

# *City of Hunters Creek Village, Texas*



## *City Council Budget Fiscal Year 2021*

*Mayor*

*Jim Pappas*

*City Council*

*Stuart Marks*

*Fidel Sapien*

*Ken Spalding*

*Chip Cowell*

*Jay Carlton*

**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*

## **SPECIAL CITY COUNCIL AGENDA**

Notice is hereby given of a special meeting of the City Council of Hunters Creek Village, Texas, to be held on **Wednesday, June 17, 2020 at 9:00 a.m.** in the City Hall at #1 Hunters Creek Place, for the purpose of considering the following agenda items.

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Call to order and announce quorum present.

**WORKSHOP:** A budget planning workshop will be held to discuss the following items as it relates to the preparation of the 2021 budget and future budgets. The following items are for discussion purposes only and no formal action will be taken.

1. Administration Budget. Anticipated expenditures for maintenance and operations, work assignments, personnel needs, professional services, public works, municipal court, and capital outlay.
2. Public Safety Budget. Village Fire Department and Memorial Villages Police Department budgets.
3. Capital Improvement and Street Maintenance Program. Identify priority construction projects for fiscal year 2021 and evaluate budgetary impact.
4. Anticipated Revenues Anticipated revenues from property taxes, sales taxes and other sources for funding the budget.

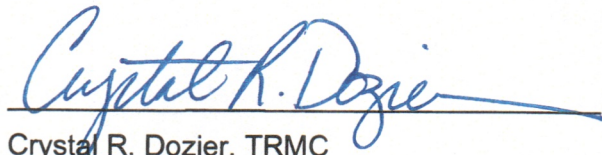
### Adjourn Open Meeting

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.

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### 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: June 11, 2020 at 4:00 p.m. and remained so posted continuously for at least 72 hours before said meeting was convened.



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](mailto: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](http://www.cityofhunterscreek.com).

**CITY OF HUNTERS CREEK VILLAGE  
2021 BUDGET PLANNING WORK SHEET**

Account	Description	Actual 2019	YTD Actual 5/31/2020	Current Budget 2020	Projected FY 2020	Proposed Budget FY 2021	% (+/-)
4	Beginning Fund Balance (Fund 01)	\$3,992,843		\$4,501,448	\$4,501,448	\$2,792,673	
<b>REVENUES</b>							
7	100-00-41000 CURRENT AD VALOREM TAXES	\$5,307,282	\$5,629,866	\$5,791,835	\$5,791,835	\$6,045,253	4.38%
8	100-00-41005 PREVIOUS AD VALOREM TAXES	\$14,672	\$7,104	\$15,000	\$15,000	\$15,000	0.00%
9	100-00-41010 FRANCHISE TAXES	\$407,298	\$185,876	\$350,000	\$370,000	\$370,000	5.71%
10	100-00-41015 SALES TAXES	\$505,761	\$230,490	\$450,000	\$450,000	\$450,000	0.00%
11	100-00-41020 MIXED DRINK TAX	\$17,824	\$13,061	\$20,000	\$20,000	\$20,000	0.00%
12	100-00-41040 PENALTIES/INTEREST	\$36,477	\$14,972	\$15,000	\$15,000	\$15,000	0.00%
13	100-00-42035 BUILDING PERMITS	\$301,700	\$229,402	\$325,000	\$325,000	\$225,000	0.00%
14	100-00-42044 CREDIT CARD PROCESSING FEES	\$2,237	\$973	\$2,400	\$2,000	\$2,000	-16.67%
15	100-00-43056 EMS	\$0	\$0	\$0	\$0	\$0	0.00%
16	100-00-43057 CHILD SAFETY FEES	\$5,495	\$1,965	\$5,400	\$4,000	\$4,000	-25.93%
17	100-00-43070 METRO RECEIPTS	\$252,880	\$92,527	\$225,000	\$225,000	\$225,000	0.00%
18	100-00-44025 TRAFFIC FINES/BONDS	\$209,959	\$49,277	\$175,000	\$100,000	\$100,000	-42.86%
19	100-00-44027 COURT TECHNOLOGY FUND	\$4,444	\$972	\$3,500	\$2,500	\$3,500	0.00%
20	100-00-44028 COURT SECURITY FUND	\$3,333	\$868	\$2,500	\$2,000	\$2,500	0.00%
21	100-00-46030 INTEREST INCOME	\$133,885	\$28,782	\$100,000	\$60,000	\$60,000	-40.00%
23	100-00-48040 BURLAR ALARM PERMITS	\$46	\$215	\$0	\$5,000	\$5,000	100.00%
23	100-00-48045 SUBD ST. LIGHTS	\$34,112	\$35,478	\$31,000	\$35,478	\$35,000	12.90%
24	100-00-48055 OTHER INCOME	\$10,325	\$6,612	\$15,000	\$10,000	\$10,000	-33.33%
25	<b>TOTAL REVENUES</b>	<b>\$7,247,729</b>	<b>\$6,528,438</b>	<b>\$7,426,635</b>	<b>\$7,432,813</b>	<b>\$7,587,253</b>	<b>2.16%</b>

Notes:

100-00-41000 CURRENT AD VALOREM TAXES (Based on current tax rate of 0.194082/\$100 of est value \$3,114,793,456)

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**CITY OF HUNTERS CREEK VILLAGE  
2021 BUDGET PLANNING WORK SHEET**

Account	Description	Actual 2019	Current Budget 2020	YTD Actual 5/31/2020	Projected FY 2020	Proposed Budget FY 2021	% (+/-)
<b>EXPENDITURES (Maintenance &amp; Operations)</b>							
<b>ADMINISTRATION</b>							
37	100-01-71000 SALARIES & WAGES	\$575,116	\$598,250	\$256,010	\$598,250	\$622,180	4.00%
38	100-01-71001 LONGEVITY	\$4,800	\$5,376	\$0	\$5,376	\$5,952	10.71%
39	100-01-71025 TMRS	\$95,951	\$104,754	\$45,256	\$104,754	\$118,525	13.15%
40	100-01-71030 PAYROLL TAXES	\$44,175	\$47,704	\$21,269	\$47,704	\$49,612	4.00%
41	100-01-71105 INSURANCE BENEFITS	\$92,733	\$119,692	\$50,817	\$110,250	\$126,787	5.93%
42	100-01-71107 HRA	\$500	\$4,000	\$500	\$4,000	\$4,000	0.00%
43	100-01-72045 NOTICES & MAILING	\$4,110	\$15,000	\$696	\$15,000	\$15,000	0.00%
44	100-01-72055 OFFICE SUPPLIES & PRINTING	\$8,566	\$8,500	\$3,772	\$8,500	\$8,500	0.00%
45	100-01-72060 TELEPHONE	\$17,513	\$16,500	\$5,909	\$16,500	\$16,500	0.00%
46	100-01-72061 TRAVEL & TRAINING	\$9,139	\$10,000	\$3,142	\$10,000	\$10,000	0.00%
47	100-01-72062 TUITION REIMBURSEMENT	\$4,907	\$5,000	\$0	\$5,000	\$5,000	0.00%
48	100-01-72063 CERTIFICATION/LICENSE/EDUCATION	\$0	\$10,200	\$2,600	\$10,200	\$10,200	0.00%
49	100-01-72065 MACHINE RENTAL MAINTENANCE	\$1,382	\$1,800	\$492	\$1,800	\$1,800	0.00%
50	100-01-72090 MEMBERSHIPS & SUBSCRIPTIONS	\$3,885	\$3,500	\$3,139	\$3,500	\$3,500	0.00%
51	100-01-72108 GEN LIABILITY/PROP/WC INSURANCE	\$17,084	\$19,500	\$0	\$19,500	\$21,850	12.05%
52	100-01-72109 SURETY BONDS	\$0	\$250	\$0	\$250	\$250	0.00%
53	100-01-72110 ELECTIONS	\$0	\$3,500	\$0	\$3,500	\$3,500	0.00%
54	100-01-72111 RECORDS MANAGEMENT	\$0	\$500	\$0	\$500	\$500	0.00%
55	100-01-72112 CODIFICATIONS	\$1,200	\$2,500	\$2,201	\$2,500	\$2,500	0.00%
56	100-01-75040 OFFICE EQUIPMENT	\$1,278	\$5,000	\$1,164	\$5,000	\$5,000	0.00%
58	100-01-76010 COMPUTER SOFTWARE SERVICES	\$14,689	\$12,500	\$11,851	\$12,500	\$14,000	12.00%
59	100-01-78056 BANK FEES	\$1,105	\$1,200	\$593	\$1,200	\$1,200	0.00%
59	100-01-78115 PUBLIC RELATIONS	\$13,594	\$23,000	\$1,053	\$23,000	\$23,000	0.00%
100-01-78116	LOBBYING SERVICES	\$0	\$0	\$0	\$0	\$0	0.00%
<b>61</b>	<b>TOTAL ADMINISTRATION</b>	<b>\$911,729</b>	<b>\$1,018,226</b>	<b>\$410,464</b>	<b>\$1,008,784</b>	<b>\$1,069,356</b>	<b>5.02%</b>

