSULTANT

Signature: 

Name/Title: Charles M. Eastland, PE / Regional Manager

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EXHIBIT A
SCOPE OF SERVICES & COMPENSATION

Cobb, Fendley & Associates, Inc.
Proposal for Professional Engineering Services for
Beinhorn Road Reconstruction – Phase 3

Project Limits and Background

The project area is bounded by Hedwig Road on the west and Voss Road on the east and is comprised of single-family residences and partially commercial tracts with concrete sidewalk and storm sewer along the north right-of-way, roadside ditch and driveway culverts along the south right-of-way, and intersects with 6 local streets. The project scope includes street reconstruction, regrading, storm sewer realignment and pedestrian improvements.

General

Cobb, Fendley & Associates, Inc. (CobbFendley) will perform professional engineering services as follows: provide topographic survey, drainage evaluation, drainage design, geotechnical engineering, civil design drawings for construction and construction administration, management and inspection services

BASIC SERVICES

CobbFendley will provide the following engineering services as part of its basic service. The specific items of service include:

Topographic Survey

CobbFendley, as the project surveyor shall:

1. Establish horizontal and vertical project control throughout the site. Vertical control will be tied to current TSARP datum.
2. Perform a Category 6, Condition II topographical survey of the project area in accordance with the requirements of the Texas Society of Professional Surveyors to locate existing utilities, appurtenances and pavement providing cross sections of the following existing features: natural ground, concrete curbs and pavement. Elevations will be obtained at a maximum of 50-ft intervals, right-of-way to right-of-way, plus 10 feet on each side.
3. Prepare a survey drawing on a plan style sheet at a scale of 1"=20' horizontally or at the direction of the engineer. The drawing will depict the obtained field information and any record information provided by outside sources.

30% Design and Drainage Analysis:

1. Coordination, data collection and review
 - a. Review previous adjacent projects and future projects/field conditions, to identify any interplay or impact to or from subject project.

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- b. Identify any gaps in this data and make arrangements to supplement through other sources, specifically:
 - i. Surveys
 - ii. Geotechnical
 - c. Perform preliminary site visits.
2. Drainage analysis as part of the 30% design phase
 - a. Analyze LiDAR Data to determine existing condition overland sheet flow patterns.
 - b. Identify and locate existing condition outfall locations and drainage systems.
 - c. Perform existing condition hydrologic calculations (2-, 10-, and 100-year rainfall events) based upon Atlas 14 rainfall data and Harris County Flood Control District.
 - d. Analyze conveyance capacity of existing condition roadside ditches, culverts and contributing storm sewer systems (where applicable).
 - e. Determine Proposed Condition drainage areas within ROW and create drainage area map.
 - f. Perform proposed condition hydrologic calculations utilizing Atlas 14 rainfall data (2-, 10-, 100- and 500-year rainfall events).
 - g. Determine required outfall size to convey 2-, 10- and 100-year flow to outfall(s).
 - h. Create proposed drainage conveyance alternatives (consider storm sewer systems, roadside ditch systems, combination system, etc).
 - i. Develop measures to mitigate increases in water surface elevations and/or flow associated with the proposed roadway improvement project.
3. Perform the utility and investigation work involving the research and identification of all private and public utilities within the project limits.
 - a. Research the existence of public utilities such as sanitary and waterlines.
 - b. Request any additional information from private utilities (CenterPoint Gas, CenterPoint Electric, AT&T and Others).
 - c. Identify potential conflicts between the existing utilities and the proposed project improvements.
 - d. Coordinate with Utility Companies on plans for relocations and provide updated project design information.
4. Prepare cover sheet, legend and P&P key notes.
5. Prepare project layouts of existing and proposed, storm sewers, street pavement reconstruction, existing sanitary sewers and existing waterlines.
6. Prepare 30% plans consisting of plan & profile, specifications and topographic survey with abstracted parcel data.
7. Prepare preliminary opinion of construction cost with a 15% contingency.
8. Present 30% overall project design to City for initial review.

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Final Design:

1. Incorporate initial review comments from the City regarding overall project layout and revisions into preparation of final plans.
2. CobbFendley will provide typical sections sheets prepared for the existing and proposed roadway. Typical section information will include:
 - a. Station Limits
 - b. Profile Grade Line Location
 - c. Centerline and Baseline Locations
 - d. Pavement Section
 - e. Pavement Cross Slopes
 - f. Curbs
 - g. Sidewalks
 - h. Green Space (Mow Strips)
3. Identify utility conflicts with private and other public utilities, submit plans to all affected entities and coordinate relocation schedule and efforts.
4. CobbFendley will provide roadway plan and profile drawings. The drawings will consist of a plan and profile view of existing features and proposed improvements.

