

MAYOR
Jim Pappas

CITY OF HUNTERS CREEK VILLAGE

CITY COUNCIL
Stuart Marks
Fidel Sapien
Linda Knox
Chip Cowell
Jay Carlton



CITY ADMINISTRATOR
Tom Fullen, MPA, CPM

Notice is hereby given of a regular meeting of the City Council of Hunters Creek Village, Texas, to be held on **Tuesday, May 24, 2022 at 6:00 p.m.** in the City Hall at #1 Hunters Creek Place, for the purpose of considering the following agenda items.

Anyone wishing to address the city council during the meeting must notify the City Administrator, Tom Fullen, before the meeting begins by: 1) filling out a speaker request form at the meeting; 2) emailing him at tfullen@cityofhunterscreek.com; or 3) calling him at 713-465-2150.

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- A. Call to order and the roll of elected and appointed officers will be taken.
 - B. Pledge of Allegiance.
 - C. Administration of the oath of office to newly elected council members.
 - D. **PUBLIC HEARING** The purpose of the Public Hearing is to receiving testimony for or against proposed amendments to the City's Zoning Chapter. The proposed amendments are to amend the zoning ordinance to reduce the required setbacks for swimming pools on non-conforming lots and amend the zoning ordinance to reduce the required setbacks for garages facing Voss & Memorial on lots that front on side streets.
 1. Discussion and possible action to receive the final reports and recommendations from the Planning and Zoning Commission. **Pgs. 1-6**
 2. Discussion and possible action to adopt an ordinance amending the zoning ordinance to reduce the required setbacks for swimming pools on non-conforming lots. **Pgs. 7-11**
 3. Discussion and possible action to adopt an ordinance amending the zoning ordinance to reduce the required setbacks for garages facing Voss & Memorial on lots that front on side streets. **Pgs. 12-15**
 - E. **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.*

F. REPORTS

1. City Treasurer Monthly Report [Pgs. 16-20](#)
2. Police Commissioner Monthly Report [Pgs. 21-61](#)
3. Fire Commissioner Monthly Report [Pg. 62](#)
4. Building Official Monthly Report [Pgs. 63-77](#)
5. City Engineer Monthly Report [Pg. 78](#)
6. City Administrator Report
7. Mayor and Council Reports and Comments

G. 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 26, 2022. [Pgs. 79-82](#)
2. Approval of the Cash Disbursement Journal for April 2022. [Pgs. 83-85](#)

H. REGULAR AGENDA

1. Discussion and possible action to award a contract to Turner Paving & Construction Inc. in the amount of \$471,010.00 for the Kuhlman Road Reconstruction Project. [Pgs. 86-88](#)
2. Discussion and possible action to award a contract to CityLynx, Inc. in the amount of \$333,982.12 for the Traffic Signal Modifications Memorial Drive at Lindenwood Drive Project. [Pgs. 89-93](#)
3. Discussion and possible action to renew the maintenance agreement with Texas Elite Generators for the City's generator. [Pgs. 94-99](#)
4. Discussion and possible action to approve Change Order #4 to the contract with DG Medina Construction - (Close Out) in the amount of -\$19,167.50 for the Timberglen Drive Pavement Repair Project. [Pgs. 100-103](#)
5. Discussion and possible action to approve the Memorial Village Police Department 2021 Annual Audit. [Pgs. 104-178](#)
6. Discussion and possible action to approve an amendment to the Village Fire Department's 2021 budget to recognize intra-budgetary transfers and a budget deficit in the amount of \$120,822.00. [Pgs. 179-184](#)
7. Discussion and possible action to approve an amendment to the Village Fire Department 2022 Budget to increase the budgeted amount by \$515,846.00. [Pgs. 185-190](#)



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

AGENDA DATE: May 24, 2022
AGENDA SUBJECT: Discussion and possible action to receive the final reports and recommendations from the Planning and Zoning Commission.
EXHIBITS: Final Reports

**FINAL REPORT ON A PROPOSED AMENDMENT TO
THE ZONING CHAPTER TO REDUCE THE REQUIRED SETBACKS
FOR SWIMMING POOLS ON NON-CONFORMING LOTS**

The Planning and Zoning Commission has considered a proposal, forwarded to it for recommendation by the city council, to amend the Zoning Chapter to reduce the required side yard setbacks for swimming pools on non-conforming lots to match the required side yard setback for the main residence. (A draft copy of the proposed amendment is attached as Exhibit "A".) After considering the proposal at its meeting on April 4, 2022, and conducting a public hearing on the proposal on May 2, 2022, the Commission voted to recommend that the proposed amendment be APPROVED/DENIED.

5.2.22

Date of Signature



CHAIRMAN
PLANNING AND ZONING COMMISSION
CITY OF HUNTERS CREEK VILLAGE

EXHIBIT A

Sec. 44-157. Use regulations.

(5) Swimming pools.

- a. *Generally.* An outdoor swimming pool shall be permitted as an accessory use or structure provided that it meets the following requirements:
 1. It must be located in the back or side yard;
 2. It must be setback a minimum of ten feet from the rear lot line, unless the rear lot line of the subject lot abuts the side lot line of another lot, in which case the pool must be setback a minimum of 15 feet from the rear lot line;
 3. It must be setback a minimum 15 feet from any side lot line.
- b. *Exception for non-conforming lots.* For lots that qualify for reduced minimum side yard requirements under section 44-218, the minimum setback from the side lot line for a swimming pool shall be the same as the side yard setback for the main residence.
- c. *Special exceptions.* The board of adjustment may grant a special exception reducing the minimum setback distance to no less than five feet for nonconforming lots as defined in section 44-218(b)(1)b. of this chapter.
 1. In order to grant a special exception the board must find that because the subject lot is of such unusual size or shape, or because it has valuable trees located in the rear or side yards, it would be impractical to locate a reasonably sized pool on the lot without either reducing the minimum setbacks or removing valuable trees.
 2. The board must also find that the granting of a special exception permitting a reduced setback would not be unduly harmful to the owners of the lot or lots abutting the side of the subject lot for which a reduced setback is required. In making such determination the board may consider the location and orientation of any existing improvements on the subject lot and any abutting lots.
 3. The board may condition the granting of a special exception as necessary to protect the interests of abutting property owners and to further the intent of the setback requirements.

Conditions may include: a) requiring the applicant to design the pool or related improvements to minimize the impact of its location or use on neighboring property owners; b) requiring the applicant to take necessary measures to protect and maintain any valuable trees that served as a basis for granting the special exception; and c) such other conditions as the board deems necessary.

**FINAL REPORT ON A PROPOSED AMENDMENT TO
THE ZONING CHAPTER TO REDUCE THE REQUIRED SETBACKS
FOR GARAGES FACING VOSS OR MEMORIAL ON LOTS THAT
FRONT ON SIDE STREETS**

The Planning and Zoning Commission has considered a proposal, forwarded to it for recommendation by the city council, to amend the Zoning Chapter to reduce the required setbacks for garages facing Voss or Memorial on lots that front on side streets. (A draft copy of the proposed amendment is attached as Exhibit "A".) After considering the proposal at its meeting, on April 4, 2022, and conducting a public hearing on the proposal on May 2, 2022, the Commission voted to recommend that the proposed amendment be APPROVED/DENIED.

5-2-22

Date of Signature



CHAIRMAN
PLANNING AND ZONING COMMISSION
CITY OF HUNTERS CREEK VILLAGE

EXHIBIT A

Sec. 44-161. Automobile shelters.

- d. *Garages facing side streets allowed in certain circumstances.*
 1. An automobile shelter may face toward a side street if it is setback from the side lot line that abuts the side street, by at least the same minimum distance that would have been required for an automobile shelter on the same lot that faced the front street. For example, if the front line of a dwelling is setback 30 feet from the front lot line, the minimum setback for a garage opening that faces the front street or a side street would be 80 feet from the applicable lot line (30 + 50). Similarly, if the front line of a dwelling is setback 50 feet from the front lot line, the minimum setback for a garage opening that faces the front street or a side street would be 100 feet from the applicable lot line (50 + 50).
 2. For lots that have side property lines adjacent to Voss or Memorial and that are in compliance with section 44-163 (4), the minimum setback for a garage opening that faces Voss or Memorial shall be 28 feet from the side lot line.



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

AGENDA DATE: May 24, 2022
AGENDA SUBJECT: Discussion and possible action to adopt an ordinance amending the zoning ordinance to reduce the required setbacks for swimming pools on non-conforming lots.
EXHIBITS: Ordinance

ORDINANCE NO. 2022-922

AN ORDINANCE AMENDING CHAPTER 44 (THE ZONING CHAPTER) OF THE CODE OF ORDINANCES OF THE CITY OF HUNTERS CREEK VILLAGE TO REDUCE THE MINIMUM SIDE YARD SETBACK FOR SWIMMING POOLS LOCATED ON CERTAIN NON-CONFORMING LOTS; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT

WHEREAS, the City Council finds that it is in the public interest to amend the City’s zoning chapter to reduce the required minimum side yard setback for swimming pools located on certain non-conforming lots to match the minimum side yard setback for the main residence;

WHEREAS, the City Council finds that the amendment is consistent with the City’s comprehensive plan; and

WHEREAS, the City Council has received the final report from the Planning & Zoning Commission recommending adoption of the proposed amendment:

* * * * *

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS:

Section 1. Amendment. Section 44-157 (5) of Chapter 44 (the Zoning Chapter) of the Code of Ordinances of the City of Hunters Creek Village is hereby amended to read as shown in the attached Exhibit “A”.

Section 2. Effective date. This Ordinance shall become effective immediately upon its adoption.

Section 3. Repeal. This Ordinance is intended to be cumulative and shall not repeal any provision of a previous ordinance or City Code except to the extent that a provision is inconsistent and cannot be reconciled with this ordinance.

Section 4. Severability. In the event any clause, phrase, provision, sentence, or part of this Ordinance, or its application 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. The City Council declares that it would have passed each and every

part of this Ordinance notwithstanding the omission of any part that might be declared to be invalid or unconstitutional.

PASSED, APPROVED and ADOPTED this, the ____ day of May, 2022.

Jim Pappas, Mayor
City of Hunters Creek Village, Texas

ATTEST:

Tom Fullen, City Administrator/Acting City Secretary
City of Hunters Creek Village, Texas

DRAFT

EXHIBIT A

“(5) Swimming pools.

- a. *Generally.* An outdoor swimming pool shall be permitted as an accessory use or structure provided that it meets the following requirements:
 1. It must be located in the back or side yard;
 2. It must be setback a minimum of ten feet from the rear lot line, unless the rear lot line of the subject lot abuts the side lot line of another lot, in which case the pool must be setback a minimum of 15 feet from the rear lot line;
 3. It must be setback a minimum 15 feet from any side lot line.
- b. *Exception for non-conforming lots.* For lots that qualify for reduced minimum side yard requirements under section 44-218, the minimum setback from the side lot line for a swimming pool shall be the same as the side yard setback for the main residence.
- c. *Special exceptions.* The board of adjustment may grant a special exception reducing the minimum setback distance to no less than five feet for nonconforming lots as defined in section 44-218(b)(1)b. of this chapter.
 1. In order to grant a special exception, the board must find that because the subject lot is of such unusual size or shape, or because it has valuable trees located in the rear or side yards, it would be impractical to locate a reasonably sized pool on the lot without either reducing the minimum setbacks or removing valuable trees.
 2. The board must also find that the granting of a special exception permitting a reduced setback would not be unduly harmful to the owners of the lot or lots abutting the side of the subject lot for which a reduced setback is required. In making such determination the board may consider the location and orientation of any existing improvements on the subject lot and any abutting lots.

3. The board may condition the granting of a special exception as necessary to protect the interests of abutting property owners and to further the intent of the setback requirements. Conditions may include: a) requiring the applicant to design the pool or related improvements to minimize the impact of its location or use on neighboring property owners; b) requiring the applicant to take necessary measures to protect and maintain any valuable trees that served as a basis for granting the special exception; and c) such other conditions as the board deems necessary.”

DRAFT



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

AGENDA DATE: May 24, 2022
AGENDA SUBJECT: Discussion and possible action to adopt an ordinance amending the zoning ordinance to reduce the required setbacks for garages facing Voss & Memorial on lots that front on side streets.

EXHIBITS: Ordinance

ORDINANCE NO. 2022-923

AN ORDINANCE AMENDING CHAPTER 44 (THE ZONING CHAPTER) OF THE CODE OF ORDINANCES OF THE CITY OF HUNTERS CREEK VILLAGE TO REDUCE THE MINIMUM SETBACK TO TWENTY-EIGHT FEET FOR CERTAIN AUTOMOBILE SHELTERS FACING VOSS OR MEMORAL; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT

WHEREAS, the City Council finds that it is in the public interest to amend the City's zoning chapter to reduce the required minimum setback for certain automobile shelters that face Voss or Memorial and that are located on lots that have side property lines adjacent to Voss or Memorial;

WHEREAS, the City Council finds that the widths of the rights-of-way on Voss and Memorial, together with the requirement for brick or masonry fences, will provide an adequate visual barrier for automobile shelter openings facing Voss or Memorial if the minimum setback requirement is reduced to 28 feet;

WHEREAS, the City Council finds that the amendment is consistent with the City's comprehensive plan; and

WHEREAS, the City Council has received the final report from the Planning & Zoning Commission recommending adoption of the proposed amendment:

* * * * *

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS:

Section 1. Amendment. Section 44-161 (2) d. of Chapter 44 (the Zoning Chapter) of the Code of Ordinances of the City of Hunters Creek Village is hereby amended to read as shown in the attached Exhibit "A".

Section 2. Effective date. This Ordinance shall become effective immediately upon its adoption.

Section 3. Repeal. This Ordinance is intended to be cumulative and shall not repeal any provision of a previous ordinance or City Code except to the extent that a provision is inconsistent and cannot be reconciled with this ordinance.

Section 4. Severability. In the event any clause, phrase, provision, sentence, or part of this Ordinance, or its application 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. The City Council declares that it would have passed each and every part of this Ordinance notwithstanding the omission of any part that might be declared to be invalid or unconstitutional.

PASSED, APPROVED and ADOPTED this, the ____ day of _____, 2022.

Jim Pappas, Mayor
City of Hunters Creek Village, Texas

ATTEST:

Tom Fullen, City Administrator/Acting City Secretary
City of Hunters Creek Village, Texas

EXHIBIT A

“d. *Garages facing side streets allowed in certain circumstances.*

1. An automobile shelter may face toward a side street if it is setback from the side lot line that abuts the side street, by at least the same minimum distance that would have been required for an automobile shelter on the same lot that faced the front street. For example, if the front line of a dwelling is setback 30 feet from the front lot line, the minimum setback for a garage opening that faces the front street or a side street would be 80 feet from the applicable lot line (30 + 50). Similarly, if the front line of a dwelling is setback 50 feet from the front lot line, the minimum setback for a garage opening that faces the front street or a side street would be 100 feet from the applicable lot line (50 + 50).
2. For lots that have side property lines adjacent to Voss or Memorial, and that are in compliance with section 44-163 (4), the minimum setback for an automobile shelter opening that faces Voss or Memorial shall be 28 feet from the side lot line.”

**City of Hunters Creek Village
Monthly Tax Office Report
April 30, 2022**

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

A. Current Taxable Value \$ 3,041,960,638

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

	Current 2021 Tax Year	Delinquent 2020 & Prior Tax Years	Total
Original Levy 0.194082	\$ 5,727,601.35	\$ -	\$ 5,727,601.35
Carryover Balance	-	144,026.48	144,026.48
Adjustments	176,296.67	(1,882.20)	174,414.47
Adjusted Levy	5,903,898.02	142,144.28	6,046,042.30
Less Collections Y-T-D	5,774,702.09	4,813.13	5,779,515.22
Receivable Balance	\$ 129,195.93	\$ 137,331.15	\$ 266,527.08

C. COLLECTION RECAP:

	Current 2021 Tax Year	Delinquent 2020 & Prior Tax Years	Total
Current Month:			
Base Tax	\$ 50,859.39	\$ 3,879.10	\$ 54,738.49
Penalty & Interest	4,796.17	473.89	5,270.06
Attorney Fees	-	923.00	923.00
Other Fees	0.15	285.29	285.44
Total Collections	\$ 55,655.71	\$ 5,561.28	\$ 61,216.99

	Current 2021 Tax Year	Delinquent 2020 & Prior Tax Years	Total
Year-To-Date:			
Base Tax:	\$ 5,774,702.09	\$ 4,813.13	\$ 5,779,515.22
Penalty & Interest	17,367.22	665.40	18,032.62
Attorney Fees	-	960.69	960.69
Other Fees	1,880.09	286.69	2,166.78
Total Collections	\$ 5,793,949.40	\$ 6,725.91	\$ 5,800,675.31

Percent of Adjusted Levy	98.14%	98.25%
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		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	5,992,963.00	5,992,963.00	69,165.26	5,758,403.76	-234,559.24	3.91 %
100-00-41005	PREVIOUS AD VALOREM TAXES	15,000.00	15,000.00	3,893.11	4,813.13	-10,186.87	67.91 %
100-00-41010	FRANCHISE TAXES	370,000.00	370,000.00	20,383.68	71,431.16	-298,568.84	80.69 %
100-00-41015	SALES TAXES	500,000.00	500,000.00	14,740.66	213,617.89	-286,382.11	57.28 %
100-00-41020	MIXED DRINK TAX	20,000.00	20,000.00	1,865.70	6,036.65	-13,963.35	69.82 %
100-00-41040	PENALTIES/INTEREST	15,000.00	15,000.00	4,940.49	16,899.60	1,899.60	112.66 %
100-00-42035	BUILDING PERMITS	225,000.00	225,000.00	36,231.60	171,167.34	-53,832.66	23.93 %
100-00-42044	CREDIT CARD PROCESSING FEE	2,000.00	2,000.00	434.60	1,926.25	-73.75	3.69 %
100-00-43057	CHILD SAFETY FEES	4,000.00	4,000.00	547.71	1,341.68	-2,658.32	66.46 %
100-00-43070	METRO RECEIPTS	250,000.00	250,000.00	24,174.13	123,612.75	-126,387.25	50.55 %
100-00-44025	TRAFFIC FINES	75,000.00	75,000.00	16,853.79	60,004.57	-14,995.43	19.99 %
100-00-44027	COURT TECHNOLOGY FUND	2,000.00	2,000.00	294.36	1,022.59	-977.41	48.87 %
100-00-44028	COURT SECURITY FUND	1,500.00	1,500.00	368.15	1,208.85	-291.15	19.41 %
100-00-46030	INTEREST INCOME	5,000.00	5,000.00	0.00	4,411.35	-588.65	11.77 %
100-00-48045	SUBD ST. LIGHTS	35,000.00	35,000.00	0.00	0.00	-35,000.00	100.00 %
100-00-48055	OTHER INCOME	10,000.00	10,000.00	0.00	1,307.38	-8,692.62	86.93 %
100-00-48065	AMERICAN RESCUE PLAN ACT	600,000.00	600,000.00	0.00	1,192.18	-598,807.82	99.80 %
	Revenue Total:	8,122,463.00	8,122,463.00	193,893.24	6,438,397.13	-1,684,065.87	20.73 %
Expense							
100-01-71000	SALARIES & WAGES	573,525.00	573,525.00	44,104.68	156,571.16	416,953.84	72.70 %
100-01-71001	LONGEVITY	5,802.00	5,802.00	0.00	0.00	5,802.00	100.00 %
100-01-71002	457B	11,471.00	11,471.00	0.00	0.00	11,471.00	100.00 %
100-01-71025	TMRS	102,260.00	102,260.00	8,233.87	29,269.60	72,990.40	71.38 %
100-01-71030	PAYROLL TAXES	44,310.00	44,310.00	3,441.21	13,952.08	30,357.92	68.51 %
100-01-71105	INSURANCE BENEFITS	123,200.00	123,200.00	7,835.05	33,150.92	90,049.08	73.09 %
100-01-71107	HRA	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
100-01-72045	NOTICES & MAILING	15,000.00	15,000.00	0.00	410.92	14,589.08	97.26 %
100-01-72055	OFFICE SUPPLIES & PRINTING	8,500.00	8,500.00	647.97	1,717.56	6,782.44	79.79 %
100-01-72060	TELEPHONE	17,325.00	17,325.00	1,487.75	4,467.16	12,857.84	74.22 %
100-01-72061	TRAVEL & TRAINING	10,000.00	10,000.00	81.20	854.55	9,145.45	91.45 %
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	475.00	1,975.00	8,225.00	80.64 %
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	4,200.00	4,200.00	1,602.00	1,872.00	2,328.00	55.43 %
100-01-72108	GEN LIABILITY/PROP/WC INS	22,615.00	22,615.00	0.00	0.00	22,615.00	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	0.00	0.00	2,500.00	100.00 %
100-01-75040	OFFICE EQUIPMENT	5,000.00	5,000.00	0.00	1,696.44	3,303.56	66.07 %
100-01-76010	COMPUTER SOFTWARE SERVICES	14,700.00	14,700.00	0.00	11,388.17	3,311.83	22.53 %
100-01-78056	BANK FEES	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
100-01-78115	PUBLIC RELATIONS	23,000.00	23,000.00	236.95	1,493.22	21,506.78	93.51 %
100-02-72042	CONSULTING SERVICES	20,000.00	20,000.00	808.48	3,551.99	16,448.01	82.24 %
100-02-72085	TAX COLLECTOR/ASSESSOR	62,000.00	62,000.00	8,635.00	19,266.00	42,734.00	68.93 %
100-02-72120	AUDITOR	17,500.00	17,500.00	0.00	0.00	17,500.00	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	2,990.00	9,115.00	65,885.00	87.85 %
100-02-72502	CITY ENGINEER	75,000.00	75,000.00	10,432.50	15,192.50	59,807.50	79.74 %
100-02-78504	TCEQ PHIII STORMWATER PERMIT	7,500.00	7,500.00	0.00	100.00	7,400.00	98.67 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-03-72001	VILLAGE FIRE DEPARTMENT	1,658,392.00	1,658,392.00	138,199.34	621,897.02	1,036,494.98	62.50 %
100-03-72005	MEMORIAL VILLAGES POLICE DEPT.	2,099,750.00	2,099,750.00	174,478.50	895,400.50	1,204,349.50	57.36 %
100-04-72015	GARBAGE SERVICE	550,000.00	550,000.00	42,769.42	128,308.26	421,691.74	76.67 %
100-04-72021	STREET LIGHTS-CITY	60,000.00	60,000.00	7,612.07	7,612.07	52,387.93	87.31 %
100-04-72057	OFFICE SUPP/PRINTING - PW	2,000.00	2,000.00	154.90	162.39	1,837.61	91.88 %
100-04-72062	TRAVEL/TRAINING - PW	8,500.00	8,500.00	0.00	0.00	8,500.00	100.00 %
100-04-72070	MOSQUITO FOGGING CONTRACT	13,125.00	13,125.00	1,166.00	1,166.00	11,959.00	91.12 %
100-04-72091	MEMBERSHIPS/SUBS PW	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-04-72205	UNIFORMS-PW	3,600.00	3,600.00	748.04	1,165.56	2,434.44	67.62 %
100-04-72500	PW-BUILDING INSPECTIONS	60,000.00	60,000.00	7,293.95	20,413.95	39,586.05	65.98 %
100-04-72520	TRUCK MAINTENANCE	15,000.00	15,000.00	1,187.29	2,043.16	12,956.84	86.38 %
100-04-72530	TRAFFIC LIGHT MAINTENANCE	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
100-04-72540	MOWING CONTRACT	75,000.00	75,000.00	3,178.00	9,984.00	65,016.00	86.69 %
100-04-72541	CONTRACT LABOR	35,000.00	35,000.00	2,537.50	10,237.50	24,762.50	70.75 %
100-04-72560	LANDSCAPING	30,000.00	30,000.00	904.17	1,315.56	28,684.44	95.61 %
100-04-75510	RENTAL/PURCHASE EQUIPMENT	15,000.00	15,000.00	0.00	159.70	14,840.30	98.94 %
100-04-75550	TRAFFIC SIGNS	3,000.00	3,000.00	120.00	989.00	2,011.00	67.03 %
100-04-76500	STREET & DRAINAGE MAINTENANCE	100,000.00	100,000.00	7,586.71	18,233.23	81,766.77	81.77 %
100-04-78050	BUILDING MAINTENANCE	30,000.00	30,000.00	1,856.73	4,159.84	25,840.16	86.13 %
100-04-78051	JANITORIAL SERVICE BLDG MAINTEN...	9,975.00	9,975.00	835.65	1,671.30	8,303.70	83.25 %
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	1,051.00	2,276.00	12,724.00	84.83 %
100-04-78544	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	0.00	1,334.27	1,665.73	55.52 %
100-05-73000	JUDGES & PROSECUTORS	40,000.00	40,000.00	3,910.00	10,513.50	29,486.50	73.72 %
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	258.00	258.00	242.00	48.40 %
100-05-73030	COURT SUPPLIES & PRINTING	2,500.00	2,500.00	117.16	176.00	2,324.00	92.96 %
100-05-73031	COURT TECHNOLOGY	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-05-73032	COURT SECURITY	1,800.00	1,800.00	305.85	866.95	933.05	51.84 %
100-05-73034	COURT MEMBERSHIPS & SUBSCRIPTI...	500.00	500.00	0.00	200.00	300.00	60.00 %
100-05-73035	COURT-TRAVEL & TRAINING	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-05-73044	CREDIT CARD FEES	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
100-05-73045	COURT TAX PD TO STATE	40,000.00	40,000.00	13,943.81	13,943.81	26,056.19	65.14 %
100-06-75041	COMPUTER EQUIP. & SOFTWARE	8,500.00	8,500.00	0.00	0.00	8,500.00	100.00 %
100-06-75042	BUILDING OFFICIAL VEHICLE	45,000.00	45,000.00	0.00	0.00	45,000.00	100.00 %
100-06-78064	CAPITAL RESERVE	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00 %
	Expense Total:	6,727,300.00	6,727,300.00	501,225.75	2,060,778.05	4,666,521.95	69.37 %
	Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	1,395,163.00	1,395,163.00	-307,332.51	4,377,619.08	2,982,456.08	-213.77 %
	Fund: 200 - CAPITAL IMPROVEMENTS (02)						
	Expense						
200-01-75038	STREET AND MAINTANANCE - RECUR...	250,000.00	250,000.00	4,394.20	54,531.61	195,468.39	78.19 %
200-01-75050	REFORESTATION	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
200-01-75053	OUTFALL REPAIRS	730,000.00	730,000.00	47,509.45	161,205.31	568,794.69	77.92 %
200-01-75055	STREET SIGN REPLACEMENT	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
200-01-75056	TRAFFIC LIGHT MAST ARMS	0.00	0.00	2,616.50	18,315.50	-18,315.50	0.00 %
200-01-75058	STORM SEWER IMPROVEMENTS	487,500.00	487,500.00	0.00	0.00	487,500.00	100.00 %
200-01-75060	SIDEWALK REPLACEMENT	50,000.00	50,000.00	17,531.25	17,531.25	32,468.75	64.94 %
200-01-75064	STREET REPLACEMENT-BEINHORN W...	1,822,500.00	1,822,500.00	6,630.00	6,630.00	1,815,870.00	99.64 %
200-01-75066	ESPLANADE BEAUTIFICATION	70,000.00	70,000.00	21,339.00	21,339.00	48,661.00	69.52 %
	Expense Total:	3,455,000.00	3,455,000.00	100,020.40	279,552.67	3,175,447.33	91.91 %
	Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	3,455,000.00	3,455,000.00	100,020.40	279,552.67	3,175,447.33	91.91 %
	Report Surplus (Deficit):	-2,059,837.00	-2,059,837.00	-407,352.91	4,098,066.41	6,157,903.41	298.95 %

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	8,122,463.00	8,122,463.00	193,893.24	6,438,397.13	-1,684,065.87	20.73 %
Expense	6,727,300.00	6,727,300.00	501,225.75	2,060,778.05	4,666,521.95	69.37 %
Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	1,395,163.00	1,395,163.00	-307,332.51	4,377,619.08	2,982,456.08	-213.77 %
Fund: 200 - CAPITAL IMPROVEMENTS (02)						
Expense	3,455,000.00	3,455,000.00	100,020.40	279,552.67	3,175,447.33	91.91 %
Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	3,455,000.00	3,455,000.00	100,020.40	279,552.67	3,175,447.33	91.91 %
Report Surplus (Deficit):	-2,059,837.00	-2,059,837.00	-407,352.91	4,098,066.41	6,157,903.41	298.95 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL GOVERNMENT (01)	1,395,163.00	1,395,163.00	-307,332.51	4,377,619.08	2,982,456.08
200 - CAPITAL IMPROVEMENTS (02)	-3,455,000.00	-3,455,000.00	-100,020.40	-279,552.67	3,175,447.33
Report Surplus (Deficit):	-2,059,837.00	-2,059,837.00	-407,352.91	4,098,066.41	6,157,903.41

2022 Municipal Court Recap

Month	Year 2020						Year 2021						Year 2022					
	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.	255	105C/150W	\$12,104	\$7,689	\$4,415	19	8C/11W	\$7,098	\$4,746	\$2,352	30	18	12	\$12,675	\$8,623	\$4,052		
Feb.	264	116C/148W	\$14,774	\$9,785	\$4,989	24	4C/18W	\$3,424	\$2,226	\$1,198	158	81	77	\$14,241	\$10,007	\$4,234		
March	38	18C/20W	\$11,245	\$7,858	\$3,387	28	15C/13W	\$11,892	\$8,005	\$3,886	157	79	78	\$20,420	\$14,663	\$5,657		
April	4	4C/0W	\$6,487	\$4,903	\$1,583	69	23C/46W	\$13,471	\$9,541	\$3,930	120	60	60	\$18,034	\$5,749	\$12,285		
May	40	21C/19W	\$10,157	\$7,871	\$2,286	99	42C/57W	\$8,686	\$6,410	\$2,276								
June	33	19C/14W	\$5,720	\$4,219	\$1,501	83	45C/38W	\$8,840	\$6,106	\$2,734								
July	11	8C/3W	\$4,710	\$3,420	\$1,290	55	26C/28W	\$6,939	\$4,350	\$2,589								
Aug.	12	8C/4W	\$4,790	\$3,644	\$1,145	76	41C/36W	\$12,216	\$8,633	\$3,583								
Sept.	28	18C/10W	\$3,597	\$2,715	\$882	165	101C/64W	\$9,542	\$3,655	\$2,887								
October	59	33C/26W	\$3,677	\$2,787	\$890	168	97C/71W	\$19,129	\$12,046	\$7,083								
Nov.	79	56C/23W	\$3,072	\$2,154	\$918	169	66C/103W	\$15,724	\$9,541	\$6,183								
Dec.	64	34C/30W	\$3,351	\$2,438	\$975	124	54C/70W	\$13,710	\$8,496	\$5,214								
TOTAL	887	440C/447W	\$83,682	\$59,484	\$24,261	1079	522C/485W	\$130,670	\$83,755	\$43,916	465	238	227	\$65,371	\$39,042	\$26,229		
Monthly Avg	73.92	37C/37W	\$6,973.50	\$4,956.98	\$2,021.74	89.9	44C/40W	\$10,889.17	\$6,979.55	\$3,659.63	38.8	20	19	\$5,447.56	\$3,253.47	\$2,185.75		

*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 9, 2022

TO: MVPD Police Commissioners

FROM: R. Schultz, Chief of Police

REF: April Monthly Report

During the month of April MVPD responded/handled a total of 4,641 calls/incidents. 3,459 House Watch checks were conducted. 422 traffic stops were initiated with 460 citations being issued for 813 violations. (Note: 9 Assists in Hedwig, 69 in Houston, 2 in Spring Valley and 0 in Hillshire)

Calls/Events by Village were:

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	1231/5289	908/4155	1	166/87/253	5@2:54
Piney Point:	1393/5304	1055/4053	5	219/124/343	6@4:20
Hunters Creek:	1907/7159	1495/5501	9	144/73/217	9@3:38
				Cites/Warn/Total	20@3:40

Type and frequency of calls for service/citations include:

Call Type	#	Call Type	#	Citations	#
False Alarms:	133	Ord. Violations:	22	Speeding:	124
Animal Calls:	28	Information:	21	Exp. Registration:	134
ALPR Hits:	63	Suspicious Situations	88	No Ins:	94
Assist Fire:	26	Loud Party	10	No License	92
Assist EMS:	28	Welfare Checks:	12	Stop Sign	55

This month the department generated a total of 83 police reports. BH-25, PP-22, HC-34, HOU-2, HED-0, SV-0

Crimes Against of Persons (3)

Assault (DV)	(2)
Robbery (Armed)	(1)

Crimes Against Property (16)

Burglary of a Motor Vehicle	2	Forgery	8
Burglary of a Habitation	1	Fraud/ID	5

Petty/Quality of Life Crimes/Events (64)

ALPR Hits (valid)	4	Possession of CS	5
Misc. Reports	20	Warrants	8
DWI	4	Weapons Charges	2
Information Reports	17	Criminal Mischief	4

Arrest Summary: Individuals Arrested (18)

Warrants	8	Felony	2
Class 3 Arrests	4	DWI	4

Budget YTD:	Expense	Budget	%
• Personnel Expense:	1,593,684	5,222,098	30.5%
• Operating Expense:	381,036	959,152	39.7%
• Total M&O Expenditures:	1,974,720	6,181,250	31.9%
• Capital Expenses:	27,980	178,000	15.7%
• Net Expenses:	2,002,701	6,359,250	31%

Follow-up on Previous Month Items/Requests from Commission

- Budget workshops continued throughout the month. A preliminary budget was discussed with the city managers.
- Staff reviewed the 2021 draft audit report.

Personnel Changes/Issues/Updates

- TCO's Tillmon and Lowe have been released from training and are now working with senior dispatchers.

Major/Significant Events

- April 2, 2022, the MVPDF hosted the 3rd Annual Food Truck Rodeo at Chapelwood. The event was well attended throughout the day.
- On April 4, 2022 a resident was followed home from a restaurant in the Galleria area and robbed in his driveway. Detectives worked the case and by utilizing the ALPR were able to identify the suspects' vehicle. The license plate had been reported stolen however the vehicle used belongs to the suspect's mother. MVPD and HPD are working on the serial offender and in obtaining an arrest warrant.
- On April 6, 2022, the pedestrian struck by a fleeing stolen vehicle on Westheimer passed away as a result of injuries sustained in the collision. MVPD detectives worked with HPD in identifying the driver of the vehicle. Arrest warrants were issued.
- 4/8/22 Officers responded to a Burglary of a Habitation. Detectives utilized area surveillance video and the ALPR system to ID a suspect. Most of the victim's property was recovered and the suspect was arrested.
- 4/11/22 while on patrol officers observed a vehicle pulled up alongside of some mailboxes. A subsequent traffic stop resulted in the recovery of hundreds of pieces of stolen mail, credit cards and ID Cards.
- 4/12/22 MVPD dispatchers observed a disturbance in the parking lot of the station and dispatched officers. Officers learned that a domestic incident was occurring. The male suspect was found to be armed with a handgun and a convicted felon. He was arrested.
- 4/21/22 8400 Hunters Creek Drive burglary of a vehicle. Officers utilized the ALPR to identify and locate the suspect of the theft from a construction workers truck. The suspect who was out on bail was rearrested on a "To-Be" warrant for the new offense.