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**CITY OF HUNTERS CREEK VILLAGE  
2021 BUDGET PLANNING WORK SHEET**

Account	Description	Actual 2019	Current Budget 2020	YTD Actual 5/31/2020	Projected FY 2020	Proposed Budget FY 2021	% (+/-)
75	<b>PROFESSIONAL SERVICES</b>						
76	100-02-72042 CONSULTING SERVICES	\$8,672	\$25,000	\$5,518	\$20,000	\$20,000	-20.00%
77	100-02-72085 TAX COLLECTOR/ASSESSOR	\$38,154	\$45,000	\$30,289	\$47,500	\$47,500	5.56%
78	100-02-72120 AUDITOR	\$17,450	\$15,000	\$0	\$17,500	\$17,500	16.67%
79	100-02-72300 LITIGATION	\$861	\$25,000	\$0	\$25,000	\$25,000	0.00%
80	100-02-72310 CITY ATTORNEY	\$42,292	\$75,000	\$13,445	\$75,000	\$75,000	0.00%
81	100-02-72502 CITY ENGINEER	\$91,211	\$75,000	\$17,375	\$75,000	\$75,000	0.00%
82	100-02-78504 TCEQ PHIII STORMWATER PERMIT	\$9,915	\$7,500	\$100	\$7,500	\$7,500	0.00%
83	<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$208,555</b>	<b>\$267,500</b>	<b>\$66,728</b>	<b>\$267,500</b>	<b>\$267,500</b>	<b>0.00%</b>
85	<b>PUBLIC SAFETY</b>						
86	100-03-72001 VILLAGE FIRE DEPARTMENT	\$2,156,282	\$1,785,667	\$967,236	\$1,785,667	\$1,548,892	-13.26%
87	100-03-72005 MEMORIAL VILLAGES POLICE DEPT.	\$1,661,503	\$1,949,987	\$1,137,497	\$1,949,987	\$2,036,481	4.44%
88	<b>TOTAL PUBLIC SAFETY</b>	<b>\$3,817,785</b>	<b>\$3,735,654</b>	<b>\$2,104,733</b>	<b>\$3,735,654</b>	<b>\$3,585,373</b>	<b>-4.02%</b>
90	<b>PUBLIC WORKS</b>						
91	100-04-72015 GARBAGE SERVICE	\$696,379	\$635,000	\$166,913	\$500,750	\$525,790	-17.20%
92	100-04-72021 STREET LIGHTS-CITY	\$51,286	\$60,000	\$17,099	\$60,000	\$60,000	0.00%
93	100-04-72057 OFFICE SUPP/PRINTING - PW	\$2,422	\$2,000	\$90	\$2,000	\$2,000	0.00%
94	100-04-72062 TRAVEL/TRAINING - PW	\$4,871	\$8,500	\$55	\$8,500	\$8,500	0.00%
95	100-04-72070 MOSQUITO FOGGING CONTRACT	\$8,925	\$12,500	\$2,295	\$12,500	\$12,500	0.00%
96	100-04-72091 MEMBERSHIPS/SUBSC - PW	\$50	\$1,000	\$50	\$1,000	\$1,000	0.00%
97	100-04-72205 UNIFORMS-PW	\$2,683	\$3,500	\$1,032	\$3,500	\$3,500	0.00%
98	100-04-72500 PW-BUILDING INSPECTIONS	\$60,760	\$60,000	\$17,960	\$60,000	\$60,000	0.00%
99	100-04-72520 TRUCK MAINTENANCE	\$11,043	\$15,000	\$1,865	\$15,000	\$15,000	0.00%
100	100-04-72530 TRAFFIC LIGHT MAINTENANCE	\$3,435	\$3,500	\$1,162	\$3,500	\$3,500	0.00%
101	100-04-72540 MOWING CONTRACT	\$51,373	\$50,000	\$14,390	\$60,000	\$60,000	20.00%
102	100-04-72541 CONTRACT LABOR	\$1,605	\$35,000	\$1,050	\$35,000	\$35,000	0.00%
103	100-04-72560 LANDSCAPING	\$30,238	\$30,000	\$2,273	\$30,000	\$30,000	0.00%
104	100-04-75510 RENTAL/PURCHASE EQUIPMENT	\$11,295	\$15,000	\$2,210	\$15,000	\$15,000	0.00%
105	100-04-75550 TRAFFIC SIGNS	\$588	\$3,000	\$2,037	\$3,000	\$3,000	0.00%
106	100-04-76500 STREET & DRAINAGE MAINTENANCE	\$101,754	\$100,000	\$23,639	\$100,000	\$100,000	0.00%
107	100-04-78050 BUILDING MAINTENANCE	\$16,904	\$30,000	\$6,176	\$30,000	\$30,000	0.00%
108	100-04-78051 JANITORIAL SERVICE BLDG MAINTENANCE	\$9,272	\$9,000	\$4,775	\$9,500	\$9,500	5.56%
109	100-04-78063 STORM DISASTER FUND	\$0	\$300,000	\$0	\$300,000	\$300,000	0.00%
110	100-04-78540 URBAN FORESTER	\$15,015	\$15,000	\$2,310	\$15,000	\$15,000	0.00%
111	100-04-78544 CREDIT CARD PROCESSING FEES	\$2,786	\$3,000	\$1,126	\$3,000	\$3,000	0.00%
112	<b>TOTAL PUBLIC WORKS</b>	<b>\$1,082,685</b>	<b>\$1,391,000</b>	<b>\$268,506</b>	<b>\$1,267,250</b>	<b>\$1,292,290</b>	<b>-7.10%</b>
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**CITY OF HUNTERS CREEK VILLAGE  
2021 BUDGET PLANNING WORK SHEET**

Account	Description	Actual 2019	YTD Actual 5/31/2020	Current Budget 2020	Projected FY 2020	Proposed Budget FY 2021	% (+/-)
116							
117							
118	<b>MUNICIPAL COURT</b>						
119	100-05-73000 JUDGES & PROSECUTORS	\$48,289	\$7,161	\$45,000	\$45,000	\$45,000	0.00%
120	100-05-73020 JURY DUTY FEES	\$0	\$0	\$300	\$300	\$300	0.00%
121	100-05-73025 WARRANTS ISSUED	\$544	\$0	\$500	\$500	\$500	0.00%
122	100-05-73030 COURT SUPPLIES & PRINTING	\$1,256	\$593	\$2,500	\$2,500	\$2,500	0.00%
123	100-05-73031 COURT TECHNOLOGY	\$275	\$539	\$1,500	\$1,500	\$1,500	0.00%
124	100-05-73032 COURT SECURITY	\$945	\$420	\$1,800	\$1,800	\$1,800	0.00%
125	100-05-73034 COURT MEMBERSHIPS & SUBSCRIPTIONS	\$0	\$55	\$500	\$500	\$500	0.00%
126	100-05-73035 COURT-TRAVEL & TRAINING	\$100	\$310	\$1,500	\$1,500	\$1,500	0.00%
127	100-05-73044 CREDIT CARD FEES	\$677	\$435	\$3,000	\$3,000	\$3,000	0.00%
128	100-05-73045 COURT TAX PD TO STATE	\$71,627	\$12,722	\$70,000	\$70,000	\$70,000	0.00%
129	<b>TOTAL MUNICIPAL COURT</b>	<b>\$123,713</b>	<b>\$22,235</b>	<b>\$126,600</b>	<b>\$126,600</b>	<b>\$126,600</b>	0.00%
130	Notes:						
131							
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134	<b>CAPITAL OUTLAY</b>						
135	10-06-75041 COMPUTER EQUIP. & SOFTWARE	\$10,116	\$6,755	\$9,000	\$9,000	\$5,000	0.00%
136	10-06-75065 EQUIPMENT (VOIP PHONE SYSTEM)	\$0	\$0	\$0	\$0	\$15,000	0.00%
137	10-06-78064 CAPITAL RESERVE	\$0	\$0	\$200,000	\$200,000	\$200,000	0.00%
138	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$10,116</b>	<b>\$6,755</b>	<b>\$209,000</b>	<b>\$209,000</b>	<b>\$220,000</b>	5.26%
139	Notes:						
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144	TOTAL REVENUES	\$7,247,729	\$7,426,635		\$7,432,813	\$7,587,253	2.16%
145	TOTAL EXPENDITURES (M&O)	\$6,154,582	\$6,747,980		\$6,614,788	\$6,561,119	-2.77%
146	NET INCOME (Revenue - Expenditures)	\$1,093,147	\$678,655		\$818,025	\$1,026,134	
147	ENDING FUND BALANCE	\$5,085,990	\$5,180,103		\$5,319,473	\$3,818,807	
148							
149	<b>*90 Day Ending Fund Balance Recommendation</b>	<b>\$1,538,646</b>	<b>\$1,636,995</b>	<b>\$1,603,697</b>	<b>\$1,590,280</b>		
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**CITY OF HUNTERS CREEK VILLAGE  
2021 BUDGET PLANNING WORK SHEET**

Account	Description	Actual 2019	Current Budget 2020	YTD Actual 5/31/2020	Projected FY 2020	Proposed Budget FY 2021	% (+/-)
155							
156							
157							
158	<b>CAPITAL IMPROVEMENTS (FUND 02)</b>						
159							
160	FUNDS AVAILABLE FOR CAPITAL IMPROVEMENTS	\$3,547,345	\$3,543,108		\$3,715,776	\$2,228,527	
161							
162	200-01-75051 I-10 NOISE ABATEMENT	\$46,800	\$46,800	\$0	\$46,800		
163	200-01-75042 CIP ENGINEERING AND DESIGN (VOSS RD)	\$0	\$100,000	\$41,635	\$100,000		
164	200-01-75050 REFORESTATION	\$18,950	\$20,000	\$0	\$20,000		
165	200-01-75055 STREET SIGN REPLACEMENTS	\$0	\$0	\$0	\$0		
166	200-01-75056 TRAFFIC LIGHT MAST ARMS	\$272,679	\$275,000	\$15,439	\$435,000		
167	200-01-75053 OUTFALL REPAIRS	\$454,019	\$350,000	\$128,385	\$300,000		
168	200-01-75038 STREET MAINTENANCE - Recurring	\$434,101	\$500,000	\$50,519	\$500,000		
169	200-01-75063 STORM SEWER Lindenwood / Shasta	\$0	\$0	\$0	\$0		
170	200-01-75059 CCTV - 65,000' Storm Sewer/Remaining Ou	\$41,396	\$0	\$15,375	\$75,000		
171	200-01-75060 SIDEWALK REPLACEMENT	\$24,950	\$50,000	\$0	\$50,000		
172	200-01-75057 PLAYGROUND AMENITIES	\$29,777	\$0	\$0	\$0	\$12,500	
173	200-01-75062 WICKLINE DRAINAGE STUDY	\$0	\$0	\$0	\$0		
174	200-01-75039 STREET REPLACEMENT (BEINHORN PH. III)	\$0	\$2,000,000	\$0	\$1,000,000		
176	<b>TOTAL CIP</b>	\$1,322,672	\$3,341,800	\$251,353	\$2,526,800	\$12,500	
177							
178	Net Remaining	\$2,224,673	\$201,308		\$1,188,976	\$2,216,027	
179							
180	*90 Day Ending Fund Balance Requirement Amount					\$1,590,280	
181							
182	<b>ENDING FUND BALANCE UNALLOCATED</b>					\$3,806,307	
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**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
BUDGET DETAIL - REVENUES  
FISCAL YEAR 2021**

ACCOUNT NUMBER	DESCRIPTION	EXPLANATION	BUDGET AMOUNT
100-01-41005	PREVIOUS AD VALOREM TAXES	Previous tax year payments	<u>\$15,000</u>
100-01-41000	CURRENT AD VALOREM TAXES	2020 Tax year payments based on adjusted taxable value \$3,114,793,456 based on tax rate of \$0.194082/\$100	<u>\$6,045,253</u>
100-01-41010	FRANCHISE TAXES	Electric, gas, cable, and telecommunications fees & taxes	<u>\$370,000</u>
100-01-41015	SALES TAXES	Sales tax rate of 1%	<u>\$450,000</u>
100-01-44025	TRAFFIC FINES	Municipal Court revenues from traffic citations	<u>\$100,000</u>
100-01-44027	COURT TECHNOLOGY FUND	Restricted revenues from court costs from traffic fines	<u>\$3,500</u>
100-01-44028	COURT SECURITY FUND	Restricted revenues from court costs from traffic fines	<u>\$2,500</u>
100-01-46030	INTEREST INCOME	Interest earned on bank account & investment earnings	<u>\$60,000</u>
100-01-42035	BUILDING PERMITS	Revenue from building permits issued	<u>\$225,000</u>
100-01-41040	PENALTIES/INTEREST	Penalties & interest from delinquent tax accounts	<u>\$15,000</u>
100-01-42044	CREDIT CARD PROCESSING FEES	2.75% Credit Card Fee for permits	<u>\$2,000</u>
100-01-48045	SUBD ST. LIGHTS	Receipts from subdivisions for electricity to street lights	<u>\$35,000</u>
100-01-48055	OTHER INCOME	Misc. Revenues, BOA and P&Z application fees	<u>\$10,000</u>
100-01-48040	BURGLAR ALARM PERMITS	Permit fees for Residential Burglar Alarms	<u>\$5,000</u>
100-01-43057	CHILD SAFETY FEES	Fees from County vehicle registration	<u>\$4,000</u>
100-01-41020	MIXED DRINK TAX	Taxes on alcohol beverage sales	<u>\$20,000</u>
100-01-43070	METRO RECEIPTS	General mobility agreement with METRO based on sales tax at 1/2 of 1% of estimated 2021 sales tax	<u>\$225,000</u>
		TOTAL	<u><u>\$7,587,253</u></u>

**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
 BUDGET DETAIL - EXPENDITURES  
 FISCAL YEAR 2021**

**DEPARTMENT NAME: CAPITAL OUTLAY**

**DEPARTMENT NUMBER 06**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>EXPLANATION</b>	<b>BUDGET AMOUNT</b>
100-06-75041	Computer Equipment	Replace Server & Printers	\$5,000
100-06-75065	Equipment	VOIP Phone System	\$15,000
100-06-78064	Capital Reserve Contingency	Reserves	\$200,000
TOTAL			<u><u>\$220,000</u></u>