Plan view will include:

 - a. Roadway centerlines and baselines
 - b. Pavement edges for all improvements
 - c. Lane and pavement width dimensions
 - d. Sidewalks
 - e. Proposed structure locations
 - f. Existing utilities and structures
 - g. Benchmark information
 - h. Radius callouts
 - i. Curb locations
 - j. Pavement Details

Profile view will include:

 - a. Existing and proposed profiles along the proposed centerline
Existing and Proposed Grade Lines for pavement and natural ground along the project centerline.
5. Review Geotechnical Report and incorporate the pavement design as recommended.
6. Provide construction plan drawings. The plans will include, at a minimum, the following.

• Cover Sheet	• Drainage Area Map
• Overall Project Layout	• Storm Sewer Layout
• Typical Cross Sections	• Survey Control Map
• SWPP Plan	• Plan and Profiles Sheets
• Demolition Plan	• Traffic Control Plan
• General Notes and Details	

7. CobbFendley will prepare Storm Water Pollution Prevention Plan (SW3P) sheets and details based on the latest NPDES to minimize the potential impact to receiving waterways.
8. CobbFendley will prepare Traffic Control Plan (TCP) sheets in accordance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD) for Streets and Highways (latest edition).
9. Fully develop engineer's construction cost estimate for each item of work including plan quantities.

Bid Phase Services:

1. Provide Notice to Bidders (NTB) to the City and setup a CivCast project bid profile.
2. Reproduce and disseminate bid sets to the City and interested bidders
3. Chair pre-bid meeting and attend the Bid Opening
4. Respond in writing to questions from bidders and prepare addenda as necessary.
5. Prepare Engineer's Recommendation of Award Letter.
6. Produce and transmit to selected contractor five (5) sets of project manuals ready for execution with City's Notice of Intent to Award (NOI)

Construction Phase Services:

1. Construction Administration
 - a. Attend pre-construction meeting to provide information & answer questions
 - b. Attend monthly progress meetings with Construction Manager, Contractor and City.
 - c. Review/approve & comment on Contractor's submittals, RFIs, Contractor Proposals, Request for Change Orders
 - d. (RCO) including coordination with Construction Manager on Proposals & Change Orders.
 - e. Provide interpretive guidance for Contractor, Construction Manager in resolution of problems
 - f. Conduct Substantial Completion Inspection to:
 - i. review progress of work for Substantial Completion walk through
 - ii. generate a punch list of items for correction
 - iii. substantiate items that are completed
 - iv. issue both Certificate of Substantial Completion (signed/sealed from Design Engineer) & Final Acceptance or 2nd walk through.
2. Construction Management and Inspection
 - a. CobbFendley shall provide management on behalf of the City and will act as the liaison between the City and the Contractor.
 - b. CobbFendley shall conduct monthly construction meetings at City Hall.

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- c. CobbFendley shall monitor the construction schedule and advise the City of any changes to the schedule.
 - d. CobbFendley shall provide on-site inspection services throughout the contract.
3. Construction Materials Testing
 - a. CobbFendley shall subcontract construction materials testing services to ensure that all utility and storm sewer line installations, roadway subgrade, and concrete pavement are tested in accordance with the contract documents.

ADDITIONAL SERVICES

Geotechnical Investigation

1. The geotechnical investigation will be performed by PaveTex in accordance with the attached proposal. A geotechnical report will include geotechnical engineering recommendations on subgrade preparation, pavement design for concrete streets and storm sewer construction considerations.

TDLR Sidewalk Review

1. Perform design and post-construction review of sidewalk in accordance with TAS requirements. Notify the contractor of any ADA compliancy deficiencies.

Exclusions for the Scope of Services:

The services described above are the identified **BASIC AND ADDITIONAL SERVICES** for this assignment. Other items that may arise during the course of the project that the City may wish to add to the scope of services shall be deemed as **SUPPLEMENTAL ADDITIONAL SERVICES**. CobbFendley shall undertake such supplemental additional services as assigned by the City upon written direction from the City. Examples of such items are as follows:

1. Documentation or field work to obtain temporary construction easements.
2. Bidding project more than once.
3. Urban Forestry Services – Tree Preservation Plan.
4. Any other services not specifically included within the description of the Basic Services and Additional Services as described above.

If supplemental services are requested by the City, CobbFendley will provide the City with a separate proposal for the supplemental work.