Status Update on any Major Projects

- Portraits of department personnel have been hung in the lobby of the station. Commission portraits will be hung as soon as the final pictures come in.
- Electrical work has begun for the installation of the statute in front of the station. An unveiling is planned for May 21, 2022.
- Personnel celebrated National Telecommunicator Week during the week of April 10th. Our Communications Center remains fully staffed at 10.5 FTE's.

V-LINC new registrations in April: +31

BH – 1462(+10)

PP – 1052 (+6)

HC – 1496 (+9)

Out of Area – 503 (+6)

April VFD Assists

Calls received directly by MVPD via 911/3700

Priority Events Average Response Times

Total – 5 2:21

Fire – 0 0

EMS – 5 2:21

By Village

BH Fire – 0 0

BH EMS – 2 1:45

PP Fire – 0 0

PP EMS – 2 2:27

HC Fire -0 0

HC EMS -1 3:19

Combined VFD Events (Priority + Radio)

Total – 36 4:01

Fire – 19 4:58

EMS – 17 3:12

Radio Call Events

Total – 31 4:18

Fire- 19 4:58

EMS- 12 3:30

Radio Call Events by Village

BH – 10 4:30

PP – 10 3:40

HC – 11 4:43

2022 Burglary Map

Address	Alarm	POE
233 Merrie Way	No	Walk-in UNL Door
706 Country Lane	No	Garage UNL Door
11903 Broken Bough No	No	Door Kick

2022 Robberies

Address	MO
201 Kensington	Driveway Robbery



Daytime Burglary



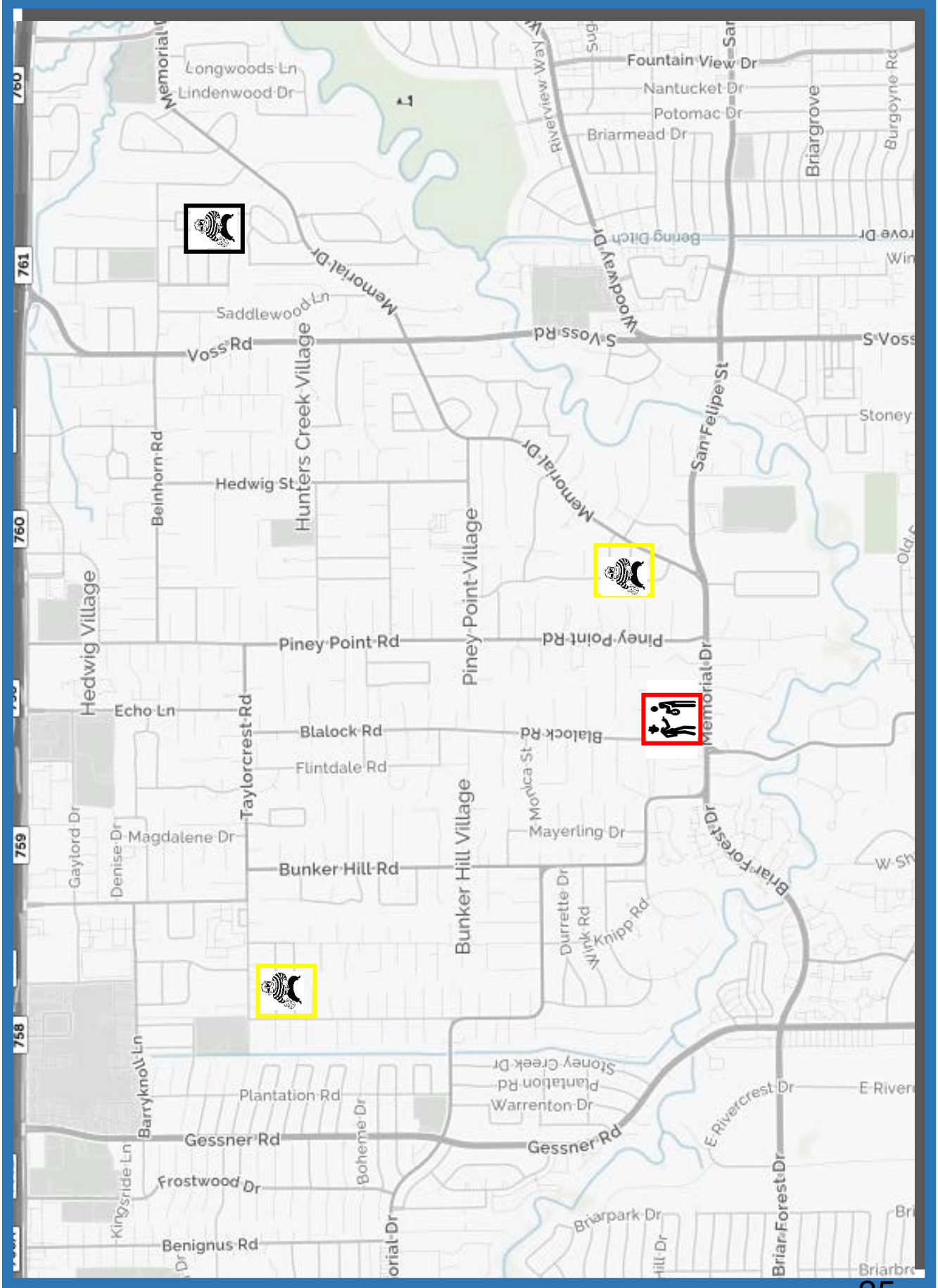
Nighttime Burglary



Robbery

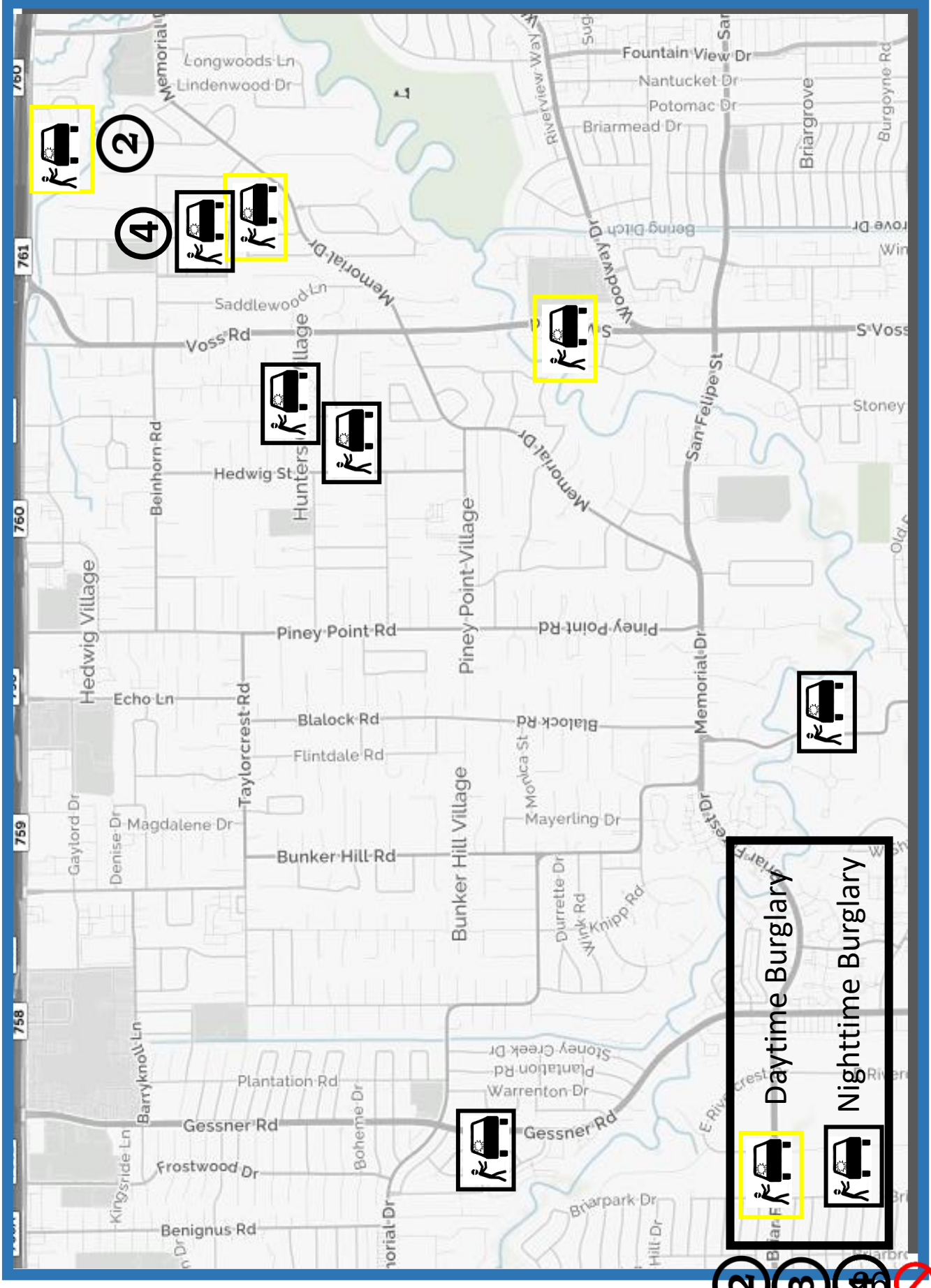


4/30/22



2022 Auto Burglary Map

Address	POE
243 Gessner 22-0042	UNL Vehicle
614 Hunters Grove 22-0046	UNL Vehicle
215 Voss	UNL Vehicle
634 Saddlewood	UNL Vehicle
626 Saddlewood	UNL Vehicle
10710 Bridlewood	UNL Vehicle
718 Camelot	UNL Vehicle
708 Country	UNL Vehicle
1 Windemere	UNL Vehicle
410 Pine Needle	UNL Vehicle
8427 Hunters Creek Drive	UNL Vehicle
8447 Hunters Creek Drive	UNL Vehicle



2022 Total Incidents

2022	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	2	20	54	76	14	3781	2849	1191	950	1312	1043	1214	854
February	0	12	62	74	23	3588	2510	984	748	1011	714	1476	1048
March	0	16	67	83	21	6164	4904	1883	1549	1588	1241	2562	2104
April	3	16	64	83	18	4641	3459	1231	908	1393	1055	1907	1495
May													
June													
July													
August													
September													
October													
November													
December													
Total	5	64	247	316	76	18174	13722	5289	4155	5304	4053	7159	5501

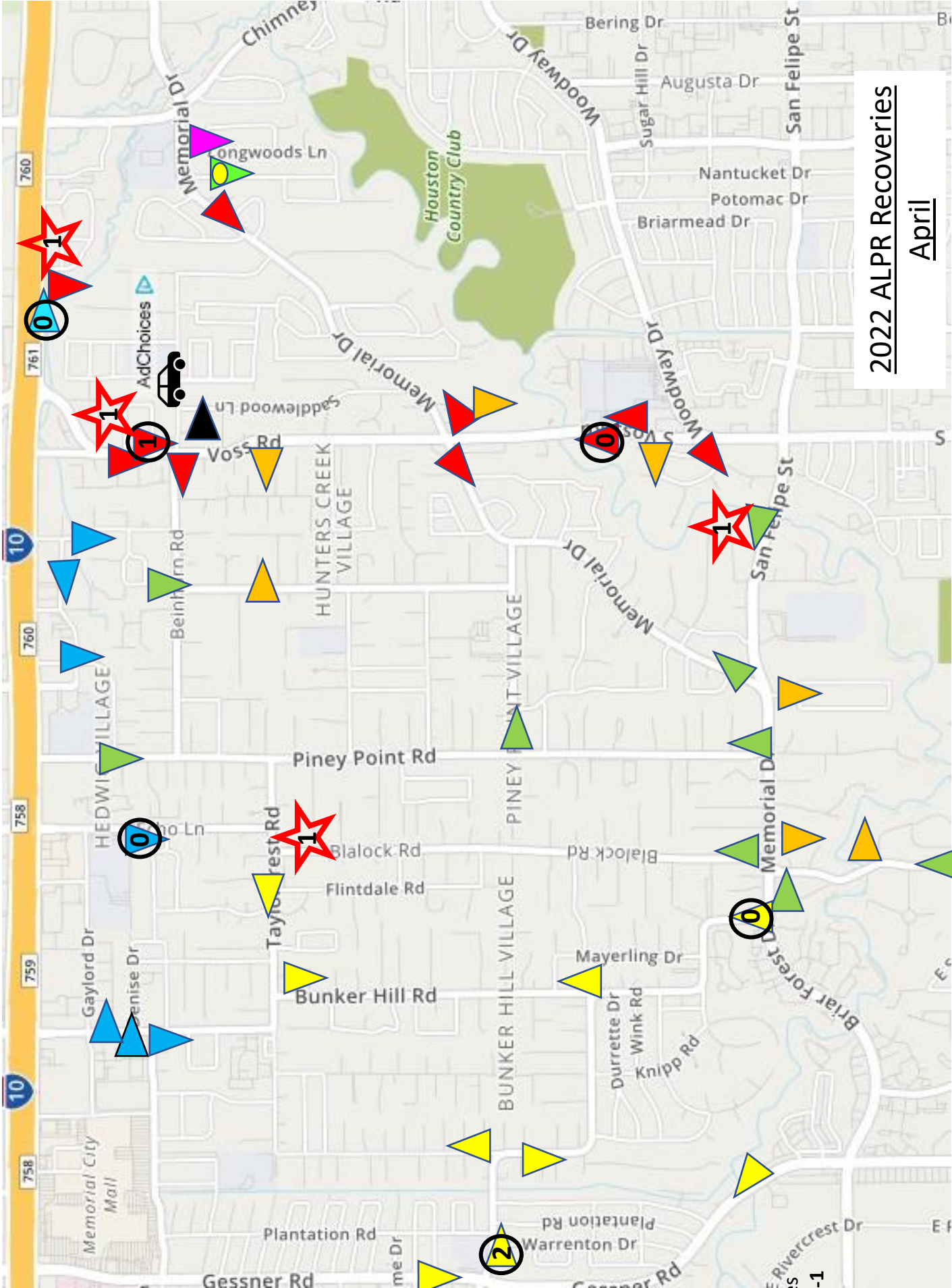
2021 Totals	21	251	712	984	153	96885	83432	34182	30460	25843	22003	35623	30831
Difference													
% Change													

2022 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	* 1:12:06	0:25:57	0:41:47	3:39:42										
BEHUNKO, JOHN	18:43:22	2:22:28	16:34:24	16:11:16									5	17
BOGGUS, LARRY	* 15:04:47	5:53:12	4:40:34	3:14:42										
BURLESON, Jason	12:07:07	8:50:51	10:28:24	15:39:39									5	12
CANALES, RALPH EDWARD	15:47:48	12:59:21	20:33:16	7:12:09									3	16
CERNY, BLAIR C.	* 10:28:34	4:46:23	5:09:00	13:16:49										
ECKERFIELD, Dillion	14:43:31	50:20:55	41:45:59	20:58:59									3	16
HARWOOD, NICHOLAS	8:52:50	12:08:28	17:02:07	32:38:36									7	18
JARVIS, RICHARD	15:27:18	13:08:35	11:48:58	17:43:16									3	28
JONES, ERIC	* 0:00:00	0:00:00	0:00:00	2:26:49										
KELSO JR, RONALD K	18:23:38	18:34:45	18:24:13	16:24:02									6	19
KUKOWSKI, Andy	8:41:08	29:17:18	19:38:51	10:43:16									3	46
LOWRIE, Andy	22:19:30	25:03:32	25:44:26	30:50:09									7	49
MCELVANY, ROBERT	15:57:19	16:56:24	11:49:41	15:02:12									4	14
MILLER, OSCAR	* 2:11:11	0:26:31	2:26:05	9:03:28										
NASH, CHRISTOPHER	5:48:17	8:01:05	12:25:46	18:40:35									3	10
Ortega, Yesenia	13:37:44	13:06:03	27:04:16	21:00:00									3	16
OWENS, LANE	* 1:19:54	0:00:00	0:01:20	0:00:00										
PAVLOCK, JAMES ADAM	7:53:53	12:46:08	21:56:20	18:00:52									1	44
RODRIGUEZ, CHRISTOPHER	* 3:33:25	1:10:27	2:30:35	3:18:59										
SCHANMEIR, CHRISTIAN	13:46:24	13:54:19	22:55:54	19:04:49									3	12
SCHULTZ, RAYMOND	* 0:08:10	0:19:11	0:00:00	3:09:04										
SILLIMAN, ERIC	18:28:11	21:46:57	18:28:05	20:43:02									4	22
SPRINKLE, MICHAEL	2:24:25	3:42:07	7:30:26	10:26:51									1	7
TAYLOR, CRAIG	14:23:05	8:57:33	15:22:47	8:22:56									2	17
TORRES, PATRICK	17:51:27	15:18:21	12:19:55	18:43:20									5	19
VALDEZ, JUAN	12:53:25	15:40:46	23:53:53	17:10:21									3	12
VASQUEZ, MONICA	17:21:21	13:46:27	13:46:55	29:48:40									4	18
WHITE, TERRY	19:20:30	25:56:34	40:33:51	25:47:31									10	25
WILLIFORD, Adam	2:52:41	16:38:20	42:14:42	22:19:22									1	23
* = Admin												Total	86	460

Dispatch Committed Time	Totals
911 Phone Calls	945
3700 Phone Calls	6913
DP General Phone Calls*	

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



2022 ALPR Recoveries
April

Hedwig



Bunker Hill



Piney Point



Hunters Creek



Frequent

Mobile

Locations



3 Recovered Vehicles

Recovered Plates - 1

Investigative Leads



Lindenwood

HOA



Longwoods

HOA



US Coins



In Process



HOA

Systems



4/30/22

Num	Plate	Vehicle	ALPR Recoveries			Links	Date
			Loc	Val			
1	PYW1930	Jeep Pat	6	\$	18,000.00	Missing Peson	5-Jan
2	NSZ6202	Chev SPK	19	\$	14,000.00	Fugitive	9-Jan
3	LBH7413	Toy Cam	8	\$	18,000.00	Burg/Warr	13-Jan
4	36268G6	Niss Sent	24	\$	14,500.00		14-Jan
5	PSS6946	ChevImpala	22	\$	21,000.00		20-Jan
6	27517B1	BlkLexus	21	\$	34,000.00	FelWarrant	30-Jan
7	JMH0296	Ford Must	17	\$	23,500.00		1-Feb
8	AL32592	U-HAUL	Station	\$	70,000.00	Poss Meth	24-Feb
9	NPS2672	Ford F150	20	\$	45,000.00	Carjacking	25-Feb
10	KPH5017	LexG43	17	\$	18,500.00	Warr	3-Mar
11	NVT0203	Chev Mal	103	\$	16,000.00	Warr	8-Mar
12	C337283	Chev1500	Coins	\$	21,000.00	Fugitive	13-Mar
13	NKM9110	Toy SUV	19	\$	30,000.00	Fugitive	19-Mar
14	LTR0879	Honda ACC	21	\$	18,000.00		20-Mar
15	94AQZQ	ToyCam	2	\$	-	Hotlist Mail Th	25-Mar
16	MKP5490	Toy Rav4	7	\$	26,000.00	Fugitive	22-Mar
17	PRF3098	Niss Con	19	\$	18,750.00	Armed Rob	31-Mar
18	GFB5552	Toy Cor	19	\$	16,000.00	car Jacking	1-Apr
19	AG89893	Uhaul	1	\$	41,000.00		23-Apr
20	HTV3407	Ford Esc	1	\$	20,000.00	Missing Peson	26-Apr
21	MCD4078	HynEln	4	\$	23,500.00		2-May
22	LBL4381	Ram1500	8	\$	41,000.00		4-May
23	RRB3406	NissXTR	23	\$	27,000.00		5-May
24	PMJ5213	NissSen	21	\$	18,500.00		5-May
25	RPZ7921	Ford Foc	RB 23	\$	12,000.00		6-May
26	48055C8	HumH3	19	\$	46,000.00	Fugitive	6-May
27	MZZ3102	ChevSub	23	\$	27,000.00		8-May
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							

Plate Recoveries		
Plate Recove	Date	Links
IS11QH	1/4/2022	
63B374	1/4/2022	
39496Y1	2/18/2022	same plate on 2 cars
39496Y1	2/18/2022	same plate on 2 cars
NBB1660	3/3/2022	
LJS3735	3/7/2022	
KTB3323	3/10/2022	Recovered 100+ CC's
BGFB425	3/15/2022	Hertz
72HCF9	3/25/2022	
MKP5490	3/22/2022	On Stolen Veh
72HCF9	3/26/2022	
43423 E7	7-Apr	
30054V3	5/9/2022	
34917B9	5/12/2022	

15 of 27 involved in other crimes =

Firearm in vehicle
Temp Tag

Located but Fled

Date	Plate	Camera
13-Mar	PGP4565	7
26-Mar	KZR0019	19

2022 Value	\$	678,250.00		17
54 2021 Value	\$	1,683,601.00		75
2020 Value	\$	1,147,500.00	Recovered	61
2019 Value	\$	438,000.00	Recovered	22
Program Total	\$	3,947,351.00		175

INVESTIGATIVE LEADS

3/11/2022	JXN1575	20	Mail and Vehicle Thefts	HPD	Case TOT HPD
3/24/2022	94A02Q FL	19	Mail Thiefs	Lead	TO-Be issued
4/4/2022	Green Honda	23	Robbery	Lead TB	To-Be issued
4/8/2022	Chev Impala6	6	Burglary	lead	Arrest
4/19/2022	Cad Esc	#174	UUMV	Lead	tot HPD
4/21/2022	Toy Cor	15	BMW	Lead	To-Be issued

2022 ALPR Data Report

Plate Reads Summary

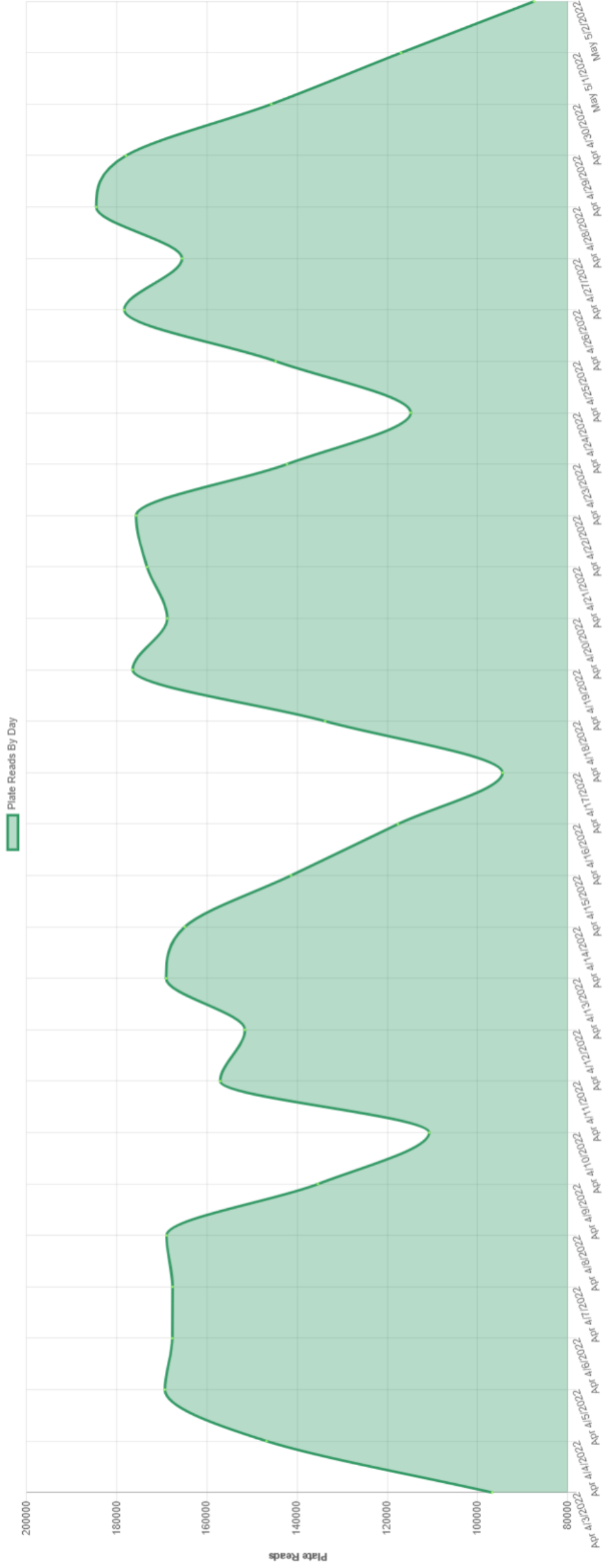
Total Plate Reads:
4,446,180

Export 

Apr 3 - May 2

Cameras (32)

Search



Unique Plate Reads Summary

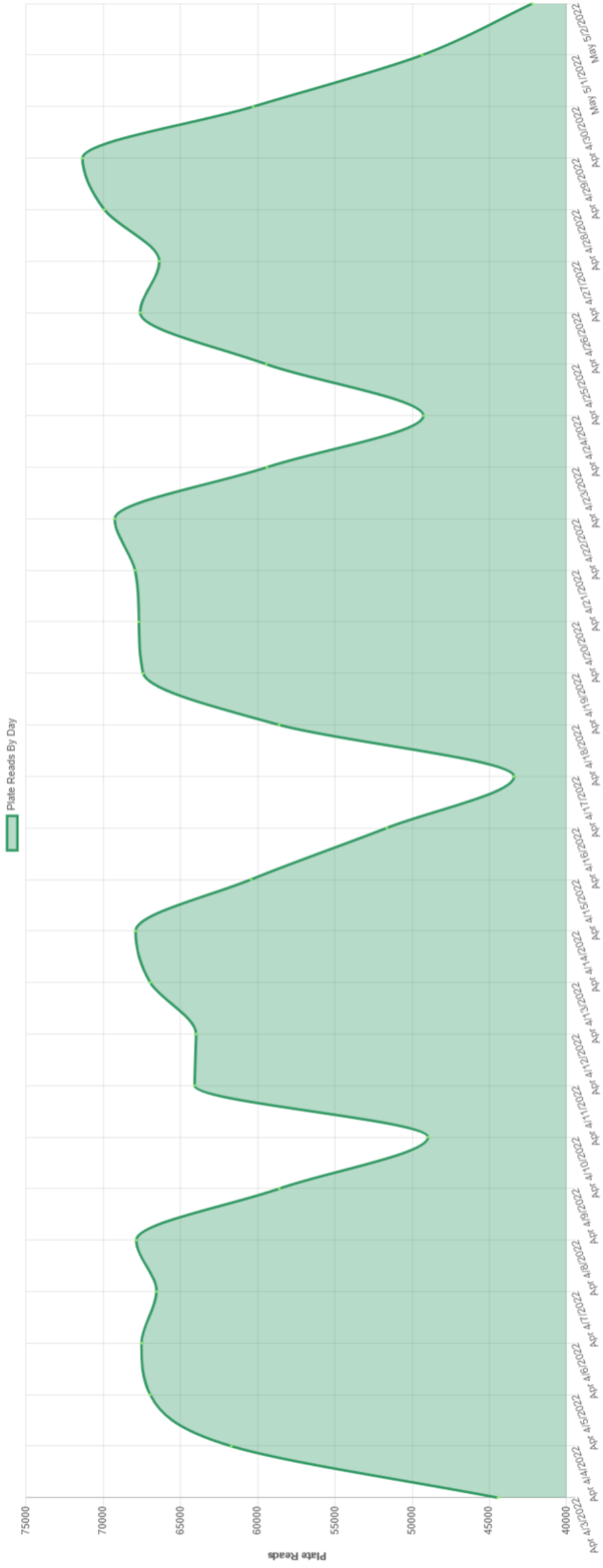
Total Unique Plate Reads:
1,827,209

Export 

Apr 3 - May 2

Search

Cameras (32)



Hits Report

Total Hits:
225

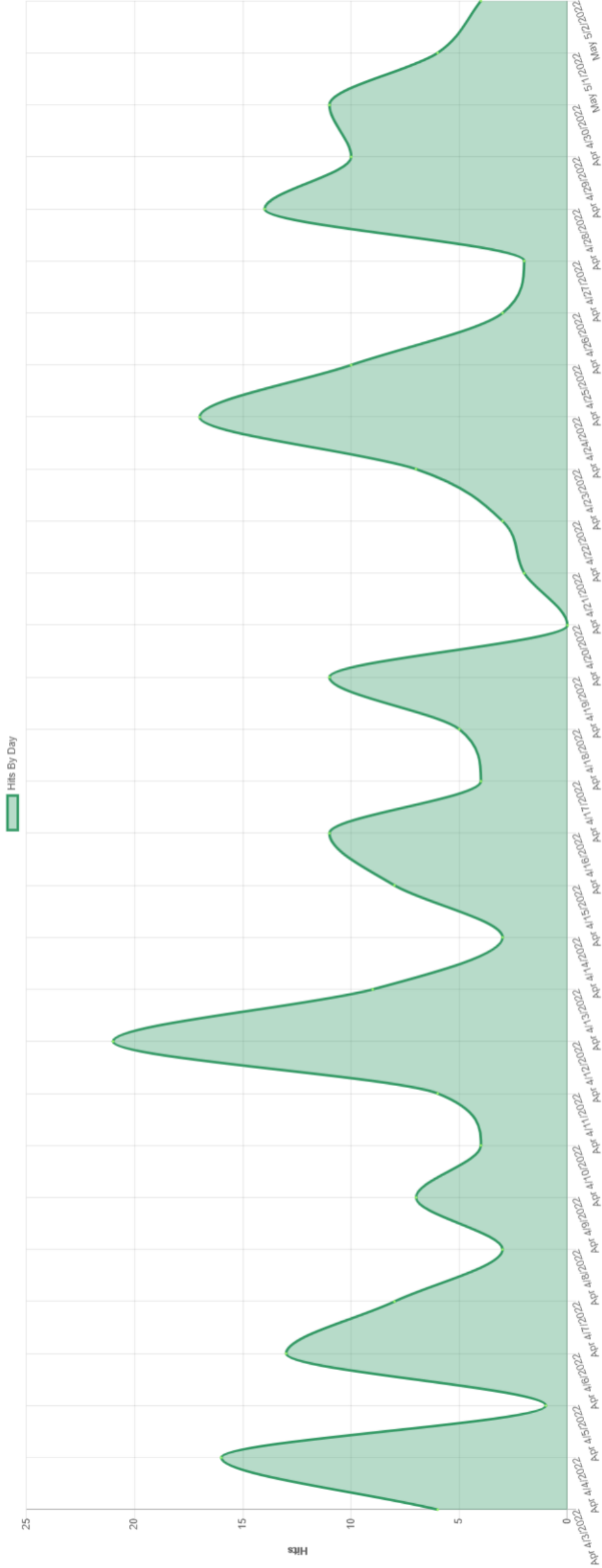
Export 

Apr 3 - May 2

Topics (14) ▾

Cameras (32) ▾

Search



Top 6 Categories

Hits Report

Total Hits:
154

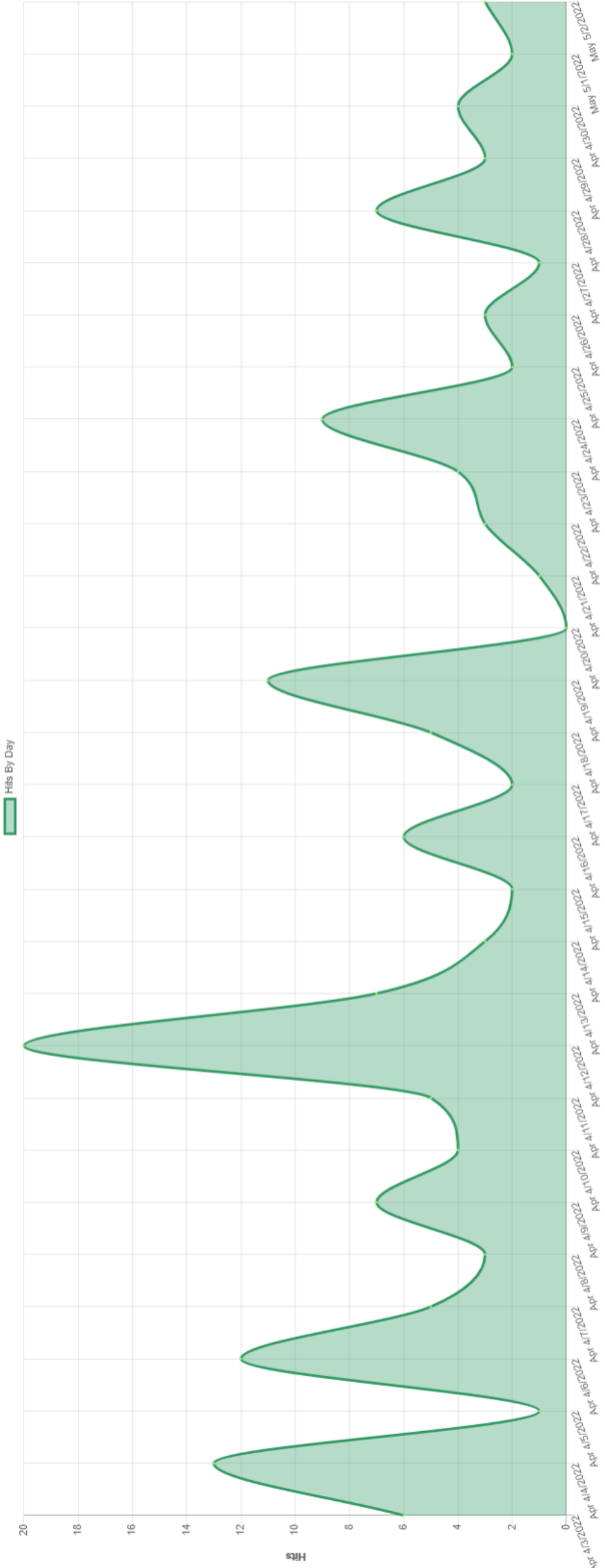
Export 

Apr 3 - May 2

Topics (6) ▾

Cameras (32) ▾

Search



Sex Offenders Only Hits

Hits Report

Total Hits:
19

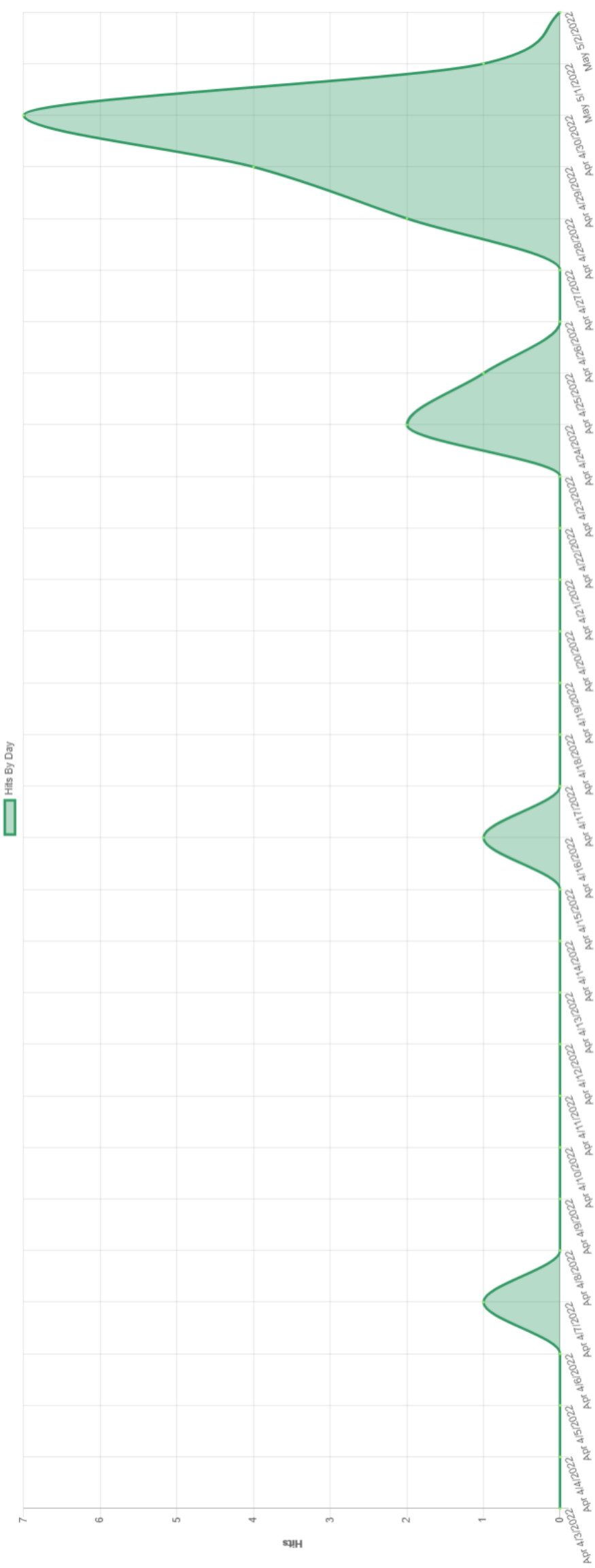
Export 

Apr 3 - May 2

Topics (1) ▾

Cameras (32) ▾

Search



Hits/Reads By Camera

1	23/325,108	17	3/124,354	Total Reads – 4,446,180
2	3/186,887	18	5/160,169	Unique Reads – 1,827,209
3	0/0	19	13/403,864	Hits- 225
4	1/143,788	20	12/270,211	6 Top Hit List- 154
5	1/98.303	21	12/349,178	*New camera -
6	3/95,622	22	24/374,157	Gessner/Bayou
7	10/222,898	23	6/218,466	Greenbay and Memorial
8	12/236,205	24	4/105,913	Beinhorn and Voss E/B
9	1/67,332	25	1/61,640	
10	2/135,412	26	0/34,413	
11	0/41,740	29	Riverbend 0/5,195	
12	0/79,709	#30	Beinhorn/Voss 0/34,251*	
13	9/205,331*	#32	Greenbay/Memorial 0/596*	
14	0/88,216	#174	4/150,983	
15	0/7,925	Trailer	0/0	
16	2/92,737	Strey	2/47,661	



Memorial Villages Police Department Summary

FY2023 Budget Proposal

FY23 Proposed Budget Summary

The Memorial Villages Police Commission has recommended adoption of the FY23 Budget proposal and is submitting that for approval by member cities. The MVPD Chief is requesting an overall budget of \$7,425,524 which is an additional \$1,066,274 or 16.77 % increase over the FY22 amended budget.