**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
BUDGET DETAIL - EXPENDITURES  
FISCAL YEAR 2021**

**DEPARTMENT NAME:           MUNICIPAL COURT**  
**DEPARTMENT NUMBER:        05**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>EXPLANATION</b>	<b>BUDGET AMOUNT</b>
100-05-73000	Judges & Prosecutors	Municipal Court Judges & Prosecutors court sessions and retainage fees	<u>\$45,000</u>
100-05-73020	Jury Duty fees	Jury duty service	<u>\$300</u>
100-05-73025	Warrants served	Warrant fees - Omni contract	<u>\$500</u>
100-05-73030	Office supplies & printing	Office supplies & printed material	<u>\$2,500</u>
100-05-73031	Restricted Court Technology	Items that can enhance the court operations computer hardware, software, systems networks, imaging systems, docket management systems.	<u>\$1,500</u>
100-05-73032	Restricted Court Security	Maintenance of surveillance equipment; alarm monitoring fees, bailiffs	<u>\$1,800</u>
100-05-73034	Memberships & Subscriptions	Membership fees for court clerk subscription fee for penal code & other codes	<u>\$500</u>
100-05-73035	Travel & Training	Continuing education for judges, court clerk, and prosecutors	<u>\$1,500</u>
100-05-73044	Credit card fees	credit card transaction fees	<u>\$3,000</u>
100-05-73045	Court Tax to State	State Court Costs	<u>\$70,000</u>
		TOTAL	<u><u>\$126,600</u></u>

**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
BUDGET DETAIL - EXPENDITURES  
FISCAL YEAR 2021**

**DEPARTMENT NAME: PUBLIC WORKS  
DEPARTMENT NUMBER: 04**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>EXPLANATION</b>	<b>BUDGET AMOUNT</b>
100-04-72015	Garbage services	Annual contract for solid waste pickup & recycling service with backdoor pickup 1509 avg units/mo x \$23.75 Plus surcharge fees.	<u>\$525,790</u>
100-04-72021	Street lights	Electrical service for street lights	<u>\$60,000</u>
100-04-76500	Street & drainage maintenance	Street repairs, storm drain repairs, resurfacing, pot holes, inlet & manhole, televising sewer lines, clean out of culverts & ditches, construction maintenance contracts for additional manpower resources to assist city crews.	<u>\$100,000</u>
100-04-72501	Wickline Ravine Restrictor Inspections	Quarterly inspections performed at Wickline Ravine Restrictor	<u>\$0</u>
100-04-75510	Rental/Purchase of equipment	Rental & purchase of maintenance equipment	<u>\$15,000</u>
100-04-72520	Truck Maintenance	Maintenance of city vehicles & fuel	<u>\$15,000</u>
100-04-72530	Traffic Light maintenance	Maintenance of traffic signal lights at Voss & Memorial; Beinhorn @ Voss; Memorial @ Lindenwood; and Memorial at Greenbay	<u>\$3,500</u>
100-04-72540	Mowing Contract	Outsourced contract for mowing of city properties; esplandes & ROW's along Voss Rd/Memorial Rd	<u>\$60,000</u>
100-04-72541	Contract Labor	Contract labor to supplement Public Works Crew	<u>\$35,000</u>
100-04-75550	Traffic signs	Maintenance & purchase of traffic signage	<u>\$3,000</u>
100-04-72560	Landscaping	Plants & materials for landscaping of city properties esplandes & ROW's on Voss Road/Memorial Drive	<u>\$30,000</u>
100-04-72205	Uniforms	Rental of uniforms for supervisor & maintenance crew (increase due to actual cost increase)	<u>\$3,500</u>
100-04-72500	Building Inspections	Contract building, electrical, mechanical, plumbing inspectors -- paid at \$45/inspection	<u>\$60,000</u>
100-04-78540	Urban Forester	Tree services & inspections	<u>\$15,000</u>
100-04-78544	Credit Card Processing Fee	Credit Card Processing Fee for permitting	<u>\$3,000</u>

**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
BUDGET DETAIL - EXPENDITURES  
FISCAL YEAR 2021**

**DEPARTMENT NAME: PUBLIC WORKS**  
**DEPARTMENT NUMBER: 04**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>EXPLANATION</b>	<b>BUDGET AMOUNT</b>
100-04-78050	Building Maintenance	City Hall bldg maint, water & electrical services, mechanical repairs, service for A/C & generator	<u>\$30,000</u>
100-04-78051	Janitorial Service (Bldg Maint)	Contract to provide cleaning services for City Hall	<u>\$9,500</u>
100-04-72057	Office supplies & printing	Office supplies & printed material	<u>\$2,000</u>
100-04-72062	Travel & Training	Continuing education for public works employees, building official, permit technician	<u>\$8,500</u>
100-04-72070	Mosquito Fogging	Mosquito fogging contract - Northwest Pest Patrol contract from March thru October based on once a week trip entire city at \$240/trip	<u>\$12,500</u>
100-04-72091	Memberships & subscriptions	Membership dues for Building Official and Permit Asst.; subscriptions for building code books	<u>\$1,000</u>
100-04-78063	Storm Disaster Fund	Costs associated with clean up of debris from hurricanes, storms, or other emergency situations	<u>\$300,000</u>
<b>TOTAL</b>			<u><u>\$1,292,290</u></u>

**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
BUDGET DETAIL - EXPENDITURES  
FISCAL YEAR 2021**

**DEPARTMENT NAME: PUBLIC SAFETY**  
**DEPARTMENT NUMBER: 03**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>EXPLANATION</b>	<b>BUDGET AMOUNT</b>
100-03-72001	Village Fire Department	Annual Assessment for Fire, EMS Services	<u>\$1,548,892</u>
100-03-72005	Memorial Villages Police Department	Annual Assessment for Police Services	<u>\$2,036,481</u>
		TOTAL	<u><u>\$3,585,373</u></u>

**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
BUDGET DETAIL - EXPENDITURES  
FISCAL YEAR 2021**

**DEPARTMENT NAME:     PROFESSIONAL SERVICES**  
**DEPARTMENT NUMBER:     02**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>EXPLANATION</b>	<b>BUDGET AMOUNT</b>
100-02-72502	City Engineer	Engineering and design services, flood plain mgmt, plat reviews	<u>\$75,000</u>
100-02-78504	TCEQ PH II Stormwater Permit Compliance	Permit for stormwater discharge required by federal and state law for MS4 permit	<u>\$7,500</u>
100-02-72042	Consulting Services	Maintenance computer hardware, software programming, network, web site and email services. Accounting Assist.	<u>\$25,000</u>
100-02-72085	Tax Assessor-Collector	Fees for property tax collections incl SBISD and HCAD assessment fees	<u>\$45,000</u>
100-02-72120	Auditor	Auditing services	<u>\$15,000</u>
100-02-72300	Litigation	Legal services for lawsuits	<u>\$25,000</u>
100-02-72310	City Attorney	Legal services	<u>\$75,000</u>
TOTAL			<u><u>\$267,500</u></u>

**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
BUDGET DETAIL - EXPENDITURES  
FISCAL YEAR 2021**

**DEPARTMENT NAME: ADMINISTRATION  
DEPARTMENT NUMBER 01**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>EXPLANATION</b>	<b>BUDGET AMOUNT</b>
100-01-71000	Salaries and Wages	Salary & wages for City Administrator, City Secretary, Acct Clk, Permit Asst, Court Clerk, Building Official/Dir. Of Public Works, Maintenance crew - 8 full-time positions 4% COLA/Salary Increase. Commensurate w/ Police and Fire Depts.	<u>\$622,180</u>
100-01-71001	Longevity	\$6 per month of service	<u>\$5,952</u>
100-01-71025	TMRS (Retirement)	Employer contribution for employees for retirement plan at 19.05 % of covered payroll for 2021 (based on full rate vs. phased in rate)	<u>\$118,525</u>
100-01-71030	Payroll Taxes	Social Security/Medicare/Unemployment	<u>\$49,612</u>
100-01-72055	Office Equipment	Purchase of various office machines, printers, faxes, etc. and supplies associated with machines	<u>\$5,000</u>
100-01-72045	Notices & Postage	Legal publications, notices & postage, delivery & freight	<u>\$15,000</u>
100-01-72055	Office supplies & printing	Office supplies & printed material	<u>\$8,500</u>
100-01-78056	Bank fees	Bank service fees (incr due to credit card fees)	<u>\$1,200</u>
100-01-72060	Telephone	Monthly line service, long distance, wireless services, internet connections, telephone equipment	<u>\$16,500</u>
100-01-72061	Travel & Training	TML Annual Conference TMCA Seminars & Election Law Seminars for City Secretary's recertification, newly elected officials workshops, orientations	<u>\$10,000</u>
100-01-72062	Tuition Reimbursement		<u>\$5,000</u>
100-01-72063	Certification / License / Education	Incentive based on level of Professional Development	<u>\$10,200</u>
100-01-72065	Machine Rental Maintenance	Service maintenance contracts on copier and postage equipment	<u>\$1,800</u>
100-01-72090	Memberships & Subscriptions	TML Membership dues, HGAC, Harris	<u>\$3,500</u>



**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
BUDGET DETAIL - EXPENDITURES  
FISCAL YEAR 2021**

**DEPARTMENT NAME: ADMINISTRATION  
DEPARTMENT NUMBER 01**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>EXPLANATION</b>	<b>BUDGET AMOUNT</b>
		County Mayors' & Councils' Assn, Texas Municipal Clerks Assn, Salt Grass TMCA local chapter, various reference books, subscriptions, memberships, Constant Contact, annual credit card fees	
100-01-76010	Computer Software Services	Mant. Agreements for computer software and upgrades	<u>\$14,000</u>
100-01-71105	Insurance Benefits	Employee group health, dental, life, disability insurance premiums (increase based on proj increase of 15% in premiums)	<u>\$126,787</u>
100-01-71107	HRA	Health Reimbursement Account	<u>\$4,000</u>
100-01-72108	General Liability/Property Insurance	Premiums for general insurance coverage for liability, property, errors & omissions, and workers compensation (increase based on previous years cost)	<u>\$21,850</u>
100-01-72109	Surety Bonds	Bonds for appointed officers - city treasurer & notary public bonds	<u>\$250</u>
100-01-72110	Elections	Municipal election supplies, services required printing of ballots, etc, and publication of notices (decrease based on current years cost)	<u>\$3,500</u>
100-01-72111	Records Management	Scanning & storage costs for archive city records, outsourcing building plans & plat for imaging	<u>\$500</u>
100-01-72112	Codifications	Publication of code of ordinances	<u>\$2,500</u>
100-01-78115	Public Relations	Contributions to Independence Festival, Friends of Spring Branch Public Library, hospitality, Mayors' luncheons, appreciation dinners, civic and council events	<u>\$23,000</u>
		TOTAL	<u><u>\$1,069,356</u></u>