EXHIBIT B

BASIS OF COMPENSATION

BASIC SERVICES

The Compensation to be paid to CobbFendley for providing the BASIC SERVICES rendered under this agreement shall be based on Lump sum fees for overall phases of the work as shown below. Reimbursable items and subconsultant invoices will be subject to a 10% administration charge.

A. DESIGN PHASE

- 1. Route Topographic Surveying (Lump Sum)..... \$23,680
- 2. Design and Drainage Analysis (Lump Sum) \$265,750

B. BID PHASE

- 3. Bid Phase Services (Lump Sum)..... \$5,500

C. CONSTRUCTION PHASE

- 4. Construction Administration Services (Lump Sum)..... \$18,600
- 5. Construction Management and Inspection (Hourly) \$103,365
- 6. Construction Materials Testing (Hourly, Incl. 10% Sub. Mark-up) \$25,000

ADDITIONAL SERVICES

- 7. Geotechnical Investigation (Lump Sum, Incl. 10% Sub. Mark-up)..... \$16,720
- 8. TDLR Sidewalk Review (Pre and Post Construction)..... \$2,500

Reimbursable Expenses

- 1. Reproduction, mileage, delivery charges, etc. \$3,500

TOTAL, Basic & Additional Services incl. Reimbursables..... \$464,615

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ADDITIONAL SERVICES

The Compensation to be paid to CobbFendley for providing any ADDITIONAL SERVICES under this agreement shall be based on the rate schedule included in the Agreement. Reimbursable items and subconsultant invoices will be subject to a 10% administration charge. Services will be charged according to those personnel directly involved in providing the service, and will be rounded to the nearest half hour.

Lump sum fees will be negotiated for particular, defined assignments at the request of the City. When an occasion arises which the City desires to be covered by a lump sum fee, CobbFendley will negotiate an acceptable fee with the City and prepare an addendum to this Agreement which describes the scope of services to be provided and the fee. The addendum will be effective only after its signature by both parties.

Direct Personnel Expense means salaries and wages paid to CobbFendley's employees plus payroll related costs and benefits such as payroll taxes, worker's compensation, health and retirement benefits, bonuses, sick leave, vacation, and holiday pay applicable hereto. Reimbursable Direct Expenses shall be those costs incurred on or directly for the CLIENT'S project, including but not limited to necessary transportation costs including mileage at the current IRS rate, meals and lodging, laboratory tests and analyses, and printing and binding charges.

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**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: May 26, 2020
AGENDA SUBJECT: Fuel Station Interlocal Agreement
PROCEEDING: Motion
EXHIBITS: Agreement

INTERLOCAL AGREEMENT BETWEEN THE CITIES OF BUNKER HILL VILLAGE, TEXAS AND HEDWIG VILLAGE, TEXAS, HUNTERS CREEK VILLAGE, TEXAS, PINEY POINT VILLAGE, TEXAS, AND MEMORIAL VILLAGES POLICE DEPARTMENT FOR THE INSTALLATION OF A TEMPORARY FUELING STATION AND FOR THE PROCUREMENT OF FUEL

THE STATE OF TEXAS § KNOW ALL MEN BY THESE PRESENTS
 §
COUNTY OF HARRIS §

This Interlocal Agreement (“Agreement”) is made and entered into pursuant to the Interlocal Cooperation Act (TEX. GOV’T CODE ANN., Ch. §791) by and, between the **City of Hedwig Village, Texas** a municipal corporation under the laws of the State of Texas (hereinafter referred to as “Hedwig”); between the **City of Hunters Creek Village, Texas** a municipal corporation under the laws of the State of Texas (hereinafter referred to as “Hunters Creek”); between the **City of Piney Point Village, Texas** a municipal corporation under the laws of the State of Texas (hereinafter referred to as “Piney Point”); between the **Memorial Villages Police Department** a police department created by Interlocal Agreement between Piney Point, Hunters Creek and Bunker Hill (hereinafter referred to as “MVPD”) and the **City of Bunker Hill Village, Texas** a municipal corporation under the laws of the State of Texas (hereinafter referred to as “Bunker Hill”).

WITNESSETH, that

WHEREAS, Bunker Hill, Hedwig, Hunters Creek, Piney Point and MVPD have purchased fuel from the Village Fire Department over the years; and

WHEREAS, The Village Fire Department is planning for the reconstruction of the Fire Station which will impact the ability for entities to purchase fuel; and

WHEREAS, The Village Fire Department gave notice to the entities that fuel would no longer be available; and

WHEREAS, The City of Bunker Hill Village proposed the installation of a temporary fueling station be made available for the entities during the time of the Fire Station Construction;

NOW THEREFORE, for and in consideration of the mutual covenants, agreements, and benefits to the parties herein named, the parties hereby agree as follows:

1. A temporary fueling station will be installed at the City of Bunker Hill Village
2. The entities involved will participate in the installation costs of the fueling station and will purchase fuel during the construction of the Fire Station.