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

Category	2022 Amended Budget 44.5 FTE's	2023 Proposed Budget 45.5 FTE's	Variance	% Change
M&O EXPENDITURES	6,181,248	6,921,750	740,502	11.98%
FLEET REPLACEMENT	160,000	220,000	60,000	37.50%
CAPITAL OUTLAY EXPENDITURES	18,000	283,774	265,774	1477%
COMBINED EXPENDITURES	6,359,248	7,425,524	1,066,274	16.77%

The total cost to each city would equate to \$2,475,174.

- M&O \$2,307,250
- Fleet \$73,333
- Capital \$94,591

The Department is requesting a two-month assessment beginning January 2023:

- Maintenance & Operations **\$384,540**
- Fleet **\$12,223**

February 2023 thru November 2023 will be invoiced as follows:

- Maintenance & Operations **\$192,271**
- Fleet **\$6,111**

The Department is requesting the capital assessment in January 2023

- Capital **\$94,591.33**

No invoicing will occur in December 2023.

FY23 Budget Highlights

Category		2021 Actual	2022 Amended Budget	2023 Proposed Budget	Variance	% Change
100	PERSONNEL/BENEFITS	4,860,374	5,222,096	5,823,659	601,563	12%

100 PERSONNEL/BENEFITS:

MVPD currently has 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 proposal requests increasing adding one FTE, a commissioned peace officer, who will also function as an animal control and code enforcement officer.

This category includes salary, overtime, court/bailiff costs, TMRS participation, 2.5% employer contributions to 457b accounts 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 item includes estimated adjustments for annual step increases, estimated pto yearend payouts, and holiday/overtime requirements.*

SALARIES & WAGES - \$3,751,243

This category includes the base annual pay for the department's 45 (proposed) full time and 1 part time employee. It also reflects the 8% base salary adjustment and 1% step increase. The Office/Human Resource Manager and Finance Manager will also receive a 9% salary increase.

TCLEOSE CERTIFICATION - \$211,666

Based on the current compensation policy sworn officers and dispatchers earn 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 an additional 5% of base pay and Master certification is an additional 7.5% of employee base pay. At the time of this budget proposal 36 FTEs are eligible for this incentive. Any increase in base salary will necessitate increases to certification pay.

BILINGUAL INCENTIVE - \$10,453

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.

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 15 employees have obtained advanced degrees.

LCC/FBI INCENTIVE - \$1,200

Graduates of the FBI National Academy or Leadership Command College receive \$100 per month in additional pay.

CLOTHING ALLOWANCE - \$1,200

Detectives receive \$50 per month.

RAD - \$1,800

Employees who teach the Rape Aggression Defensive program training receive \$25 per month.

LONGEVITY - \$72,480

The compensation and retention plan changed the way tenure awarded. 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 - \$66,818

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) - \$41,600

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 – \$145,000

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

Court Bailiff – \$5,000

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

EMPLOYER 457B CONTRIBUTION - \$93,828

2.5% employer contribution of full-time employees' base salary.

RETIREMENT CONTRIBUTION - \$509,241

The 2022 request is estimated at the rate of 11.72%. The actual TMRS rate letter was not received at the time this proposal was presented.

GROUP-HEALTH/DENTAL/VISION/HSA CONTRIBUTIONS - \$715,073

Health/Dental/Vision Insurance estimate: \$547,673 employer contribution. Estimate is based on a 18% increase over current elections.

Employer HSA contribution estimate: \$99,900 (\$2,700 for family, \$1,500 single)

Wellness Exam contribution estimate: \$45,000 (\$1,000 per fulltime employee)

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

WORKERS COMPENSATION - \$78,000

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

LIFE/LTD - \$23,852

The department provides employee term life, AD&D, and long-term disability coverage to its employees. Cost estimate is based on 18% increase of current rates.

MEDICARE TAX EMPLOYER - \$63,003

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

Social Security - \$1,002

Estimate of social security tax for part time employee

Category		2021 Actual	2022 Amended Budget	2023 Proposed Budget	Variance	% Change
200	INSURANCE	52,231	59,400	80,680	21,280	36%

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 – \$40,000

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 – \$30,000

Protection from liability claims associated with law enforcement functions.

REAL & PERSONAL PROPERTY – \$9,000

Coverage for damage or destruction of departmental property.

Category		2021 Actual	2022 Amended Budget	2022 Proposed Budget	Variance	% Change
300	FLEET MAINTENANCE	166,844	138,000	207,000	69,000	50%

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 – \$145,000

FLEET MAINTENANCE – \$45,000

TIRE REPLACEMENT – \$7,000

DAMAGE REPAIR – \$10,000

Category		2021 Actual	2022 Amended Budget	2023 Proposed Budget	Variance	% Change
400	BUILDING MAINTENANCE	54,097	67,000	94,300	27,300	41%

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 – \$61,700

Expenditures include building, equipment, landscaping, and supplies that support the upkeep of the facility. The proposed budget includes one-time costs for jail locks, overhead garage doors, evidence room ventilation, and exterior camera system upgrade.

JANITORIAL SERVICES – \$21,600

Services are provided by an outside cleaning agency.

JAIL – \$1,000

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

BUILDING FURNISHINGS – \$10,000

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

Category		2021 Actual	2022 Amended Budget	2023 Proposed Budget	Variance	% Change
500	OFFICE	55,139	47,750	61,900	14,150	30%

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 – \$15,000

Purchase of computers and needed accessories per the replacement schedule.

POSTAGE/POSTAGE MACHINE – \$1,300

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 – \$25,000

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

BANK/FINANCE CHARGES – \$600

Banking and credit card fees

PAYROLL –\$20,000

Payroll and Human Resource expenditures

Category		2021 Actual	2022 Amended Budget	2023 Proposed Budget	Variance	% Change
600	UTILITES	56,049	66,706	70,305	3,599	5%

600 UTILITIES

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

COMMUNICATIONS/TELEPHONE – \$43,306

Expenditures for this category will cover the department’s equipment maintenance for business lines, internet, cable television, secure communication, and employee phone allowance.

ELECTRIC SERVICE – \$20,000

The department’s electrical service provider is Cavallo Energy.

WATER & SEWER – \$6,000

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

NATURAL GAS – \$1,000

The departments natural gas provider is Center Point Energy

Category		2021 Actual	2022 Amended Budget	2023 Proposed Budget	Variance	% Change
700	CONTRACT/SERVICES	306,141	381,460	385,710	4,250	1%

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 – \$121,710

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 – \$71,830

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

IT SERVICES – \$124,370

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.

SOFTWARE MAINTENANCE CONTRACTS – \$64,200

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

Category		2021 Actual	2022 Amended Budget	2023 Proposed Budget	Variance	% Change
800	OPERATIONS	175,295	198,836	198,196	(640)	0%

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 – \$1,440

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 – \$37,000

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 – \$6,500

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 – \$60,000

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

TRAVEL – \$7,000

This line-item support travel and lodging costs for employees.

RECRUITING COSTS – \$7,000

This line item supports tuition reimbursement and recruitment and selection services such as: background, drug testing, finger printing, and psychiatric examinations.

CRIMINAL INVESTIGATIONS – \$3,720

This line item supports costs associated with criminal investigations such as fingerprinting

Category		2021 Actual	2022 Amended Budget	2023 Proposed Budget	Variance	% Change
1000	AUTO REPLACEMENT	173,312	160,000	220,000	60,000	38%

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 – \$2,500

Funding is requested to capture needed small equipment items that do not fit into specific categories such as computers and building furnishings.

1000 –AUTO REPLACEMENT

Line item in this category supports our vehicle replacement plan. Historically the Department purchases three new vehicles each fiscal year. The proposed budget request includes the purchase of an additional vehicle for the animal control/code enforcement officer.

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

Category		2021 Actual	2022 Amended Budget	2023 Proposed Budget	Variance	% Change
2000	CAPITAL ITEMS	34,728	18,000	283,774	265,774	1477%

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. The Department is requesting support to cover the cost of a range storage container and a radio system upgrade. The estimated cost of the radio system \$625,000. The department is proposing using \$125,000 of current fund balance, retaining the FY21 audited surplus of \$228,426, the FY20 surplus refunded to the Villages, and a \$271,574 FY23 request from the Villages.

Memorial Villages Police Department
FY23 BUDGET PROPOSAL

GENERAL FUND								
Acct. No	Category	2019 Actual	2020 Actual	2021 Actual	2022 Amended	2023 Requested	\$ Increase/ 2022-2023	% Increase
100								
100	Salaries	3,279,467	3,557,690	3,626,605	3,785,751	4,189,658	403,907	11%
110	Overtime	115,094	92,292	144,898	125,000	145,000	20,000	16%
115	Court/Bailiff	6,010	1,269	506	10,000	5,000	(5,000)	-50%
120	Retirement	379,669	430,477	434,539	459,268	509,241	49,973	11%
125	475b contribution		31,865	31,538	62,870	93,828	30,958	49%
130	Health Insurance	503,527	513,331	484,919	625,314	715,073	89,759	14%
140	Workers Compensation - TML	65,000	59,982	64,313	75,000	78,000	3,000	4%
150	Life/LTD	17,847	18,946	18,878	21,982	23,852	1,870	9%
160	Medicare	47,004	51,063	52,796	56,911	63,003	6,092	11%
170	Social Security	248	983	1,371		1,002		
	Denver Colorado Tax			10				
	TOTAL PERSONNEL/BENEFITS	4,413,866	4,757,898	4,860,374	5,222,096	5,823,659	601,563	12%
200								
	TML INTERGOVERNMENTAL RISK POOL							
200	Auto	26,604	25,201	23,386	27,500	40,000	12,500	45%
210	General Liability	430	330	348	400	720	320	80%
220	Public Official Bond	849	848	848	900	960	60	7%
230	Professional Liability	18,858	18,998	20,149	21,000	30,000	9,000	43%
240	Real & Personal Property	12,637	11,923	7,499	9,600	9,000	(600)	-6%
	TOTAL OTHER INSURANCE	59,378	57,300	52,231	59,400	80,680	21,280	36%
300								
300	Gas and Oil	66,046	69,296	119,935	81,000	145,000	64,000	79%
310	Fleet maintenance	31,154	37,949	40,030	40,000	45,000	5,000	13%
320	Tires	6,565	6,569	3,911	7,000	7,000	0	0%
	Damage Repair	5,783	5,010	2,969	10,000	10,000	0	0%
	TOTAL FLEET MAINTENANCE	109,548	118,824	166,844	138,000	207,000	69,000	50%
400								
400	General/Building Maintenance	18,848	21,849	25,894	30,000	61,700	31,700	106%
410	Janitorial Services	18,000	19,078	20,400	21,000	21,600	600	3%
420	Jail	773	299	0	1,000	1,000	0	0%
430	Building Furnishings	7,450	8,775	7,803	15,000	10,000	(5,000)	-33%
	TOTAL BUILDING	45,070	50,001	54,097	67,000	94,300	27,300	41%
500								
500	Computers	10,640	8,521	11,837	13,000	15,000	2,000	15%
510	Postage/postage machine	840	1,129	845	1,300	1,300	0	0%
520	Office Supplies	12,063	11,974	23,811	15,000	25,000	10,000	67%
530	Bank/Finance Service Chgs	329	400	503	550	600	50	9%
540	Payroll Services	16,220	17,210	18,143	17,900	20,000	2,100	12%
	TOTAL OFFICE	40,093	39,233	55,139	47,750	61,900	14,150	30%
600								
600	Telephone	33,954	32,499	37,949	40,606	43,306	2,700	7%
610	Electric	16,051	14,704	12,758	20,000	20,000	0	0%
620	Water/Sewer	5,067	5,153	4,740	5,500	6,000	500	9%
630	Natural Gas	510	439	602	600	1,000	400	67%
	TOTAL UTILITIES	55,582	52,794	56,049	66,706	70,305	3,599	5%
700								
700	Equipment Maint. Contracts	58,797	134,984	97,005	135,950	121,710	(14,240)	-10%
710	SETCIC fees	3,262	3,065	3,009	3,600	3,600	0	0%
720	Legal/Professional	51,406	76,802	48,586	80,660	71,830	(8,830)	-11%
730	IT Services	98,578	100,055	100,244	102,050	124,370	22,320	22%
740	Software Maintenance Contracts	52,170	56,252	57,297	59,200	64,200	5,000	8%
	TOTAL CONTRACTS/SERVICES	264,214	371,159	306,141	381,460	385,710	4,250	1%
800								
800	Accreditation	0	0	1,200	1,200	1,440	240	20%
810	Uniforms	26,518	25,131	37,684	30,500	37,000	6,500	21%
820	Radio parts and labor	29,686	31,328	28,044	33,036	33,036	0	0%
830	Firearms Trng and Ammo	5,323	5,880	3,927	6,500	6,500	0	0%
	Tasers	9,656	10,122	10,254	15,000	15,000	0	0%

**Memorial Villages Police Department
FY23 BUDGET PROPOSAL**

GENERAL FUND CONTINUED								
Acct. No	Category	2019 Actual	2020 Actual	2021 Actual	2022 Amended	2023 Requested	\$ Increase/ 2022-2023	% Increase
840	Training & Prof. Dues	38,311	23,113	37,258	58,000	60,000	2,000	3%
850	Travel	7,642	592	3,614	7,000	7,000	0	0%
860	Recruiting Costs	5,154	958	17,581	5,000	7,000	2,000	40%
870	Criminal Investigations (CID)	3,084	3,003	3,829	3,500	3,720	220	6%
880	Contingency - Miscellaneous	13,481	4,179	0	25,000	25,000	0	0%
892	Small Equipment	4,182	2,255	13,381	14,100	2,500	(11,600)	-82%
	COVID expenditures		47,884	18,523			0	
	TOTAL OPERATIONS	143,038	154,444	175,295	198,836	198,196	(640)	0%
	TOTAL M&O	5,130,790	5,601,654	5,726,170	6,181,248	6,921,750	1,195,580	11.98%
OTHER FUNDS								
Acct. No	Category	2019 Actual	2020 Actual	2021 Actual	2022 Amended	2023 Requested	\$ Increase/ 2022-2023	% Increase
1000								
1000	Auto Replacement	158,332	165,670	173,312	160,000	220,000	60,000	38%
	Rifle Locking System							
	AEDs							
	TOTAL VEHICLE REPLACEMENT	158,332	165,670	173,312	160,000	220,000	60,000	37.50%
2000								
2880	Capital Projects Contingency	518	150					
	Radar message board			16,855				
	12TB Dato and Replacement Server				18,000			
	Range storage container/banking fees					12,200		
	Radio System Upgrade					271,574		
	TOTAL SPECIALCAPITAL ASSETS	518	150	16,855	18,000	283,774	265,774	1477%
	TOTAL OTHER FUNDS	158,850	165,821	190,167	178,000	503,774	325,774	183%
Category	2019 Actual	2020 Actual	2021 Actual	2022 Amended	2023 Requested	\$ Increase/ 2022-2023	% Increase	
GENERAL FUND	5,130,790	5,601,654	5,726,170	6,181,248	6,921,750	740,502	11.98%	
OTHER FUNDS	158,850	165,821	190,167	178,000	503,774	325,774	183.02%	
COMBINED TOTALS	5,289,639	5,767,474	5,916,337	6,359,248	7,425,524	1,066,276	16.77%	



Hunters Creek



Village

FY23 Budget

Bunker Hill Village - Piney Point Village - Hunters Creek Village



Meeting the Challenges of
Today, Tomorrow and Beyond



Hunters Creek



Village

FY23 Budget Goals and Objectives

Goals:

Hire, Develop and Maintain the **best qualified and experienced employees** to serve as Memorial Villages Police Department, Police Officers, Animal Control/Code Officer, 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**.

FY23 Budget

Results from Previous Budgets

- Personnel ✓
- Building the Brand ✓
- Addressing Crime ✓
- Technology ✓
- Response Times ✓
- Officer and Community Safety ✓



Hunters Creek



Village

FY23 Budget Proposal

Proposed Total Budget Package for 2023

Personnel and Benefits \$5,823,659 (+11.5%)

Total Operations \$198,836 (+14.5%)

Total M&O \$6,921,750 (+11.98%)

Auto – \$220,000 (+37.5%)

(Vehicles)

Proposed 2023 Budget – \$7,153,950 (+12.5%)

Cost per Village \$2,384,650

Increase of \$284,900 per village over FY22



Hunters Creek



Village

FY23 Budget Proposal

FY23 Budget Adjustments

Add one FTE – Certified Police Officer/Animal Control/Code Enforcement Officer +\$119,000

Vehicle Maintenance Adjustment Fuel and Maintenance

General Maintenance Contracts Phone System

- Generator
- Copier
- Elevator
- Fire Safety Systems
- IT Systems

Office

- Uniforms/Vests
- Small Equipment

Equipment

- Range Equipment Storage Container (one-time) +\$12,200
- Animal Control Vehicle and Equipment (one-time) +\$65,000



Hunters Creek



Village



Hunters Creek



Village

FY23 Budget

Investment in Our Personel

Maintain our High Standards

Increase in Salary and Benefit Budget

- Base Salary Adjustment – 9%
(1% STEP + 8% Salary Increase)
- Fund 457b City contribution at 2.5% (+.5%)
- TMRS 20-Year Plan

Average Salary

w/pay incentives will be:

Sergeant	\$112,000
Patrol Officer	\$91,000
Dispatcher	\$61,000



Hunters Creek



Village

FY23 Budget

Animal Control/Code Enforcement

- Reuniting lost pets with owners
- Managing aggressive pet – citizen interactions
- Addressing animal complaints
- Investigating City Code Violations





Hunters Creek



Village

Capital Projects 2023-2025

The Memorial Villages Police Department administration has identified several capital projects that will need funding from participating cities over the next 1-3 years.

These projects include:

- **Radio System Upgrade/Replacement \$622,839 - 2023 Project**
- **Roof Replacement \$234,394+ 2024 Project**
- **HVAC Replacement \$174,800**
- **CAD/RMS/ARS Replacement \$287,500 - 2025 Project**



FY23 Budget Proposal

Proposed Total Budget Package for 2023

Personnel and Benefits \$5,823,659 (+11.5%)

Total Operations \$198,836 (+14.5%)

Total M&O \$6,921,750 (+11.98%)

Auto – \$220,000 (+37.5%)
(Vehicles)

Proposed 2023 Budget – \$7,153,950 (+12.5%)

Proposed 2023 Budget with Capital - **\$ 7,776,789**

Cost per Village \$2,384,650 **(\$2,592,263)**

Increase of \$284,900 per village over FY22 **(\$492,513)**



Hunters Creek



Village



Hunters Creek



Village

FY23 Budget Proposal One Time Expenditures

Proposed Total Budget Package for 2023

2023 Budget One-time expenses \$722,139

- Jail Locks \$4,800
- Overhead Door Upgrade \$9,600
- Evidence Room Ventilation \$8,400
- CCTV Upgrade \$4,500
- Animal Control Vehicle \$60,000
- Range Storage Container \$12,000
- Radio System Upgrade \$622,839

One-time expenses per Village **\$ 240,713**
 2023 Budget re-occurring **\$2,351,550**
 Total 2023 cost per Village **\$2,592,263**



Hunters Creek



Village

FY23 Capital Project Expenditure

Applying existing fund balances

Anticipated Cost of Project \$625,000
Funds from MVPD Special Asset Fund (\$125,000)
MVPD 2021 Budget Surplus **Audited** (\$228,426)
Project Funding Paid by Cities in 2023 \$271,574
Contribution by each City in 2023 \$90,525

Proposed 2023 Budget – \$7,153,950 (+12.5%)

Proposed 2023 Budget with Capital - **\$ 7,425,524**

Cost per Village \$2,475,174



Hunters Creek



Village

**THANK YOU
FOR INVESTING IN
PUBLIC SAFETY**



1	2			3			4			5			6			7			8			9			10			11			12			13			14			15					
	Total Number of Incidents 2022															Life Threatening (LT) EMS Incidents															Life Threatening (LT) Fire Incidents														
	Fire	EMS	Total	# LT EMS	Natl Stand. 6:30 1st Resp. Time	of 90%	Natl. Stand 10:30 ALS Resp Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	% of 2022 Calls are:	Fire	EMS	Fire Alarms	% of Fire Calls																													
Bunker Hill Village	57	38	95	16	3:12	100%	5:48	100%	8	5:11	100%	60%	40%	25	44%																														
Hedwig Village	64	80	144	45	2:56	100%	2:59	100%	9	3:10	100%	44%	56%	31	48%																														
Hilshire Village	9	17	26	10	3:28	100%	5:08	100%	1	0:00	100%	35%	65%	4	0%																														
Hunters Creek Village	76	48	124	23	3:59	100%	5:39	100%	8	3:23	100%	61%	39%	31	41%																														
Piney Point Village	59	32	91	18	3:55	100%	4:58	100%	4	3:19	100%	65%	35%	33	56%																														
Spring Valley Village	70	72	142	33	2:55	100%	4:30	100%	13	4:31	100%	49%	51%	12	17%																														
Houston	26	0	26																																										
Totals	361	287	648	145	3:24	100%	4:50	100%	43	3:25	100%	56%	44%	136	34%																														

A

Notes: ALL Response Time categories include from the receipt of the call at the Primary Dispatch to arrival on location of the responding units.

Column 1: Reflects the cities listed within the chart.

Column 2: Reflects the year to date number of "fire" type calls within each jurisdiction. Includes: fires, vehicle collisions, gas leaks, rescues, tree in roadways, and others.

Column 3: Reflects the year to date number of "EMS" calls within each jurisdiction.

Column 4: Reflects the year to date, total number of all calls within each jurisdiction.

Column 5: Reflects the year to date, number of "life threatening EMS" calls within each jurisdiction.

Column 6, Row A: Reflects the "National Standard for total response time for life threatening EMS Calls of 6 minutes 30 seconds.

Column 7: Reflects the year to date, first responder's response times for each jurisdiction.

Column 8, Row A: Reflects the National Standard of the percentage of calls which the national standard should be met: 90%

Column 9: Reflects the year to date, percentage of calls which the national standard is met during life threatening EMS calls.

Column 10 Row A: Reflects the National Standard for total response time for life threatening EMS calls for arrival of Advanced Life Support Equipment and Personnel: 10 minutes 30 seconds.

Column 11: Reflects the year to date, Advanced Life Support equipment and personnel response time for life threatening calls within each jurisdiction.

Column 12 Row A: Reflects the National Standard of the percentage of calls which the ALS standard should be met: 90%

Column 13: Reflects the year to date, percentage of calls, which the national standards is met of ALS response for each jurisdiction.

Column 14: Reflects the year to date, number of life threatening "Fire Type" calls within each jurisdiction.

Column 15: Reflects the year to date, average total response time to fire type calls within each jurisdiction.

Column 16: Reflects the year to date, percentage of life threatening fire type calls which meet or exceed the National Standard.

Column 17: Reflects the year to date, percentage of calls which are "fire type" calls.

Column 18: Reflects the year to date, percentage of call which are "EMS" calls.

Column 19: Reflects the year to date number of Fire Alarms within each jurisdiction.

Column 20: Reflects the percentage of fire type calls which are fire alarms.

MAYOR
Jim Pappas

CITY OF HUNTERS CREEK VILLAGE

CITY COUNCIL
Stuart Marks
Fidel Sapien
Linda Knox
Chip Cowell
Jay Carlton



CITY ADMINISTRATOR
Tom Fullen, MPA, CPM

Building Official Monthly Report

Prepared May 20, 2022 for the May 24, 2022 meeting.

Mayor and Council,

Please find attached the Building Officials Monthly Report for April 2022.

Thank You,

Jessica Pierce
Permit Administrative Assistant



**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	25	\$5,817	0	13	\$2,340	26	\$4,440	64	\$12,597	\$1,032,779
June	23	\$24,680	2	18	\$3,220	35	\$5,320	76	\$33,220	\$7,849,746
July	15	\$23,330	2	23	\$4,590	29	\$5,700	67	\$33,619	\$5,221,170
August	19	\$27,662	2	14	\$2,965	20	\$4,495	53	\$35,122	\$4,849,719
September	26	\$6,996	0	13	\$2,670	34	\$4,870	73	\$14,536	\$1,362,060
October	27	\$32,322	3	8	\$1,385	24	\$4,795	59	\$38,501	\$5,800,301
November	19	\$4,856	0	13	\$1,900	24	\$4,175	56	\$10,930	\$940,466
December	27	\$4,284	0	6	\$700	12	\$1,215	45	\$6,199	\$1,174,925
Total	274	\$312,050	11	162	\$29,600	304	\$51,045	740	\$392,693	\$76,523,789

**City of Hunters Creek Village
Permit Activity Report (Issued) - 2021**

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	29	\$17,846	1	19	\$3,215	24	\$4,495	72	\$25,556	\$3,108,651
February	15	\$24,327	2	9	\$1,410	18	\$2,420	49	\$28,516	\$4,311,997
March	35	\$14,765	0	19	\$2,615	44	\$6,985	98	\$24,365	\$2,394,000
April	26	\$5,970	0	17	\$3,240	20	\$2,675	63	\$11,885	\$1,229,148
May	21	\$14,620	1	23	\$3,585	43	\$6,630	87	\$24,835	\$3,849,073
June	28	\$26,027	2	14	\$2,810	29	\$4,645	71	\$33,482	\$4,930,737
July	26	\$31,787	3	14	\$2,365	21	\$3,485	61	\$37,367	\$4,347,372
August	27	\$16,496	0	23	\$4,265	54	\$7,960	104	\$28,721	\$3,570,864
September	19	\$34,387	2	21	\$4,025	33	\$6,575	73	\$44,987	\$5,535,127
October	23	\$24,797	1	22	\$4,405	30	\$4,895	75	\$34,097	\$4,061,891
November	31	\$38,585	2	36	\$5,625	16	\$3,325	83	\$47,535	\$5,919,766
December	37	\$53,801	5	21	\$3,035	35	\$7,890	93	\$64,726	\$10,576,710
Total	317	\$303,408	19	238	\$40,595	367	\$61,980	929	\$406,072	\$53,835,336

**City of Hunters Creek Village
Permit Activity Report (Issued) - 2022**

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	21	\$28,575	2	29	\$5,735	34	\$7,465	84	\$41,775	\$3,260,398
February	32	\$9,165	0	19	\$4,317	46	\$7,160	97	\$20,642	\$1,410,185
March	47	\$54,321	3	26	\$5,041	44	\$8,270	117	\$67,632	\$7,489,496
April	38	\$22,082	1	21	\$4,235	49	\$8,320	108	\$34,627	\$4,190,733
May										
June										
July										
August										
September										
October										
November										
December										
Total	138	\$114,142	6	95	\$19,328	173	\$31,215	406	\$164,675	\$16,350,812

**City of Hunters Creek Village
Inspection Activity Report - 2021**

	Inspections Performed	Inspections Passed	% Passed	Inspections Failed	% Failed
Month					
January	147	124	84.4	23	15.6
February	98	86	87.8	12	12.2
March	172	146	84.9	26	15.1
April	135	118	87.4	17	12.6
May	126	111	88.1	15	11.9
June	165	137	83.0	28	17.0
July	139	113	81.3	26	18.7
August	170	155	91.2	15	8.8
September	186	163	87.6	23	12.4
October	188	164	87.2	24	12.8
November	124	113	91.1	11	8.9
December	188	174	92.6	14	7.4
Total	1838	1604	87.2	234	12.8

**City of Hunters Creek Village
Inspection Activity Report - 2022**

	Inspections Performed	Inspections Passed	% Passed	Inspections Failed	% Failed
Month					
January	184	169	91.8	15	8.2
February	201	188	93.5	13	6.5
March	214	197	92.1	17	7.9
April	247	231	93.5	16	6.5
May					
June					
July					
August					
September					
October					
November					
December					
Total	846	785	92.7	61	7.3

Inspections with Odometer Readings, by Inspector and Vehicle

May 20, 2022 3:03 PM
 Jessica Pierce
 City of Hunters Creek Village

Date Range (inclusive): **Fri Apr 01 2022 to Sat Apr 30 2022**
 Inspection Department: **Building Permit Inspections**

BBG Consulting, Inc (BBG)								
Odometer	Permit #	Address	Insp Type	Date	Reinsp?	Reinsp Fee?	Result	Correction Notes
Vehicle ID:								
	202100398	2 Bridlewood Ct	E Rough	4/1/22		No	Pass	Approved - Baseboard outlets have their own box
	202100432	4 PINWOOD CIR	YD Trench	4/1/22		No	Pass	Not a final - Approved storm drain and catch basins at driveway
	202100686	506 Lindenwood Drive	FD Steel	4/1/22		No	Pass	
	202100798	11014 Landon Lane	E Final	4/1/22		No	Pass	
	202100799	11010 Landon Lane	E Final	4/1/22		No	Pass	
	202200189	11010 Landon Lane	P Final	4/1/22		No	Pass	
	202200190	11014 Landon Lane	P Final	4/1/22		No	Pass	
	202200274	805 Kuhlman Road	P Final	4/1/22		No	NC	Disapproved - Gate to be self closing to where it latches
	202200281	262 Bryn Mawr Circle	F Post Hole	4/1/22		No	Pass	
	202200293	700 W Creekside Drive	P GL & GT	4/1/22		No	NC	Disapproved - system not under test
	202200061	402 MENKING CT	FD Steel	4/4/22		No	NC	Disapproved - the forms are not level; need to add a second rebar mat due to the slab being 12 inches thick.
	202200192	10819 Roaring Brook Lane	P Final	4/4/22		No	Pass	
	202200266	706 Creekside Lane	F Post Hole	4/4/22		No	Pass	
	202200282	10606 Gawain Ln	P UnderG	4/4/22		No	Pass	
	202200282	10606 Gawain Ln	P Sewer	4/4/22		No	Pass	
	202200292	10603 Twelve Oaks Drive	E Underg	4/4/22		No	Pass	
	202200292	10603 Twelve Oaks Drive	TCI	4/4/22		No	Pass	
	202100757	807 Saddlewood Ln	Frame R	4/5/22		No	Pass	
	202100830	210 CARUTHERS LN	FD Steel	4/5/22		No	Pass	