# PROPOSED CAPITAL IMPROVEMENT PLAN



**CITY OF HUNTERS CREEK**  
**2021 CIP Option List**

Capital Improvement Projects Description	FY 2020	Proposed Budget FY 2021
<b>Roadway and Traffic Projects</b>		
<b>Traffic Signals</b>		
I-10 NOISE ABATEMENT	\$ 46,800	\$ 46,800
Traffic Signal (Voss/Beinhorn)**	\$ 275,000.00	\$ 175,000
Traffic Signal (Lindenwood/Memorial)	\$ -	\$ 330,000
<b>Street Reconstruction</b>		
Beinhorn Phase I&II (From Voss to Kuhlman)	\$ 1,134,628	\$ 1,140,000
Kuhlman Phase I (South of Beinhorn)	\$ 866,010	\$ 870,000
Kuhlman Phase II (North of Beinhorn)	\$ 486,312	\$ 490,000
<b>Major Thoroughfare Rehabilitation</b>		
Voss Road	\$ 500,000.00	\$ -
Memorial Drive	\$ 500,000.00	\$ 500,000
<b>Residential Street Rehabilitation</b>		
Various Residential Streets*	\$ -	\$ 500,000
Thamer Ln. and Hunters Wood	\$ 182,451	\$ 185,000
Willowend Dr.	\$ 156,750	\$ 157,000
Storywood	\$ 15,983	\$ 16,000
Hunters Grove Lane	\$ 99,559	\$ 99,600
Saddlewood	\$ 213,980	\$ 215,000
<b>Total</b>		<b>\$ 4,724,400</b>

\*=A mixture of various residential streets

\*\*=Additional Budget next year to complete the Beinhorn/Voss Traffic Signals

Note: Street Reconstruction omits Stormsewer repair

<b>Street Replacement Estimates</b>	
<b>Summary Sheet</b>	
<b>Construction Costs</b>	

<b>Beinhorn Phase II (East of Voss)</b>	
Beinhorn (East of Voss)	\$ <b>1,059,628.01</b>
<b>Engineering Cost</b>	
Design & Bid	\$ 19,000.00
Construction Admin	\$ 16,000.00
Material Testing & Field Inspection	\$ 40,000.00
<b>Beinhorn (E. of Voss) Total</b>	<b>\$ 1,134,628.01</b>

<b>Beinhorn Phase I (West of Voss)</b>	
Beinhorn (West of Voss)	\$ <b>796,010.72</b>
<b>Engineering Cost</b>	
Design & Bid	\$ 19,000.00
Construction Admin	\$ 16,000.00
Material Testing & Field Inspection	\$ 35,000.00
<b>Beinhorn (W. of Voss) Total</b>	<b>\$ 866,010.72</b>

<b>Kuhlman (South of Beinhorn) Options</b>	
Kuhlman (South of Beinhorn)	\$ <b>713,370.78</b>
<b>Engineering Cost</b>	
Design & Bid	\$ 19,000.00
Construction Admin	\$ 16,000.00
Material Testing & Field Inspection	\$ 30,000.00
<b>Kuhlman (S. of Beinhorn) Total</b>	<b>\$ 778,370.78</b>

<b>Kuhlman (North of Beinhorn) Options</b>	
Kuhlman (North of Beinhorn)	\$ <b>421,312.22</b>
<b>Engineering Cost</b>	
Design & Bid	\$ 19,000.00
Construction Admin	\$ 16,000.00
Material Testing & Field Inspection	\$ 30,000.00
<b>Kuhlman (S. of Beinhorn) Total</b>	<b>\$ 486,312.22</b>

<b>Street Replacement Estimates Summary Sheet</b>	
<b>2020 Street Maintenance Costs</b>	
<b>Budget</b>	<b>\$ 500,000.00</b>
<b>Construction Costs (Preliminary Estimations)</b>	
Everwood Lane	\$ 33,390.00
Glennville Court	\$ 66,000.00
Memorial Drive	\$ 320,379.54
<b>Engineering Cost</b>	
Design & Bid	\$ 19,000.00
Construction Admin	\$ 16,000.00
Material Testing & Field Inspection	\$ 30,500.00
<b>End Total</b>	<b>\$ 485,269.54</b>

<b>2021 Street Maintenance Costs</b>	
<b>Budget</b>	<b>\$ 500,000.00</b>
<b>Construction Costs</b>	
Memorial Drive	\$ 248,191.11
Various Residential Streets	\$ 190,000.00
<b>Engineering Cost</b>	
Design & Bid	\$ 12,000.00
Construction Admin	\$ 16,000.00
Material Testing & Field Inspection	\$ 30,500.00
<b>End Total</b>	<b>\$ 496,691.11</b>

<b>2020 Traffic Signals - Bienhorn @ Voss</b>	
<b>Budget</b>	<b>\$ 275,000.00</b>
<b>Construction Costs</b>	
Traffic Signals - Lindenwood @ Memorial	\$ 330,000.00
<b>Engineering Cost</b>	
Design, Bid & Construction	\$ 56,500.00
<b>End Total</b>	<b>\$ 386,500.00</b>

<b>Traffic Signals - Lindenwood @ Memorial</b>	
<b>Construction Costs</b>	
Traffic Signals - Lindenwood @ Memorial	\$ 275,000.00
<b>Engineering Cost</b>	
Design & Bid	\$ 35,000.00
Construction Admin & Field Inspection	\$ 16,000.00
<b>End Total</b>	<b>\$ 326,000.00</b>

Note: Engineering Costs based on 2020 Street Maintenance Year

Preliminary Beinhorn Drive 2020 Street Repair - Phase I (West of Voss)					
Item No.	Paving Improvements	Unit	Quantity	Unit Price	Extended Price
<b>General Items</b>					
1	Mobilization (No Greater than 5% of Total Bid, Memorial)	LS	1	\$30,000.00	\$ 30,000.00
2	Traffic Control (For Memorial)	LS	1	\$20,000.00	\$ 20,000.00
3	2 inch HMAc Asphalt, Complete in Place	TON	585	\$270.00	\$ 157,905.00
4	Recycled Cement Stabilized Asphalt Base	TON	1,755	\$190.00	\$ 333,355.00
5	Remove/Dispose Pavment and Subgrade (All types, all thicknesses)	SY	5,378	\$30.00	\$ 161,333.33
6	Sodding	SY	978	\$10.00	\$ 9,777.78
7	4" Yellow (Type I) Solid Pavement Striping	LF	2,200	\$5.00	\$ 11,000.00
8	2-Way Reflective Yellow Pavement Marker (TYPE II A-A)	EA	55	\$5.00	\$ 275.00
				<b>RAW COST</b>	<b>\$ 723,646.11</b>
				<b>CONTINGENCY (10%)</b>	<b>\$ 72,364.61</b>
				<b>Construction COST</b>	<b>\$ 796,010.72</b>

Note:

- 1 Total length of road measurements were taken from Google Earth
- 2 Length is 2200 LF & Width is 22 FT
- 3 Cross Section for Beinhorn was taken from Lindenwood Drive

Preliminary Beinhorn Drive 2020 Street Repair - Phase II (East of Voss)					
Item No.	Paving Improvements	Unit	Quantity	Unit Price	Extended Price
<b>General Items</b>					
1	Mobilization (No Greater than 5% of Total Bid, Memorial)	LS	1	\$40,000.00	\$ 40,000.00
2	Traffic Control (For Memorial)	LS	1	\$20,000.00	\$ 20,000.00
3	2 inch HMAc Asphalt, Complete in Place	TON	784	\$270.00	\$ 211,736.25
4	Recycled Cement Stabilized Asphalt Base	TON	2,353	\$190.00	\$ 446,998.75
5	Remove/Dispose Pavment and Subgrade (All types, all thicknesses)	SY	7,211	\$30.00	\$ 216,333.33
6	Sodding	SY	1,311	\$10.00	\$ 13,111.11
7	4" Yellow (Type I) Solid Pavement Striping	LF	2,950	\$5.00	\$ 14,750.00
8	2-Way Reflective Yellow Pavement Marker (TYPE II A-A)	EA	74	\$5.00	\$ 368.75
<b>RAW COST</b>					\$ 963,298.19
<b>CONTINGENCY (10%)</b>					\$ 96,329.82
<b>Construction COST</b>					\$ 1,059,628.01

Note:

- 1 Total length of road measurements were taken from Google Earth
- 2 Length is 2950 LF & Width is 22 FT
- 3 Cross Section for Beinhorn was taken from Memorial Drive

**Preliminary Kuhlman Drive 2020 Street Repair - Phase I (South of Beinhorn)**

<b>Item No.</b>	<b>Paving Improvements</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Extended Price</b>
<b>General Items</b>					
1	Mobilization (No Greater than 5% of Total Bid, Memorial)	LS	1	\$30,000.00	\$ 30,000.00
2	Traffic Control (For Memorial)	LS	1	\$15,000.00	\$ 15,000.00
3	2 inch HMAC Asphalt, Complete in Place	TON	534	\$270.00	\$ 144,202.50
4	Recycled Cement Stabilized Asphalt Base	TON	1,602	\$190.00	\$ 304,427.50
5	Remove/Dispose Pavment and Subgrade (All types, all thicknesses)	SY	4,911	\$30.00	\$ 147,333.33
6	Sodding	SY	756	\$10.00	\$ 7,555.56
				<b>RAW COST</b>	\$ 648,518.89
				<b>CONTINGENCY (10%)</b>	\$ 64,851.89
				<b>CONSTRUCTION COST</b>	\$ <b>713,370.78</b>

Note:

- 1 Total length of road measurements were taken from Google Earth
- 2 Length is 1700 LF & Width is 26 FT
- 3 Typical Section for Kuhlman was taken from Lindenwood typical Section in 2017



**Preliminary Kuhlman Drive 2020 Street Repair - Phase II (North of Beinhorn)  
Omit Subgrade Stabilization**

Item No.	Paving Improvements	Unit	Quantity	Unit Price	Extended Price
<b>General Items</b>					
1	Mobilization (No Greater than 5% of Total Bid, Memorial)	LS	1	\$18,000.00	\$ 18,000.00
2	Traffic Control (For Memorial)	LS	1	\$10,000.00	\$ 10,000.00
3	2 inch HMAc Asphalt, Complete in Place	TON	314	\$270.00	\$ 84,825.00
4	Recycled Cement Stabilized Asphalt Base	TON	943	\$190.00	\$ 179,075.00
5	Remove/Dispose Pavment and Subgrade (All types, all thicknesses)	SY	2,889	\$30.00	\$ 86,666.67
6	Sodding	SY	444	\$10.00	\$ 4,444.44
				<b>RAW COST</b>	\$ 383,011.11
				<b>CONTINGENCY (10%)</b>	\$ 38,301.11
				<b>CONSTRUCTION COST</b>	\$ 421,312.22

Note:

- 1 Total length of road measurements were taken from Google Earth
- 2 Length is 1000 LF & Width is 26 FT
- 3 Typical Section for Kuhlman was taken from Lindenwood typical Section in 2017

**Memorial Drive 2020 Street Repair**

<b>Item No.</b>	<b>Paving Improvements</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Extended Price</b>
<b>General Items</b>					
1	Mobilization (No Greater than 5% of Total Bid, Memorial)	LS	1	\$15,000.00	\$ 15,000.00
2	Traffic Control (For Memorial)	LS	1	\$20,000.00	\$ 20,000.00
3	3 inch HMA Asphalt, Complete in Place	TON	160	\$270.00	\$ 43,162.88
4	10 inch Hot Mix Asphaltic Base Course	TON	533	\$190.00	\$ 101,246.25
5	6 inch Cement Stabilized Crushed Concrete	SY	980	\$80.00	\$ 78,400.00
6	Remove/Dispose Pavment and Subgrade (All types, all thicknesses)	SY	980	\$30.00	\$ 29,400.00
7	Sodding	SY	200	\$10.00	\$ 2,000.00
8	8" White (Type I) Pavement Striping	LF	128	\$5.00	\$ 640.00
9	Traffic Button Markers Non-Reflectorized (White) Button Furnish and Apply	EA	28	\$5.00	\$ 140.00
10	Traffic Button Markers Reflectorized Pavement Markers TYPE I-C Furnish and Apply	EA	26	\$5.00	\$ 130.00
11	4" Yellow (Type I) Solid Pavement Striping	LF	225	\$5.00	\$ 1,125.00
12	2-Way Reflective Yellow Pavement Marker (TYPE II A-A)	EA	2	\$5.00	\$ 10.00
<b>RAW COST</b>					<b>\$ 291,254.13</b>
<b>CONTINGENCY (10%)</b>					<b>\$ 29,125.41</b>
<b>CONSTRUCTION COST</b>					<b>\$ 320,379.54</b>