A. Bunker Hill shall be responsible for installation of the fueling station and will administer construction and inspection of the Project; provided, however, that all entities shall reimburse Bunker Hill at a pro-rata share based on the amount of fuel purchased during the months of June 1, 2020 through August 31, 2020. All entities commit to purchasing fuel from the Bunker Hill fueling station during this timeframe.

Bunker Hill has budgeted an amount not to exceed \$5,000 for Bunker Hill's share of the project. Bunker Hill will have the responsibility to award the bid and authorize commencement of construction. The cost of any future maintenance of the improvements shall be borne by all entities in accordance with the pro-rata share noted. Bunker Hill represents that all improvements constructed pursuant to this Agreement shall be constructed in a good and workmanlike manner and in accordance with generally accepted standards pertinent thereto, and that they shall fully conform with all applicable federal, state and local laws, ordinances, and the local permitting authorities. As owner of the property, the City of Bunker Hill has the right to remove the improvements if deemed necessary with 30 days notice to all entities. Installation costs also include securing necessary insurance.

B. Bunker Hill shall be responsible for ordering and ensuring ample fuel for the fueling station. All entities will provide a list of vehicles and individual codes will be issues.

Bunker Hill will be responsible for the billing of the fuel based on individual codes. The cost of the fuel will be based on the actual cost of the fuel plus a three cent (\$0.03) per gallon administration cost in accordance with fuel currently purchased at the Village Fire Department.

Bunker Hill will bill each entity on a monthly basis.

C. All notices and communications under this Agreement shall be provided by regular mail or electronic mail at the following address:

City of Hedwig Village
955 Piney Point Rd
Hedwig, Texas 77024
Attention: City Administrator Kelly Johnson
kjohnson@hedwigtx.gov

City of Hunters Creek
1 Hunters Creek Place
Houston, Texas 77024
Attention: City Administrator Tom Fullen
tfullen@cityofhunterscreek.org

City of Piney Point Village
7676 Woodway, Suite 300
Houston, Texas 77024
Attention: City Administrator Roger Nelson
Cityadmin@pineypt.org

Memorial Villages Police Department
11981 Memorial Drive
Houston, Texas 77024
Attention: Chief of Police Ray Schultz
rschultz@mvpdtx.org

All notices and communications under this agreement shall be mailed electronically or delivered by messenger to Bunker Hill at the following address:

City of Bunker Hill Village
11977 Memorial Drive
Houston, Texas 77024
Attention: City Administrator Karen Glynn
kglynn@bunkerhilltx.gov

C. Following the initial construction and installation of the improvements, Bunker Hill will maintain all improvements in accordance with this agreement. This Agreement will remain in effect for as long as the improvements are in place.

D. All parties to this agreement agree that all payments required hereunder shall be made from current revenues.

E. This Agreement is not intended to and shall not create a joint enterprise between Bunker Hill and the entities. The parties hereto are undertaking governmental functions or services under this Agreement and the purpose hereof is solely to further the public good, rather than any pecuniary purpose. The party undertaking work under this Agreement shall have responsibility for day-to-day management and control of the improvements acquired pursuant to this Agreement upon which such work is performed, except as may otherwise expressly be provided herein.

F. No party hereto shall make, in whole or in part, any assignment of this Agreement or any obligation hereunder without the prior written consent of the other party hereto. This instrument contains the entire Agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any modification concerning this instrument shall be of no force or effect, excepting a subsequent modification in writing signed by all parties hereto.

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Executed in duplicate originals on this _____ day of _____ 2020.

City of Hedwig Village

By: _____
Brian T. Muecke, Mayor

ATTEST:

By: _____
Kelly Johnson, City Secretary

City of Bunker Hill Village

By: _____
Robert Lord, Mayor

ATTEST:

By: _____
Karen Glynn, City Secretary

City of Hunters Creek Village

By: _____
Jim Pappas, Mayor

ATTEST:

By: _____
Crystal Dozier, City Secretary

City of Piney Point

By: _____
Mark Kobelan, Mayor

ATTEST:

By: _____
Karen Ferris, City Secretary

Memorial Villages Police Department

By: _____
Brooke Hamilton, Commission Chairman

ATTEST:

By: _____
Maureen Loud, Administrative Assistant

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**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: May 26, 2020
AGENDA SUBJECT: Schedule Budget Workshop
PROCEEDING: Motion
EXHIBITS:

Proposed calendar will be provided at the meeting.