202200134	805 Kuhlman Road	E Final	4/5/22		No	Pass	
202200290	245 BRYN MAWR CIR	F Post Hole	4/5/22		No	Pass	
202200299	439 Thamer Lane	E Serv/ML	4/5/22		No	Pass	
202100686	506 Lindenwood Drive	E Underg	4/7/22		No	Pass	
202100686	506 Lindenwood Drive	TCI	4/7/22		No	Pass	
202100830	210 CARUTHERS LN	E Underg	4/7/22		No	Pass	
202100830	210 CARUTHERS LN	TCI	4/7/22		No	Pass	
202100831	210 CARUTHERS LN	P UnderG	4/7/22		No	Pass	
202100831	210 CARUTHERS LN	P GL & GT	4/7/22		No	Pass	
202200032	10829 Roaring Brook Lane	M Final	4/7/22		No	Pass	
202200146	318 Shasta Drive	YD Trench	4/7/22		No	Pass	
202200165	659 Shartle Circle	FD Steel	4/7/22	Y	No	Pass	
202200277	10615 Twelve Oaks Drive	P Layout	4/7/22		No	Pass	
202100558	852 Kuhlman Rd	H-Strap	4/8/22	Y	No	Pass	[Entered 4/6/2022 by henry]: Disapproved; Missing Anchor Bolts on garage returns Missing bolts & washers, right side of structure
202200302	306 Lindenwood Drive	E Underg	4/8/22		No	Pass	
202200302	306 Lindenwood Drive	TCI	4/8/22		No	Pass	
202200302	306 Lindenwood Drive	E Final	4/8/22		No	Pass	
202200303	306 Lindenwood Drive	P UnderG	4/8/22		No	Pass	
202200303	306 Lindenwood Drive	P Final	4/8/22		No	Pass	
202200303	306 Lindenwood Drive	P GL & GT	4/8/22		No	Pass	
202100224	1 Bridlewood Ct	E Final	4/11/22		No	Pass	
202200117	615 Shartle Cir	ET-Pole	4/11/22		No	Pass	
202200158	10803 Timberglen Dr	F Final	4/11/22		No	Pass	
202200198	522 RIPPLE CREEK DR	E Underg	4/11/22		No	Pass	
202200198	522 RIPPLE CREEK DR	TCI	4/11/22		No	Pass	
202200220	754 Country Ln	P Steel/Piping	4/11/22		No	Pass	
202200236	737 Camelot Lane	E Underg	4/11/22		No	Pass	

	202200236	737 Camelot Lane	TCI	4/11/22		No	Pass	
	202200289	1 Bridlewood Ct	I Final	4/11/22		No	Pass	Backflow on file at City.
	202200295	10610 S EVERS PARK DR	Gas Test	4/11/22		No	Pass	
	202200295	10610 S EVERS PARK DR	P Sewer	4/11/22		No	Pass	
	202200295	10610 S EVERS PARK DR	P Rgh/P-T/VCBK	4/11/22		No	Pass	
	202200321	2 SADDLEWOOD ESTATES DR	P Final	4/11/22		No	NC	Disapproved; no answer at door, and no one answered phone.
	202200322	737 Camelot Lane	P UnderG	4/11/22		No	Pass	
	202200322	737 Camelot Lane	P GL & GT	4/11/22		No	Pass	
	202100928	10426 Memorial Drive	P Sewer	4/12/22		No	Pass	Sewer & Water Line
	202200000	10426 Memorial Drive	E TCI	4/12/22		No	Pass	
	202200205	4 PINWOOD CIR	F Final	4/12/22		No	Pass	
	202200298	10545 Gawain Lane	P UnderG	4/12/22		No	Pass	
	202200298	10545 Gawain Lane	P Sewer	4/12/22		No	Pass	
	202200327	903 Oak Valley Dr	F Post Hole	4/12/22		No	Pass	
	202100638	410 Thamer Circle	M Final	4/13/22		No	Pass	
	202200197	1205 Riverbend Drive	FD Steel	4/13/22		No	Pass	
	202200312	507 Hunterwood Dr	FD Steel	4/13/22		No	Pass	
	202200331	637 Wellesley Drive	P Final	4/13/22		No	Pass	
	202100635	414 Thamer Cir	Frame R	4/14/22		No	NC	Disapproved - add joist hangers in playroom; add joist hangers at stair landing by mudroom; add joist hangers at attic access and fire block above guest bath shower.
	202100796	11015 Huntwyck Drive	P UnderG	4/14/22		No	Pass	
	202100796	11015 Huntwyck Drive	P GL & GT	4/14/22		No	Pass	
	202200234	823 Wade Hampton Drive	Foundation	4/14/22		No	Pass	
	202200239	2 HAMPTON CT	F Post Hole	4/14/22		No	Pass	
	202200317	830 Country Lane	F Post Hole	4/14/22		No	Pass	
	202200335	703 Saddlewood Lane	P UnderG	4/14/22		No	Pass	
	202200335	703 Saddlewood Lane	P Sewer	4/14/22		No	Pass	

	202200335	703 Saddlewood Lane	P Final	4/14/22		No	Pass	
	202200346	718 Creekside Lane	P Layout	4/14/22		No	Pass	
	202100029	408 LINDENWOOD DR	Gas Test	4/18/22		No	Pass	
	202100921	851 Country Ln	Gas Test	4/18/22		No	Pass	
	202200195	414 Thamer Cir	E Underg	4/18/22		No	Pass	
	202200326	10802 Timberglen Drive	P UnderG	4/18/22	Y	No	Pass	
	202200353	715 Storywood Drive	E Rough	4/18/22		No	Pass	
	202100635	414 Thamer Cir	Frame R	4/19/22	Y	No	Pass	[Entered 4/14/2022 by BBG]: Disapproved - add joist hangers in playroom; add joist hangers at stair landing by mudroom; add joist hangers at attic access and fire block above guest bath shower.
	202200242	10802 Timberglen Drive	Foundation	4/19/22		No	Pass	
	202200317	830 Country Lane	F Post Hole	4/19/22		No	Pass	
	202200323	110 Willowend Dr	E Underg	4/19/22		No	Pass	
	202200323	110 Willowend Dr	TCI	4/19/22		No	Pass	
	202200323	110 Willowend Dr	E Final	4/19/22		No	Pass	
	202200327	903 Oak Valley Dr	F Final	4/19/22		No	Pass	
	202200356	110 Willowend Dr	P UnderG	4/19/22		No	Pass	
	202200356	110 Willowend Dr	P GL & GT	4/19/22		No	Pass	
	202200356	110 Willowend Dr	P Final	4/19/22		No	Pass	
	202200277	10615 Twelve Oaks Drive	P Steel/Piping	4/20/22		No	Pass	
	202200001	624 Wellesley Drive	Shower Pan	4/21/22		No	Pass	
	202200199	522 RIPPLE CREEK DR	P UnderG	4/21/22		No	Pass	
	202200199	522 RIPPLE CREEK DR	P GL & GT	4/21/22		No	Pass	
	202200239	2 HAMPTON CT	F Final	4/21/22		No	Pass	
	202200313	1118 Riverbend Drive	E Underg	4/21/22		No	Pass	
	202200313	1118 Riverbend Drive	E Rough	4/21/22		No	Pass	
	202200313	1118 Riverbend Drive	TCI	4/21/22		No	Pass	
	202200334	830 Country Lane	P TO/Rough	4/21/22		No	Pass	
	202200337	10610 S EVERS PARK DR	E Rough	4/21/22		No	Pass	

202200338	10721 SHALLOWBROOK LN	Demo F	4/21/22	No	Pass	
202200357	8447 Hunters Creek Dr	ET-Pole	4/21/22	No	Pass	
202200365	1118 Riverbend Drive	P UnderG	4/21/22	No	Pass	
202200365	1118 Riverbend Drive	P GL & GT	4/21/22	No	Pass	
202200224	738 E CREEKSIDE DR	FD Steel	4/22/22	No	Pass	
202200224	738 E CREEKSIDE DR	E Underg	4/22/22	No	Pass	
202200253	10922 ROARING BROOK LN	P Layout	4/22/22	No	Pass	
202200317	830 Country Lane	F Post Hole	4/22/22	No	Pass	
202200320	10802 HUNTERS FOREST DR	F Post Hole	4/22/22	No	NC	Disapproved - no holes dug at this time
202200354	10915 Kirwick Drive	I Trench	4/22/22	No	Pass	
202200354	10915 Kirwick Drive	I Final	4/22/22	No	Pass	
202200358	907 Oak Valley Dr	P Final	4/22/22	No	Pass	
202200363	906 Tarrington Court	P UnderG	4/22/22	No	Pass	
202200363	906 Tarrington Court	P Sewer	4/22/22	No	Pass	
202200363	906 Tarrington Court	P Final	4/22/22	No	Pass	
202100265	4 Hunters Ridge Court	E Underg	4/25/22	No	Pass	
202100265	4 Hunters Ridge Court	E Rough	4/25/22	No	Pass	
202100265	4 Hunters Ridge Court	TCI	4/25/22	No	Pass	
202100265	4 Hunters Ridge Court	E Final	4/25/22	No	Pass	
202100854	10902 WICKWILD ST	Insulation	4/25/22	No	Pass	
202100897	10914 Bridgewood St	H-Strap	4/25/22	No	Pass	
202200061	402 MENKING CT	E Underg	4/25/22	No	Pass	
202200062	402 MENKING CT	P UnderG	4/25/22	No	Pass	
202200353	715 Storywood Drive	E Rough	4/25/22	No	Pass	
202200378	10915 Wickline Drive	E Underg	4/25/22	No	Pass	
202200380	727 Storywood Drive	P TO/Rough	4/25/22	No	Pass	
202200052	303 Teakwood Lane	E Final	4/26/22	No	Pass	
202200053	303 Teakwood Lane	P Final	4/26/22	No	Pass	

	202200175	10610 S EVERS PARK DR	P Deck S	4/26/22		No	Pass	
	202200332	602 Hunters Way Ct	E Final	4/26/22		No	Pass	
	202200350	715 Storywood Drive	Frame R	4/26/22	Y	No	Pass	
	202200352	715 Storywood Drive	P UnderG	4/26/22		No	Pass	
	202200352	715 Storywood Drive	Gas Test	4/26/22		No	Pass	
	202000614	1 Bridlewood Ct	Bld-Final	4/27/22		No	Pass	
	202100632	330 Hunters Trail St	TCI	4/27/22		No	Pass	Approved; on demand
	202100775	734 E CREEKSIDE DR	P UnderG	4/27/22		No	Pass	
	202100775	734 E CREEKSIDE DR	P GL & GT	4/27/22		No	Pass	
	202100821	408 LINDENWOOD DR	E Underg	4/27/22		No	Pass	
	202200061	402 MENKING CT	TCI	4/27/22		No	Pass	
	202200070	1 Bridlewood Ct	YD Final	4/27/22		No	Pass	
	202200138	407 Thamer Circle	P UnderG	4/27/22		No	Pass	
	202200138	407 Thamer Circle	P GL & GT	4/27/22		No	Pass	
	202200174	501 Lindenwood Drive	P Final	4/27/22		No	Pass	
	202200194	1 Bridlewood Ct	DW Final	4/27/22		No	Pass	
	202200230	1 Bridlewood Ct	F Final	4/27/22		No	Pass	
	202200304	10426 Memorial Drive	P Layout	4/27/22		No	Pass	
	202200320	10802 HUNTERS FOREST DR	F Post Hole	4/27/22	Y	No	Pass	[Entered 4/22/2022 by BBG]: Disapproved - no holes dug at this time
	202200317	830 Country Lane	F Post Hole	4/28/22	Y	No	Pass	
	202200372	671 SHARTLE CIR	FD-Piers	4/28/22		No	Pass	
	202200383	10814 Oak Hollow St	F Post Hole	4/28/22		No	Pass	
	202100828	10921 Long Shadow Ln	FD Steel	4/29/22		No	Pass	
	202200062	402 MENKING CT	P GL & GT	4/29/22		No	NC	Disapproved - wrong gauge used and no pressure on gas line
	202200263	8447 Hunters Creek Dr	Foundation	4/29/22		No	NC	Disapproved; Not Ready
	202200392	818 Flint River Drive	P Final	4/29/22		No	Pass	
	202200394	907 Oak Valley Dr	P Final	4/29/22		No	Pass	
	202200397	889 Country Lane	P UnderG	4/29/22		No	Pass	
	202200397	889 Country Lane	P TO/Rough	4/29/22		No	Pass	
	202200398	408 LINDENWOOD	YD Trench	4/29/22		No	Pass	

		DR						
	202200399	10603 Twelve Oaks Drive	P UnderG	4/29/22		No	Pass	
	202200399	10603 Twelve Oaks Drive	Gas Test	4/29/22		No	Pass	

Inspections	Begin Odometer	End Odometer	Miles	Avg Miles per Inspection
159			0	0.0

Henry Rivas (henry)

Odometer	Permit #	Address	Insp Type	Date	Reinsp?	Reinsp Fee?	Result	Correction Notes
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Vehicle ID:

	202100926	807 Saddlewood Ln	P TO/Rough	4/1/22		No	NC	Disapproved; Provide Test of gas and DMV
	202200055	620 HEDWIG ST	Insulation	4/1/22		No	Pass	
	202200180	10915 Wickline Drive	P Steel/Piping	4/1/22		No	Pass	
	202200205	4 PINWOOD CIR	F Post Hole	4/1/22	Y	No	Pass	
	202200238	11010 Kemwood Dr	P Rgh/P-T/VCBK	4/1/22		No	Pass	
	202200283	8327 Hunters Creek Drive	FD-Piers	4/1/22		No	Pass	
	202200288	714 HUNTERS GROVE LN	P Final	4/1/22		No	Pass	
	202100854	10902 WICKWILD ST	Frame R	4/4/22		No	Pass	
	202100926	807 Saddlewood Ln	P TO/Rough	4/4/22	Y	No	Pass	[Entered 4/1/2022 by henry]: Disapproved; Provide Test of gas and DMV
	202200073	2 Bridlewood Ct	M Rough	4/4/22		No	NC	Fail; Maintain Fire block integrity on all air chases.
	202200274	805 Kuhlman Road	P Final	4/4/22	Y	No	Pass	[Entered 4/1/2022 by BBG]:
	202100640	10737 MARSHA LN	H-Strap	4/5/22		No	Pass	
	202100674	10910 ROARING BROOK LN	Bld-Final	4/5/22		No	Pass	
	202100735	615 Shartle Cir	Shower Pan	4/5/22		No	Pass	
	202100858	851 Country Ln	Insulation	4/5/22		No	Pass	
	202100558	852 Kuhlman Rd	H-Strap	4/6/22		No	NC	Disapproved; Missing Anchor Bolts on garage returns Missing bolts & washers, right side of structure
	202100577	326 Hunters Trail Street	E Final	4/6/22		No	Pass	
	202100578	326 Hunters Trail Street	P Final	4/6/22		No	Pass	
	202200289	1 Bridlewood Ct	I Trench	4/6/22		No	Pass	
	202100646	209 FLEETWAY	Shower	4/7/22		No	Pass	

		DR	Pan					
	202200000	10426 Memorial Drive	E Underg	4/7/22		No	Pass	
	202200061	402 MENKING CT	FD Steel	4/7/22	Y	Yes	NC	Disapproved - Level the frame boards, Remove all vegetation. [Entered 4/4/2022 by BBG]: Disapproved - the forms are not level; need to add a second rebar mat due to the slab being 12 inches thick.
	202200255	889 Country Lane	Foundation	4/7/22		No	NC	Fail; Chair Steel with non-corrosive material
	202200306	8447 Hunters Creek Dr	P UnderG	4/7/22		No	Pass	
	202200306	8447 Hunters Creek Dr	P Sewer	4/7/22		No	Pass	
	202000658	1 Bridlewood Ct	P Final	4/8/22		No	NC	Fail; Not ready, Missing Appliances.
	202100487	406 Ripple Creek Drive	Bld-Final	4/8/22		No	Pass	
	202100487	406 Ripple Creek Drive	E Final	4/8/22		No	Pass	
	202100488	406 Ripple Creek Drive	P Final	4/8/22		No	Pass	
	202200252	414 Thamer Ln	FD Steel	4/8/22		No	Pass	
	202200252	414 Thamer Ln	E Underg	4/8/22		No	Pass	
	202200321	2 SADDLEWOOD ESTATES DR	P Final	4/11/22		No	Pass	
	202000614	1 Bridlewood Ct	Insulation	4/12/22		No	Pass	
	202100756	408 LINDENWOOD DR	Gas Test	4/12/22		No	Pass	
	202100907	10902 WICKWILD ST	Shower Pan	4/12/22		No	Pass	
	202200061	402 MENKING CT	FD Steel	4/12/22	Y	No	Pass	[Entered 4/7/2022 by henry]: Disapproved - Level the frame boards, Remove all vegetation. [Entered 4/4/2022 by BBG]: Disapproved - the forms are not level; need to add a second rebar mat due to the slab being 12 inches thick.
	202200161	289 Bryn Mawr Cir	I Trench	4/12/22		No	Pass	

	202200332	602 Hunters Way Ct	E Underg	4/12/22		No	Pass	
	202000716	289 Bryn Mawr Cir	M Final	4/13/22		No	Pass	Approved with note; Missing elbows on exterior side
	202200307	671 SHARTLE CIR	Demo F	4/13/22		No	Pass	
	202200326	10802 Timberglen Drive	P UnderG	4/13/22		No	Pass	
	202200336	906 Tarrington Court	P Final	4/13/22		No	Pass	
	202200339	511 THREE CORNERS DR	E Underg	4/13/22		No	Pass	
	202000658	1 Bridlewood Ct	P Final	4/14/22	Y	No	Pass	[Entered 4/8/2022 by henry]: Fail; Not ready, Missing Appliances.
	202100630	410 HUNTERS PARK LN	Bld-Final	4/14/22		No	Pass	
	202100630	410 HUNTERS PARK LN	E Final	4/14/22		No	Pass	
	202100631	410 HUNTERS PARK LN	P Final	4/14/22		No	Pass	
	202100815	10819 Roaring Brook Lane	E Final	4/14/22		No	Pass	
	202200073	2 Bridlewood Ct	M Rough	4/14/22	Y	No	Pass	[Entered 4/4/2022 by henry]: Fail; Maintain Fire block integrity on all air chases.
	202200233	10606 Gawain Ln	Foundation	4/14/22		No	Pass	
	202200284	10545 Gawain Lane	Foundation	4/14/22		No	Pass	
	202200342	10610 S EVERS PARK DR	E Underg	4/14/22		No	Pass	
	202200325	10811 SMITHDALE RD	DW Steel	4/18/22		No	Pass	
	202100623	734 E CREEKSIDE DR	E Underg	4/19/22		No	Pass	
	202100623	734 E CREEKSIDE DR	E Rough	4/19/22		No	Pass	
	202100623	734 E CREEKSIDE DR	TCI	4/19/22		No	Pass	
	202200052	303 Teakwood Lane	E Underg	4/19/22		No	Pass	
	202200052	303 Teakwood Lane	E Rough	4/19/22		No	Pass	
	202200052	303 Teakwood Lane	TCI	4/19/22		No	Pass	
	202200053	303 Teakwood Lane	P UnderG	4/19/22		No	Pass	
	202200053	303 Teakwood Lane	P GL & GT	4/19/22		No	Pass	
	202200231	903 Huntington Cove	FD Steel	4/19/22		No	Pass	

	202200258	10529 Gawain Lane	P Steel/Piping	4/19/22		No	Pass	
	202100527	3 Sleepy Oaks Circle	Shower Pan	4/20/22		No	Pass	
	202200311	5 Hunters Ridge Court	E Underg	4/20/22		No	Pass	
	202200351	811 Creekwood Way	P Final	4/20/22		No	Pass	
	202200355	10618 Gawain Ln	P Final	4/20/22		No	Pass	
	202200366	646 SHARTLE CIR	M Final	4/20/22		No	NC	Disapproved; Over Sized Over Current Device
	202100155	10915 Kirwick Drive	M Hood V	4/21/22		No	Pass	
	202100839	215 VOSS RD	H-Strap	4/21/22		No	NC	Fail; Missing nails on hold down; Rear Left Side corner. Missing bolts and washers front side.
	202200348	10902 WICKWILD ST	M Rough	4/21/22		No	Pass	
	202200352	715 Storywood Drive	P TO/Rough	4/21/22		No	Pass	
	202200367	507 Hunterwood Dr	P UnderG	4/21/22		No	Pass	
	202200367	507 Hunterwood Dr	P GL & GT	4/21/22		No	Pass	
	202100635	414 Thamer Cir	Insulation	4/22/22		No	Pass	
	202200251	738 E CREEKSIDE DR	P UnderG	4/22/22		No	Pass	
	202200251	738 E CREEKSIDE DR	P GL & GT	4/22/22		No	Pass	
	202200287	614 Lindenwood Drive	P Layout	4/22/22		No	Pass	
	202200350	715 Storywood Drive	Frame R	4/22/22		No	Pass	
	202200350	715 Storywood Drive	Insulation	4/22/22		No	Pass	
	202200350	715 Storywood Drive	H-Strap	4/22/22		No	Pass	
	202100839	215 VOSS RD	H-Strap	4/26/22	Y	No	Pass	Approved via engineer letter. Letter is in address folder and in attachments here. [Entered 4/21/2022 by henry]: Fail; Missing nails on hold down; Rear Left Side corner. Missing bolts and washers front side.
	202200366	646 SHARTLE CIR	M Final	4/26/22	Y	No	Pass	[Entered 4/20/2022 by henry]:

								Disapproved; Over Sized Over Current Device
	202200213	2 Willowron Dr	E Underg	4/28/22		No	Pass	
	202200384	510 Saddlewood Lane	F Post Hole	4/28/22		No	Pass	
	202200263	8447 Hunters Creek Dr	Foundation	4/29/22	Y	No	NC	Disapproved; Still Not Ready. [Entered 4/29/2022 by BBG]: Disapproved; Not Ready

Inspections	Begin Odometer	End Odometer	Miles	Avg Miles per Inspection
86			0	0.0

Tom Fullen (tom)

Odometer Permit # Address Insp Type Date Reinsp? Reinsp Fee? Result Correction Notes

Vehicle ID:

	202200258	10529 Gawain Lane	P Layout	4/1/22		No	Pass	
	202100655	11000 Hunters Park Dr	I Final	4/5/22		No	Pass	

Inspections	Begin Odometer	End Odometer	Miles	Avg Miles per Inspection
2			0	0.0

HUNTERS CREEK VILLAGE - PLAN REVIEW STATUS REPORT						
PROJECT ADDRESS	PROJECT TYPE	DATE SUBMITTED	REVIEW STATUS	COMMENTS	Plan Re-submittal - Approvals	
820 Oak Valley	New Home	4/1/2022	Review Completed 4/3/2022 Not Approved	Designer Notified 4/5/2022		
718 Creekside Ln	Pool / Spa	4/7/2022	Review Completed 4/7/2022 Approved	Contractor Notified 4/7/2022		
13 Sleepy Oak Circle	Pool	4/8/2022	Review Completed 4/8/2022 Rejected	Contractor Notified 4/8/2022		
889 Country Ln.	Remodel	4/13/2022	Review Completed 4/13/2022 Rejected	Contractor Notified 4/13/2022		
11029 Kemwood Dr.	Pool Renovation	4/14/2022	Review Completed 4/14/2022 Rejected	Contractor Notified 4/14/2022		
727 Storywood Dr.	Remodel	4/18/2022	Review Completed 4/18/2022 Approved	Contractor Notified 4/18/2022		
10602 Tarleton Dr.	Remodel	4/19/2022	Review Completed 4/20/2022 Approved	Contractor Notified 4/20/2022		
660 Shartle Circle	New Home	4/19/2022	Review Completed 4/22/2022 Rejected	Contractor Notified 4/22/2022	Plan re-submittal Approved on 4-29-2022	
10806 Briar Branch	New Pavilion	4/23/2022	Review Completed 4/23/2022 Rejected	Contractor Notified 4/23/2022		
2 Hunters Ridge Ct.	Room addition/Ren	4/26/2022	Review Completed 4/26/2022 Rejected	Contractor Notified 4/26/2022	Plan re-submittal Approved on 4-28-2022	
10826 Roaring Brook Ln.	Pool Revision	4/26/2022	Review Completed 4/26/2022 Approved	Contractor Notified 4/26/2022		
811 Creek Wood Way	New Home	5/3/2022	Review Completed 5/3/2022 Rejected	Designer Notified 5/3/2022		
590 Hedwig Rd.	Remodel	4/27/2022	Review Completed 4/27/2022 Rejected	Contractor Notified 4/27/2022		
10611 Twelve Oaks	New Home	5/5/2022	Review Completed 5/6/2022 Rejected	Designer Notified 5/6/2022	Plan re-submittal Approved on 5-13-2022	
1119 River Glyn Dr.	Remodel	5/11/2022	Review Completed 5/11/2022 Rejected	Designer Notified 5/11/2022		
10606 Gawain	New truss plan	5/12/2022	Review complete 5/12/2022 Approved	Contractor Notified 5/12/2022		
10902 Wickwild Rd.	New pool	5/13/2022	Review Completed 5/16/2022 Rejected	Contractor Notified 5/16/2022		
11011 Landon Ln.	Room addition/Ren	5/16/2022	Review Completed 5/16/2022 Rejected	Contractor Notified 5/16/2022		

CITY OF HUNTERS CREEK VILLAGE ENGINEER'S REPORT

Prepared May 19, 2022 for the May 24, 2022 Agenda

A. Beinhorn and Voss – Traffic Signal Reconstruction

1. Additional flashers installed.
2. School crosswalk flashers not operational. Push button components are still in shipping. Anticipate within two weeks.
3. Project closeout when complete.

B. Little Lisa Lane

1. Project is ready to advertise to bid.
2. Will have a recommendation for award at June meeting.

C. Lindenwood Signal

1. We have an agenda item on agenda for consideration for award.
2. We had two bidders. CityLynx was low bidder in the amount of \$333,982.12. The city budget was for \$330,000.
3. CityLynx was the contractor for both Memorial/Voss and Beinhorn/Voss.

D. Kuhlman Reconstruction

1. We have an agenda item on agenda for consideration for award.
2. We had two bidders. Turner Paving was low bidder in the amount of \$471,010.
3. \$400,000 was the amount in the 2022 budget.

E. Hunters Grove Reconstruction

1. Design is 60%.
2. Will be bid ready by next council meeting.

F. Timberglen Drainage Repair

1. We have a closeout change order on agenda.
2. Original contract price was \$72,907. Final contract price was \$74,066.01.
3. We are soliciting proposals for the internal rehabilitation of the storm sewers. The previous change order to perform the work was removed as part of this closeout change order.

G. Shasta Reconstruction

1. Will have a scope and fee proposal at next council meeting.

**CITY OF HUNTERS CREEK VILLAGE, TEXAS
MINUTES OF THE REGULAR
CITY COUNCIL MEETING
April 26, 2022**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, April 26, 2022, at 6:00 p.m., at #1 Hunters Creek Place, Hunters Creek Village, Texas. Members of the public were invited to attend the meeting in person.

Present:	Mayor:	Jim Pappas
	Councilmembers:	Stuart Marks Fidel Sapien Linda Knox
	City Administrator:	Tom Fullen
	Building Official:	Henry Rivas
	City Attorney:	John Hightower
	Assistant to the City Secretary:	Jennifer Namie

- A. Call to order and the roll of elected and appointed officers will be taken.

With a quorum of the Council Members present, Mayor Pappas called the meeting to order at 6:01 p.m.

- B. **Rob Adams led the Pledge of Allegiance followed by a prayer by Mayor Pappas.**

- 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 inquiries 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.*

Karlyn Greenberg, 605 Voss Rd., addressed Council regarding the regulation of Air B&Bs in the City.

Jim Gosnell, 10813 Long Shadow, addressed Council regarding the regulation of Air B&Bs in the City.

Gary Royce, 10826 Roaring Brook, addressed Council to compliment Jessica Pierce and Henry Rivas for their service and the ease with which he was able to obtain a permit for his swimming pool.

D. REPORTS

1. City Treasurer Monthly Report - **Tom Fullen, City Administrator presented this report.**
2. Police Commissioner Monthly Report – **Chief Schultz, Police Commissioner, presented this report.**
3. Fire Commissioner Monthly Report – **Rob Adams, Fire Commissioner, presented this report.**
4. Building Official Monthly Report – **Henry Rivas, Building Official presented this report.**
5. City Engineer Monthly Report – **no report**
6. City Administrator Report – **Tom Fullen, City Administrator, presented this report.**
7. Mayor and Council Reports and Comments

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 March 22, 2022.
2. Approval of the Cash Disbursement Journal for March 2022.

Councilmember Marks made a motion to approve the Consent Agenda. Councilmember Sapien seconded the motion and the motion carried unanimously.

F. REGULAR AGENDA

1. Discussion and possible action to approve the renewal of the City's State of Texas Cooperative Purchasing Program (CO-OP) membership.

Councilmember Sapien made a motion to approve the renewal of the City's State of Texas Cooperative Purchasing Program (CO-OP) membership. Councilmember Marks seconded the motion and the motion carried unanimously.

2. Discussion and possible action to approve a request to change the street address for 10841 Beinhorn Road to 781 Pifer Road within the City.

Lois Hochhauser, the owner of this property, addressed Council and explained her reasoning behind the request.

Councilmember Marks made a motion to change the street address for 10841 Beinhorn Road to 781 Pifer Road within the City. Councilmember Sapien seconded the motion and the motion carried unanimously.

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

Councilmember Sapien made a motion to accept CenterPoint Energy Houston Electric, LLC's Annual Franchise Fee Calculation. Councilmember Knox seconded the motion and the motion carried unanimously.

4. Discussion and possible action to approve a resolution denying the DCRF application filed by CenterPoint Electric.

Councilmember Knox made a motion to approve a resolution denying the DCRF application filed by CenterPoint Electric. Councilmember Marks seconded the motion and the motion carried unanimously.

5. Discussion and possible action to approve Change Order #1 to the contract with Jerdon Enterprise, L.P. - (Close Out) for the Rehabilitation of Outfall 28 in the amount \$177,534.44.

Councilmember Marks made a motion to approve Change Order #1 to the contract with Jerdon Enterprise, L.P. - (Close Out) for the Rehabilitation of Outfall 28 in the amount \$177,534.44. Councilmember Knox seconded the motion and the motion carried unanimously.

6. Discussion and possible action to designate a representative and alternate representative to the Houston-Galveston Area Council 2022 General Assembly.

Councilmember Marks made a motion to designate Councilmember Cowell as representative and Councilmember Knox as alternate representative to the Houston-Galveston Area Council 2022 General Assembly. Councilmember Sapien seconded the motion and the motion carried unanimously.

7. Discussion and possible action to appoint Scott Frankel to Alternate Position #6 on the Zoning Board of Adjustment.

Councilmember Sapien made a motion to table this item. Councilmember Knox seconded the motion and the motion carried unanimously.

8. Discussion and possible action to appoint Brady Dodson to Alternate Position #7 on the Zoning Board of Adjustment.

Councilmember Marks made a motion table this item. Councilmember Knox seconded the motion and the motion carried unanimously.

9. Discussion and possible action to approve a resolution appointing Rob Adams as the City's Fire Commissioner and Pat McClellan as the City's alternate Fire Commissioner.

Councilmember Knox made a motion to approve a resolution appointing Rob Adams as the City's Fire Commissioner and Pat McClellan as the City's alternate Fire Commissioner. Councilmember Sapien seconded the motion and the motion carried unanimously.

G. ADJOURNMENT

At 6:50 p.m., Councilmember Marks made a motion to adjourn. Councilmember Knox seconded the motion and the motion carried unanimously. The meeting adjourned at 6:50 p.m.

These minutes were approved on the ___ day of May 2022.