**Memorial Drive 2021 Street Repair**

<b>Item No.</b>	<b>Paving Improvements</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Extended Price</b>
<b>General Items</b>					
1	Mobilization (No Greater than 5% of Total Bid, Memorial)	LS	1	\$15,000.00	\$ 15,000.00
2	Traffic Control (For Memorial)	LS	1	\$20,000.00	\$ 20,000.00
3	3 inch HMAc Asphalt, Complete in Place	TON	118	\$270.00	\$ 31,931.72
4	10 inch Hot Mix Asphaltic Base Course	TON	394	\$190.00	\$ 74,901.56
5	6 inch Cement Stabilized Crushed Concrete	SY	725	\$80.00	\$ 58,000.00
6	Remove/Dispose Pavment and Subgrade (All types, all thicknesses)	SY	725	\$30.00	\$ 21,750.00
7	Sodding	SY	200	\$10.00	\$ 2,000.00
8	8" White (Type I) Pavement Striping	LF	128	\$5.00	\$ 640.00
9	Traffic Button Markers Non-Reflectorized (White) Button Furnish and Apply	EA	28	\$5.00	\$ 140.00
10	Traffic Button Markers Reflectorized Pavement Markers TYPE I-C Furnish and Apply	EA	26	\$5.00	\$ 130.00
11	4" Yellow (Type I) Solid Pavement Striping	LF	225	\$5.00	\$ 1,125.00
12	2-Way Reflective Yellow Pavement Marker (TYPE II A-A)	EA	2	\$5.00	\$ 10.00
<b>RAW COST</b>					<b>\$ 225,628.28</b>
<b>CONTINGENCY (10%)</b>					<b>\$ 22,562.83</b>
<b>CONSTRUCTION COST</b>					<b>\$ 248,191.11</b>

9:00am

Budget Workshop

June 17, 2020

4th Tues. Council Meeting

June 23, 2020

<sup>1</sup> File Budget

<sup>1</sup> Last Day to File Budget  
Last Day to Receive Appraisal from HCAD

July 17, 2020  
July 25, 2020

4th Tues. Council Meeting

July 28, 2020

<sup>2</sup> Submit Tax Rates to City Council  
<sup>3</sup> Budget Hearing

Special Council Meeting

August 4, 2020

<sup>4</sup> Adopt Budget

<sup>5</sup> Tax Rate Hearing

<sup>6</sup> Tax Rate Adoption

(TBD)

August 6, 2020  
August 7, 2020  
August 12, 2020  
August 16, 2020  
August 17, 2020  
August 17, 2020

Last Day to Publish Notice of Budget Hearing  
<sup>2</sup> Last Day to Submit Tax Rates to City Council  
Last Day to Publish Notice of Tax Rate Hearing  
<sup>3</sup> Last Day for Budget Hearing  
<sup>4</sup> Last Day to Adopt Budget  
<sup>5 & 6</sup> Last Day to Hold Tax Rate Hearing and Adopt Tax Rate  
\* If Tax Rate exceeds 8% or Diminimis Rate than must  
order automatic election on this date.

Last Day to Adopt Tax rate exceeding 8%, but less  
than the de minimis rate

August 24, 2020

4th Tues. Council Meeting

August 25, 2020



# Harris County Appraisal District

13013 Northwest Freeway  
Houston TX 77040  
Telephone: (713) 812-5800

P.O. Box 920975  
Houston TX 77292-0975  
Information Center: (713) 957-7800



## Office of Chief Appraiser

Honorable Jim Pappas  
Mayor  
City of Hunters Creek Village  
1 Hunters Creek Place  
Hunters Creek Village, TX 77024-3026

April 30, 2020

Re: 2020 Certified Estimates

### Board of Directors

Ann Harris Bennett, Chairman  
Tax Assessor-Collector, Ex-Officio Director  
Mike Sullivan, Secretary  
Glenn E. Peters, Assistant Secretary  
Al Odom, Director  
Jim Robinson, Director  
Martina Lemond Dixon, Director  
Elizabeth Santos, Director

### Chief Appraiser

Roland Altinger  
Deputy Chief Appraiser  
Jason Cunningham  
Taxpayer Liaison Officer  
Teresa S. Terry

Dear Mayor Pappas:

As required by Texas Tax Code Sec. 26.01(e), we have prepared an estimate of taxable value for the above taxing jurisdiction for 2020. While this estimate is based on information currently available to us, some of the data needed for accuracy is not yet available. For example, in the area of business and industrial personal property, the extended date for property owners to file their annual renditions is May 15, and some will delay their filing until the good cause deadline of June 1.

While we have taken our best estimate of potential hearing loss into account, protests for 2020 are in the process of being received and reductions made in the ARB protest hearing process during the next several months could cause a further reduction in value. Also, if fewer protests are filed, your value could possibly be higher.

Your final taxable value will also be impacted by late-filed exemption applications, late applications for productivity valuation, correction motions under Tax Code Sec. 25.25, and possible post-ARB appeals through binding arbitration, appeals to district court, or appeals to the State Office of Administrative Hearings.

Given these limitations, the estimated 2020 taxable value for the taxing unit identified above is:

**\$3,114,793,456**

The enclosed summary report gives a breakdown of this estimate by property category.

Please do not hesitate to contact your HCAD jurisdiction coordinator or my office if you have questions regarding this estimate or other matters affecting appraisal district operations.

Sincerely,

Roland Altinger  
Chief Appraiser

**Hunters Creek Village  
2020 Certified Estimate of Taxable Value**



<b>Major Property Category</b>	<b>2019 Taxable Value</b>	<b>Percent Change</b>	<b>Projected 2020 Taxable Value</b>
Residential & Rural Improved	2,886,399,681	4.61%	3,019,572,389
Apartments	0	0.00%	0
Commercial	28,345,949	0.16%	28,392,224
Vacant Land	46,701,074	14.49%	53,469,928
Industrial	0	0.00%	0
Utility	2,252,070	0.96%	2,273,730
Commercial Personal	10,232,622	4.93%	10,736,732
Industrial Personal	357,702	-2.59%	348,454
All Other Property	0	0.00%	0

<b>Projected 2020 Taxable Value</b>	<b>2,974,289,098</b>	<b>4.72%</b>	<b>3,114,793,456</b>
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**Projected 2020 Taxable Value Range**

<b>Accuracy +/- 5%</b>	<b>2,959,053,784</b>	<b>To</b>	<b>3,270,533,129</b>
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Harris County Appraisal District  
Truth in Taxation Data



**Jur: City Of Hunters Creek Village**

	<b>2019</b>	<b>2020</b>
Average Market Value of Residences:	\$1,939,402	\$2,052,991
Average Taxable Value of Residences:	\$1,917,873	\$2,007,694

Total Appraised Value of All Property:	\$3,037,590,150	\$3,181,084,827
Total Appraised Value of New Property:	\$33,926,610	\$42,817,502
Total Taxable Value of All Property:	\$2,974,289,098	\$3,114,793,456
Total Taxable Value of New Property:	\$33,219,605	\$41,925,218

Total Market Value of All Property:	\$3,072,086,624	\$3,217,210,902
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Last Year Losses Due To Substantial Error Corrections	\$0
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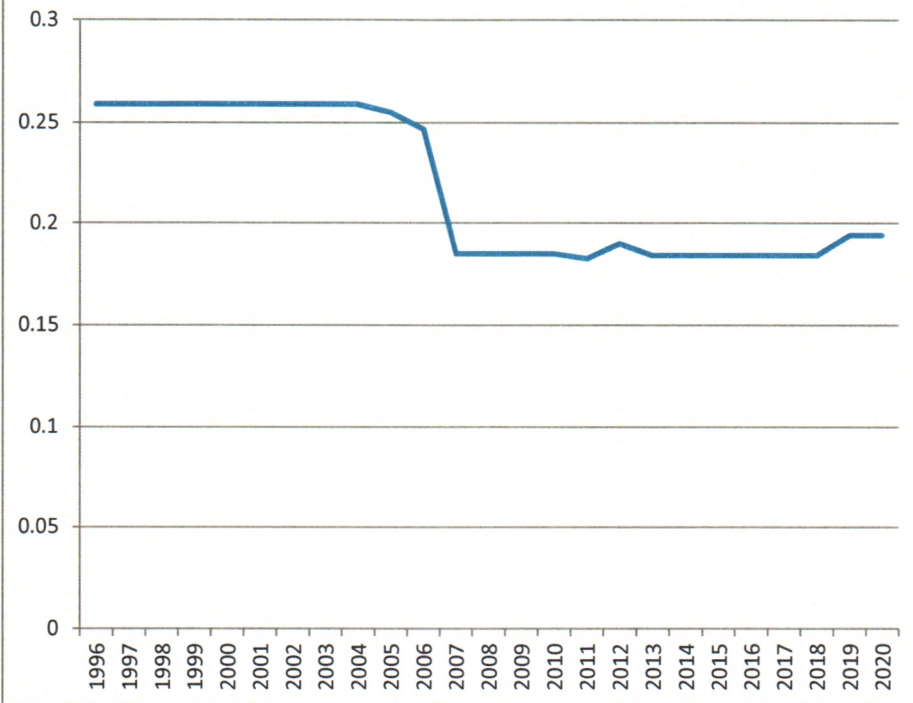
**Data as of April 30, 2020**

City of Hunters Creek Village, Texas  
Property Tax Rate History

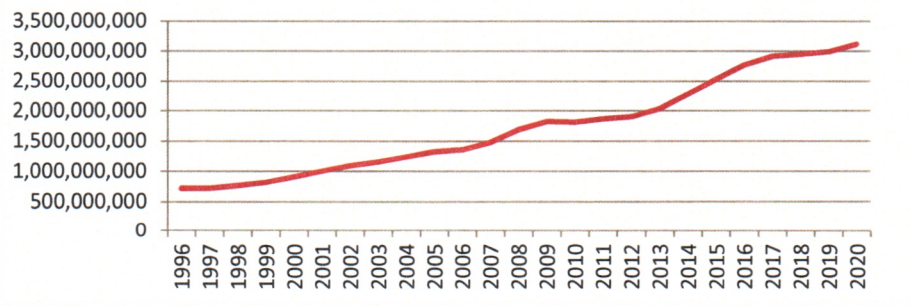
Tax Year	Tax Rate per \$100	Taxable Value	% Incr	Budget Year		
1996	0.25904	718,817,175		1997	\$1,862,024	
1997	0.25904	721,094,596	0.3%	1998	\$1,867,923	
1998	0.25904	760,790,960	5.2%	1999	\$1,970,753	
1999	0.25904	811,346,763	6.2%	2000	\$2,101,713	
2000	0.25904	901,031,041	10.0%	2001	\$2,334,031	
2001	0.25904	1,001,471,729	10.0%	2002	\$2,594,212	
2002	0.25904	1,084,759,913	7.7%	2003	\$2,809,962	
2003	0.25904	1,152,016,461	5.8%	2004	\$2,984,183	
2004	0.25904	1,237,813,796	6.9%	2005	\$3,206,433	
2005	0.255	1,321,191,944	6.3%	2006	\$3,369,039	
2006	0.246694	1,353,437,895	2.4%	2007	\$3,338,850	
2007	0.185	1,479,469,001	8.5%	2008	\$2,737,018	
2008	0.185	1,688,197,981	12.4%	2009	\$3,123,166	
2009	0.185	1,823,627,067	7.4%	2010	\$3,373,710	
2010	0.185	1,813,056,731	-0.6%	2011	\$3,354,155	
2011	0.182518	1,865,735,898	2.8%	2012	\$3,405,304	
2012	0.19	1,900,096,856	1.8%	2013	\$3,610,184	
2013	0.184082	2,032,684,577	6.5%	2014	\$3,741,806	
2014	0.184082	2,275,673,301	10.7%	2015	\$4,189,105	
2015	0.184082	2,530,923,965	10.1%	2016	\$4,658,975	
2016	0.184082	2,767,333,142	8.5%	2017	\$5,094,162	
2017	0.184082	2,912,992,714	5.0%	2018	\$5,362,295	
2018	0.184082	2,942,204,438	1.0%	2019	\$5,416,069	
2019	0.194082	2,984,220,935	1.4%	2020	\$5,791,836	
2020	0.194082	3,114,793,456	4.2%	2021	Est. Values 4/30/2020 \$6,045,253	
			135.07%		<u>Totals</u>	\$82,296,910
			6.14%		<u>Averages</u>	\$3,740,769



### City of Hunters Creek Village Tax Rate History 1996-2020



### City of Hunters Creek Village Property Value History 1996-2020





 **Taxes**

Property Tax Assistance

## Truth-in-Taxation: Tax Rate Adoption

Truth-in-taxation is a concept embodied in the Texas Constitution that requires local taxing units to make taxpayers aware of tax rate proposals and to afford taxpayers the opportunity to limit tax increases. <sup>1</sup> Property owners have the right to know about increases in their properties' appraised value and to be notified of the estimated taxes that could result from the new value. <sup>2</sup>

Creating a budget and adopting a property tax rate to support that budget are major functions of a taxing unit's governing body. This is accomplished by following truth-in-taxation requirements to ensure the public is informed of any increases. The type of taxing unit determines its applicable truth-in-taxation requirements.

If certain taxing units fail to comply with the hearing, notice or tax rate adopting process in good faith, a property owner in the taxing unit may seek an injunction to stop the taxing unit from sending tax bills until it convinces the district court that it has complied with the law. <sup>3</sup> A property owner must act to enjoin collections before the taxing unit delivers substantially all of its tax bills. <sup>4</sup> This injunction process does not apply to cities, counties, small taxing units or water districts. <sup>5</sup>

By providing the following information, the Comptroller's office provides technical assistance and not legal advice. Taxing units should consult legal counsel for questions about the meaning of statutes, notice and hearing requirements and other matters that are unclear in the law.

Generally, the governing body must take the following actions:

Collapse All

---

### Draft a Budget

The taxing unit must identify its needs and draft a budget to meet those needs. <sup>6</sup> To assist the taxing unit in this process, the chief appraiser prepares and certifies an estimate of the taxable value of property in that taxing unit to the tax assessor by April 30 (unless the date falls on a weekend or holiday). <sup>7</sup> To determine the amount of property taxes necessary to fund that budget, the taxing unit must decide:

- the maintenance and operations (M&O) rate necessary for the general operating expenses (based on current year's values);

- the payments for debt service; and
- the amount of surplus funds, if any, it plans to expend to reduce its M&O or debt levies.

## Calculate the Tax Rate

Truth-in-taxation requires most taxing units to calculate two rates after receiving a certified appraisal roll or certified estimate of taxable value from the chief appraiser - the no-new-revenue tax rate and the voter-approval tax rate.<sup>8</sup> The type of taxing unit determines which truth-in-taxation steps apply.

## No-New-Revenue Tax Rate

The no-new-revenue tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year, based on a tax rate that would produce the same amount of taxes if applied to the same properties taxed in both years.<sup>9</sup>

Although the actual calculation is more complicated, a taxing unit's no-new-revenue tax rate generally equal to the last year's taxes divided by the current taxable value of properties that were also on the tax roll last year.<sup>10</sup> The resulting tax rate, used for comparison only, shows the relation between the last year's revenue and the current year's values.

## Voter-Approval Tax Rate

The voter-approval tax rate is a calculated maximum rate allowed by law without voter approval.<sup>11</sup> Most taxing units calculate a voter-approval tax rate that divides the overall property taxes into two categories - M&O and debt service.<sup>12</sup>

The voter-approval tax rate provides cities and counties with about the same amount of tax revenue it spent the previous year for day-to-day operations plus an extra three and a half percent for operations and sufficient funds to pay debts in the coming year. For special taxing units, junior college districts and hospital districts, the voter-approval tax rate provides an extra eight percent increase for operations and sufficient funds to pay debts in the coming year.<sup>13</sup>

School districts voter-approval rate is equal to the district's maximum compressed rate plus the greater of the previous year's enrichment rate or five cents per \$100 of taxable value. They then add the debt rate to get the final voter-approval tax rate.<sup>14</sup> School districts should consult the Texas Education Agency for guidance on compression rates.

For all taxing units, the debt rate portion of the voter-approval tax rate is the current year's debt payments divided by the current year's property values.<sup>15</sup> The debt rate may rise as high as necessary to cover debt expenses.

## Publish Notices

Most taxing units are required to publish their calculated no-new-revenue and voter-approval tax rates on the home page of the taxing unit's website. Most taxing units are required to file one notice before adoption of a tax rate in compliance with Tax Code requirements.<sup>16</sup> School districts must comply with notice requirements in the Education Code,<sup>17</sup> local government taxing units and special districts must comply with notice requirements in the Property Tax Code,<sup>18</sup> and water districts must comply with requirements defined in the Water Code.<sup>19</sup> All notices provide details on the no-new-revenue tax rate, voter-approval tax rate and proposed tax rate. The notice includes the date and time of the meeting to adopt a tax rate.<sup>20</sup> Generally, if the proposed rate is higher than the voter-approval rate, the notice will also include information about the next uniform election date when voters would have to vote on the tax rate.

### **Hold Public Hearings**

After the taxing unit publishes the required notice, taxpayers must have the opportunity to express their views on tax increases at hearings.<sup>21</sup> The type of taxing unit determines the hearing requirements.

Small taxing units have no public hearing requirement.<sup>22</sup> All other taxing units hold one public hearing.<sup>24</sup> A quorum of the governing body must be present at all hearings.<sup>25</sup> All public hearings and public meetings must be open to the public and follow Texas Open Meetings Act requirements.<sup>26</sup>

### **Adopt a Tax Rate**

A taxing unit other than a water district must adopt its tax rate before Sept. 30 or by the 60th day after the taxing unit receives the certified appraisal roll. The taxing unit is required to hold an election to approve the tax rate on the next uniform election date if it adopts a tax rate that exceeds the voter-approval rate. In this case, Tax Code requires the governing body to adopt the tax rate no later than the 71st day before the next uniform election date.<sup>27</sup>

If a taxing unit misses the deadline, the governing body must ratify either the no-new-revenue tax rate or last year's tax rate, whichever is lower, as the adopted tax rate before the fifth day after establishing that tax rate.<sup>28</sup>

### **Hold Automatic Elections to Approve Tax Rate, if Necessary**

If a taxing unit other than a school district adopts a tax rate that exceeds the voter-approval tax rate, the taxing unit must hold an election on the next uniform election date. To do this, the taxing unit must order the election no later than the 78th day before election day.

If a taxing unit calculates a de minimis rate and it adopts a tax rate greater than its voter-approval rate but less than its de minimis rate, the voters in the taxing unit may petition for an election on the tax increase.

If the taxing unit is in an area declared a disaster by the Governor and increased revenue is needed to respond to the disaster, the taxing unit is not required to hold an election to approve the tax rate in the year following the year in which a disaster occurs.<sup>29</sup>

A school district must automatically hold a tax rate ratification election (TRE) if the trustees vote to adopt a tax rate that exceeds the voter-approval tax rate.<sup>30</sup>

In all cases, a successful election limits the taxing unit's current tax rate to the voter-approval rate.<sup>31</sup>

- 
- Tex. Election Code §3.005(c)
  - <sup>1</sup>Tex. Const. art VIII § 21(a)
  - <sup>2</sup>Tex. Tax Code § 25.19(a)
  - <sup>3</sup>Tex. Tax Code §§ 26.04(g) and 26.05(e)
  - <sup>4</sup>Tex. Tax Code § 26.05(e)
  - <sup>5</sup>Tex. Loc. Gov't Code § 140.010(c), Tex. Tax Code § 26.052(b) and (d) and Tex. Water Code §§ 49.107(g) and 49.108(f)
  - <sup>6</sup>Tex. Loc. Gov't Code §§ 102.002 and 103.003, Tex. Educ. Code § 44.002(a) and Tex. Water Code § 49.057(b)
  - <sup>7</sup>Tex. Tax Code §§ 1.06 and 26.01(e)
  - <sup>8</sup>Tex. Tax Code § 26.04(c)
  
  - <sup>9</sup>Tex. Tax Code § 26.05(a)(2)
  - <sup>10</sup>Tex. Tax Code § 26.04(c)(1)
  - <sup>11</sup>Tex. Tax Code §§ 26.07(a) and 26.08(a) and Tex. Water Code § 49.236(d)
  - <sup>12</sup>Tex. Tax Code § 26.04(c)(2)
  - <sup>13</sup>Tex. Tax Code § 26.04(c)(2)
  - <sup>14</sup>Tex. Tax Code § 26.08(n)
  - <sup>15</sup>Tex. Tax Code § 26.012(4)
  - <sup>16</sup>Tex. Local Gov't Code § 140.010(b) and Tex. Tax Code § 26.052(e)
  - <sup>17</sup>Tex. Educ. Code § 44.004(b)
  - <sup>18</sup>Tex. Local Gov't Code § 140.010(d), (e) and (f)
  - <sup>19</sup>Tex. Water Code § 49.236
  
  - <sup>20</sup>Tex. Tax Code § 26.04(e)
  - <sup>21</sup>Tex. Tax Code § 26.06(a)
  - <sup>22</sup>Tex. Tax Code § 26.052

- <sup>23</sup>Tex. Educ. Code § 44.004 and Tex. Water Code § 49.236
- <sup>24</sup>Tex. Tax Code § 26.05(d)
- <sup>25</sup>Tex. Gov't Code § 551.001(4)
- <sup>26</sup>Tex. Gov't Code § 551.002
- <sup>27</sup>Tex. Tax Code § 26.05(a)
- <sup>28</sup>Tex. Tax Code § 26.05(c)
- <sup>29</sup>Tex. Tax Code § 26.07(a)
- <sup>30</sup>Tex. Tax Code § 26.08(a)
- <sup>31</sup>Tex. Tax Code §§ 26.07(e) and 26.08(c)



June 4, 2020

City # 00633

City Official  
City of Hunters Creek Village  
No. 1 Hunters Creek Place  
Houston, TX 77024

**Subject: 2021 Municipal Contribution Rate**

Dear City Official:

Presented below are your city’s contribution requirements to the Texas Municipal Retirement System (TMRS) for Plan Year 2021 (Calendar Year 2021, PY2021) as determined by the December 31, 2019 actuarial valuation. The actuarially determined contribution rates for retirement benefits and Supplemental Death Benefits (SDB), if any, are based on your city’s plan provisions in effect as of April 1, 2020 and the actuarial assumptions and methods adopted by the TMRS Board. Effective January 1, 2021, your city’s monthly contribution rates will be:

Normal Cost	9.55%
Prior Service	<u>9.02%</u>
Total Retirement Rate	18.57%
Supplemental Death Benefit	<u>0.48%</u>
Total Combined Contribution	19.05%

The contribution rate phase-in of your city’s Full Retirement Rate is complete. Therefore, the Phase-in Rate is no longer applicable and the Full Retirement Rate is the minimum required contribution.