Jim Pappas, Mayor
ATTEST:

Tom Fullen, City Administrator
Acting City Secretary



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Pooled Allegiance-AP Pooled Allegiance						
0647	AFLAC WORLDWIDE HEADQUARTERS	04/01/2022	Regular	0.00	358.80	33516
0458	AT&T (5019)	04/01/2022	Regular	0.00	704.89	33517
0669	C & D JANITOR SERVICE INC	04/01/2022	Regular	0.00	835.65	33518
0045	CARMEN KNEZEAK	04/01/2022	Regular	0.00	1,277.50	33519
0010	CENTERPOINT ENERGY	04/01/2022	Regular	0.00	164.44	33520
0445	CENTURY CONCRETE CONSTRUCTION INC	04/01/2022	Regular	0.00	17,531.25	33521
000876	CINTAS CORPORATION	04/01/2022	Regular	0.00	590.27	33522
0018	END-O-PEST	04/01/2022	Regular	0.00	135.00	33523
000796	ENGIE RESOURCES	04/01/2022	Regular	0.00	12,169.26	33524
000796	ENGIE RESOURCES	04/01/2022	Regular	0.00	83.95	33525
000796	ENGIE RESOURCES	04/01/2022	Regular	0.00	7,891.73	33526
000796	ENGIE RESOURCES	04/01/2022	Regular	0.00	85.01	33527
000744	GULF COAST GOVERNMENT FINANCE OFFICERS A	04/01/2022	Regular	0.00	20.00	33528
0034	HOME SECURITY SYSTEMS INC	04/01/2022	Regular	0.00	305.85	33529
0516	JERDON ENTERPRISE LP	04/01/2022	Regular	0.00	44,155.26	33530
0516	JERDON ENTERPRISE LP	04/01/2022	Regular	0.00	4,394.20	33531
0654	LORA JEAN D LENZSCH	04/01/2022	Regular	0.00	2,460.00	33532
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	04/01/2022	Regular	0.00	170,034.00	33533
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	04/01/2022	Regular	0.00	4,444.50	33534
0053	MEMORIAL VILLAGES WATER AUTHORITY	04/01/2022	Regular	0.00	619.92	33535
0420	PREMIER TREE SERVICE	04/01/2022	Regular	0.00	750.00	33536
0434	SHERRY L LOTT	04/01/2022	Regular	0.00	950.00	33537
0152	SPRING BRANCH ISD	04/01/2022	Regular	0.00	8,635.00	33538
0545	TEXAS COMPTROLLER OF PUBLIC ACCOUNTS	04/01/2022	Regular	0.00	33,607.59	33539
0104	TEXAS MUNICIPAL LEAGUE	04/01/2022	Regular	0.00	1,337.00	33540
0103	TEXAS MUNICIPAL RETIREMENT SYSTEM - TMRS	04/01/2022	Regular	0.00	9,533.50	33541
0624	TRANTEX	04/01/2022	Regular	0.00	1,140.61	33542
0362	VERIZON WIRELESS	04/01/2022	Regular	0.00	38.01	33543
0105	VILLAGE FIRE DEPARTMENT	04/01/2022	Regular	0.00	138,199.34	33544
0107	VILLAGES MUTUAL INSURANCE COOPERATIVE	04/01/2022	Regular	0.00	7,835.05	33545
0530	GB TECH	04/01/2022	Regular	0.00	442.50	33546
000789	VAN SANT LANDSCAPE MANAGEMENT	04/06/2022	Regular	0.00	21,339.00	33547
0005	AT&T (5001)	04/22/2022	Regular	0.00	458.79	33548
000743	BARFIELD PHOTOGRAPHY	04/22/2022	Regular	0.00	350.00	33549
000815	BBG CONSULTING INC	04/22/2022	Regular	0.00	6,820.00	33550
0628	BRADFORD GENE HENDRICKS	04/22/2022	Regular	0.00	1,051.00	33551
0618	BWI-SCHULENBURG	04/22/2022	Regular	0.00	120.54	33552
0045	CARMEN KNEZEAK	04/22/2022	Regular	0.00	1,260.00	33553
000876	CINTAS CORPORATION	04/22/2022	Regular	0.00	157.77	33554
0012	COBB FENDLEY	04/22/2022	Regular	0.00	23,033.19	33555
000796	ENGIE RESOURCES	04/22/2022	Regular	0.00	85.91	33556
0150	GARY B MADDOX	04/22/2022	Regular	0.00	500.00	33557
0530	GB TECH	04/22/2022	Regular	0.00	442.50	33558
0537	GREEN FOR LIFE	04/22/2022	Regular	0.00	42,769.42	33559
000744	GULF COAST GOVERNMENT FINANCE OFFICERS A	04/22/2022	Regular	0.00	20.00	33560
0522	MISTER SWEEPER LP	04/22/2022	Regular	0.00	834.00	33561
000715	NEWTON NURSERIES WEST	04/22/2022	Regular	0.00	716.88	33562
0062	NORTHWEST PEST PATROL	04/22/2022	Regular	0.00	1,166.00	33563
0065	OFFICE DEPOT CREDIT PLAN	04/22/2022	Regular	0.00	354.63	33564
0066	OLSON & OLSON LLP	04/22/2022	Regular	0.00	2,990.00	33565
0067	OMNIBASE SERVICES OF TEXAS	04/22/2022	Regular	0.00	258.00	33566
000767	PREMIER A/C AND HEATING CO	04/22/2022	Regular	0.00	124.00	33567
0075	PRIME SOURCE OFFICE SOLUTIONS	04/22/2022	Regular	0.00	154.90	33568
000792	STATE COMPTROLLER OF PUBLIC ACCOUNTS	04/22/2022	Regular	0.00	13,943.81	33569

Check Report

Date Range: 04/01/2022 - 04/30/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
000738	TEXAS ELITE GENERATORS INC	04/22/2022	Regular	0.00	685.20	33570
0624	TRANTEX	04/22/2022	Regular	0.00	120.00	33571
000789	VAN SANT LANDSCAPE MANAGEMENT	04/22/2022	Regular	0.00	3,178.00	33572
0646	VANTAGE	04/22/2022	Regular	0.00	410.50	33573
0362	VERIZON WIRELESS	04/22/2022	Regular	0.00	76.06	33574
0105	VILLAGE FIRE DEPARTMENT	04/22/2022	Regular	0.00	1,211.11	33575
0255	ZERO WASTE USA	04/22/2022	Regular	0.00	3,939.74	33576
0517-TF	PAYMENT REMITTANCE CENTER	04/27/2022	Bank Draft	0.00	97.18	DFT0000336
0127-EA	PAYMENT REMITTANCE CENTER	04/27/2022	Bank Draft	0.00	1,056.70	DFT0000337
000888	FIRST NATIONAL BANK OMAHA - JP	04/25/2022	Bank Draft	0.00	236.95	DFT0000338
000889	FIRST NATIONAL BANK OMAHA- TF	04/25/2022	Bank Draft	0.00	225.00	DFT0000339

Bank Code AP Pooled Allegiance Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	80	61	0.00	599,301.03
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	4	4	0.00	1,615.83
EFT's	0	0	0.00	0.00
	84	65	0.00	600,916.86

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	80	61	0.00	599,301.03
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	4	4	0.00	1,615.83
EFT's	0	0	0.00	0.00
	84	65	0.00	600,916.86

Fund Summary

Fund	Name	Period	Amount
999	POOL	4/2022	600,916.86
			600,916.86



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

AGENDA DATE: May 24, 2022
AGENDA SUBJECT: Discussion and possible action to award a contract to Turner Paving & Construction Inc. in the amount of \$471,010.00 for the Kuhlman Road Reconstruction Project.

EXHIBITS: Cobb Fendley Letter & Bid Calculation

May 10, 2022

The Honorable Jim Pappas
City of Hunters Creek Village
1 Hunters Creek Place
Houston, Texas 77024

Re: Kuhlman Road Reconstruction
Construction Award Recommendation
CFA Project No. 2212-018-02

Dear Mayor Pappas:

On Tuesday, May 10, 2022, bids for the Kuhlman Road Reconstruction Project were received and read in public at the City of Hunters Creek office. Two (2) contracting firms submitted bids for this project.

There were no mathematical errors or discrepancies found in the two bidders packages submitted. Turner Paving & Construction, Inc. is the lowest responsible bidder.

The bidder's rank from lowest to highest, name, and total bid price are as follows:

Rank	Contractor	Bid Amount
1	Turner Paving & Construction, Inc.	\$ 471,010.00
2	Gulf Coast	\$ 730,268.00

A copy of the bid tabulation is attached with this submittal.

Upon review, Cobb Fendley & Associates, Inc. recommends that the construction contract, in the amount of \$ 471,010.00, be awarded to Turner Paving & Construction Inc.

If you have any questions or require additional information, please feel free to contact me at (713) 462-3242.

Sincerely,

COBB, FENDLEY & ASSOCIATES, INC.



Thomas A. Artz, P.E.
Senior Project Manager

Enclosure: Bid Tabulation

PROJECT: KUHLMAN ROAD RECONSTRUCTION
 CLIENT: CITY OF HUNTERS CREEK VILLAGE
 DATE OF BID OPENING: MAY 10, 2022
 TIME: 2:00 PM
 CFA PROJECT NUMBER: 2212-018-02

Item No.	Item Description	Unit	Quantity	BIDDER NO. 1		BIDDER NO. 2	
				Turner Paving & Construction, Inc.	Extended Price	Unit Price	Extended Price
1	Mobilization	LS	1	\$ 7,000.00	\$ 7,000.00	\$ 70,000.00	\$ 70,000.00
2	Traffic Control and Regulations	LS	1	\$ 3,500.00	\$ 3,500.00	\$ 52,000.00	\$ 52,000.00
3	In-Place Full Depth Cold Flexible Pavement Recycling, including final shaping and grading and haul – off and disposal of excess material.	SY	6,500	\$ 9.00	\$ 58,500.00	\$ 23.25	\$ 151,125.00
4	Tru Bln 70 – 30 Material	Ton	180	\$ 300.00	\$ 54,000.00	\$ 250.00	\$ 45,000.00
5	2-inch thick Type D HMA overlay	Ton	750	\$ 146.00	\$ 109,500.00	\$ 136.00	\$ 102,000.00
6	Recycled Crushed Concrete Base Course, placed, graded and compacted	Ton	100	\$ 108.00	\$ 10,800.00	\$ 100.00	\$ 10,000.00
7	Inlet Protection Barrier (Stage 2 inlets, gravel bags, 60% of unit cost for furnish & installation & 40% of unit cost for removal)	EA	48	\$ 50.00	\$ 2,400.00	\$ 125.00	\$ 6,000.00
8	Filter Fabric Fence	LF	1,100	\$ 3.00	\$ 3,300.00	\$ 3.40	\$ 3,740.00
9	Mill existing asphalt pavement 2-inches deep	SY	250	\$ 20.00	\$ 5,000.00	\$ 23.00	\$ 5,750.00
10	Overlay driveways and transitions 2-inches thick	SY	250	\$ 20.00	\$ 5,000.00	\$ 220.00	\$ 55,000.00
11	Rem/ Dispose of Existing Curb	LF	175	\$ 10.00	\$ 1,750.00	\$ 40.00	\$ 7,000.00
12	4 in x 12 in Transition Curb	LF	175	\$ 30.00	\$ 5,250.00	\$ 70.00	\$ 12,250.00
13	Rem / Dispose of existing Sidewalks (all depths)	SF	600	\$ 4.00	\$ 2,400.00	\$ 24.00	\$ 14,400.00
14	4.5 inch thick Concrete Sidewalk	SF	600	\$ 10.00	\$ 6,000.00	\$ 34.00	\$ 20,400.00
15	4-inch white stripe (Thermoplastic)	LF	5,200	\$ 0.80	\$ 4,160.00	\$ 0.65	\$ 3,380.00
16	4-inch yellow stripe (Thermoplastic)	LF	5,200	\$ 0.80	\$ 4,160.00	\$ 0.65	\$ 3,380.00
17	12-inch white stripe (Thermoplastic)	LF	70	\$ 6.00	\$ 420.00	\$ 4.90	\$ 343.00
18	24-inch white stripe (Thermoplastic)	LF	15	\$ 26.00	\$ 390.00	\$ 16.00	\$ 240.00
19	Reflectionized Raised Pavement Markers (Blue Type II-A)	EA	4	\$ 20.00	\$ 80.00	\$ 15.00	\$ 60.00
				SUBTOTAL PAVEMENT IMPROVEMENT ITEMS		\$ 283,610.00	\$ 562,068.00
EXTRA WORK ITEMS							
20	Removing Existing concrete driveway, including saw cutting and disposal	SF	500	\$ 10.00	\$ 5,000.00	\$ 25.00	\$ 12,500.00
21	6" Reinforced Concrete Driveway	SF	500	\$ 10.00	\$ 5,000.00	\$ 35.00	\$ 17,500.00
22	Cement Stabilized Sand subgrade (6-inch min.)	SY	250	\$ 30.00	\$ 7,500.00	\$ 30.00	\$ 7,500.00
23	Site Restoration	LF	5,200	\$ 30.00	\$ 156,000.00	\$ 13.00	\$ 67,600.00
24	Ditch Regrading	LF	1,000	\$ 10.00	\$ 10,000.00	\$ 35.00	\$ 35,000.00
25	Recycled Crushed Concrete Base Course, placed, graded and compacted	Ton	25	\$ 100.00	\$ 2,500.00	\$ 200.00	\$ 5,000.00
26	Relocate / Restore Mailbox	EA	7	\$ 200.00	\$ 1,400.00	\$ 3,300.00	\$ 23,100.00
				EXTRA WORK ITEMS SUBTOTAL		\$ 187,400.00	\$ 168,200.00
				TOTAL BASE BID PRICE		\$ 471,010.00	\$ 730,268.00



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

AGENDA DATE: May 24, 2022
AGENDA SUBJECT: Discussion and possible action to award a contract to CityLynx, Inc. in the amount of \$333,982.12 for the Traffic Signal Modifications Memorial Drive at Lindenwood Drive Project.

EXHIBITS: Cobb Fendley Letter & Bid Calculation

May 3, 2022

The Honorable Jim Pappas
City of Hunters Creek Village
1 Hunters Creek Place
Houston, Texas 77024

Re: Traffic Signal Modifications Memorial Drive at Lindenwood Drive
Construction Award Recommendation
CFA Project No. 2112-005-06

Dear Mayor Pappas:

On Monday, April 25, 2022, bids for the Traffic Signal Modifications Memorial Drive at Lindenwood Drive Project were received and read in public at the City of Hunters Creek office. Two (2) contracting firms submitted bids for this project.

There were no consequential mathematical errors or discrepancies found in the 2 bidders packages submitted. CityLynx, Inc. is the lowest responsible bidder.

The bidder's rank from lowest to highest, name, and total bid price are as follows:

Rank	Contractor	Bid Amount
1	CityLynx, Inc.	\$ 333,982.12
2	Traffic Systems Construction, Inc.	\$ 458,787.10

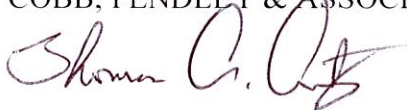
A copy of the bid tabulation is attached with this submittal.

Upon review, Cobb Fendley & Associates, Inc. recommends that the construction contract, in the amount of \$ 333,982.12, be awarded to CityLynx Inc.

If you have any questions or require additional information, please feel free to contact me at (713) 462-3242.

Sincerely,

COBB, FENDLEY & ASSOCIATES, INC.



Thomas A. Artz, P.E.
Senior Project Manager

Enclosure: Bid Tabulation

TRAFFIC SIGNAL MODIFICATIONS MEMORIAL DRIVE AT LINDENWOOD DRIVE

BID TABULATION

PART 1 - SITE PREPARATION										
ITEM #	SPEC #	ITEM	UNIT	QUANTITY	UNIT COST	COST	Bidder No. 1		Bidder No. 2	
							CityLynx	Extended Price	Traffic Systems Construction	Extended Price
1	1502	MOBILIZATION (NO GREATER THAN 5% OF TOTAL BID)	LS	1	\$15,000.00	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00	\$ 12,000.00	\$ 12,000.00
2	1555	TRAFFIC CONTROL AND REGULATION	LS	1	\$8,000.00	\$ 8,000.00	\$ 3,000.00	\$ 3,000.00	\$ 6,500.00	\$ 6,500.00
3	2915	SOD	SY	240	\$6.50	\$ 1,560.00	\$ 12.10	\$ 2,904.00	\$ 10.00	\$ 2,400.00
Subtotal Site Preparation						\$ 24,560.00	\$ 13,404.00	\$ 13,404.00	\$ 20,900.00	\$ 20,900.00

	Average	Min	Max
\$	9,750.00	\$ 7,500.00	\$ 12,000.00
\$	4,750.00	\$ 3,000.00	\$ 6,500.00
\$	2,652.00	\$ 2,400.00	\$ 2,904.00
\$	17,152.00	\$ 13,404.00	\$ 20,900.00

PART 2 - STREET ITEMS										
ITEM #	SPEC #	ITEM	UNIT	QUANTITY	UNIT COST	COST	Bidder No. 1		Bidder No. 2	
							CityLynx	Extended Price	Traffic Systems Construction	Extended Price
4	2221	REMOVE/DISPOSE CONC SIDEWALK (ALL WIDTHS AND DEPTHS)	SY	50	\$ 40.00	\$ 2,000.00	\$ 36.30	\$ 1,815.00	\$ 35.00	\$ 1,750.00
5	2764	TRAFFIC BUTTONS & PAVEMENT MARKERS REFLECTORIZED PAVEMENT MARKERS TYPE I-C FURNISH AND APPLY	EA	10	\$ 6.50	\$ 65.00	\$ 5.08	\$ 50.80	\$ 5.80	\$ 58.00
6	2764	TRAFFIC BUTTONS & PAVEMENT MARKERS REFLECTORIZED PAVEMENT MARKERS TYPE II C-R FURNISH AND APPLY	EA	10	\$ 6.50	\$ 65.00	\$ 6.05	\$ 60.50	\$ 5.80	\$ 58.00
7	2764	TRAFFIC BUTTONS & PAVEMENT MARKERS REFLECTORIZED PAVEMENT MARKERS TYPE II A-A FURNISH AND APPLY	EA	50	\$ 6.50	\$ 325.00	\$ 6.05	\$ 302.50	\$ 5.80	\$ 290.00
8	--	REMOVAL OF TRAFFIC BUTTONS AND MARKERS	EA	100	\$1.00	\$ 100.00	\$ 0.54	\$ 54.00	\$ 0.60	\$ 60.00
9	2767	THERMOPLASTIC PAVEMENT MARKING 4-INCH WIDE WHITE/YELLOW (SLD)	LF	3500	\$2.00	\$ 7,000.00	\$ 0.77	\$ 2,695.00	\$ 0.65	\$ 2,275.00
10	2767	THERMOPLASTIC PAVEMENT MARKING 4-INCH WIDE WHITE/YELLOW (BRK)	LF	120	\$2.00	\$ 240.00	\$ 0.78	\$ 93.60	\$ 1.80	\$ 216.00
11	--	REMOVAL OF 4-INCH STRIPING	LF	3600	\$1.00	\$ 3,600.00	\$ 0.43	\$ 1,548.00	\$ 0.40	\$ 1,440.00
12	2767	THERMOPLASTIC PAVEMENT MARKING 8-INCH WIDE WHITE	LF	210	\$3.00	\$ 630.00	\$ 2.18	\$ 457.80	\$ 1.85	\$ 388.50
13	--	REMOVAL OF 8-INCH STRIPING	LF	210	\$1.50	\$ 315.00	\$ 0.97	\$ 203.70	\$ 0.70	\$ 147.00
14	--	REMOVAL OF 12-INCH STRIPING	LF	200	\$4.00	\$ 800.00	\$ 1.21	\$ 242.00	\$ 1.15	\$ 230.00
15	2767	THERMOPLASTIC PAVEMENT MARKING 24-INCH WIDE WHITE	LF	170	\$2.00	\$ 340.00	\$ 7.20	\$ 1,224.00	\$ 5.25	\$ 892.50
16	2767	THERMOPLASTIC PAVEMENT MARKING 24-INCH WIDE YELLOW	LF	200	\$8.00	\$ 1,600.00	\$ 1.21	\$ 242.00	\$ 5.25	\$ 1,050.00
17	2767	REMOVAL OF 24-INCH STRIPING	LF	370	\$4.00	\$ 1,480.00	\$ 2.12	\$ 784.40	\$ 2.15	\$ 795.50
18	2767	THERMOPLASTIC PAVEMENT MARKING SYMBO TURNING ARROW	EA	3	\$300.00	\$ 900.00	\$ 205.70	\$ 617.10	\$ 135.00	\$ 405.00
19	2767	THERMOPLASTIC PAVEMENT MARKING WORD ONLY	EA	3	\$300.00	\$ 900.00	\$ 235.95	\$ 707.85	\$ 145.00	\$ 435.00
20	--	REMOVAL OF WORD OR SYMBOL	EA	6	\$75.00	\$ 450.00	\$ 54.45	\$ 326.70	\$ 0.10	\$ 0.60
21	2767	REFLECTORIZED PAINT ON 6-INCH AND MEDIAN NOSE, YELLOW	LF	200	\$2.00	\$ 400.00	\$ 1.82	\$ 364.00	\$ 1.50	\$ 300.00
22	2775	CURB RAMP (ADA COMPLIANT)	SY	50	\$25.00	\$ 1,250.00	\$ 363.00	\$ 18,150.00	\$ 180.00	\$ 9,000.00
Subtotal Street Items						\$ 22,460.00	\$ 29,938.95	\$ 29,938.95	\$ 19,791.10	\$ 19,791.10

PART 3 - TRAFFIC ITEMS										
ITEM #	SPEC #	ITEM	UNIT	QUANTITY	UNIT COST	COST	Bidder No. 1		Bidder No. 2	
							CityLynx	Extended Price	Traffic Systems Construction	Extended Price
23	2221	REMOVE EXISTING POLE FOUNDATION	EA	4	\$1,000.00	\$ 4,000.00	\$ 703.01	\$ 2,812.04	\$ 880.00	\$ 3,520.00
24	TxDOT - 687	INS PED PL AM (ORN)(15') ('ORNAMENTAL POLE') & FOUNDATION	EA	3	\$5,000.00	\$ 15,000.00	\$ 502.15	\$ 1,506.45	\$ 8,020.00	\$ 24,060.00
25	TxDOT - 686	INS TRF SIG PL AM(S)(ORN) 1 ARM(32')LUM ('ORNAMENTAL POLE/ARM' & FOUNDATION)	EA	1	\$20,000.00	\$ 20,000.00	\$ 22,483.01	\$ 22,483.01	\$ 36,500.00	\$ 36,500.00
26	TxDOT - 686	INS TRF SIG PL AM(S)(ORN) 1 ARM(36')LUM ('ORNAMENTAL POLE/ARM' & FOUNDATION)	EA	3	\$20,000.00	\$ 60,000.00	\$ 25,003.44	\$ 75,010.32	\$ 38,668.00	\$ 116,004.00

TRAFFIC SIGNAL MODIFICATIONS MEMORIAL DRIVE AT LINDENWOOD DRIVE

BID TABULATION

27	2893	ELECTRICAL SERVICE PEDESTAL ASSEMBLY - 30 AMP & 60 AMP ("SQUARE D" BREAKERS INCLUDED)	EA	1	\$5,000.00	\$ 5,000.00	\$ 4,191.44	\$ 5,500.00	\$ 4,845.72	\$ 4,191.44	\$ 5,500.00
28	2893	REMOVE AND SALVAGE EXISTING TRAFFIC SIGNAL EQUIPMENT (EXCLUDING CONTROLLER CABINET)	LS	1	\$5,000.00	\$ 5,000.00	\$ 4,017.20	\$ 3,220.00	\$ 3,618.60	\$ 3,220.00	\$ 4,017.20
29	2893	DECORATIVE LUMINAIRE	EA	4	\$3,500.00	\$ 14,000.00	\$ 4,374.15	\$ 17,496.60	\$ 17,448.30	\$ 17,400.00	\$ 17,496.60
30	2893	ILLUMINATED OVERHEAD STREET NAME SIGNS	EA	4	\$3,000.00	\$ 12,000.00	\$ 3,527.15	\$ 14,108.60	\$ 17,054.30	\$ 14,108.60	\$ 20,000.00
31	2893	FURNISH AND INSTALL NEW TRAFFIC SIGNAL CONTROLLER FOUNDATION WITH APRON (ALL TYPES)	LS	1	\$4,000.00	\$ 4,000.00	\$ 1,972.30	\$ 3,150.00	\$ 2,561.15	\$ 1,972.30	\$ 3,150.00
32	2893	REMOVE AND REINSTALL EXISTING CONTROLLER CABINET TO NEW CONTROLLER FOUNDATION	LS	1	\$8,000.00	\$ 8,000.00	\$ 6,025.80	\$ 2,580.00	\$ 4,302.90	\$ 2,580.00	\$ 6,025.80
33	2893	FURNISH AND INSTALL SIDE MOUNTED BATTERY BACKUP, WITH NEMA 4X ENCLOSURE	LS	1	\$7,500.00	\$ 7,500.00	\$ 7,963.01	\$ 8,300.00	\$ 8,131.51	\$ 7,963.01	\$ 8,300.00
34	16710	TYPE "B" PULL BOX WITH GRAVEL AND GROUND ROD	EA	7	\$1,000.00	\$ 7,000.00	\$ 1,047.86	\$ 7,335.02	\$ 8,060.01	\$ 7,335.02	\$ 8,785.00
35	16711	CONDUIT, 2-IN SCH 80 PVC TRENCH	LF	100	\$12.00	\$ 1,200.00	\$ 16.10	\$ 1,500.00	\$ 1,555.00	\$ 1,500.00	\$ 1,610.00
36	16711	CONDUIT, 2-IN SCH 80 PVC BORE	LF	150	\$15.00	\$ 2,250.00	\$ 18.60	\$ 2,790.00	\$ 3,045.00	\$ 2,790.00	\$ 3,300.00
37	16711	CONDUIT, 3-IN SCH 80 PVC TRENCH	LF	100	\$20.00	\$ 2,000.00	\$ 21.02	\$ 2,102.00	\$ 2,301.00	\$ 2,102.00	\$ 2,500.00
38	16711	CONDUIT, 3-IN SCH 80 PVC BORE	LF	200	\$18.00	\$ 3,600.00	\$ 22.53	\$ 4,506.00	\$ 4,953.00	\$ 4,506.00	\$ 5,400.00
39	16711	CONDUIT, 4-IN SCH 80 PVC TRENCH	LF	30	\$24.00	\$ 720.00	\$ 25.96	\$ 778.80	\$ 989.40	\$ 778.80	\$ 1,200.00
40	16715	3-SECTION HORIZONTAL VEHICLE SIGNAL HEAD ASSEMBLY (RYG) (INCLUDING BACK PLATES)	EA	8	\$450.00	\$ 3,600.00	\$ 619.83	\$ 4,958.64	\$ 6,575.32	\$ 4,958.64	\$ 8,192.00
41	16715	3-SECTION HORIZONTAL VEHICLE SIGNAL HEAD ASSEMBLY (<R<Y<G) (INCLUDING BACK PLATES)	EA	1	\$600.00	\$ 600.00	\$ 619.83	\$ 845.00	\$ 732.42	\$ 619.83	\$ 845.00
42	16719	LED PEDESTRIAN SIGNAL HEAD ASSEMBLY (YELLOW) (SYMBOLIC) (COUNTDOWN)	EA	6	\$600.00	\$ 3,600.00	\$ 498.83	\$ 2,992.98	\$ 3,461.49	\$ 2,992.98	\$ 3,930.00
43	16720	3/C-#14 AWG IMSA 19-1-1984	LF	1,000	\$1.50	\$ 1,500.00	\$ 1.39	\$ 1,390.00	\$ 1,520.00	\$ 1,390.00	\$ 1,650.00
44	16720	5/C-#14 AWG IMSA 19-1-1984	LF	1,000	\$1.50	\$ 1,500.00	\$ 1.69	\$ 1,690.00	\$ 1,870.00	\$ 1,690.00	\$ 2,050.00
45	16720	7/C-#14 AWG IMSA 19-1-1984	LF	1,200	\$1.75	\$ 2,100.00	\$ 2.04	\$ 2,448.00	\$ 2,754.00	\$ 2,448.00	\$ 3,060.00
46	16720	4/C-#12 AWG TRAY CABLE	LF	500	\$2.00	\$ 1,000.00	\$ 2.35	\$ 1,175.00	\$ 1,337.50	\$ 1,175.00	\$ 1,500.00
47	16720	#4 AWG SOLID BARE GROUND	LF	200	\$2.00	\$ 400.00	\$ 2.35	\$ 470.00	\$ 535.00	\$ 470.00	\$ 600.00
48	16720	#4 AWG XHHW	LF	600	\$2.25	\$ 1,350.00	\$ 2.47	\$ 1,482.00	\$ 1,701.00	\$ 1,482.00	\$ 1,920.00
49	16720	#8 AWG SOLID BARE GROUND	LF	500	\$1.00	\$ 500.00	\$ 1.38	\$ 690.00	\$ 757.50	\$ 690.00	\$ 825.00
50	16720	#10 AWG THHN	LF	500	\$1.00	\$ 500.00	\$ 1.29	\$ 645.00	\$ 710.00	\$ 645.00	\$ 775.00
51	16720	#12 AWG THHN	LF	500	\$1.00	\$ 500.00	\$ 1.14	\$ 570.00	\$ 610.00	\$ 570.00	\$ 650.00
52	16750	ACCESSIBLE PEDESTRIAN PUSH BUTTON SYSTEM (CENTRAL CONTROL UNIT AND SIX PUSH BUTTON STATIONS, INCLUDING SIGNS)	EA	1	\$7,500.00	\$ 7,500.00	\$ 6,933.30	\$ 7,500.00	\$ 7,216.65	\$ 6,933.30	\$ 7,500.00
Subtotal Traffic Items						\$ 188,420.00	\$ 202,773.34	\$ 296,416.00	\$ 249,594.67	\$ 202,773.34	\$ 296,416.00

PART 4 - OTHER ITEMS											
					Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	
53		TRIM TREES ON NORTHEAST AND SOUTHWEST CORNERS	LS	1	\$ 242.00	\$ 242.00	\$ 242.00	\$ 5,270.00	\$ 2,756.00	\$ 242.00	\$ 5,270.00
54		FIXED DECORATIVE BOLLARDS (INCLUDING FOUNDATION)	EA	8	\$ 2,398.22	\$ 19,185.76	\$ 19,185.76	\$ 56,000.00	\$ 37,592.88	\$ 19,185.76	\$ 56,000.00
55		GRIDSMART VEHICLE DETECTION SYSTEM INCLUDING LABOR, MATERIALS, AND HARDWARE, COMPLETE IN PLACE	EA	1	\$ 24,756.60	\$ 24,756.60	\$ 19,500.00	\$ 19,500.00	\$ 22,128.30	\$ 19,500.00	\$ 24,756.60
56		SIGNAL MAINTENANCE AT MEMORIAL AND LINDENWOOD THROUGHOUT CONTRACT PERIOD	LS	1	\$ 2,510.75	\$ 2,510.75	\$ 3,280.00	\$ 3,280.00	\$ 2,895.38	\$ 2,510.75	\$ 3,280.00
Subtotal Other Items						\$ 34,000.00	\$ 46,695.11	\$ 84,050.00	\$ 65,372.56	\$ 46,695.11	\$ 84,050.00

TRAFFIC SIGNAL MODIFICATIONS MEMORIAL DRIVE AT LINDENWOOD DRIVE

BID TABULATION

PART 5 - ADD ALTERNATE ITEMS												
									Unit Price	Extended Price		
57	1555	OFFICER PRESENT DURING NEW SIGNAL POLE ACTIVATION	HR	8	\$	57.23	\$	457.80	\$	435.60		
58	16710	TYPE "A" PULL BOX WITH GRAVEL AND GROUND ROD	EA	4	\$	918.47	\$	3,673.86	\$	3,547.72		
59	16711	CONDUIT, 1-IN SCH 80 PVC TRENCH GRIDS/MART VEHICLE DETECTION SYSTEM INCLUDING LABOR, MATERIALS, AND HARDWARE, COMPLETE IN PLACE (On Apartment Traffic Signal Pole if needed)	LF	450	\$	12.74	\$	5,730.75	\$	5,611.50		
60	2771	EXTRUDED CONCRETE CURB	EA	1	\$	22,630.45	\$	22,630.45	\$	19,500.00		
Subtotal Add Alternate									\$	35,400.36	\$	33,630.00

PART 6 - ALLOWANCE												
									Unit Price	Extended Price		
61		CONSTRUCTION STAKING (INCLUDING ELEVATIONS)	LS	1	\$	3,000.00	\$	3,000.00	\$	3,000.00		
62		ADJUST EXISTING IRRIGATION (SPRINKLER HEADS)	LS	1	\$	1,000.00	\$	1,000.00	\$	1,000.00		
Subtotal Allowance									\$	4,000.00	\$	4,000.00

TOTAL MEMORIAL AT LINDENWOOD TRAFFIC SIGNAL									\$	308,840.36	\$	333,982.12	\$	458,787.10
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\$ 457.80 \$ 435.60 \$ 480.00
 \$ 3,673.86 \$ 3,547.72 \$ 3,800.00
 \$ 5,730.75 \$ 5,611.50 \$ 5,850.00
 \$ 22,630.45 \$ 19,500.00 \$ 25,760.90
 \$ 2,907.50 \$ 1,815.00 \$ 4,000.00
\$ 35,400.36 \$ 33,630.00 \$ 37,170.72

\$ 3,000.00 \$ 3,000.00 \$ 3,000.00
 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00
\$ 4,000.00 \$ 4,000.00 \$ 4,000.00

\$ 396,384.61 \$ 333,982.12 \$ 458,787.10



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

AGENDA DATE: May 24, 2022
AGENDA SUBJECT: Discussion and possible action to renew the maintenance agreement with Texas Elite Generators for the City's generator.
EXHIBITS: Renewal Agreement



TEXAS ELITE GENERATORS, INC. MAINTENANCE AGREEMENT
P.O. BOX 1716 WALLER, TX. 77484
832-773-8743

**PLANNED REMOTE MONITORING MAINTENANCE AGREEMENT
Renewal**

Date: 1/10/2022

Agreement Amt. \$795.00 1 Year monitoring renewal \$1590.00 2 Year monitoring renewal (1) Lube Oil and Filter Change per year. This Planned Maintenance Agreement (*Agreement*) is entered into by Texas Elite Generators, Inc. and City of Hunters Creek Village (*Owner*) for the purpose of performing planned maintenance on equipment listed on the attachment. The purpose of this Agreement is to obtain the best possible operation of customer equipment and lessen the necessity of breakdown and emergency service. Upon acceptance of this Agreement, Texas Elite Generators, Inc. will render the services and furnish the products outlined below. The services will be rendered during normal business hours of 8:00 and 5:00 Monday through Friday, excluding holidays. The number of regularly scheduled maintenance trips in a calendar year will be (1) One.

I. SERVICES TO BE PERFORMED AND PRODUCTS FURNISHED BY TEXAS ELITE GENERATORS, INC.:

1. Visually inspect the site and equipment.
2. Inspect spark plugs, change if necessary.
3. Inspect cooling system for pressure leaks, verify antifreeze is full.
4. Inspect and adjust engine fan belts as necessary.
5. Inspect, clean and/or replace as needed dry type air cleaner element
6. Inspect engine exhaust system for leaks or corrosion; check condensation trap and muffler condition.
7. Check oil level, start unit, warm up, and check oil pressure.
8. Inspect starting system including batteries, cables, battery charger, and alternator.
9. Inspect engine and generator control functions and time delays as applicable.
10. Inspect all instruments for proper operation.

11. Inspect automatic switch(s) for proper operation, which includes: time delays and exercisers where possible.
12. Test run generator at customers request.
13. Change all lube oil, and applicable filter elements (X) Annually; () Semi-Annually; () Quarterly. Lube oil furnished at location by (X) Texas Elite Generators, Inc.; () Customer.
14. Provide or update generator service label.
15. All repair labor, parts and materials included at no additional charge while generator is under factory warranty (after which time parts and labor will be billed at our normal rate)

II. SERVICES TO BE PERFORMED BY OWNER

The Owner shall maintain a regular recommended service procedure as listed below and further described in the system's Owner-Operator Manual. These procedures should be followed to assure minimum maintenance costs and to minimize possible emergency service needs. A record of these maintenance procedures should be maintained for reference.

1. Exercise system weekly, manually or automatically.
2. Check for fuel, oil or coolant leaks.

The Owner will provide access to the equipment under this Agreement without unnecessary delay. Any waiting time for access to the equipment will be invoiced at published rates (referenced Paragraph III).

III. CHARGES FOR SERVICES BY TEXAS ELITE GENERATORS, INC.:

1. The Owner agrees to pay Texas Elite Generators, Inc. a fee of **\$795.00 for remote monitoring renewal.**
2. Required parts not included in the quoted price and referenced in paragraph 1, will be billed to the Owner at the prices current at the time they are used/installed
3. Hourly rates, mileage and miscellaneous charges for generators that are not under warranty will be billed to the Owner:
 - For repairs required and corrected during scheduled maintenance trips, and
 - For emergency repairs when Texas Elite Generators, Inc. is called to the locations by the Owner to correct a specific problem at the following rates:

Labor per hour - regular	<u>\$ 95.00</u>
Labor per hour - overtime	<u>\$ 170.50</u>
Trip Charge	<u>\$ 250.00</u>
Mileage (per mile)	<u>\$ Inc.</u>

Rates are subject to change effective on the annual renewal date of this Agreement by written notice from Texas Elite Generators, Inc. to the Owner.

4. The Owner shall reimburse Texas Elite Generators, Inc. for any excise, sales or use taxes incident to the service of Texas Elite Generators, Inc. or which Texas Elite Generators, Inc. shall be required to pay or collect.
5. Terms of payment are net 15 days from date of invoice, subject to Texas Elite Generators, Inc.'s Credit Department approval.

IV. 24-HOUR EMERGENCY SERVICE:

Texas Elite Generators, Inc. will provide 24-hour emergency service in addition to regularly scheduled service. Charges for emergency service will be billed to the Owner at the then published service and parts rates (reference Paragraph III).