Full information on your contribution rate, including an explanation of changes and available rate stabilization techniques, is contained in the attached report. The Total Retirement Rate shown above represents the Actuarially Determined Employer Contribution (ADEC) for PY2021 based on current TMRS funding policy.

The actuarial liabilities and contribution rates determined as part of the December 31, 2019 actuarial valuation reflect a change in actuarial assumptions based on the results of the 2019 experience study for the period ending December 31, 2018. Please see the “Actuarial Changes” section for more detailed information. Full information on your contribution rate, including an explanation of changes, is contained in the attached report.

**IMPORTANT NOTE: The pension disclosure and financial statement information necessary to assist your city with the financial reporting requirements of the Governmental Accounting Standards Board (GASB) will be provided in a separate document available later this summer.**

If you have questions about your rate or if you wish to evaluate potential changes in your TMRS plan, contact TMRS at 800-924-8677.

Sincerely,

Leslee S. Hardy, ASA, EA, FCA, MAAA  
Director of Actuarial Services

TMRS  
P.O. Box 149153  
AUSTIN, TEXAS 78714-9153

[www.TMRS.com](http://www.TMRS.com)

512.476.7577  
TOLL-FREE 800.924.8677  
FAX 512.476.5576



## Table of Contents

<b>Actuarial Changes</b>	A summary of the changes in actuarial assumptions and methods adopted by the Board and effective with the December 31, 2019 actuarial valuation based on the results of the 2019 experience study.
<b>Rate Stabilization Techniques</b>	A summary of the techniques currently available to assist cities in stabilizing their contribution rate including managing a funding surplus.
<b>Executive Summary</b>	A comparison of the highlights of the December 31, 2019 and December 31, 2018 actuarial valuations for your city. Included are membership counts, asset information, actuarial information, and contribution rate requirements.
<b>Calculation of Contribution Requirements</b>	Details the calculation of the Full Retirement Rate (TMRS Plan Year - ADEC), Minimum Required Phase-in Retirement Rate, and the Supplemental Death Rate, if applicable, for your city. Comparisons before and after the actuarial changes and to the 2018 actuarial valuation results are included.
<b>Summary of Benefit Provisions</b>	A summary of plan provisions in effect as of April 1, 2020.
<b>Amortization Bases and Payments</b>	Information on the amortization bases and payments for your city.
<b>Historical and Projected Accumulation of the BAF Balance</b>	This schedule provides your city with historical cash flows, interest credits and the year-end balance of its Benefit Accumulation Fund (BAF), as well as projected values for calendar/plan years 2020 and 2021.
<b>Reconciliation of Full Retirement Rate from Prior Actuarial Valuation Report</b>	A detailed reconciliation of changes in your city's Full Retirement Rate (ADEC) since the prior valuation.
<b>Risks Associated with Measuring the Accrued Liability and Actuarially Determined Contribution</b>	An explanation of risk measurements and how a 10% decline in assets will impact your city's Full Retirement Rate (ADEC).

## Actuarial Changes

As part of their continued effort to ensure that TMRS is well funded and that members' benefits remain secure and sustainable over generations, the TMRS Board of Trustees adopted the actuarial changes summarized below at its October 2019 Board meeting, based on the results of the 2019 experience study and the recommendations of the System's consulting actuary, Gabriel Roeder Smith & Company (GRS). The combined impact of the following actuarial changes is shown in the "Reconciliation of Full Retirement Rate from Prior Actuarial Valuation Report" section of this letter.

### *Actuarial Assumption Changes*

The TMRS Act requires that at least once every 5 years, the System's consulting actuary perform an actuarial experience study and make recommendations to the Board based on the results of that study. Current Board policy is to conduct an actuarial experience study every four years. Accordingly, during 2019, TMRS' consulting actuary, GRS, conducted an experience study for the period ending December 31, 2018. A single set of assumptions is not expected to be suitable forever. As the actual experience of a plan unfolds or the future expectations change, the assumptions should be reviewed and adjusted accordingly. The actuarial assumptions used in the annual actuarial valuations and reviewed as part of the experience study are generally grouped into the following two major categories:

1. Economic assumptions – investment return, salary increases, overall payroll growth, inflation
2. Demographic assumptions – rates of termination, forfeiture, service retirement, disability retirement, pre-retirement mortality, post-retirement mortality

The Board adopted several changes in actuarial assumptions including, but not limited to:

- Slightly modified the step rate portion of the individual salary scale assumption based on recent trends and experience while keeping the ultimate salary increase at 3.5%.
- Introduced a load on the Updated Service Credit calculation equal to 0.1% per year into the future to reflect the asymmetric accrual pattern associated with this benefit formula.
- Decreased the current maximum payroll growth rate assumption from 3.00% to 2.75% to recognize some revenue pressure from a maturing population and changes in the property tax provisions while continuing to include a further reduction for some cities based on patterns of population decline.
- Updated the base mortality tables for healthy retirees to the client specific 2019 Municipal Retirees of Texas mortality tables using the actual mortality experience in TMRS data through December 31, 2018. Continued using a fully generational approach in projecting future mortality rates, but updated the projection scale to the ultimate rates of the MP Scales (Scale UMP).
- Updated the pre-retirement mortality tables to the PUB (10) mortality tables.
- Slightly increased the rates of termination and made small adjustments to the classification and individual city multipliers.
- Simplified and updated the service retirement rate tables.
- Slightly decreased the forfeiture rates (withdrawal of member deposits) for vested members not eligible for retirement.

### ***Asset Valuation (Smoothing) Method Modification***

In determining the Actuarial Value of Assets (AVA), decreased the “soft” corridor limit around the Market Value of Assets (MVA) from 15% to 12%. There were no other changes to the current 10-year asset smoothing method.

### ***Amortization Policy Modifications***

In TMRS, for underfunded plans, amortization of the Unfunded Actuarial Accrued Liability (UAAL) is a level percentage of payroll over a closed period using the process of “laddering” which separately tracks different amortization components or bases. For all new losses occurring after December 31, 2019 and benefit enhancements on or after January 1, 2021, the maximum amortization period is decreased from 25 years to 20 years for all cities. All prior amortization bases will continue to be amortized on their original schedule. This change will have no impact on the December 31, 2019 actuarial valuation, but will affect future valuations.

Decreased the level dollar amortization period for ad hoc benefit enhancements effective on or after January 1, 2021 from 15 years to 12 years.

Beginning with the December 31, 2019 valuation, once a City reaches an “overfunded” status, all prior amortization bases (ad hoc and non-ad hoc) are erased and an amount of the surplus is credited against the contribution rate to keep the funded ratio constant at the current level. Previously, the contribution rate credit was based on a 25-year open amortization policy.

### ***Supplemental Death Benefit Fund Premiums***

The premium for retirees will now be based on the full \$7,500 benefit versus the \$2,500 benefit previously used. There will now be a credit against premiums for active employees equal to 2% of the fund balance as of the valuation date expressed as a percentage of covered payroll for participating cities.

## Rate Stabilization Techniques

Contribution rate stabilization is a strategic goal of the TMRS Board of Trustees. Since 2007, the Board has approved many actuarial changes to minimize short-term volatility in contribution rates while maximizing long-term System sustainability. Even so, some cities continue to experience significant changes in their annual contribution rates. Under the current funding policy in which rates are actuarially determined each year, contribution rate stabilization is fully optimized at the System level; therefore, any further rate stabilization must be achieved at the city level.

The most effective way for a city to stabilize its TMRS contribution rate is to determine, during its budget process, an affordable contribution rate that exceeds the required, calculated contribution rate and continue to pay that same rate, even when the calculated contribution rate goes down. This is particularly true for cities with an Unfunded Actuarial Accrued Liability (UAAL). These additional monthly contributions at a predetermined fixed rate accomplish the following:

- provides a stable annual contribution rate for budgeting purposes;
- directly reduces the UAAL;
- accelerates the years needed to attain full funding (i.e. pays off the UAAL quicker);
- produces cost savings over the long run; and
- provides a contribution rate cushion for future adverse plan experience.

A city can also make one or more lump sum contributions during the year which has a similar impact on the plan's funding status, but is less effective from a rate stabilization perspective.

For cities with an Overfunded Actuarial Accrued Liability (OAAL or surplus), the calculated contribution rate is determined by decreasing the normal cost rate (the cost of the current year accruals for active employees) by a rate calculated to keep the funded ratio constant at the current level. In most cases, the result is a required contribution less than the normal cost. It is important to note that there is still a chance that adverse experience could result in the funded ratio dropping below 100%. In order to dampen contribution rate volatility and to increase the likelihood of maintaining a funded ratio greater than 100%, TMRS encourages cities in a surplus position to consider paying the full normal cost rate (or as much as possible toward the full normal cost rate) until the funded ratio is at least 110%.

As noted above, additional contributions are entirely voluntary. A city can always revert to paying only the required calculated rate each month if financial circumstances change during the year. There is no formal action that needs to be taken by a city to contribute at a higher level than the required monthly minimum. Additional monthly contributions may be made during the normal payroll reporting process by simply filling out line 2. A. of Form TMRS 3 with the increased employer contribution rate. Lump sum contributions should be reported separately from the regular payroll reporting process and submitted with Form TMRS 3ADD.

If your city would like to explore the impact of any of these rate stabilization techniques on your TMRS plan, please contact Leslee Hardy, Director of Actuarial Services, at [lhardy@tmrs.com](mailto:lhardy@tmrs.com).

## Executive Summary

Valuation as of TMRS Plan Year (PY) Ending	12/31/2019	12/31/2018
<b>Membership as of the Valuation Date</b>		
• Number of		
- Active members	8	8
- Retirees and beneficiaries	8	9
- Inactive members	<u>3</u>	<u>3</u>
- Total	19	20
• Prior year's payroll provided by TMRS	\$ 578,716	\$ 529,081
• Valuation Payroll	\$ 553,890	\$ 519,240
<b>Benefit Accumulation Fund (BAF) Assets</b>		
• Market BAF Balance	\$ 1,166,479	\$ 961,001
• BAF crediting rate for PY	15.42%	(3.08%)
• Interest credited on beginning BAF balance	\$ 148,195	\$ (29,486)
• Municipal contributions	93,931	85,172
• Member contributions during year	40,510	37,036
• Benefit and refund payments	77,158	90,010
<b>Actuarial Value of Assets (AVA)</b>		
• Market BAF Balance	\$ 1,166,479	\$ 961,001
• Actuarial Value of Assets (AVA)	1,147,932	1,020,776
• AVA as a Percentage of BAF	98.4%	106.2%
• Return on AVA	6.85%	6.30%
<b>Actuarial Information</b>		
• Actuarial accrued liability (AAL)	\$ 1,738,985	\$ 1,558,606
• Actuarial value of assets (AVA)	1,147,932	1,020,776
• Unfunded actuarial accrued liability (UAAL)	591,053	537,830
• UAAL as % of pay	102.1%	101.7%
• Funded ratio (AVA/AAL)	66.0%	65.5%
• Employer normal cost	9.55%	9.07%
• Prior Service Rate	9.02%	8.08%
<b>Contribution Rates for TMRS Plan Year (PY)</b>		
	2021	2020
• Member	7.00%	7.00%
• Full retirement rate (ADEC)	18.57%	17.15%
• Phase-in retirement rate (minimum)	18.57%	16.86%
• Supplemental Death rate	0.48%	0.36%
<b>Total Employer Contribution Estimates for PY</b>		
	2021	2020
• Projected payroll	\$ 569,122	\$ 534,817
• Minimum Phase-in contribution rate	19.05%	17.22%
• Estimated employer contribution	\$ 108,418	\$ 92,095

Note: TMRS Plan Year coincides with Calendar Year

Results from prior year reflect the plan provisions used in the 12/31/2019 valuation report.