V. TERM OF AGREEMENT:

The term of this Agreement shall be one or two years depending on purchased option. A new updated agreement for successive terms of one year each will need to be signed to maintain continued planned maintenance service on the equipment. This Agreement may be terminated at any time by either party upon thirty (30) days written notice to the other party at the address listed below, and neither party shall assert a claim against the other party as a result of such termination.

VI. TEXAS ELITE GENERATORS, INC. RESPONSIBILITY LIMITATIONS:

- A. Texas Elite Generators, Inc. shall have no liability for damage to the system arising from misuse, negligence or alterations and shall have no obligation to repair damage caused by accident, third party or failure to provide a suitable installation as specified in the installation manual furnished with the system.
- B. Texas Elite Generators, Inc. shall have no liability for damage caused in whole or in part by civil strife, vandalism, catastrophe, act of God, improper use of the system by the user or by other external causes to the system.
- C. Texas Elite Generators, Inc. will repair any such damage outlined in A and/or B above on a time and material basis in accordance with its then published service and parts rates (reference Paragraph III).

VII. LIABILITY:

OWNER AGREES THAT TEXAS ELITE GENERATORS, INC. SHALL NOT IN ANY EVENT BE LIABLE TO OWNER FOR LOST PROFITS OR SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES UNDER ANY CIRCUMSTANCES

ARISING FROM THIS AGREEMENT OR TEXAS ELITE GENERATORS, INC. PLANNED MAINTENANCE AGREEMENT OBLIGATIONS HEREUNDER, WHETHER OR NOT CAUSED BY NEGLIGENCE OR OTHERWISE AND TEXAS ELITE GENERATORS, INC. SHALL NOT BE LIABLE FOR FAILURE TO PERFORM ANY OF ITS OBLIGATIONS UNDER THIS AGREEMENT IF SUCH FAILURE IS DUE TO ACTS OF GOD, WAR OR GOVERNMENT IN EITHER ITS SOVEREIGN OR CONTRACTUAL CAPACITY, CRITICAL MATERIALS SHORTAGE, FIRES, FLOODS, STRIKES, LOCKOUTS, FREIGHT EMBARGOES, INCLEMENT WEATHER, ERRORS OR DEFECTS IN THE DATA SUPPLIED BY OWNER, OR BY ANY OTHER CAUSE OR CONDITION BEYOND TEXAS ELITE GENERATORS, INC.S CONTROL.

VIII. GENERAL:

1. In the event any of the equipment covered by this Agreement is sold or moved, this Agreement shall be of no further force or effect, subject to renegotiation.
2. The waiver by Texas Elite Generators, Inc. of a breach of any provision of this Agreement by the Owner shall not constitute a waiver of any subsequent breach by the Owner.
3. This Agreement has been entered into and shall be governed and construed under the laws of the State of Texas.
4. This Agreement contains the entire understanding of the parties and is intended as a final expression of their Agreement and a complete statement of the terms thereof.
5. No representation or statement not expressly contained in this Agreement or incorporated herein by reference shall be binding upon Texas Elite Generators, Inc. as a warranty or otherwise.
6. This Agreement is not subject to alteration except as mutually agreed in writing by the parties.
7. Owner acknowledges that it has read this Agreement and agrees to all terms and conditions herein.

OWNER EQUIPMENT TO BE SERVICED 80KW Generac Model# QT08054ANSNA
Serial# 4637208 OF600/ OF5419

ACCEPTED: TEXAS ELITE GENERATORS, INC. DATED: 1/10/2022

Brent Fridrich

By: **Brent Fridrich**
Address: PO Box 1716
Waller, TX. 77484
832-309-2398

ACCEPTED: DATED: _____

By: City of Hunters Creek Village

Address: #1 Hunters Creek Place
Hunters Creek Village , Texas 77024
713-465-2150
Email: tfullen@cityofhunterscreek.org

Oil Change March 2022

Oil Change March 2023

Please remit payment at the time you sign the maintenance contract



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

AGENDA DATE: May 24, 2022
AGENDA SUBJECT: Discussion and possible action to approve Change Order #4 to the contract with DG Medina Construction - (Close Out) in the amount of - \$19,167.50 for the Timberglen Drive Pavement Repair Project.

EXHIBITS: Close Out Change Order

May 17, 2022

City of Hunters Creek Village
City Administrator
1 Hunters Creek Place
Houston, Texas 77024

Re: Timberglen Drive Pavement Repair
Change Order #4
CFA No. 2112-005-04

To Tom Fullen:

Attached is Change Order #4 from DG Medina Construction for the above – referenced project. This Change Order deletes the cleaning, televising and lining of the existing 18-inch storm sewer leads on Timberglen. This work was added to the contract via Change Order #1, but the work was not performed. The deletion of this work from the contract will balance the contract for close out. We recommend approval of this Change Order.

If you have any questions or require additional information, I can be contacted at (713) 462-3242.

Sincerely,

COBB, FENDLEY & ASSOCIATES, INC.



Thomas A. Artz, P.E.
Sr. Project Engineer

Enclosures

cc: Tom Fullen
Jackie Ramos
Steve Byington

Change Order #4

DATE OF ISSUANCE: May 16, 2022

EFFECTIVE DATE: May 16, 2022

PROJECT: Timberglen Drive Pavement Repairs
OWNER: City of Hunters Creek Village
ADDRESS: 1 Hunters Creek Place
 Houston, TX 77024

CONTRACTOR: DG Medina
ADDRESS: PO Box 421528
 Houston, Tx 77242

DESCRIPTION OF CHANGES

Scope: Contract Close Out
 Justification: Project is complete - CO #1 work was not performed
 Amount:
 Days: Zero

EXECUTIVE SUMMARY

CONTRACT PRICE SUMMARY

Original Contract Price \$	72,907.00
Previous Change Order \$	20,326.51
This Change Orders \$	(19,167.50)
Revised Contract Price \$	74,066.01


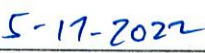
CONTRACT TIME SUMMARY

		DATE
Original Contract Time Substantial Completion	30	September 8, 2021
Previous Change Orders	15	
This Change Order	0	
Revised Contract Time	45	September 23, 2021
Original Contract Time Final Completion	45	September 23, 2021
Previous Change Orders	15	
This Change Order	0	
Revised Contract Time	60	October 8, 2021

Submitted by:

By:			
	Print Name	Signature DG Medina	Date

Recommended by:

By:			
	Print Name	Signature CobbFendley	Date

Approved:

By:			
	Print Name	Signature	Date
		City of Hunters Creek Village	

Change Order 4					
Item No.	Item Description	Unit	Unit QTY	Unit Price	Total Cost
ADD NEW ITEMS					
CO #1	Televising, cleaning, and lining existing 18-inch storm sewer leads	LS	-1	\$ 19,167.50	\$ (19,167.50)
CO TOTAL					\$ (19,167.50)



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

AGENDA DATE: May 24, 2022
AGENDA SUBJECT: Discussion and possible action to approve the Memorial Village Police Department 2021 Annual Audit.
EXHIBITS: MVPD Annual Audit



May 4, 2022

To the Board of Commissioners and Management
Memorial Villages Police Department

In planning and performing our audit of the financial statements of the Memorial Villages Police Department (the “Department”), as of and for the year ended December 31, 2021, 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 for the purpose of expressing our opinion 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 significant deficiencies or material weaknesses and therefore there can be no assurance that all such deficiencies have been identified. However, as discussed below, we identified a deficiency in internal controls that we consider to be a material weakness.

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 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. We did not identify any deficiencies in the Department’s internal control that we consider to be a material weakness:

Other matters are any additional noteworthy items that may or may not relate to internal controls, compliance with laws and regulations, or operational matters. In addition, we noted the following other matters:

1. GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB) STATEMENT NO. 87, LEASES (GASB-87)

GASB-87 is effective for reporting periods beginning after June 15, 2021. GASB-87 will replace the current operating and capital lease categories with a single model for lease accounting based on the concept that leases are a means to finance the right to use an asset. Under the new rules, the Department will recognize a lease liability and an intangible asset for all noncancelable leases greater than one year while the lessor will recognize a lease receivable and a deferred inflow of resources. The intangible asset will

have similar characteristics to other capital assets and may be amortized depending on various provisions of the asset (or the lease) and if need be, may be impaired.

The accounting for a lessor is complimentary. A lease receivable is established at contract inception equal to the present value of the expected payments over the lease term. As payments are received the lease receivable is reduced and interest revenue is recognized. A deferred inflow is recorded equal to the lease receivable and any payments that are made at the beginning of the lease.

The initial application of this accounting standard will require substantial evaluation and will result in additional accounting and reporting requirements.

Recommendation

The Department should begin planning for the implementation of this accounting standard by establishing a policy to 1) establish a capitalization threshold for leases, 2) define “reasonably certain” as it relates to the likelihood of a lease term to extend beyond 12 months, 3) establish a system to capture the required lease information in order to determine the applicability of the standard.

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

Sincerely,

A handwritten signature in black ink that reads "Brooks Watson & Co." in a cursive, slightly stylized font.

BrooksWatson & Co., PLLC

ANNUAL FINANCIAL REPORT

of the

Memorial Villages Police Department

**For the Year Ended
December 31, 2021**

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Memorial Villages Police Department

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December 31, 2021

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INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners of the
Memorial Villages Police Department:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Memorial Villages Police Department (the "Department"), as of and for the year ended December 31, 2021, 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

The Department's 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.

Auditor's 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 auditor's 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 entity'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 entity'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, 2021 and the respective changes in financial position and, where applicable, cash flows thereof 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, schedule of changes in net pension liability and related ratios, schedule of employer contributions to pension plan, schedule of changes in other postemployment benefits liability and related ratios, and budgetary comparison information 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.



Brooks Watson & Co., PLLC
Certified Public Accountants
Houston, Texas
May 4, 2022

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

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Memorial Villages Police Department

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)

December 31, 2021

As management of the Memorial Villages Police Department (the "Department"), we offer readers of the Department's financial statements this narrative overview and analysis of the financial activities of the Department for the fiscal year ended December 31, 2021.

Financial Highlights

- The Department's total combined net position was a deficit \$(1,427,684) at December 31, 2021.
- At the close of the current fiscal year, the Department's governmental funds reported combined fund balances of \$307,700, an increase of \$114,175.
- As of the end of the year, the unassigned fund balance of the general fund was \$60,000 and participant assessment refunds totaled \$228,426 for the year.
- The Department had an overall increase in net position of \$117,300.
- The Department closed the year with a net pension liability of \$2,277,325.

Overview of the Financial Statements

The discussion and analysis provided here are intended to serve as an introduction to the Department's basic financial statements. The Department's basic financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) the notes to 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 financial statements* are designed to provide readers with a broad overview of the Department's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Department's assets and liabilities. The difference between the two is 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 non-financial factors, such as the Department's property tax base and the condition of the Department's infrastructure, need to be considered in order to assess the overall health of the Department.

The *statement of activities* presents information showing how the Department's net position changed during the most recent fiscal 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. Thus, revenues

Memorial Villages Police Department

MANAGEMENT'S DISCUSSION AND ANALYSIS, *Continued*

December 31, 2021

and expenses are reported for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the Department that are principally supported by charges for services (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the Department include public safety.

FUND FINANCIAL STATEMENTS

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Department, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Department can be divided into two categories: governmental funds and proprietary funds.

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 fiscal year. Such information may be useful in assessing a government'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 government'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 four 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, vehicle replacement, youth services and special capital assets funds, which are considered to be major funds.

The Department adopts an annual appropriated budget for its general, vehicle replacement, and capital asset funds. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with the budget.

Memorial Villages Police Department

MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued

December 31, 2021

Proprietary Funds

The Department's proprietary funds consist of an internal service fund. The Department's internal service fund is used to account for health benefit services provided to the Department's employees, as well as those of the cities of Bunker Hill Village, Texas and Piney Point Village, Texas. All activities associated with providing such services are accounted for in these funds, including administration, operation, maintenance, billing and collection. The Department's intent is that costs of providing the services to the individual funds on a continuing basis is financed through charges.

Proprietary financial statements provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the health benefits fund.

Notes to Financial Statements

The notes provide additional information that is necessary to acquire a full understanding of the data provided in the government-wide and fund financial statements.

Other Information

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

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted previously, net position may serve over time as a useful indicator of the Department's financial position. For the Department, liabilities exceed assets by (\$1,427,684) as of December 31, 2021, in the primary government.

The largest portion of the Department's net position, \$706,192, reflects its investments in capital assets (e.g., land, police station, equipment and vehicles), less any debt used to acquire those assets that are still outstanding. The Department uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Department's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the assets themselves cannot be used to liquidate these liabilities.

Memorial Villages Police Department
MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued
December 31, 2021

The following table reflects the condensed Statement of Net Position:

	Governmental Activities		
	2021	2020	\$
	Governmental	Governmental	Variance
	Activities	Activities	
Current and other assets	\$ 741,170	\$ 712,816	\$ 28,354
Capital assets, net	706,192	737,607	(31,415)
Total Assets	1,447,362	1,450,423	(3,061)
Deferred Outflows of Resources	780,870	877,430	(96,560)
Other liabilities	612,950	712,245	(99,295)
Long-term liabilities	2,656,010	2,743,818	(87,808)
Total Liabilities	3,268,960	3,456,063	(187,103)
Deferred Inflows of Resources	386,956	416,774	(29,818)
Net Position:			
Net investment in capital assets	706,192	737,607	(31,415)
Unrestricted	(2,133,876)	(2,282,591)	148,715
Total Net Position	\$ (1,427,684)	\$ (1,544,984)	\$ 117,300

Current and other assets for governmental activities increased by \$28,354 when compared to the prior year. This increase is primarily attributed to the sale of several capital assets resulting in a gain of \$77,456. Capital assets decreased by \$31,415 from the prior year due to depreciation expense exceeding capital additions. Deferred outflows of resources for the Department decreased by \$96,560 when compared to the prior year. This decrease is directly related to the current year changes in actuarial valuation of the Department net pension liability and related deferred outflows. Other liabilities decreased by \$99,295 primarily due to a smaller accrual for participant refunds at the end of the current year and timing of year end accruals. Total long-term liabilities decreased by \$87,808 primarily due to a decrease in the Department's net pension liability. Deferred inflows of resources for the Department decreased by \$29,818 when compared to the prior year. This decrease is attributable to amortization of deferred pension investment earnings.

Memorial Villages Police Department
MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued
December 31, 2021

Statement of Activities:

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

	Governmental Activities		
	2021	2020	\$
	Governmental Activities	Governmental Activities	Variance
Revenues			
Program revenues:			
Charges for services	\$ 5,881,017	\$ 5,564,327	\$ 316,690
General revenues:			
Investment income	5,193	5,046	147
Other revenues	165,187	169,321	(4,134)
Total Revenues	6,051,397	5,738,694	312,703
Expenses			
Public safety	5,934,097	5,894,217	39,880
Total Expenses	5,934,097	5,894,217	39,880
Change in Net Position	117,300	(155,523)	272,823
Beginning Net Position	(1,544,984)	(1,389,461)	(155,523)
Ending Net Position	\$ (1,427,684)	\$ (1,544,984)	\$ 117,300

Memorial Villages Police Department

MANAGEMENT'S DISCUSSION AND ANALYSIS, *Continued*

December 31, 2021

For the year ended December 31, 2021, revenues from governmental activities totaled \$6,051,397. Charges for services increased by \$316,670 or 6% to account for the assessments needed to fund the department's operational costs. All other revenues remained relatively stable when compared to the previous year.

For the year ended December 31, 2021, expenses for governmental activities totaled \$5,934,097. This represents an increase of \$39,880 or 1% from the prior year. The primary reason for the increase was related to increased salary and related benefit expenses and related expenses. The Department's only functional expense is public safety which accounts for the total operations of the police department.

There was an overall increase in net position of \$117,300 for the year.

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 of near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the Department's financing requirements. In particular, unreserved fund balance may serve as a useful measure of the Department's net resources available for spending at the end of the year.

As of the end of the year the general fund reflected a total fund balance of \$77,537. Of this, \$17,537 is considered nonspendable due to prepaid assets. Each participating entity has contributed \$20,000 in working capital which remains as unassigned fund balance at the end of the year totaling \$60,000. The general fund balance increased \$10,191 from the prior year.

The vehicle replacement fund reflected a fund balance of \$84,968. This is an increase of \$57,360 compared to the prior year, as current year capital outlay expenditures were less than actual revenues.

There was an overall increase in governmental fund balance of \$114,175 from the prior year.

Proprietary Funds - The Department's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

GENERAL FUND BUDGETARY HIGHLIGHTS

There was a total negative revenue variance of \$203,584 and a positive expenditure variance of \$213,775 for the year. This negative revenue variance was the result of participant refunds totaling \$228,426 for excess assessments received over final operating expenditures. There was a total positive expenditure variance of \$213,775 due to less than anticipated expenditures for all expenditure categories. One supplemental budget amendment was made during the year.

Memorial Villages Police Department

MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued

December 31, 2021

CAPITAL ASSETS

As of the end of the year, the Department's governmental activities funds had invested \$706,192 in a variety of capital assets and infrastructure, net of accumulated depreciation. Depreciation is included with the governmental capital assets as required by GASB Statement No. 34.

Major capital asset additions during the current year include the following:

- Purchase of two new Dodge Durango and one new Chevrolet Tahoe police vehicles and equipment totaling for \$173,159.
- Purchase of two radar messaging signs for \$34,577. One sign was funded by grant revenue.

More detailed information about the Department's capital assets is presented in note IV.C to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The Board of Police Commissioners are committed to maintaining and improving the overall wellbeing of the Department and improving services provided to their public citizens. The Department is budgeting for growth in the upcoming year.

CONTACTING THE DEPARTMENT'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the Department's finances for all those with an interest in the Department's finances. Questions concerning this report or requests for additional financial information should be directed to the Chief of Police, Memorial Villages Police Department, 11981 Memorial Drive, Houston, Texas 77024; telephone (713) 365-3700.

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FINANCIAL STATEMENTS

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Memorial Villages Police Department

STATEMENT OF NET POSITION

December 31, 2021

	<u>Primary Government Governmental Activities</u>
<u>Assets</u>	
Current assets:	
Cash and cash equivalents	\$ 706,633
Receivables, net	17,000
Prepays	17,537
Total Current Assets	741,170
Capital assets:	
Net depreciable capital assets	706,192
Total Noncurrent Assets	706,192
Total Assets	1,447,362
 <u>Deferred Outflows of Resources</u>	
Deferred outflows-pensions	733,872
Deferred outflows-OPEB	46,998
Total Deferred Outflows of Resources	780,870
 <u>Liabilities</u>	
Current liabilities:	
Accounts payable and accrued liabilities	165,553
Due to other governments	228,426
Compensated absences, current	218,971
Total Current Liabilities	612,950
Noncurrent liabilities:	
Net pension liability	2,277,325
OPEB liability-SDBF	258,673
OPEB liability-Health benefits	95,682
Compensated absences, noncurrent	24,330
Total Noncurrent Liabilities	2,656,010
Total Liabilities	3,268,960
 <u>Deferred Inflows of Resources</u>	
Deferred inflows-pensions	372,858
Deferred inflows-OPEB	14,098
Total Deferred Inflows of Resources	386,956
 <u>Net Position</u>	
Net investment in capital assets	706,192
Unrestricted	(2,133,876)
Total Net Position	\$ (1,427,684)

See Notes to Financial Statements.

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Memorial Villages Police Department

STATEMENT OF ACTIVITIES

For the Year Ended December 31, 2021

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Grants and Contributions	Primary Governmental Activities
Primary Government Governmental Activities				
Public safety	\$ 5,934,097	\$ 5,881,017	\$ -	\$ (53,080)
Total Governmental Activities	5,934,097	5,881,017	-	(53,080)
		General Revenues:		
				5,193
				87,731
				77,456
			Total General Revenues	170,380
			Change in Net Position	117,300
			Beginning Net Position	(1,544,984)
			Ending Net Position	\$ (1,427,684)

See Notes to Financial Statements.

Memorial Villages Police Department

BALANCE SHEET GOVERNMENTAL FUNDS December 31, 2021

	General	Vehicle Replacement	Youth Services	Special Capital Assets
<u>Assets</u>				
Cash and cash equivalents	\$ 453,101	\$ 84,968	\$ 13,221	\$ 114,976
Receivables, net	-	-	-	17,000
Prepays	17,537	-	-	-
Total Assets	\$ 470,638	\$ 84,968	\$ 13,221	\$ 131,976
 <u>Liabilities</u>				
Accounts payable and accrued liabilities	\$ 164,675	\$ -	\$ -	\$ 2
Due to other governments	228,426	-	-	-
Total Liabilities	393,101	-	-	2
 <u>Fund Balances</u>				
Nonspendable:				
Prepays	17,537	-	-	-
Assigned for:				
Vehicle replacement	-	84,968	-	-
Youth services	-	-	13,221	-
Capital projects	-	-	-	131,974
Unassigned reported in:				
General fund	60,000	-	-	-
Total Fund Balances	77,537	84,968	13,221	131,974
Total Liabilities, Deferred Inflows, and Fund Balances	\$ 470,638	\$ 84,968	\$ 13,221	\$ 131,976

See Notes to Financial Statements.

**Total
Governmental
Funds**

\$ 666,266
17,000
17,537

\$ 700,803

\$ 164,677
228,426

393,103

17,537

84,968

13,221

131,974

60,000

307,700

\$ 700,803

Memorial Villages Police Department

RECONCILIATION OF THE BALANCE SHEET TO THE STATEMENT OF NET POSITION GOVERNMENTAL FUNDS

December 31, 2021

Fund Balances - Total Governmental Funds

Adjustments for the Statement of Net Position:

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

Capital assets - net depreciable

Deferred outflows of resources, represent a consumption of net position that applies to a future period(s) and is not recognized as an outflow of resources (expenditure) until then.

Pension outflows

OPEB outflows-SDBF

Internal service funds are used by management to charge the cost of equipment services and replacement to individual funds. The assets and liabilities of the internal service funds are included in governmental activities in the statement of net position.

Net position - governmental activities

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.

Pension inflows

OPEB inflows-SDBF

Some liabilities, including bonds payable and capital leases, are not reported as liabilities in the governmental funds.

Compensated absences

Net pension liability

OPEB liability-SDBF

OPEB liability-Health benefits

Net Position of Governmental Activities

See Notes to Financial Statements.

\$ 307,700

706,192

733,872

46,998

39,491

(372,858)

(14,098)

(243,301)

(2,277,325)

(258,673)

(95,682)

\$ (1,427,684)

Memorial Villages Police Department

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE GOVERNMENTAL FUNDS

For the Year Ended December 31, 2021

	<u>General</u>	<u>Vehicle Replacement</u>	<u>Youth Services</u>	<u>Special Capital Assets</u>
<u>Revenues</u>				
Participant assessments, net	\$ 5,711,517	\$ 153,000	\$ -	\$ 16,500
Investment income	4,347	216	56	574
Other revenue	20,496	-	1,752	65,483
Total Revenues	<u>5,736,360</u>	<u>153,216</u>	<u>1,808</u>	<u>82,557</u>
<u>Expenditures</u>				
Current:				
Public safety	5,726,169	153	3,013	34,728
Capital outlay	-	173,159	-	-
Total Expenditures	<u>5,726,169</u>	<u>173,312</u>	<u>3,013</u>	<u>34,728</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	10,191	(20,096)	(1,205)	47,829
<u>Other Financing Sources (Uses)</u>				
Proceeds from sale of capital assets	-	77,456	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>77,456</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	10,191	57,360	(1,205)	47,829
Beginning fund balances	67,346	27,608	14,426	84,145
Ending Fund Balances	<u>\$ 77,537</u>	<u>\$ 84,968</u>	<u>\$ 13,221</u>	<u>\$ 131,974</u>

See Notes to Financial Statements.

**Total
Governmental
Funds**

\$ 5,881,017
5,193
87,731

5,973,941

5,764,063
173,159

5,937,222

36,719

77,456

77,456

114,175

193,525

\$ 307,700

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Memorial Villages Police 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, 2021

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

Net changes in fund balances - total governmental funds	\$	114,175
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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		217,724
Depreciation expense		(249,139)

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		12,281
Pension expense		9,400
OPEB expense-SDBF		(17,883)
OPEB expense-Health benefits		28,321

Internal service funds are used by management to charge the cost of health benefits to individual funds. The net revenue of certain activities of internal service funds is reported with governmental activities.

2,421

Change in Net Position of Governmental Activities	\$	117,300
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See Notes to Financial Statements.

Memorial Villages Police Department

STATEMENT OF NET POSITION

PROPRIETARY FUND

December 31, 2021

		<u>Governmental</u> <u>Activities</u> <u>Internal</u> <u>Service Fund</u> <u>Health Benefits</u>
<u>Assets</u>		
<u>Current Assets</u>		
Cash and cash equivalents	\$	40,367
Total Current Assets		40,367
<u>Liabilities</u>		
<u>Current Liabilities</u>		
Accounts payable and accrued liabilities		876
Total Current Liabilities		876
<u>Net Position</u>		
Unrestricted		39,491
Total Net Position	\$	39,491

See Notes to Financial Statements.

Memorial Villages Police Department

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION PROPRIETARY FUND

For the Year Ended December 31, 2021

		<u>Governmental</u> <u>Activities</u> <u>Internal</u> <u>Service Fund</u> <u>Health Benefits</u>
<u>Operating Revenues</u>		
Charges for services		\$ 848,358
Total Operating Revenues		<u>848,358</u>
<u>Operating Expenses</u>		
Cost of services		845,925
Materials and supplies		12
Total Operating Expenses		<u>845,937</u>
	Change in Net Position	2,421
Beginning net position		37,070
	Ending Net Position	<u>\$ 39,491</u>

See Notes to Financial Statements.

Memorial Villages Police Department

STATEMENT OF CASH FLOWS
PROPRIETARY FUND (Page 1 of 2)
 For the Year Ended December 31, 2021

	Governmental Activities
	Internal Service Fund
	Health Benefits
<u>Cash Flows from Operating Activities</u>	
Receipts from customers	\$ 856,512
Payments to suppliers	(846,024)
Net Cash Provided by Operating Activities	10,488
Increase (Decrease) in Cash and Cash Equivalents	10,488
Beginning cash and cash equivalents	29,879
Ending Cash and Cash Equivalents	\$ 40,367

See Notes to Financial Statements.

Memorial Villages Police Department

STATEMENT OF CASH FLOWS
 PROPRIETARY FUND (Page 2 of 2)
 For the Year Ended December 31, 2021

	Governmental Activities
	Internal Service Fund
	Health Benefits
<u>Reconciliation of Operating Income (Loss)</u>	
<u>to Net Cash Provided by Operating Activities</u>	
Operating Income (Loss)	\$ 2,421
Changes in Operating Assets and Liabilities:	
(Increase) Decrease in:	
Accounts receivable	8,154
Increase (Decrease) in:	
Accounts payable and accrued liabilities	(87)
Net Cash Provided by Operating Activities	\$ 10,488

See Notes to Financial Statements.

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Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS

December 31, 2021

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of 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 activities of the primary government. Governmental activities, which normally are supported by taxes, 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.

B. Reporting Entity

The Memorial Villages Police Department (the "Department") was created in 1977 through an interlocal agreement ("the Agreement") between the cities of Bunker Hill Village, Texas, Hunters Creek Village, Texas, and Piney Point Village, Texas (the "Participating Cities") pursuant to the terms of the Interlocal Cooperation Act of the 62nd legislature of the State of Texas, as amended. The Agreement provides for the Department to furnish all police and law enforcement activities to the Participating Cities.

The Department is an independent political subdivision of the State of Texas, governed by a board of six commissioners, and is considered a primary government. Each contracting city appoints two police commissioners and an alternate police commissioner to the Board of Police Commissioners (the "Board"). The Board governs all budgeting and financing operations as well as the affairs off the agency. As required by generally accepted accounting principles, these basic financial statements have been prepared based on considerations regarding the potential for inclusion of other entities, organizations, or functions as part of the Department's financial reporting entity. There are no other organizations that meet the criteria for inclusion herein as part of the financial reporting entity.

The financial objective of the Department is to cover annual operating costs and actual and anticipated capital expenditure outlays.

As required by generally accepted accounting principles, these basic financial statements have been prepared based on considerations regarding the potential for inclusion of other entities, organizations, or functions as part of the Department's financial reporting entity. The Department has adopted Governmental Accounting Standards Board Statement No. 61, *The Financial Reporting Entity*. No other entities have been included in the Department's reporting entity. Additionally, as the Department is considered a primary government for financial reporting purposes.

Considerations regarding the potential for inclusion of other entities, organizations or functions in the Department's financial reporting entity are based on criteria prescribed by generally

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

accepted accounting principles. These same criteria are evaluated in considering whether the Department is a part of any other governmental or other type of reporting entity. The overriding elements associated with prescribed criteria considered in determining that the Department's financial reporting entity status is that of a primary government are that it has a separately elected governing body; it is legally separate; and is fiscally independent of other state and local governments. Additionally prescribed criteria under generally accepted accounting principles include considerations pertaining to organizations for which the primary government is financially accountable, and considerations pertaining to organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. The Department is not considered a component unit of the participating Cities, but is reported as a joint venture.

C. Basis of Presentation – Government-Wide and Fund Financial Statements

While separate government-wide and fund financial statements are presented, they are interrelated. The governmental activities column incorporates data from governmental funds and internal service funds. Separate financial statements are provided for governmental funds and the proprietary funds.

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 other charges between various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

The fund financial statements provide information about the government's funds, including its blended component units. Separate statements for each fund category—governmental and proprietary are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as nonmajor funds. Major individual governmental and enterprise funds are reported as separate columns in the fund financial statements.

The government reports the following major governmental funds:

General Fund

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 the Participating Cities. Expenditures include public safety. The general fund is always considered a major fund for reporting purposes.

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

Youth Services Fund

The *youth services fund* is a special revenue fund used to account for the receipt and disbursement of legally restricted funds toward Drug Abuse and Resistance Education (DARE) and Gang Resistance Education and Training programs. The youth services fund did not meet the criteria to be presented as a major fund; however, the Department has elected to present it as a major fund for reporting purposes.

Special Capital Assets Fund

The special *capital assets fund* is used to account for the expenditures of resources accumulated from participant assessments and other sources, for capital purchases and improvements. The special capital assets fund is considered a major fund for reporting purposes.

Vehicle Replacement Fund

The *vehicle replacement fund* is used to account for the purchase of new vehicles and the sale of retired vehicles every year. Due to regular use, it is necessary for the Department to retire and replace a certain number of vehicles every year in order to maintain a fleet in working order. The vehicle replacement fund is considered a major fund for reporting purposes.

Additionally, the Department reports the following fund type:

Internal Services Fund

The *health benefits fund* accounts for services provided to other departments or agencies of the primary government, or to other governments, on a cost reimbursement basis. The Department's internal service fund is used to account for health benefit services provided to the Department's employees, as well as those of the cities of Bunker Hill Village, Texas and Piney Point Village, Texas.

During the course of operations, the government 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 and internal service funds) 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 fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Transfers between the funds included in governmental

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

activities are eliminated so that only the net amount is included as transfers in the governmental activities column.

D. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Measurement focus refers to what is being measured and basis of accounting refers to when transactions are recorded in the financial records and reported on the financial statements and relates to the timing of the measurement made, regardless of the measurement focus applied.

The government-wide statements and fund financial statements for proprietary funds are reported using the economic resources measurement focus and the accrual basis of accounting.

The economic resources measurement focus means all assets and liabilities (whether current or non-current) are included on the statement of net position and the operating statements present increases (revenues) and decreases (expenses) in total net position. Under the accrual basis of accounting, revenues are recognized in the accounting period in which they are earned and become measurable, and expenses in the accounting period in which they are incurred and become measurable. Proprietary fund equity consists of net position. Proprietary fund-type operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in net total assets.

All governmental funds and component units are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized in the accounting period when they are susceptible to accrual (i.e., when they are measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Department considers revenues available if they are collected within 60 days of the end of the current period. Charges for services, other revenues, and interest associated with the current period are all considered to be susceptible to accrual and so have been recognized as revenues of the current period. Other receipts become measurable and available when cash is received by the government and are recognized as revenue at that time.

Generally, the effect of interfund activity has been eliminated from the government-wide financial statements.

E. Estimates

The preparation of financial statements, in conformity with generally accepted accounting principles, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

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

1. Deposits and Investments

The Department's cash and cash equivalents are considered to be cash on hand, demand deposits and short term investments with original maturities of three months or less from the date of acquisition. For the purpose of the statement of cash flows, the proprietary fund types consider temporary investments with maturity of three months or less when purchased to be cash equivalents.

In accordance with GASB Statement No. 31, *Accounting and Reporting for Certain Investments and External Investment Pools*, the Department reports all investments at fair value, except for "money market investments" and "2a7-like pools." Money market investments, which are short-term highly liquid debt instruments that may include U.S. Treasury and agency obligations, are reported at amortized costs. Investment positions in external investment pools that are operated in a manner consistent with the SEC's Rule 2a7 of the Investment Company Act of 1940, such as TexSTAR, are reported using the pools' share price.

The Department has adopted a written investment policy regarding the investment of its funds as defined in the Public Funds Investment Act, Chapter 2256, of the Texas Governmental Code. In summary, the Department is authorized to invest in the following:

- Direct obligations of the U.S. Government
- Fully collateralized certificates of deposit and money market accounts
- Statewide investment pools

2. Fair Value

The Department has applied Governmental Accounting Standards Board ("GASB") Statement No. 72, *Fair Value Measurement and Application*. GASB Statement No. 72 provides guidance for determining a fair value measurement for reporting purposes and applying fair value to certain investments and disclosures related to all fair value measurements.

3. Receivables and Interfund Transactions

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the year are referred to as either "interfund receivables/payables" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

reported as “due to/from other funds” in the fund financial statements. If the transactions are between the primary government and its component unit, these receivables and payables are classified as “due to/from component unit/primary government.” Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances.”

Advances between funds are offset by a fund balance reserve account in the applicable governmental fund to indicate they are not available for appropriation and are not expendable available financial resources.

All trade receivables are shown net of any allowance for uncollectible amounts.

4. Inventories and Prepaid Items

The costs of governmental fund type inventories are recorded as expenditures when the related liability is incurred, (i.e., the purchase method). The inventories are valued at the lower of cost or market using the first-in/first-out method. Certain payments to vendors reflect costs applicable to future accounting periods (prepaid expenditures) are recognized as expenditures when utilized.

5. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items) are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the government, as assets with an initial individual cost of more than \$5,000 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 estimated fair market value at the date of donation. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Interest costs incurred in connection with construction of enterprise fund capital assets are capitalized when the effects of capitalization materially impact the financial statements.

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, plant, and equipment of the primary government, as well as the component units, are depreciated using the straight-line method over the following estimated useful years.

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

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<u>Asset Description</u>	<u>Estimated Useful Life</u>
Vehicles	3 to 5 years
Machinery and equipment	5 to 10 years
Buildings and improvements	20 years
Computer equipment	5 to 7 years

6. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net 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.

An example is a deferred charge on refunding reported in the government-wide statement of net position. A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

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. The government has only one type of item, which arises only under a modified accrual basis of accounting that qualifies for reporting in this category. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. Deferred inflows of resources can also occur at the government wide level due to differences between investment gains and losses realized on pension investments compared to assumption used within the pension actuarial valuation model.

7. Net Position Flow Assumption

Sometimes the government 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 statements, a flow assumption must be made about the order in which the resources are considered to be applied.

It is the government's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

8. Fund Balance Flow Assumptions

Sometimes the government 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 government'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.

9. Fund Balance Policies

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The government itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. The Department council is the highest level of decision-making authority for the government 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 government for specific purposes but do not meet the criteria to be classified as committed. The governing body (council) has by resolution authorized the finance director to assign fund balance. The council 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.

Each of the three participating entities is required to maintain \$20,000 each in working capital within in fund balance. This equates to a total unassigned fund balance of \$60,000.

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

10. Compensated Absences

The Department provides sick, holiday, and 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, but is not payable upon termination of employment. Holiday pay up to ten days may be carried over to the next year. Unused vacation leave, personal leave time, or holiday time will be compensated for the unused time at their current hourly rate at the time of separation.

The estimated amounts of vacation and personal time that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a fund liability of the governmental fund that will pay it upon maturity. Amounts of accrued vacation and personal time that are not expected to be liquidated with expendable available financial resources are maintained separately and represent a reconciling item between the fund and government-wide presentations.

11. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities statement of net position. The long-term debt consists primarily of bonds payable, capital leases, and accrued compensated absences.

Long-term debt for governmental funds is not reported as liabilities in the fund financial statements until due. The debt proceeds are reported as other financing sources, net of the applicable premium or discount and payments of principal and interest reported as expenditures. In the governmental fund types, issuance costs, even if withheld from the actual net proceeds received, are reported as debt service expenditures. However, claims and judgments paid from governmental funds are reported as a liability in the fund financial statements only for the portion expected to be financed from expendable available financial resources.

Long-term debt and other obligations, financed by proprietary funds, are reported as liabilities in the appropriate funds. For proprietary fund types, bond premiums, discounts and similar items are deferred and amortized over the life of the bonds using the effective interest method, if material. Bonds payable are reported net of the applicable bond premium or discount.

Assets acquired under the terms of capital leases are recorded as liabilities and capitalized in the government-wide financial statements at the present value of net minimum lease payments at inception of the lease. In the year of acquisition, capital lease transactions are recorded as other financing sources and as capital outlay expenditures in the general fund. Lease payments representing both principal and interest are recorded as expenditures in the

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

general fund upon payment with an appropriate reduction of principal recorded in the government-wide financial statements.

12. Participant Contributions

The Department collects operating revenues from the Participating Cities based on the approved operating budget, of which each Participating Department contributes 33 percent.

13. Pensions

For purposes of measuring the net pension liability (asset), 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 ("OPEB")

The Department has implemented GASB Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions. This statement applies to the individual employers (TMRS cities) in the TMRS Supplemental Death Benefits (SDB) plan, with retiree coverage. The TMRS SDBF covers both active and retiree benefits with no segregation of assets, and therefore doesn't meet the definition of a trust under GASB No. 75 (i.e., no assets are accumulated for OPEB) and as such the SDBF is considered to be an unfunded OPEB plan. For purposes of reporting under GASB 75, the retiree portion of the SDBF is not considered a cost sharing plan and is instead considered a single employer, defined benefit OPEB plan. 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 on which TMRS deposits are made, for the 12-month period preceding the month of death. The death benefit amount for retirees is \$7,500. GASB No. 75 requires the liability of employers and nonemployer contributing entities to employees for defined benefit OPEB (net OPEB liability) to be measured as the portion of the present value of projected benefit payments to be provided to current active and inactive employees that is attributed to those employees' past periods of service (total OPEB liability), less the amount of the OPEB plan's fiduciary net position.

The Department also provides medical benefits to eligible retirees through a single-employer defined benefit plan (the "Plan"). This Plan is an unfunded, pay-as-you-go plan. Information about the Department's OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense is provided by the Department's consulting actuary.

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

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. All taxes, including those dedicated for specific purposes, and other internally dedicated resources are reported as general revenues rather than as program revenues.

II. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

A. Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position.

The governmental fund balance sheet includes reconciliation between *fund balance-total governmental funds* and *net position-governmental activities* as reported in the government-wide statement of net position. One element of that reconciliation explains that long-term liabilities, including compensated absences, are not due and payable in the current period and, therefore, are not reported in the funds. Reconciling items have been presented on the balance sheet of governmental funds in the basic financial statements.

B. Explanation of certain differences between the governmental fund statement of revenues, expenditures, and changes in fund balances and the government-wide statement of activities.

The governmental fund statement of revenues, expenditures, and changes in fund balances includes a reconciliation between net changes in fund balances – total governmental funds and changes in net position of governmental states that, “the issuance of long-term debt (e.g., bonds) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities.” A reconciliation has been presented in the basic financial statements.

III. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Annual budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP) for the general, vehicle replacement, and capital asset funds. The original budget is adopted by the Board of Police Commissioners prior to the beginning of the year. Intra-budget transfers over \$25,000 and all nonbudgeted expenditures must be approved by the Participating Cities. Appropriations lapse at the end of the year.

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

IV. DETAILED NOTES ON ALL FUNDS

A. Deposits and Investments

Custodial credit risk – deposits In the case of deposits, this is the risk that in the event of a bank failure, the Department's deposits may not be returned to it. State statutes require that all deposits in financial institutions be insured or fully collateralized by U.S. government obligations or its agencies and instrumentalities or direct obligations of Texas or its agencies and instrumentalities that have a market value of not less than the principal amount of the deposits. The Department's investment policy requires funds on bank deposit at the depository bank to be collateralized by securities with a collective market value (market value of the principal and accrued interest) of at least 102%. As of December 31, 2021, the market values of pledged securities and FDIC exceeded bank balances.

B. Fair Value Measurement

The Department categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments that are remeasured at fair value using the net asset value per share (or its equivalent) as a practical expedient are not classified in the fair value hierarchy noted above.

In instances where inputs used to measure fair value fall into different levels in the above fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the valuation. The Department's assessment of the significance of particular inputs to these fair value measurements requires judgment and considers factors specific to each asset or liability.

The Department's financial instruments consist of cash and cash equivalents, accounts receivable, accrued payables and long-term liabilities. The estimated fair value of cash and cash equivalents, accounts receivable, and accrued payables approximate their carrying amounts due to the short-term nature of these instruments.

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

C. Capital Assets

A summary of changes in governmental activities capital assets for the year end was as follows:

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Decreases/ Reclassifications</u>	<u>Ending Balances</u>
Capital assets, being depreciated:				
Buildings and improvements	\$ 2,143,102	\$ -	\$ -	\$ 2,143,102
Furniture and equipment	683,079	44,565	-	727,644
Vehicles	683,782	173,159	(154,993)	701,948
Total capital assets being depreciated	<u>3,509,963</u>	<u>217,724</u>	<u>(154,993)</u>	<u>3,572,694</u>
Less accumulated depreciation				
Buildings and improvements	(1,825,223)	(107,155)	-	(1,932,378)
Furniture and equipment	(590,680)	(35,175)	-	(625,855)
Vehicles	(356,453)	(106,809)	154,993	(308,269)
Total accumulated depreciation	<u>(2,772,356)</u>	<u>(249,139)</u>	<u>154,993</u>	<u>(2,866,502)</u>
Net capital assets being depreciated	737,607	(31,415)	-	706,192
Total Net Capital Assets	<u>\$ 737,607</u>	<u>\$ (31,415)</u>	<u>\$ -</u>	<u>\$ 706,192</u>

All depreciation was charged to the public safety function.

D. Receivables

The following comprise receivable balances of the primary government at year end:

	<u>Special Capital Assets</u>	<u>Total</u>
Due from other governments	\$ 17,000	\$ 17,000
	<u>\$ 17,000</u>	<u>\$ 17,000</u>

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

E. Other Long-term Liabilities

The following is a summary of changes in the Department's total other long-term liabilities for the year ended. In general, the Department uses the general fund to liquidate governmental compensated absences. A summary of changes in other long-term liabilities for the year end was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental Activities:					
Compensated Absences	\$ 255,582	\$ 243,302	\$ (255,583)	\$ 243,301	\$ 218,971
Total Governmental Activities	\$ 255,582	\$ 243,302	\$ (255,583)	\$ 243,301	\$ 218,971
Compensated Absences Due in More than One Year				\$ 24,330	

IV. OTHER INFORMATION

A. 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 for which the Department participates along with more than 2,800 other entities in the Texas Municipal League's Intergovernmental Risk Pools. The Pool purchases commercial insurance at group rates for participants in the Pool. The Department has no additional risk or responsibility to the Pool outside of the payment of insurance premiums.

The Department has not significantly reduced insurance coverage or had settlements which exceeded coverage amounts for the past three years.

The Department uses a number of approaches to decrease risks and protect against losses to the Department, including internal practices, employee training, and a code of ethics, which all employees are required to acknowledge

The Department owns and operates motor vehicles and may provide such vehicle to employees for business use during the course and scope of their employment. The Department is insured as to its own property losses, and the liability of loss to others.

B. Contingent Liabilities

Amounts received or receivable from granting agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amounts of expenditures

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

which may be disallowed by the grantor cannot be determined at this time although the Department expects such amounts, if any, to be immaterial.

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.

The Department participates in grant programs which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the Department had not complied with the rules and regulations governing the grants, refunds of any money received may be required and the collectability of any related receivable may be impaired. In the opinion of the Department, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision has been recorded in the accompanying basic financial statements for such contingencies.

C. **Defined Benefit Pension Plans**

Texas Municipal Retirement System

1. **Plan Description**

The Memorial Villages Police Department participates as one of 888 plans in the nontraditional, joint contributory, hybrid defined benefit pension plan administered by the Texas Municipal Retirement System (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 the System with a six-member Board of Trustees. 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 (CAFR) that can be obtained at www.tmrs.com.

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

2. **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.

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

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 payments 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% 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:

	<u>Plan Year 2019</u>	<u>Plan Year 2020</u>
Employee deposit rate	7%	7%
Matching ratio (city to employee)	2 to 1	2 to 1
Years required for vesting	5	5
Service retirement eligibility (expressed as age / years of service)	60/5, 0/25	60/5, 0/25
Updated service credit	0% Repeating Transfers	0% Repeating Transfers
Annuity increase (to retirees)	0% of CPI	0% of CPI
Active Employees	Yes	Yes
Supplemental Death Benefit to Retirees	Yes	Yes

Employees covered by benefit terms

At the December 31, 2020 valuation and measurement date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	40
Inactive employees entitled to but not yet receiving benefits	22
Active employees	<u>44</u>
Total	<u>106</u>

3. 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 city 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.

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NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

Employees for the Memorial Villages Police Department were required to contribute 7% of their annual gross earnings during the fiscal year. The contribution rates for the Memorial Villages Police Department were 11.61% and 11.31% in calendar years 2020 and 2021, respectively. The Department's contributions to TMRS for the year ended December 31, 2021, were \$425,509, and were equal to the required contributions.

4. Net Pension Liability

The Department's Net Pension Liability (NPL) was measured as of December 31, 2020, and the Total Pension Liability (TPL) used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date.

Actuarial assumptions

The Total Pension Liability in the December 31, 2020 actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.5% per year
Overall payroll growth	2.75% per year
Investment Rate of Return	6.75% net of pension plan investment expense, including inflation

Salary increases are based on a service-related table. Mortality rates for active members are based on the PUB(10) mortality tables with the Public Safety table used for males and the General Employee table used for females. Mortality rates for healthy retirees and beneficiaries are based on the Gender-distinct 2019 Municipal Retirees of Texas mortality tables. The rates for actives, healthy retirees and beneficiaries are projected on a fully generational basis by Scale UMP to account for future mortality improvements. For disabled annuitants, the same mortality tables for healthy retirees is used with a 4-year set-forward for males and a 3-year set-forward for females. In addition, a 3.5% and 3.0% minimum mortality rate is applied, for males and females respectively, to reflect the impairment for younger members who become disabled. The rates are projected on a fully generational basis by Scale UMP to account for future mortality improvements subject to the floor.

The actuarial assumptions were developed primarily from the actuarial investigation of the experience of TMRS over the four-year period from December 31, 2014 to December 31, 2018. They were adopted in 2019 and first used in the December 31, 2109 actuarial valuation. The post-retirement mortality assumption for Annuity Purchase Rates (APRs) is based on the Mortality Experience Investigation Study covering 2009 through 2011 and dated December 31, 2013. 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

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

(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, GRS 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). The target allocation and best estimates of real rates of return for each major asset class in fiscal year 2019 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return (Arithmetic)
Global Equity	30.0%	5.30%
Core Fixed Income	10.0%	1.25%
Non-Core Fixed Income	20.0%	4.14%
Real Return	10.0%	3.85%
Real Estate	10.0%	4.00%
Absolute Return	10.0%	3.48%
Private Equity	10.0%	7.75%
Total	100.0%	

Discount Rate

The discount rate used to measure the Total Pension Liability 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 Total Pension Liability.

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability of the Department, calculated using the discount rate of 6.75%, as well as what the Department's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.75%) or 1-percentage-point higher (7.75%) than the current rate:

1% Decrease 5.75%	Current Single Rate Assumption 6.75%	1% Increase 7.75%
\$ 4,115,238	\$ 2,277,325	\$ 731,552

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

Changes in the Net Pension Liability

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) – (b)
Balance at 12/31/19	\$ 15,638,972	\$ 13,268,744	\$ 2,370,228
Changes for the year:			
Service cost	481,230	-	481,230
Interest	1,038,710	-	1,038,710
Difference between expected and actual experience	65,256	-	65,256
Contributions – employer	-	423,905	(423,905)
Contributions – employee	-	255,585	(255,585)
Net investment income	-	1,005,380	(1,005,380)
Change of assumptions	-	-	-
Benefit payments, including refunds of emp. contributions	(982,594)	(982,594)	-
Administrative expense	-	(6,517)	6,517
Other changes	-	(254)	254
Net changes	602,602	695,505	(92,903)
Balance at 12/31/20	<u>\$ 16,241,574</u>	<u>\$ 13,964,249</u>	<u>\$ 2,277,325</u>

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.tmr.com.

5. Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended December 31, 2021, the Department recognized pension expense of \$416,112.

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

At December 31, 2021, 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
Difference between projected and investment earnings	\$ -	\$ 372,858
Differences between expected and actual economic experience	306,556	-
Differences in assumptions changes	1,807	-
Contributions subsequent to the measurement date	425,509	-
Total	\$ 733,872	\$ 372,858

The Department reported \$423,905 as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date that will be recognized as a reduction of the net pension liability for the year ending December 31, 2021. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended December 31:

2022	\$ 23,553
2023	148,802
2024	(214,904)
2025	(21,946)
2026	-
Thereafter	-
	\$ (64,495)

D. Postemployment Benefits Other Than Pensions

Supplemental Death Benefits Fund (SDBF)

The Department also participates in a defined benefit group-term life insurance plan operated by the Texas Municipal Retirement System (TMRS) known as the Supplemental Death Benefits Fund (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. The Department elected, by ordinance, to provide group-term life insurance coverage to both current and retired employees. The Department 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 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-

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

month period preceding the month of death); retired employees are insured for \$7,500; this coverage is an “other postemployment benefit,” or OPEB. The SDBF covers both active and retiree benefits with no segregation of assets and, therefore, doesn’t meet the definition of a trust under GASB No. 75, paragraph 4b, (i.e., no assets are accumulated for OPEB). As such, the SDBF is considered to be a single-employer unfunded OPEB plan (and not a cost sharing plan) with benefit payments treated as being equal to the employer’s yearly contributions for retirees.

The Department contributes to the SDBF at a contractually required rate 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.

Employees covered by benefit terms

At the December 31, 2020 valuation and measurement date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	34
Inactive employees entitled to but not yet receiving benefits	8
Active employees	44
Total	86

The Department’s contributions to the TMRS SDBF for the fiscal years ended 2021, 2020 and 2019 were \$5,643, \$2,034 and \$1,552, which equaled the required contributions each year.

Schedule of Contribution Rates (*RETIREE-only portion of the rate*)

Plan/ Calendar Year	Annual Required Contribution (Rate)	Actual Contribution Made (Rate)	Percentage of ARC Contributed
2019	0.06%	0.06%	100.00%
2020	0.06%	0.06%	100.00%
2021	0.15%	0.15%	100.00%

Total OPEB Liability

The Department’s Postemployment Benefits Other Than Pensions Liability (OPEB) was measured as of December 31, 2020, and the Total OPEB Liability was determined by an actuarial valuation as of that date.

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

Actuarial assumptions:

The Total OPEB Liability in the December 31, 2020 actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.5% per year
Overall payroll growth	3.5% to 11.5%, including inflation per year
Discount rate	2.75%
Retirees' share of benefit-related costs	\$0
Administrative expenses	All administrative expenses are paid through the Pension Trust and accounted for under reporting requirements under GASB Statement No. 68

Salary increases were based on a service-related table. For service retirees and beneficiary mortality rates, the OPEB liability and the OPEB contribution rates utilized the Gender-distinct 2019 Municipal Retirees of Texas mortality tables. The rates are projected on a fully generational basis by Scale UMP to account for future mortality improvements. Based on the size of the city, rates are multiplied by an additional factor of 100.0%. For disabled annuitants mortality rates, the OPEB liability and the OPEB contribution rates utilized the mortality tables for healthy retirees is used with a 4 year set-forward for males and a 3 year set-forward for females. In addition, a 3.5% and 3% minimum mortality rate will be applied to reflect the impairment for younger members who become disabled for males and females, respectively. The rates are projected on a fully generational basis by Scale UMP to account for future mortality improvements subject to the floor.

Discount Rate:

The discount rate used to measure the Total OPEB Liability was 2.00%. The discount rate was based on the Fidelity Index's "20-Year Municipal GO AA Index" rate as of December 31, 2020.

Sensitivity of the Total OPEB Liability (Asset) to Changes in the Discount Rate

The following presents the total OPEB liability of the Department, calculated using the discount rate of 2.75%, as well as what the Department's net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (1.75%) or 1-percentage-point higher (3.75%) than the current rate:

1% Decrease	Current Single Rate	1% Increase
1.00%	Assumption 2.00%	3.00%
\$ 311,311	\$ 258,673	\$ 217,751

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

Changes in the Total OPEB Liability:

	Total OPEB Liability
Balance at 12/31/19	\$ 224,029
Changes for the year:	
Service Cost	7,668
Interest	6,236
Difference between expected and actual experience	(8,620)
Changes of assumptions	31,551
Benefit payments	(2,191)
Net changes	34,644
Balance at 12/31/20	\$ 258,673

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

For the year ended December 31, 2020, the Department recognized OPEB expense of \$23,525.

At December 31, 2021, the Department reported deferred outflows of resources and deferred inflows of resources related to the OPEB liability from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ -	14,098
Change in assumptions	41,355	-
Contributions subsequent to measurement date	5,643	-
Total	\$ 46,998	\$ 14,098

The Department reported \$5,643 as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date that will be recognized as a reduction of the OPEB liability for the year ending December 31, 2022.

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, Continued

December 31, 2021

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

Year ended December 31:	
2022	\$ 8,550
2023	7,468
2024	8,118
2025	3,121
2026	-
Thereafter	-
	<u>\$ 27,257</u>

OPEB for Health Care Benefit Provided by Plan

Plan Description

The Memorial Villages Police Department Retiree Health Care Plan (the "Plan") is a single employer defined benefit healthcare plan administered by the Department. The Plan provides medical benefits to eligible retirees and their spouses.

Benefits

As of January 1, 2016, the Department will contribute \$430 towards the retiree only monthly premium and \$860 towards the retiree plus spouse monthly premium. Retiring employees, hired before January 1, 2015, who are 55 years of age or older with at least 20 years of service with the Department are eligible for this health/medical benefit. Coverage will continue until Medicare eligibility is reached. If the retiree turns 65 prior to the spouse turning 65, the spouse will be allowed to stay on the Plan until the spouse reaches age 65. There is no post-65 coverage offered to retirees.

Employees covered by benefit terms

At the December 31, 2020 valuation and measurement date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	2
Inactive employees entitled to but not yet receiving benefits	0
Active employees	45
Total	47

Funding Policy

The contribution requirements of Plan members and the Department are established and may be amended by the Department's Board. Funding is provided on a pay-as-you-go basis. No current active employees may retain Police Department coverage in retirement. Active members are included for count purposes only and are creating no liability for the Employer. There is no

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

formal or informal funding policy that exists for the postretirement plan at this time, as the Total OPEB Liability is currently an unfunded obligation.

Actuarial assumptions:

The Total OPEB Liability in the January 1, 2021 actuarial valuation was determined using the following actuarial assumptions:

Actuarial Method Individual Entry Age Normal Cost Method – Level Percentage of Projected Salary

Service Cost Determined for each employee as the Actuarial Present Value of Benefits allocated to the valuation year

Discount Rate: 2.06%

The Total Payroll Increase assumption of 3.00% was based on a review of the TMRS October 31, 2019 Experience Study.

Health Care Cost Trend Level 5.00% based on the 2021 Segal Health Plan Cost Trend Survey.

Mortality rates for active members, retirees, and beneficiaries were based on the Rates from TMRS Experience Study Report dated October 15, 2019.

The adoption date for the new GASB 75 OPEB Accounting Standard was for the fiscal year beginning October 1, 2017. The disclosures shows the development of the Net OPEB Liability (NOL), the Total OPEB expense, the Schedule of Deferred Inflows/Outflows and the Trend and Discount Rate Sensitivity Analysis.

Discount Rate:

The discount rate used to measure the Total OPEB Liability was 2.06%. The discount rate was based on the Bond Buyer 20-year Bond GO Index rate as of December 31, 2020.

Sensitivity of the Net OPEB Liability (Asset) to Changes in the Discount Rate

The following presents the OPEB liability of the Department, calculated using the discount rate of 2.06%, as well as what the Department's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (1.06%) or 1-percentage-point higher (3.06%) than the current rate:

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

1% Decrease (1.06%)	Current Discount Rate (2.06%)	1% Increase (3.06%)
\$ 97,788	\$ 95,682	\$ 93,691

Below is a table illustrating the sensitivity of the Net OPEB Liability to the Healthcare Cost Trend Rates assumption. The healthcare cost trend rate varies with age and gender.

Healthcare costs trend		
Current Rate		
1% Decrease	(varies)	1% Increase
\$ 92,648	\$ 95,682	\$ 98,827

Changes in the Total OPEB Liability:

	Total OPEB Liability
Balance at 12/31/20	\$ 124,003
Changes for the year:	
Interest	2,303
Difference between expected and actual experience	-
Changes of assumptions	123
Plan changes	-
Benefit payments	(30,747)
Net changes	(28,321)
Balance at 12/31/21	\$ 95,682

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

For the year ended December 31, 2020, the Department recognized OPEB expense(gain) of \$2,426.

At December 31, 2021, the Department reported no deferred outflows of resources and deferred inflows of resources related to the OPEB liability.

Memorial Villages Police Department

NOTES TO FINANCIAL STATEMENTS, *Continued*

December 31, 2021

E. Deferred Compensation Plan

The Department offers its employees a deferred compensation plan (the "Plan") created in accordance with the 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. For the year ended December 31, 2021, the employees contributed \$155,172 and the Department contributed \$31,538 to the Plan.

F. Subsequent Events

There were no material subsequent events through May 4, 2022, the date the financial statements were issued.

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REQUIRED SUPPLEMENTARY INFORMATION

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Memorial Villages Police Department
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND

For the Year Ended December 31, 2021

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Revenues				
Participant assessments	\$ 5,939,944	\$ 5,939,944	\$ 5,939,943	\$ (1)
Participant assessments refund (1)	-	-	(228,426)	(228,426)
Investment income	-	-	4,347	4,347
Other revenue	-	-	20,496	20,496
Total Revenues	5,939,944	5,939,944	5,736,360	(203,584)
Expenditures				
Current:				
Personnel	5,040,063	4,960,063	4,860,372	99,691
Insurance	72,180	62,180	52,231	9,949
Automotive	122,500	183,500	163,876	19,624
Building	62,000	68,000	36,666	31,334
Office and other expenditures	643,201	666,201	613,024	53,177
Total Expenditures	5,939,944	5,939,944	5,726,169	213,775
Net Change in Fund Balance	\$ -	\$ -	10,191	\$ 10,191
Beginning fund balance			67,346	
Ending Fund Balance			\$ 77,537	
(1) Participant Assessment Refunds				
Unassigned fund balance prior to participant assessment refunds			\$ 288,426	
Amount held for Department operations			(60,000)	
Participant assessment refunds			\$ 228,426	
Net Change in Individual City Assessments (1/3) (refund)			\$ 76,142	

Notes to Required Supplementary Information

- Annual budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).

Memorial Villages Police Department

SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS

December 31,

	2014	2015	2016
Total pension liability			
Service cost	\$ 355,622	\$ 381,175	\$ -
Interest	895,234	896,867	900,806
Differences between expected and actual experience	(74,525)	19,619	498,688
Changes of assumptions	-	379,409	-
Benefit payments, including refunds of participant contributions	(1,468,761)	(862,793)	(1,044,381)
Net change in total pension liability	(292,430)	814,277	355,113
Total pension liability - beginning	13,345,620	13,053,190	13,867,467
Total pension liability - ending (a)	13,053,190	13,867,467	14,222,580
Plan fiduciary net position			
Contributions - employer	\$ 277,809	\$ 302,139	\$ 281,002
Contributions - members	199,927	213,205	211,542
Net investment income	683,888	17,176	763,199
Benefit payments, including refunds of participant contributions	(1,468,761)	(862,793)	(1,044,381)
Administrative expenses	(7,142)	(10,465)	(8,627)
Other	(587)	(517)	(465)
Net change in plan fiduciary net position	(314,866)	(341,255)	202,270
Plan fiduciary net position - beginning	11,958,421	11,643,555	11,302,300
Plan fiduciary net position - ending (b)	\$ 11,643,555	\$ 11,302,300	\$ 11,504,570
Fund's net pension liability (asset) - ending (a) - (b)	\$ 1,409,635	\$ 2,565,167	\$ 2,718,010
Plan fiduciary net position as a percentage of the total pension liability	89%	82%	81%
Covered payroll	\$ 2,856,100	\$ 3,010,866	\$ 3,022,029
Fund's net position as a percentage of covered payroll	49%	85%	90%

Notes to schedule:

1) This schedule is presented to illustrate the requirement to show information for ten years. However, until a full ten-year trend is compiled, only available information is shown.

See Notes to Financial Statements.

2017	2018	2019	2020 ¹
\$ 437,089	\$ 419,425	\$ -	\$ 481,230
942,429	973,033	988,536	1,038,710
81,319	64,280	499,650	65,256
-	-	3,760	-
(958,428)	(1,038,784)	(995,917)	(982,594)
502,409	417,954	496,029	602,602
14,222,580	14,724,989	15,142,943	15,638,972
14,724,989	15,142,943	15,638,972	16,241,574
\$ 347,619	\$ 343,838	\$ 373,906	\$ 423,905
224,477	217,319	237,293	255,585
1,593,018	(380,031)	1,826,935	1,005,380
(958,428)	(1,038,784)	(995,917)	(982,594)
(8,263)	(7,354)	(10,340)	(6,517)
(419)	(384)	(311)	(254)
1,198,004	(865,396)	1,431,566	695,505
11,504,570	12,702,574	11,837,178	13,268,744
\$ 12,702,574	\$ 11,837,178	\$ 13,268,744	\$ 13,964,249
\$ 2,022,415	\$ 3,305,765	\$ 2,370,228	\$ 2,277,325
86%	78%	85%	86%
\$ 3,206,816	\$ 3,104,553	\$ 3,389,894	\$ 3,651,214
63%	106%	70%	62%

Memorial Villages Police Department

SCHEDULE OF EMPLOYER CONTRIBUTIONS TO PENSION PLAN

Years Ended:

	12/31/2015	12/31/2016	12/31/2017	12/31/2018
Actuarially determined employer contributions	\$ 299,253	\$ 281,231	\$ 347,619	\$ 343,985
Contributions in relation to the actuarially determined contribution	\$ 299,253	\$ 281,231	\$ 347,619	\$ 343,985
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Annual covered payroll	\$ 3,010,866	\$ 3,022,029	\$ 3,204,823	\$ 3,104,559
Employer contributions as a percentage of covered payroll	9.94%	9.31%	10.85%	11.08%

1) This schedule is presented to illustrate the requirement to show information for ten years. However, until a full ten-year trend is compiled, only available information is shown.

NOTES TO SCHEDULE OF EMPLOYER CONTRIBUTIONS TO PENSION PLAN

Valuation Date:

Notes 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
Amortization Method	Level Percentage of Payroll, Closed
Remaining Amortization Period	25 years
Asset Valuation Method	10 Year smoothed market; 15% soft corridor
Inflation	2.5%
Salary Increases	3.50% to 11.5% including inflation
Investment Rate of Return	6.75%
Retirement Age	Experience-based table of rates that are specific to the City's plan of benefits. Last updated for the 2019 valuation pursuant to an experience study of the period 2014 - 2018
Mortality	Post-retirement: 2019 Municipal Retirees of Texas Mortality Tables. The rates are projected on a fully generational basis with scale UMP. Pre-retirement: PUB(10) mortality tables, with the Public General Employee table used for females. The rates are projected on a fully generational basis with scale UMP.

Other Information:

Notes There were no benefit changes during the year.

See Notes to Financial Statements.

<u>12/31/2019</u>	<u>12/31/2020</u>	<u>12/31/2021</u> ¹
\$ 373,906	\$ 423,905	\$ 733,872
<u>\$ 373,906</u>	<u>\$ 423,905</u>	<u>\$ 733,872</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
\$ 3,389,898	\$ 3,651,205	\$ 3,762,240
11.03%	11.61%	19.51%

Memorial Villages Police Department
SCHEDULE OF CHANGES IN POSTEMPLOYMENT BENEFITS OTHER THAN
PENSIONS (OPEB) LIABILITY AND RELATED RATIOS
TEXAS MUNICIPAL RETIREMENT SYSTEM
SUPPLEMENTAL DEATH BENEFITS PLAN
December 31,

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Total OPEB liability				¹
Service cost	\$ 5,131	\$ 5,899	\$ 5,424	\$ 7,668
Interest	6,520	6,557	7,164	6,236
Changes in benefit terms	-	-	-	-
Differences between expected and actual experience	-	(2,179)	(11,474)	(8,620)
Changes of assumptions	15,159	(13,253)	33,552	31,551
Benefit payments, including refunds of participant contributions	(1,603)	(1,552)	(2,034)	(2,191)
Net change in total OPEB liability	<u>25,207</u>	<u>(4,528)</u>	<u>32,632</u>	<u>34,644</u>
Total OPEB liability - beginning	<u>170,718</u>	<u>195,925</u>	<u>191,397</u>	<u>224,029</u>
Total OPEB liability - ending (a)	<u>\$ 195,925</u>	<u>\$ 191,397</u>	<u>\$ 224,029</u>	<u>\$ 258,673</u>
Covered payroll	\$ 3,206,816	\$ 3,104,553	\$ 3,389,894	\$ 3,651,214
Total OPEB liability as a percentage	6.11%	6.17%	6.61%	7.08%

Notes to schedule:

¹ This schedule is presented to illustrate the requirement to show information for ten years. However, until a full ten-year trend is compiled, only available information is shown.

² No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB statement No. 75 to pay related benefits.

See Notes to Financial Statements.

Memorial Villages Police Department

SCHEDULE OF CHANGES IN POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) LIABILITY AND RELATED RATIOS

RETIREE HEALTH PLAN

December 31,

	2018	2019	2020	2021 ¹
Total OPEB liability				
Service cost	\$ -	\$ -	\$ -	\$ -
Interest	5,425	4,883	1,774	2,303
Changes in benefit terms	-	(21,950)	-	-
Differences between expected and actual experience	-	-	71,622	-
Changes of assumptions	(808)	429	2,245	123
Benefit payments, including refunds of participant contributions	(42,923)	(42,884)	(32,799)	(30,747)
Net change in total OPEB liability	(38,306)	(59,522)	42,842	(28,321)
Total OPEB liability - beginning	178,989	140,683	81,161	124,003
Total OPEB liability - ending (a)	\$ 140,683	\$ 81,161	\$ 124,003	\$ 95,682 ²
Covered payroll	\$ 3,109,137	\$ 3,401,015	\$ 3,615,969	\$ 3,792,926
Total OPEB liability as a percentage	4.52%	2.39%	3.43%	2.52%

Notes to schedule:

¹ This schedule is presented to illustrate the requirement to show information for ten years. However, until a full ten-year trend is compiled, only available information is shown.

² No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB statement No. 75 to pay related benefits.

See Notes to Financial Statements.

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

AGENDA DATE: May 24, 2022
AGENDA SUBJECT: Discussion and possible action to approve an amendment to the Village Fire Department's 2021 budget to recognize intra-budgetary transfers and a budget deficit in the amount of \$120,822.00.

EXHIBITS: Intra-Budgetary Transfers & Deficit

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: Ms. Susan Blevins, City of Hilshire Village
Ms. Wendy Bambridge, City of Hedwig Village
Mr. Bobby Pennington, City of Piney Point Village
Ms. Julie Robinson, City of Spring Valley
Ms. Karen Glynn, City of Bunker Hill Village
Mr. Tom Fullen, City of Hunters Creek Village

CC: Village Fire Department Commissioner and Alternates

From: Marlo Longoria

Date: May 12, 2022

Re: 2021 deficit, 2022 budget amendment, and 2023 Budget

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.

During a special called meeting, May 11, 2022, the fire commission approved the following items. Please place the following items on your agenda for consideration and advise us on your council's action in writing.

- Intra-budgetary transfers and 2021 deficit of \$120,822
- 2022 budget amendment of \$515,846
- 2023 budget in the amount of \$8,689,847.78 funded by annual assessments.

Thank you,

Marlo Longoria
Village Fire Department, Administrator
Enclosures

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

May 12, 2022

The Honorable Mayor of
City of Hilshire Village

The Honorable Tom Jinks
Mayor, City of Hedwig Village

The Honorable Marcus Vajdos
Mayor, City of Spring Valley Village

The Honorable Robert P. Lord
Mayor, City of Bunker Hill Village

The Honorable Mark Kobelan
Mayor, City of Piney Point Village

The Honorable Jimmy Pappas
Mayor, City of Hunters Creek Village

Dear Mayors:

In accordance with the terms of the Interlocal Agreement, the Village Fire Department's 2021 Deficit, 2022 Budget Amendment, and 2023 Budget are hereby submitted for consideration and approval by the Cities. Pursuant to Section 5.02 of the Interlocal Agreement, by a unanimous vote of Commissioners, the Board has approved and recommended this budget. Please place the items 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.