## Calculation of Contribution Requirements

From Valuation Report as of

	<u>December 31, 2019</u>		<u>December 31, 2018</u>	
	New Assumptions	Old Assumptions		
1. Prior year's payroll reported to TMRS	\$ 578,716	\$ 578,716	\$	529,081
2. Valuation payroll	553,890	553,890		519,240
3. Employer normal cost rate	9.55%	9.31%		9.07%
4. Actuarial liabilities				
a. Active members	\$ 866,614	\$ 864,015	\$	661,767
b. Inactive members	152,724	152,064		142,756
c. Annuitants	<u>719,647</u>	<u>719,481</u>		<u>754,083</u>
d. Total actuarial accrued liability	\$ 1,738,985	\$ 1,735,560	\$	1,558,606
5. Actuarial value of assets	<u>1,147,932</u>	<u>1,147,932</u>		<u>1,020,776</u>
6. Unfunded actuarial accrued liability (UAAL) (4d - 5)	\$ 591,053	\$ 587,628	\$	537,830
7. Funded ratio (5 / 4d)	66.0%	66.1%		65.5%
8. Equivalent Single Amortization Period*	16.0 Years	16.1 Years		17.5 Years
9. Assumed payroll growth rate	2.75%	3.00%		3.00%
<hr/>				
Contribution Rate for TMRS Plan Year:	2021		2020	
<hr/>				
10. Full retirement rate				
a. Normal cost	9.55%	9.31%		9.07%
b. Prior service	<u>9.02%</u>	<u>8.81%</u>		<u>8.08%</u>
c. Full retirement rate	18.57%	18.12%		17.15%
11. Minimum phase-in retirement rate				
a. Full retirement rate (10c)	18.57%	18.12%		17.15%
b. Less phase-in deferral	<u>0.00%</u>	<u>0.00%</u>		<u>(0.29%)</u>
c. Minimum phase-in retirement rate	18.57%	18.12%		16.86%
12. Supplemental Death rate	0.48%	0.48%		0.36%
13. Combined contribution rates				
a. Combined full rate (10c + 12)	19.05%	18.60%		17.51%
b. Combined phase-in rate (11c + 12)	19.05%	18.60%		17.22%

\* New Losses are laddered on 13-year period.

## Summary of Benefit Provisions

The plan provisions are adopted by the governing body of the City, within the options available in the state statutes governing TMRS. Plan provisions for the City in effect as of April 1, 2020 were as follows:

Employee deposit rate	7%
Matching ratio (city to employee)	2 to 1
Years required for vesting	5
Retirement Eligibility (Age/Service)	60/5, 0/25
Updated Service Credit	100% Repeating Transfers
Annuity Increase (to retirees)	0% of CPI
Supplemental Death Benefit to Active Employees	Yes
Supplemental Death Benefit to Retirees	Yes

## Amortization Bases and Payments

Year Established	Description	Years Remaining	Base	Payment
2013	2013 Valuation (Fresh Start)	24	\$ 343,101	\$ 22,130
2014	2014 Experience	6	5,321	1,006
2015	2015 Experience	10	21,458	2,617
2015	2015 Actuarial Changes	10	32,245	3,932
2016	2016 Experience	10	29,669	3,618
2017	2017 Experience	11	35,696	4,028
2018	2018 Experience	12	63,268	6,661
2019	2019 Experience	13	56,870	5,625
2019	2019 Actuarial Changes	13	<u>3,425</u>	<u>339</u>
	<b>Total</b>		591,053	49,956



## Historical and Projected Accumulation of the BAF Balance

Year Ending December 31, (1)	Payroll for the Year (2)	Effective Retirement Contribution Rate <sup>a</sup> (3)	Employer Contributions for the Year (4)	Member Contributions for the Year (5)	Benefit Payments (6)	External Cash Flow for the Year (7)	Interest Credit (8)	BAF Balance <sup>b</sup> (9)
2017	\$ 533,016	16.49%	\$ 87,912	\$ 37,311	\$ (83,362)	\$ 41,861	\$ 105,763	\$ 958,289
2018	529,081	16.10%	85,172	37,036	(90,010)	32,198	(29,486)	961,001
2019	578,716	16.23%	93,931	40,510	(77,158)	57,283	148,195	1,166,479
2020	553,890	16.86%	93,386	38,772	(84,776)	47,382	78,737	1,292,598
2021	569,122	18.57%	105,686	39,839	(85,002)	60,523	87,250	1,440,372

a. Effective retirement contribution rate is the actual rate determined by dividing the employer contribution received by the payroll paid.

b. BAF Balance may not sum due to rounding.

## Reconciliation of Full Retirement Rate from Prior Actuarial Valuation Report

Actuarial valuations are based on long-term assumptions, and actual results in a specific year can, and almost certainly will, differ as actual experience deviates from the assumptions. The following table provides a detailed breakdown of changes in the retirement portion of your city's contribution rate. This analysis reconciles the change in the retirement portion (ADEC) of your city's contribution rate from 2020 to 2021, but will not reflect any change in the cost of the Supplemental Death Benefit (SDB), if your city currently has this provision. (Any changes in the cost of the SDB are primarily due to the changes in the average age of your city's employee group and/or the number of covered retirees.) Following the table below is a brief description of the common sources for deviation from the expected.

Change in Full Retirement Rate	
Full Rate from 12/31/2018 Valuation (PY 2020 Rate)	17.15 %
Benefit changes	0.00 %
Return on Actuarial Value of Assets	(0.02)
Contribution lag/fully amortized prior bases	(0.08)
Payroll growth	(0.31)
Normal cost	0.24
Liability growth	1.14
Subtotal Experience Change	0.97 %
Actuarial Changes	0.45
Total change	1.42 %
Full Rate from 12/31/2019 Valuation (PY 2021 Rate)	18.57 %

**Benefit Changes** - Shows the increase or decrease in the contribution rate associated with any modifications made to the member city's TMRS plan provisions. This will also include any changes to the amortization period adopted by ordinance.

**Return on Actuarial Value of Assets (AVA)** - Shows the change in the contribution rate associated with the return on the AVA being different than the assumed 6.75%. For the year ending December 31, 2019, the return on an AVA basis was 6.85%. The impact may show as 0.00% due to rounding.

**Contribution Lag/Fully Amortized Prior Bases** - Shows the total increase or decrease in the contribution rate associated with the phase in of contributions and/or any additional contributions above the full rate. The effect of the "Contribution Lag" is also included here and refers to the time delay between the actuarial valuation date and the date the contribution rate becomes effective. For

TMRS member cities, the “Contribution Lag” is one year (i.e., the Actuarial Valuation as of December 31, 2019 sets the rate effective for Calendar Year 2021). **The impact of the “Contribution Lag” is expected to become immaterial once a city is contributing the Full Rate and the Full Rate stabilizes.**

In addition, it shows the impact of the bases, if any, which became fully amortized as of this valuation since payments for those bases are no longer part of the calculation of the prior service rate.

**Payroll Growth** - Shows the increase or decrease in the contribution rate associated with higher or lower than expected growth in the member city’s overall payroll. The amortization payments were calculated assuming payroll grows at 3.00% per year. Overall payroll growth greater (less) than 3.00% will typically cause a decrease (increase) in the prior service rate.

**Normal Cost** - Shows the increase or decrease in the contribution rate associated with changes in the average normal cost rate for the individual city’s population. The normal cost rate for an employee is the contribution rate which, if applied to a member’s compensation throughout their period of anticipated covered service with the municipality, would be sufficient to meet all benefits payable on their behalf. The salary-weighted average of the individual rates is the total normal cost rate.

**Liability Growth** - Shows the increase or decrease in the contribution rate associated with larger or lower than expected growth in the member city’s overall plan liabilities. The most significant sources for variance will be individual salary increases compared to the assumption and turnover.

## **Risks Associated with Measuring the Accrued Liability and Actuarially Determined Contribution**

Risks facing a pension plan evolve over time. A young plan with virtually no investments and paying few benefits may experience little investment risk. An older plan with a large number of members in pay status and a significant trust may be much more exposed to investment risk.

Generally accepted plan maturity measures include the following:

Ratio of the market value of assets to payroll	2.0
Ratio of actuarial accrued liability to payroll	3.0
Ratio of actives to retirees and beneficiaries	1.0
Net cash flow as a percentage of market value of assets	4.9%
Duration of liabilities	17.0
Change in Contribution Rate with 10% decline in assets (smoothed)	0.20%
Change in Contribution Rate with 10% decline in assets (unsmoothed)	2.05%

**Ratio of Market Value of Assets to Payroll** - The relationship between assets and payroll is a useful indicator of the potential volatility of contributions. For example, if the market value of assets is 4.0 times the payroll, a return on assets 5% different than assumed would equal 20% of payroll. A higher (lower) or increasing (decreasing) level of this maturity measure generally indicates a higher (lower) or increasing (decreasing) volatility in plan sponsor contributions as a percentage of payroll.

**Ratio of Actuarial Accrued Liability to Payroll** - The ratio of liability to payroll may also be used as a measure of sensitivity of the liability itself. For example, if the actuarial accrued liability is 5.0 times the payroll, a change in liability 2% other than assumed would equal 10% of payroll. A higher (lower) or increasing (decreasing) level of this maturity measure generally indicates a higher (lower) or increasing (decreasing) volatility in liability (and also plan sponsor contributions) as a percentage of payroll.

The relationship between the actuarial accrued liability and payroll is a useful indicator of the potential longer term asset-related volatility once the current UAAL is fully amortized. A funding policy that targets a funded ratio of 100% is expected to result in the ratio of assets to payroll and the ratio of liability to payroll converging over time.

**Ratio of Actives to Retirees and Beneficiaries** - A young plan with many active members and few retirees will have a high ratio of active to retirees. A mature open plan may have close to the same number of actives to retirees resulting in a ratio near 1.0. A super-mature or closed plan may have significantly more retirees than actives resulting in a ratio below 1.0.

**Net Cash Flow as a Percentage of Market Value** - A positive net cash flow means contributions exceed benefits and expenses. A negative cash flow means existing funds are being used to make payments. A certain amount of negative net cash flow is generally expected to occur when benefits

are prefunded through a qualified trust. Large negative net cash flows as a percent of assets may indicate a super-mature plan or a need for additional contributions.

**Duration of Liabilities** - The duration of the present value of future benefits may be used to approximate the sensitivity to a 1% change in the assumed rate of return. For example, duration of 10 indicates that the present value of future benefits would increase approximately 10% if the assumed rate of return were lowered 1%. This also is an approximation of the discount-weighted average time horizon of the liability.

**Change in Contribution Rate with 10% Decline in Assets (Smoothed)** - This shows the rate impact in one year if the actuarial value of assets (AVA) was 10% lower than in the current actuarial valuation with the asset loss smoothed over a 10 year period as is done in the system-wide calculation of the AVA.

**Change in Contribution Rate with 10% Decline in Assets (Unsmoothed)**: This shows the rate impact if the actuarial value of assets was 10% lower than in the current actuarial valuation with the full asset loss recognized in the current valuation.