During a special called meeting, on May 11, 2022, by unanimous vote, the fire commission approved the following items: amend the 2021 budget deficit of \$120,822 due to the staffing of the second ambulance because of increased call volume and long hospital wait times.

The 2022 budget amendment of \$515,846.00 includes paying overtime to staff the second ambulance through June 2022. It also consists of a 5% mid-year cost of living increase (2.5 % annualized), hiring 3 full-time employees, and overtime as necessary to staff the second ambulance.

Village Fire Department



901 Corbindale Rd
Houston, Texas 77024
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Protecting and Serving the Cities of:

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PINEY POINT VILLAGE
SPRING VALLEY VILLAGE

The 2023 budget of \$8,689,847.78 consists of a 7% cost of living increase and \$200,000 placed into the Capital Replacement Fund. There will be no contribution to the Facility Fund.

Among other information, this year's budget package includes:

- Approved 2021 deficit and intra-budgetary transfers
- 2022 budget amendment summary
- 2023 budget and assessments per city
- General Fund Detail
- Comparison Charts
- Capital replacement fund detail for projected capital outlays
- VFD organizational structure
- VFD commissioners and alternates 2023/2024

Your Commissioners and VFD personnel are prepared to answer your questions regarding the items listed above.

Respectfully submitted,

Robert Byrne
Commission Chair
Village Fire Department Board of Commissioners

Attachment

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

2021 Intra Budgetary Transfers A

		B	C	D	E
Village Fire Department		Actual 2021 Expenditures	Approved 2021	Intra-Budgetary Transfers-2021 Plus/(Minus)	Adjusted 2021 Budget
CAPITAL EXPENDITURES					
Contingency-Physical Plant	0.00	10,000.00	0.00	10,000.00	
Misc Tools & Equip./Hose	26,382.81	36,000.00	0.00	36,000.00	
Protective Gear	73,981.31	26,000.00	(28,364.12)	54,364.12	
Radio Purchase	0.00	0.00	0.00	0.00	
	100,364.12	72,000.00	(28,364.12)	100,364.12	
PERSONNEL EXPENDITURES					
Salaries	4,116,473.89	4,181,596.00	0.00	4,181,596.00	
Salaries-O/T	247,431.17	110,000.00	(70,287.81)	180,287.81	
457 Plan		82,632.00			
Prof Certification	54,083.37	46,000.00	(7,298.90)	53,298.90	
FICA Tax	336,153.75	338,175.00	0.00	338,175.00	
Disability Insurance	24,715.53	25,500.00	0.00	25,500.00	
Employee Retirement	412,051.16	284,221.00	(97,830.16)	382,051.16	
Hospitalization Ins.	861,536.47	723,000.00	(18,536.47)	741,536.47	
Meal Allowances	35,025.60	35,000.00	(25.60)	35,025.60	
Workers Compensation	39,660.21	35,000.00	(3,610.06)	38,610.06	
Rewards	0.00	150,000.00	0.00		
CPR Training Fees & Expenses	(1,050.15)	0.00	0.00		
	6,126,081.00	6,011,124.00	(197,589.00)	5,976,081.00	
OPERATIONAL EXPENDITURES					
Ambulance Med. Sup.	66,023.68	62,000.00	4,023.68	57,976.32	
Bldg. Supplies/Maint.	38,380.49	45,000.00	0.00	45,000.00	
Chemicals	0.00	2,000.00	0.00	2,000.00	
Emergency Contingency	6,025.12	20,000.00	0.00	20,000.00	
Dues/Subscrip/Manuals	1,479.91	6,500.00	0.00	6,500.00	
Fuel Software expense	0.00	0.00	0.00	0.00	
Fire Prevent/Relations	7,134.72	15,000.00	0.00	15,000.00	
Gas & Oil	37,806.67	45,000.00	0.00	45,000.00	
Insurance-Casualty	53,782.75	42,000.00	11,782.75	30,217.25	

Maint of Equipment	191,995.74	145,000.00	46,995.74	98,004.26
Miscellaneous Exp.	4,631.46	7,200.00	0.00	7,200.00
Office Expenses	82,635.70	37,000.00	12,703.20	24,296.80
Prof. Services	127,494.59	125,480.00	(2,014.59)	127,494.59
Public Utilities	44,582.23	65,000.00	0.00	65,000.00
Rent	10.00	10.00	0.00	10.00
State Cert. Fees	5,057.36	6,000.00	0.00	6,000.00
Training Programs	20,867.37	33,000.00	0.00	33,000.00
Uniforms	12,748.07	25,000.00	451.27	24,548.73
EMS Training	0.00	17,000.00	0.00	
	700,655.86	698,190.00	73,942.05	607,247.95
City Fuel Payment	6,927,100.98	6,781,314.00	(152,011.07)	6,683,693.07
Other		0.00		
		23,891.00		
		0.00		
		1,074.00		
Ambulance Contribution for 2019 Deficit interest 2020	70,187.00			
Beginning Fund Balance 2020	6,927,100.98	6,806,279.00	(120,821.98)	(191,009)
			70,187.00	70,187.00
			(191,008.98)	0.00
Transfers from GF to FF per commission approval - 2020 surplus				
Page 19				(120,822)
	2020 Excess of Revenues - Page 19			



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

AGENDA DATE: May 24, 2022
AGENDA SUBJECT: Discussion and possible action to approve an amendment to the Village Fire Department 2022 Budget to increase the budgeted amount by \$515,846.00.

EXHIBITS: VFD 2022 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: Ms. Susan Blevins, City of Hilshire Village
Ms. Wendy Bambridge, City of Hedwig Village
Mr. Bobby Pennington, City of Piney Point Village
Ms. Julie Robinson, City of Spring Valley
Ms. Karen Glynn, City of Bunker Hill Village
Mr. Tom Fullen, City of Hunters Creek Village

CC: Village Fire Department Commissioner and Alternates

From: Marlo Longoria

Date: May 12, 2022

Re: 2021 deficit, 2022 budget amendment, and 2023 Budget

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.

During a special called meeting, May 11, 2022, the fire commission approved the following items. Please place the following items on your agenda for consideration and advise us on your council's action in writing.

- Intra-budgetary transfers and 2021 deficit of \$120,822
- 2022 budget amendment of \$515,846
- 2023 budget in the amount of \$8,689,847.78 funded by annual assessments.

Thank you,

Marlo Longoria
Village Fire Department, Administrator
Enclosures

Village Fire Department



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SPRING VALLEY VILLAGE

May 12, 2022

The Honorable Mayor of
City of Hilshire Village

The Honorable Tom Jinks
Mayor, City of Hedwig Village

The Honorable Marcus Vajdos
Mayor, City of Spring Valley Village

The Honorable Robert P. Lord
Mayor, City of Bunker Hill Village

The Honorable Mark Kobelan
Mayor, City of Piney Point Village

The Honorable Jimmy Pappas
Mayor, City of Hunters Creek Village

Dear Mayors:

In accordance with the terms of the Interlocal Agreement, the Village Fire Department's 2021 Deficit, 2022 Budget Amendment, and 2023 Budget are hereby submitted for consideration and approval by the Cities. Pursuant to Section 5.02 of the Interlocal Agreement, by a unanimous vote of Commissioners, the Board has approved and recommended this budget. Please place the items 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.

During a special called meeting, on May 11, 2022, by unanimous vote, the fire commission approved the following items: amend the 2021 budget deficit of \$120,822 due to the staffing of the second ambulance because of increased call volume and long hospital wait times.

The 2022 budget amendment of \$515,846.00 includes paying overtime to staff the second ambulance through June 2022. It also consists of a 5% mid-year cost of living increase (2.5 % annualized), hiring 3 full-time employees, and overtime as necessary to staff the second ambulance.

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The 2023 budget of \$8,689,847.78 consists of a 7% cost of living increase and \$200,000 placed into the Capital Replacement Fund. There will be no contribution to the Facility Fund.

Among other information, this year's budget package includes:

- Approved 2021 deficit and intra-budgetary transfers
- 2022 budget amendment summary
- 2023 budget and assessments per city
- General Fund Detail
- Comparison Charts
- Capital replacement fund detail for projected capital outlays
- VFD organizational structure
- VFD commissioners and alternates 2023/2024

Your Commissioners and VFD personnel are prepared to answer your questions regarding the items listed above.

Respectfully submitted,

Robert Byrne
Commission Chair
Village Fire Department Board of Commissioners

Attachment

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

**Village Fire Department
2022 Budget Budget Summary Amendment-**

2022 Budget Amendment

CAPITAL EXPENDITURES:

CONTINGENCY - FACILITY	40,000	
MISC. TOOLS & EQUIP./HOSE:	75,000	DEFIB. (2)
PROTECTIVE GEAR	26,000	
COMPUTER/RADIO EQUIPMENT	89,400	
	\$230,400.00	

PERSONNEL EXPENDITURES:

Salaries	4,261,343		\$ 4,445,838.75	
457 Plan Contribution	84,227	\$4,345,570	\$ 87,916.78	\$ 4,533,755.53
Salaries - Overtime	110,000		\$ 353,000.00	
Professional Certification	50,000		\$ 50,000.00	
FICA	344,676		\$ 377,661.80	
Life/Disability Insurance	26,000		\$ 26,216.00	
Retirement	324,599		\$ 303,761.60	
Hospitalization	941,760		\$ 957,960.00	
Meal Allowance	35,000		\$ 35,000.00	
Workers Compensation	40,084		\$ 55,865.00	
Total Rewards Adjustment	0			
		\$6,217,689	\$ 6,693,219.93	\$ 475,530.88

OPERATIONAL EXPENDITURES

Ambulance Medical Supplies	62,000			
Building Supplies & Maintenance	45,000			
Chemicals	0			
Emergency Contingency	20,000			
Dues/Subscriptions	8,000			
Fire Prevention/Public Relations	15,000			
GAS & OIL	45,000			
INSURANCE - CASUALTY	49,066			
Miscellaneous	7,200			
Office Expenses/Postage/Printing/Stationary	128,200	EQUIPMENT MAINT. CONTRACTS		
Professional Services	126,150			
Public Utilities	65,000			
Rent	10			
State Certification Fees	6,000			
Training Programs	33,000			
EMS Training	17,000			
Uniforms	20,000			
Maintenance of Equipment	179,000			
		\$825,626		
OPERATING BUDGET		\$7,273,715	\$ 865,941.12	\$7,789,561.05

CAPITAL REPLACEMENT FUND 2

Escrow	180,000	
		\$180,000

FACILITY FUND 4

Escrow	0	
		\$0
		\$180,000

TOTAL BUDGET

	\$7,453,715	\$7,969,561.05	\$515,846.00
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	2022- Budget	2023 w/ 7% CPI	2022 Adj. for amendments	2021 Budget overage	2021 overage 2022-amendments
Bunker Hill Village	1,416,205.86	1,651,071.08	98,010.74	22,956.18	120,966.92
Hedwig Village	1,378,937.28	1,607,621.84	95,431.51	22,352.07	117,783.58
Hilshire Village	223,611.45	260,695.43	15,475.38	3,624.66	19,100.04
Hunters Creek Village	1,658,451.60	1,933,491.13	114,775.74	26,882.90	141,658.63
Piney Point Village	1,565,280.16	1,824,868.03	108,327.66	25,372.62	133,700.28
Spring Valley Village	1,211,228.70	1,412,100.26	83,824.98	19,633.58	103,458.55
Total Budget	7,453,715.05	8,689,847.78	515,846.02	120,822.00	636,668.02



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

AGENDA DATE: May 24, 2022
AGENDA SUBJECT: Discussion and possible action to approve the proposed 2023 Village Fire Department Budget.
EXHIBITS: VFD 2023 Budget Worksheet

Village Fire Department



901 Corbindale Rd
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(713) 468-5039 FAX

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Ms. Karen Glynn, City of Bunker Hill Village
Mr. Tom Fullen, City of Hunters Creek Village

CC: Village Fire Department Commissioner and Alternates

From: Marlo Longoria

Date: May 12, 2022

Re: 2021 deficit, 2022 budget amendment, and 2023 Budget

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Thank you,

Marlo Longoria
Village Fire Department, Administrator
Enclosures

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May 12, 2022

The Honorable Mayor of
City of Hilshire Village

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Your Commissioners and VFD personnel are prepared to answer your questions regarding the items listed above.

Respectfully submitted,

Robert Byrne
Commission Chair
Village Fire Department Board of Commissioners

Attachment

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

**VILLAGE FIRE DEPARTMENT BUDGET
2023 Budget Worksheet Draft 4.3**

		Fund 1				
Line Item		2021 Budget	2021 Audited but not approved	2022 Budget	2022 (with 5% mid) Admendment**	2023 Draft w/ 7% CPI
1	CAPITAL EXPENDITURES:					
2	CONTINGENCY - FACILITY	10,000.00		40,000.00		10,000.00
3	MISC. TOOLS & EQUIP./HOSE	36,000.00		75,000.00		50,000.00
4	PROTECTIVE GEAR (Expiring gear)	26,000.00		26,000.00		55,000.00
5	SCBA					7,000.00
6	Computer/ Radios Equipment *Radio(system cost)			89,400.00		29,000.00
7	CAPITAL EXPENDITURES TOTAL	72,000.00	100,364.12	230,400.00	230,400.00	151,000.00
8	PERSONNEL EXPENDITURES:					
9	SALARIES:					
10	Base Salary	4,181,596.00	4,116,473.89	4,211,342.88	4,395,838.75	4,786,388.47
11	2% 457 Deferred Compensation			84,226.86	87,916.78	95,727.77
12	Longevity			22,000.00	22,000.00	22,000.00
13	Higher Class			28,000.00	28,000.00	28,000.00
14	TOTALS			4,345,569.74	4,533,755.53	4,932,116.24
15	SALARIES - OVERTIME	110,000.00	247,431.17	110,000.00	353,000.00	418,098.00
16	Professional Certification	46,000.00	54,083.37	50,000.00	50,000.00	46,000.00
17	FICA TAX - 7.65%	338,175.00	336,153.75	344,676.08	377,661.80	412,810.39
18	LIFE/LTD INSURANCE	25,500.00	24,715.53	26,000.00	26,216.00	26,432.00
19	*RETIREMENT: 6.7% 2022					
	Contribution - 7.21%, 2021-6.43 and 2020 6.43	366,853.00	412,051.16	324,599.23	303,761.62	361,546.35
20	*HOSPITALIZATION INSURANCE (15% Estimate)	723,000.00	861,536.47	941,760.00	957,960.00	1,120,284.00
	(Final % TBD in October)					
21	MEAL ALLOWANCE	35,000.00	35,025.60	35,000.00	35,000.00	40,000.00
22	WORKMEN'S COMP. INSURANCE	35,000.00	39,660.21	40,084.00	55,865.00	59,775.55
23	* Total Rewards Adjustment (2021)	150,000.00	0.00			
24	PERSONNEL EXPENDITURES TOTAL	6,011,124.00	6,127,131.15	6,217,689.05	6,693,219.94	7,417,062.53

Fund 1

Line Item	2021 Budget	2021 Audited but not approved	2022 Budget	2022 (with 5% mid) Admendment**	2023 Draft w/ 7% CPI
OPERATIONAL EXPENDITURES:					
25	62,000.00	66,023.68	62,000.00	62,000.00	62,000.00
26	45,000.00	38,380.49	45,000.00	45,000.00	45,000.00
27					
28	2,000.00	0.00	0.00		
29	20,000.00	6,025.12	20,000.00	20,000.00	10,000.00
30	6,500.00	1,479.91	8,000.00	2,500.00	6,500.00
31	15,000.00	7,134.72	15,000.00	10,000.00	10,000.00
32	45,000.00	37,806.67	45,000.00	98,932.28	55,000.00
33	42,000.00	53,782.75	49,066.00	49,765.00	52,253.25
34					
35	237,500.00	210,633.34	244,066.00	288,197.28	240,753.25
TOTAL					
MISCELLANEOUS:					
36			1,000.00		1,000.00
37			6,000.00		5,000.00
38			200.00		200.00
39					
40	7,200.00	4,631.46	7,200.00	5,000.00	6,200.00
MISCELLANEOUS TOTAL					
OFFICE EXPENSES:					
41			7,000.00		7,000.00
42			5,300.00		0.00
43			1,200.00		1,200.00
44			200.00		200.00
45			98,000.00		98,500.00
46				42,967.00	
47				22,050.00	
				7,543.86	
				25,920.00	
48			6,000.00		6,000.00
49			1,500.00		1,500.00
50			4,000.00		1,000.00
51			1,000.00		1,000.00
52			4,000.00		4,000.00
53	37,000.00	82,635.70	128,200.00	110,000.00	120,400.00
OFFICE EXPENSES TOTAL					

54	PROFESSIONAL SERVICES:								
55	CPA	21,000.00							21,000.00
56	Legal	32,000.00							32,000.00
57	IT Services	26,400.00							26,400.00
58	Health Insurance Consultation	8,750.00							8,750.00
59	Medical	7,000.00							7,000.00
60	Medical Director - Dr. Osborn	15,000.00							15,000.00
61	Salary/Benefit Survey	0.00							0.00
62	Professional Services Other	16,000.00							16,000.00
63	PROFESSIONAL SERVICES TOTAL	126,150.00	127,494.59	125,480.00				131,444.12	126,150.00
64	PUBLIC UTILITIES	65,000.00	44,582.23	65,000.00				60,643.00	75,000.00
65	RENT	10.00	10.00	10.00				10.00	10.00
66	STATE CERTIFICATION FEES	6,000.00	5,057.36	6,000.00				6,000.00	6,000.00
67	TRAINING	33,000.00	20,867.37	33,000.00				30,000.00	30,000.00
68	EMS Training	17,000.00		17,000.00				17,000.00	17,000.00
69	UNIFORMS	25,000.00	12,748.07	25,000.00				20,000.00	15,000.00
70	MAINTENANCE EXPENDITURES:								
71	MAINTENANCE OF VEHICLES	120,000.00	0.00	120,000.00					200,000.00
72	MAINTENANCE OF SCBA (BATTERIES,								5,300.00
73	MAINTENANCE OF EQUIP. & SUPPLIES	35,000.00	0.00	35,000.00					35,000.00
74	MAINTENANCE OF BUNKER GEAR AND EQUIP.								20,972.00
75	*MAINTENANCE OF R1-STRETCHER - (PL system)								0.00
76	MAINTENANCE CONTRACTS	24,000.00	0.00	24,000.00					24,000.00
77	MAINTENANCE EXPENDITURES TOTAL	145,000.00	191,995.74	145,000.00				197,646.72	285,272.00
78	OPERATIONAL EXPENDITURE TOTAL	698,190.00	700,655.86	698,190.00				865,941.12	921,785.25
79	Total Operating Budget	6,781,314.00	6,928,151.13	6,781,314.00				7,789,561.06	8,489,847.78
85	CAPITAL REPLACEMENT FUND (Fund 2)	180,000.00	180,000.00	180,000.00					200,000.00
86	FACILITY FUND (Fund 4)	0.00	3,786,515.04	0.00				0.00	0.00
87	TOTAL BUDGET (assessed to Cities)	6,961,314.00	7,108,151.13	6,961,314.00				7,969,561.06	8,689,847.78

Fund 2 (Capital Replacement)

	2021 BUDGET	2022 Budget	2023 Budget
88 VEHICLE REPLACEMENT	180,000.00	180,000.00	200,000.00
89 MAJOR EQUIPMENT	0.00	0.00	0.00
90	180,000.00	180,000.00	200,000.00
91	Fund 2 BUDGET TOTAL		
92	FUND 2 ACCOUNT DETAIL		
92 Beginning Fund Balance	8,476.19	190,940.19	162,940.19
93 Vehicle Expenditures	0.00	(220,000.00)	(220,000.00)
94 Major Equipment Expenditures	0.00	0.00	0.00
95 Sold Vehicles/Other Items	2,300.00	12,000.00	0.00
96 Interest Income	164.00	0.00	0.00
97 Additional Unbudgeted Contributions/Deposits	0.00	0.00	0.00
98 BUDGETED CONTRIBUTIONS/DEPOSITS	180,000.00	180,000.00	200,000.00
99	190,940.19	162,940.19	142,940.19

* Note

- Line 2 - Decrease from 40k to 10k due to decrease risk of major expense
- Line 3- Decrease from 75k to 50k Stretcher power load system
- Line 4- Increase from 26k to 55k for expiring gear (this item will be a continue until all expiring gear is replaced) 10 year life span
- Line 5- Added line item SCBA equipment 7k and moved Maintenance. to line item 72
- Line 6- Decreased the computer/radio equipment from 89,400 to 29k Purchase computer & servers for ProPhoenix 13k and station server 8k and 8k
- Lines 8 through 24- adjust with 5% mid-year 2022 increase & 7% 2023 increase
- Line 16- Decrease from 50k to 46k due to rolling a certification into job requirement which moves the difference into the salary category
- Line 19- The contribution rate 6.27% is accounting to the current year and TMRS. The calc. for 2022 was based on 2021 7.21% contribution rate and 2021 6.43% was based on 2020 contribution rate
- Line 20- Assumed 15% cost increase from 2022 to 2023
- Line 21- Increased from 35k to 40k due to the CPI increase
- Line 22- Increased from 2022 budgeted 40,084 to 55,865 2022 actual cost for 2022, increased to 59,775.55 for 2023 assuming 7% increase
- Line 30- Decrease from 20k to 10k due to decrease risk of emergency expense
- Line 31- Decrease from 8k to 6.5k due to actual amount spent in 2021
- Line 32- Decrease from 15k to 10k due to actuals for 2021
- Line 33- Increase from 45k to 55k due to continual rise in fuel cost
- Line 34- Increased from 2022 budgeted 49,066 to 49,765 for actual 2022 cost, increased to 52,253.25 for estimated 5% increase for 2023
- Line 43- PASS - omit move to cities through fuel
- Line 47- * 98,500 itemized list for Maintenance. Contract for each contracted item. ProPhoenix has a 5% annual increase
- Line 64- Increase Public Utilities from 65k to 75k for added utility cost - we are exploring other vendors for utilities
- Line 69- Decrease from 20k to 15k mirror cost of 2021
- Line 71- Increase from 120k to 200k to match average spending during 1st quarter of the current year and added cost of main cost of vehicles.
- Line 72- Added to SCBA maintenance. Line item 5,300 purchase new bottles in capital items

Line 74- Added line item breakdown maintenance, increase due to cost of gear inspection/cleaning (required by TCFP twice annually, 1 of the 2 cleaning/inspections must be done by a certified vendor, other can be done in house)

*Line 75- Added line item for powerload equipment for the new 2022 ambulance (Maintenance. cost will occur after 2024)

Line 88- Increased vehicle replacement fund from 180,000 to 200,000

Line 139- Adjusted CRF- to match audited numbers

Updated 5/10/2022

**VILLAGE FIRE DEPARTMENT
2023 BUDGET ASSESSMENTS
PER CITY**

<u>CITY</u>	<u>%</u>	<u>JANUARY 1-1/2 MONTHS</u>	<u>MONTHLY, FEBRUARY THROUGH JULY</u>	<u>DECEMBER</u>	<u>ANNUAL ASSESSMENT</u>
BUNKER HILL VILLAGE	19.00%	206,383.87	137,589.25	68,794.62	1,651,070.97
HEDWIG VILLAGE	18.50%	200,952.72	133,968.48	66,984.24	1,607,621.74
HILSHIRE VILLAGE	3.00%	32,586.93	21,724.62	10,862.31	260,695.42
HUNTERS CREEK VILLAGE	22.25%	241,686.38	161,124.25	80,562.13	1,933,491.01
PINEY POINT VILLAGE	21.00%	228,108.49	152,072.33	76,036.16	1,824,867.92
SPRING VALLEY VILLAGE	16.25%	176,512.52	117,675.01	58,837.51	1,412,100.17
		-			
	100%	\$ 1,086,230.90	\$ 724,153.94	\$ 362,076.97	\$ 8,689,847.23
			\$ 4,344,923.62		
					\$ 8,689,847.23

**Village Fire Department
2023 Budget Summary**

CAPITAL EXPENDITURES:

CONTINGENCY - FACILITY	10,000	
MISC. TOOLS & EQUIP./HOSE:	50,000	
PROTECTIVE GEAR	55,000	
SCBA	7,000	
COMPUTER/RADIO EQUIPMENT	29,000	
		\$151,000.00

PERSONNEL EXPENDITURES:

Salaries	4,836,388	
457 Plan Contribution	95,728	\$4,932,116
Salaries - Overtime	418,098	
Professional Certification	46,000	
FICA	412,810	
Life/Disability Insurance	26,432	
Retirement	361,546	
Hospitalization	1,120,284	
Meal Allowance	40,000	
Workers Compensation	59,776	
Total Rewards Adjustment	0	
		\$7,417,063

OPERATIONAL EXPENDITURES

Ambulance Medical Supplies	62,000	
Building Supplies & Maintenance	45,000	
Chemicals	0	
Emergency Contingency	10,000	
Dues/Subscriptions	6,500	
Fire Prevention/Public Relations	10,000	
GAS & OIL	55,000	
INSURANCE - CASUALTY	52,253	
Miscellaneous	6,200	
Office Expenses/Postage/Printing/Stationary	120,400	EQUIPMENT MAINT CONTRACTS
Professional Services	126,150	
Public Utilities	75,000	
Rent	10	
State Certification Fees	6,000	
Training Programs	30,000	
EMS Training	17,000	
Uniforms	15,000	
Maintenance of Equipment	285,272	
		\$921,785

OPERATING BUDGET \$8,489,848

CAPITAL REPLACEMENT FUND 2

Escrow	200,000	
		\$200,000

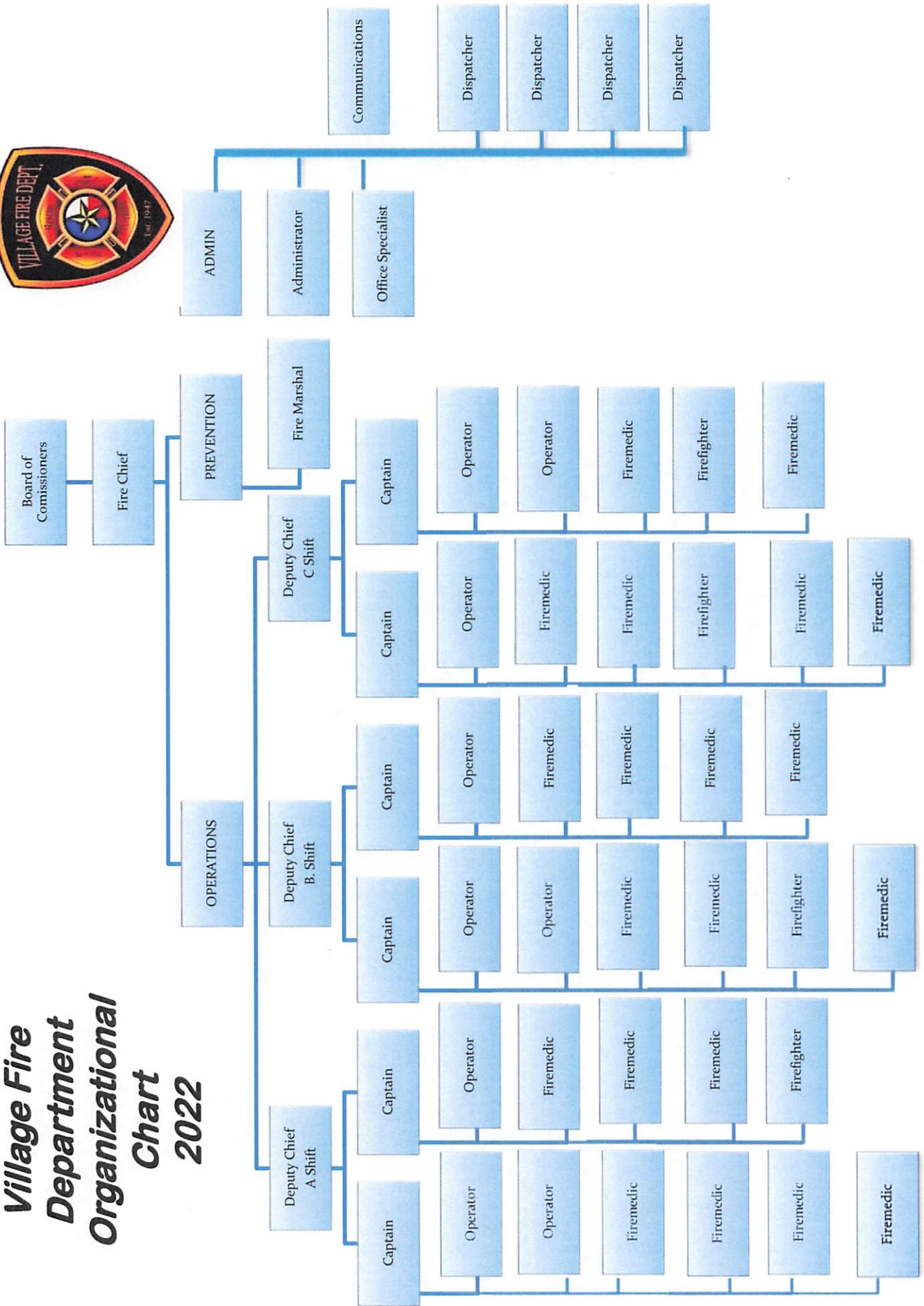
FACILITY FUND 4

Escrow	0	
		\$0

TOTAL BUDGET \$8,689,848

Capital Replacement Fund For Projected Capital Projects Updated 5/12/2022																		
Equipment	Life	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
Ladder	15	1,011,955.74																\$1,500,000.00
Pumper	20				658,346.00							800,000.00						
Reserve Pumper	20																	
Battalion Chief's Vehicle	9								53,000.00									\$55,000.00
Fire Chief's Vehicle	10			42,239.00									40,000.00					
Utility Vehicle	10		31,787.00					220,000.00										\$250,000.00
Medic 1	9						220,000.00											
Medic 2	9																	
Inspector's Vehicle	8	\$34,552.00																
Medic 3	9																	
Major Equipment			20,000															
		1,046,508.74	44,595.40	42,239.00	649,997.00	0.00	220,000.00	220,000.00	53,000.00	0.00	0.00	853,000.00	40,000.00	0.00	0.00	55,000.00	1,750,000.00	
Total Cash Outlay																		
Beginning Cash		979,528.07	102,850.00	345,976.00	470,428.19	40,263.19	220,263.19	192,263.19	184,263.19	335,263.19	585,263.19	835,263.19	266,263.19	570,263.19	870,263.19	1,180,263.19	1,451,263.19	
Planned Budgeted Yearly Contrib		160,000.00	130,000.00	160,000.00	160,000.00	180,000.00	180,000.00	200,000.00	200,000.00	250,000.00	250,000.00	280,000.00	280,000.00	300,000.00	310,000.00	320,000.00	320,000.00	
Funds From Sale of Vehicles		-3,185.00	125,000.00	-5,545.00	67,395.00	0.00	12,000.00	12,000.00	4,000.00	0.00	0.00	4,000.00	64,000.00	0.00	0.00	6,000.00	12,000.00	
Disbursements		699,334.28	12,157.00	42,239.00	658,346.00	0.00	-220,000.00	-220,000.00	-53,000.00	0.00	0.00	-853,000.00	-40,000.00	0.00	0.00	-55,000.00	-1,750,000.00	
Asst. Unbudgeted Contributions																		
Interest on CD's (see note 1)		\$351.20	\$283.00	\$1,146.19	786.00													
Ending Cash		\$102,850.00	\$345,976.00	\$470,428.19	\$440,263.19	\$220,263.19	\$192,263.19	\$184,263.19	\$335,263.19	\$585,263.19	\$835,263.19	\$266,263.19	\$570,263.19	\$870,263.19	\$1,180,263.19	\$1,451,263.19	\$33,263.19	

Village Fire Department Organizational Chart 2022



**VILLAGE FIRE DEPARTMENT
2023/2024 BOARD OF COMMISSIONERS
REVISED 5/11/2022**

COMMISSIONERS

Hilshire	Council Member, Robert Byrne-Chair 1305 Bridle Spur Lane Houston, Texas 77055	Cell: (713) 632-4790 Robert.byrne@hilshirevillagetexas.com
Hedwig	Council Member, Harry Folloder-Vice Chair 914 Magdalene Drive Hedwig Village, Texas 77024	Cell: (713) 703-6680 Home: (713) 426-2979 hfolloder@hedwigtx.gov
Piney Point	Member, Zebulun Nash-Secretary 11200 Wilding Lane Piney Point, Texas 77024-5308	Cell: (281) 312-9910 Home:(713) 984-2692 zebnash@sbcglobal.net
Bunker Hill	Council Member, Keith Brown-Member 12006 Winwood Lane Bunker Hill Village, Texas 77024	Cell: 713-304-0547 kbrown@bunkerhilltx.gov
Spring Valley	Council Member, Allen Carpenter-Treasurer 8611 Merlin Drive Houston, Texas 77055	Office:(713) 214-1196 Cell:(713) 461-4897 acarpenter@springvalleytx.com
Hunters Creek	Member, Rob Adams-Member	Cell: Home: rob@adams789.com

ALTERNATES

Hilshire	Member, Ron Presswood 8202 Burkhart Road Houston, Texas 77055	Cell: (281) 831-2692 ron@presswood-eng.com
Hedwig	Member, Doug Bergen 11410 Holidan Way Hedwig Village, Texas 77024	Cell: (713) 542-7548 bergendoug@hotmail.com
Piney Point	Council Member, Henry Kollenberg 21 South Cheska Houston, Texas 77024	Home: (713) 975-1247 Cell: Office: (713) 752-8672 henry@ppvccouncil.org
Bunker Hill	Member-Clara Towsley 226 Plantation Bunker Hill, Texas 77024	Cell: (713) 898-2908 catowsley@usa.net
Spring Valley	Council Member, Bo Bothe	bbothe@springvalleytx.com
Hunters Creek	Pat McClellan 2 Cape Cod Ln. Hunters Creek Village, Texas 77024	Cell: (713) 628-0846 pjmcclellandds@hotmail.com
Attorney	J. Grady Randle 820 Gessner, Suite 1570 Houston, Texas 77024	Office: (281) 657-2000 grady@jgradyrandlepc.com



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

AGENDA DATE: May 24, 2022
AGENDA SUBJECT: Discussion and possible action to schedule a
Budget Workshop date for the City's 2023 Budget.

EXHIBITS:



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

AGENDA DATE:

May 24, 2022

AGENDA SUBJECT:

Discussion and possible action on a proposal to amend the zoning chapter to prohibit short-term rentals in the Single-Family Residential District.

EXHIBITS:
