

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, June 27, 2023 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 fullen@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. **PUBLIC COMMENTS** *At this time, any person with city-related business may speak to the Council. In compliance with the Texas Open Meetings Act, if a member of the public comments or inquires about a subject that is not specifically identified on the agenda, a member of council or a staff member may only respond by giving a statement of specific factual information or by reciting existing policy. The City Council may not deliberate or vote on the matter.*
 - D. **REPORTS**
 1. City Treasurer Monthly Report **Pgs. 1-5**
 2. Police Commissioner Monthly Report **Pgs. 6-25**
 3. Fire Commissioner Monthly Report
 4. Building Official Monthly Report **Pgs. 26-42**
 5. City Engineer Monthly Report **Pg. 43**
 6. City Administrator Report
 - a. Legislative Update
 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 May 23, 2023. **Pgs. 44-46**
 2. Approval of the Cash Disbursement Journal for May 2023. **Pgs. 47-50**

F. REGULAR AGENDA

1. Discussion and possible action to call a public hearing, to be held on July 25, 2023 on the City's proposed 2024 fiscal year budget. [Pg. 51](#)
2. Discussion and possible action to call a public hearing, to be held on September 19, 2023 on the City's proposed 2023 Tax Rate. [Pg. 52](#)
3. Discussion and possible action to approval proposal from Century Concrete Construction, Inc. in the amount of \$11,869.72 for Median Work on Voss Road. [Pgs. 53-54](#)
4. Discussion and possible action to approve a third amendment to the 2022 Village Fire Department Budget to revise individual budget items to reflect actual expenditures without increasing the overall budget amount. [Pgs. 55-58](#)
5. Discussion and possible action to approve a fourth amendment to the 2023 Village Fire Department Budget to increase the total amount of expenditures authorized in the budget by \$451,277, which will increase the City of Hunters Creek's share of the 2023 budget by \$100,409.11. [Pgs. 59-63](#)
6. Discussion and possible action to approve the Village Fire Departments proposed 2024 Budget with Hunters Creek portion being \$2,205,751.05. [Pgs. 64-94](#)
7. Discussion and possible action to approve the Village Fire Departments 2022 Audit. [Pg. 95](#)

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

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

I. ADJOURNMENT

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

**City of Hunters Creek Village
Monthly Tax Office Report
May 31, 2023**

Prepared by: Elizabeth Ruiz, Tax Assessor/Collector

A. Current Taxable Value \$ 3,207,267,826

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

		Current 2022 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Original Levy 0.194082	\$	5,959,433.36		\$ 5,959,433.36
Carryover Balance		-	137,811.88	137,811.88
Adjustments		265,296.34	(2,362.77)	262,933.57
Adjusted Levy		6,224,729.70	135,449.11	6,360,178.81
Less Collections Y-T-D		6,093,932.76	(2,147.92)	6,091,784.84
Receivable Balance	\$	130,796.94	\$ 137,597.03	\$ 268,393.97

C. COLLECTION RECAP:

		Current 2022 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Current Month:				
Base Tax	\$	56,935.75	\$ (55.18)	\$ 56,880.57
Penalty & Interest		4,212.72	(5.91)	4,206.81
Attorney Fees		-	-	-
Other Fees		-	(3.58)	(3.58)
Total Collections	\$	61,148.47	\$ (64.67)	\$ 61,083.80

		Current 2022 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Year-To-Date:				
Base Tax:	\$	6,093,932.76	\$ (2,147.92)	\$ 6,091,784.84
Penalty & Interest		19,066.05	243.70	19,309.75
Attorney Fees		-	101.22	101.22
Other Fees		54.89	(1.06)	53.83
Total Collections	\$	6,113,053.70	\$ (1,804.06)	\$ 6,111,249.64

Percent of Adjusted Levy		98.21%		98.18%
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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL GOVERNMENT (01)							
Revenue							
100-00-41000	CURRENT AD VALOREM TAXES	6,337,522.00	6,337,522.00	0.00	6,022,575.16	-314,946.84	4.97 %
100-00-41005	PREVIOUS AD VALOREM TAXES	15,000.00	15,000.00	0.00	-1,690.42	-16,690.42	111.27 %
100-00-41010	FRANCHISE TAXES	400,000.00	400,000.00	45,604.28	130,487.04	-269,512.96	67.38 %
100-00-41015	SALES TAXES	650,000.00	650,000.00	0.00	129,768.39	-520,231.61	80.04 %
100-00-41020	MIXED DRINK TAX	20,000.00	20,000.00	2,699.22	7,833.95	-12,166.05	60.83 %
100-00-41040	PENALTIES/INTEREST	15,000.00	15,000.00	0.00	12,460.85	-2,539.15	16.93 %
100-00-42035	BUILDING PERMITS	355,000.00	355,000.00	21,289.00	159,549.20	-195,450.80	55.06 %
100-00-42044	CREDIT CARD PROCESSING FEE	2,000.00	2,000.00	353.07	2,147.81	147.81	107.39 %
100-00-43057	CHILD SAFETY FEES	4,000.00	4,000.00	388.76	1,702.51	-2,297.49	57.44 %
100-00-43070	METRO RECEIPTS	315,000.00	315,000.00	31,134.31	96,018.51	-218,981.49	69.52 %
100-00-44025	TRAFFIC FINES	140,000.00	140,000.00	17,693.22	87,581.56	-52,418.44	37.44 %
100-00-44027	COURT TECHNOLOGY FUND	2,000.00	2,000.00	356.93	1,687.90	-312.10	15.61 %
100-00-44028	COURT SECURITY FUND	1,500.00	1,500.00	392.98	1,988.10	488.10	132.54 %
100-00-46030	INTEREST INCOME	15,000.00	15,000.00	0.00	103,374.80	88,374.80	689.17 %
100-00-48045	SUBD ST. LIGHTS	35,000.00	35,000.00	0.00	37,240.79	2,240.79	106.40 %
100-00-48055	OTHER INCOME	10,000.00	10,000.00	950.00	7,828.00	-2,172.00	21.72 %
100-00-48061	OPIOID ABATEMENT TRUST FUND	0.00	0.00	0.00	4,616.99	4,616.99	0.00 %
	Revenue Total:	8,317,022.00	8,317,022.00	120,861.77	6,805,171.14	-1,511,850.86	18.18 %
Expense							
100-01-71000	SALARIES & WAGES	613,672.00	613,672.00	46,111.53	240,127.40	373,544.60	60.87 %
100-01-71001	LONGEVITY	5,976.00	5,976.00	0.00	0.00	5,976.00	100.00 %
100-01-71002	457B	12,273.00	12,273.00	897.56	4,562.51	7,710.49	62.82 %
100-01-71025	TMRS	125,618.00	125,618.00	9,566.97	49,732.38	75,885.62	60.41 %
100-01-71030	PAYROLL TAXES	47,412.00	47,412.00	3,544.93	18,837.17	28,574.83	60.27 %
100-01-71105	INSURANCE BENEFITS	115,746.00	115,746.00	8,764.42	43,822.10	71,923.90	62.14 %
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	582.49	582.49	14,417.51	96.12 %
100-01-72055	OFFICE SUPPLIES & PRINTING	8,500.00	8,500.00	862.65	3,036.97	5,463.03	64.27 %
100-01-72060	TELEPHONE	18,191.00	18,191.00	2,384.83	8,250.97	9,940.03	54.64 %
100-01-72061	TRAVEL & TRAINING	10,000.00	10,000.00	195.00	1,911.64	8,088.36	80.88 %
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/EDUCATI...	10,200.00	10,200.00	875.00	3,075.00	7,125.00	69.85 %
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	4,800.00	4,800.00	244.55	2,429.55	2,370.45	49.38 %
100-01-72108	GEN LIABILITY/PROP/WC INS	23,746.00	23,746.00	0.00	0.00	23,746.00	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	1,791.00	709.00	28.36 %
100-01-75040	OFFICE EQUIPMENT	5,000.00	5,000.00	249.99	381.22	4,618.78	92.38 %
100-01-76010	COMPUTER SOFTWARE SERVICES	15,435.00	15,435.00	334.27	15,684.37	-249.37	-1.62 %
100-01-78056	BANK FEES	1,200.00	1,200.00	228.35	391.46	808.54	67.38 %
100-01-78115	PUBLIC RELATIONS	23,000.00	23,000.00	402.27	3,637.44	19,362.56	84.19 %
100-02-72042	CONSULTING SERVICES	20,000.00	20,000.00	1,648.85	12,734.65	7,265.35	36.33 %
100-02-72085	TAX COLLECTOR/ASSESSOR	65,100.00	65,100.00	0.00	30,533.00	34,567.00	53.10 %
100-02-72120	AUDITOR	18,375.00	18,375.00	0.00	0.00	18,375.00	100.00 %
100-02-72300	LITIGATION	25,000.00	25,000.00	0.00	2,366.00	22,634.00	90.54 %
100-02-72310	CITY ATTORNEY	75,000.00	75,000.00	2,181.00	6,734.00	68,266.00	91.02 %
100-02-72502	CITY ENGINEER	78,750.00	78,750.00	3,955.00	14,160.00	64,590.00	82.02 %
100-02-78504	TCEQ PHIII STORMWATER PERMIT	7,500.00	7,500.00	0.00	100.00	7,400.00	98.67 %

Budget Report

For Fiscal: 2023 Period Ending: 05/31/2023

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	(Unfavorable)	Remaining
100-03-72001	VILLAGE FIRE DEPARTMENT	1,933,491.00	1,933,491.00	161,124.27	886,183.48	1,047,307.52	54.17 %
100-03-72005	MEMORIAL VILLAGES POLICE DEPT.	2,488,811.00	2,488,811.00	188,728.00	1,280,890.19	1,207,920.81	48.53 %
100-04-72015	GARBAGE SERVICE	577,500.00	577,500.00	42,769.42	171,077.68	406,422.32	70.38 %
100-04-72021	STREET LIGHTS-CITY	60,000.00	60,000.00	4,426.17	17,337.93	42,662.07	71.10 %
100-04-72057	OFFICE SUPP/PRINTING - PW	2,000.00	2,000.00	15.94	650.10	1,349.90	67.50 %
100-04-72062	TRAVEL/TRAINING - PW	8,500.00	8,500.00	50.00	2,083.60	6,416.40	75.49 %
100-04-72070	MOSQUITO FOGGING CONTRACT	13,781.00	13,781.00	1,284.00	1,926.00	11,855.00	86.02 %
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	251.40	955.33	2,644.67	73.46 %
100-04-72500	PW-BUILDING INSPECTIONS	60,000.00	60,000.00	6,320.00	15,640.00	44,360.00	73.93 %
100-04-72520	TRUCK MAINTENANCE	15,000.00	15,000.00	1,293.24	4,653.08	10,346.92	68.98 %
100-04-72530	TRAFFIC LIGHT MAINTENANCE	3,500.00	3,500.00	1,659.50	1,659.50	1,840.50	52.59 %
100-04-72540	MOWING CONTRACT	75,000.00	75,000.00	7,286.00	17,900.00	57,100.00	76.13 %
100-04-72541	CONTRACT LABOR	35,000.00	35,000.00	2,520.00	7,529.50	27,470.50	78.49 %
100-04-72560	LANDSCAPING	30,000.00	30,000.00	1,765.54	3,445.01	26,554.99	88.52 %
100-04-75510	RENTAL/PURCHASE EQUIPMENT	15,000.00	15,000.00	0.00	631.01	14,368.99	95.79 %
100-04-75550	TRAFFIC SIGNS	3,000.00	3,000.00	144.87	265.05	2,734.95	91.17 %
100-04-76500	STREET & DRAINAGE MAINTENANCE	100,000.00	100,000.00	16,237.89	26,460.92	73,539.08	73.54 %
100-04-78050	BUILDING MAINTENANCE	30,000.00	30,000.00	1,264.23	12,928.94	17,071.06	56.90 %
100-04-78051	JANITORIAL SERVICE BLDG MAINTEN...	9,975.00	9,975.00	0.00	3,342.60	6,632.40	66.49 %
100-04-78063	STORM DISASTER FUND	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
100-04-78540	URBAN FORESTER	15,000.00	15,000.00	0.00	2,000.00	13,000.00	86.67 %
100-04-78544	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	0.00	1,179.82	1,820.18	60.67 %
100-05-73000	JUDGES & PROSECUTORS	40,000.00	40,000.00	2,999.00	10,466.00	29,534.00	73.84 %
100-05-73020	JURY DUTY FEES	300.00	300.00	0.00	0.00	300.00	100.00 %
100-05-73025	WARRANTS ISSUED	500.00	500.00	0.00	311.38	188.62	37.72 %
100-05-73030	COURT SUPPLIES & PRINTING	2,500.00	2,500.00	383.50	445.14	2,054.86	82.19 %
100-05-73031	COURT TECHNOLOGY	2,000.00	2,000.00	0.00	840.20	1,159.80	57.99 %
100-05-73032	COURT SECURITY	2,300.00	2,300.00	0.00	879.20	1,420.80	61.77 %
100-05-73034	COURT MEMBERSHIPS & SUBSCRIPT..	500.00	500.00	0.00	0.00	500.00	100.00 %
100-05-73035	COURT-TRAVEL & TRAINING	1,500.00	1,500.00	0.00	150.00	1,350.00	90.00 %
100-05-73044	CREDIT CARD FEES	2,500.00	2,500.00	0.00	380.38	2,119.62	84.78 %
100-05-73045	COURT TAX PD TO STATE	55,000.00	55,000.00	0.00	20,116.82	34,883.18	63.42 %
100-06-75041	COMPUTER EQUIP. & SOFTWARE	8,500.00	8,500.00	0.00	430.83	8,069.17	94.93 %
100-06-78064	CAPITAL RESERVE	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00 %
	Expense Total:	7,461,802.00	7,461,802.00	523,552.63	2,957,887.22	4,503,914.78	60.36 %
	Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	855,220.00	855,220.00	-402,690.86	3,847,283.92	2,992,063.92	-349.86 %
	Fund: 200 - CAPITAL IMPROVEMENTS (02)						
	Expense						
200-01-75038	STREET AND MAINTANANCE - RECU...	720,000.00	720,000.00	4,976.27	64,207.37	655,792.63	91.08 %
200-01-75050	REFORESTATION	20,000.00	34,585.00	538.86	21,867.86	12,717.14	36.77 %
200-01-75053	OUTFALL REPAIRS	0.00	63,713.12	3,120.00	16,425.00	47,288.12	74.22 %
200-01-75055	STREET SIGN REPLACEMENT	25,000.00	25,000.00	0.00	283.31	24,716.69	98.87 %
200-01-75056	TRAFFIC LIGHT MAST ARMS	0.00	240,655.07	20,111.73	84,743.52	155,911.55	64.79 %
200-01-75060	SIDEWALK REPLACEMENT	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
200-01-75064	STREET REPLACEMENTS - ONGOING	0.00	416,318.44	11,740.00	147,296.96	269,021.48	64.62 %
200-01-75066	ESPLANADE BEAUTIFICATION	0.00	37,306.98	31,975.00	31,975.00	5,331.98	14.29 %
	Expense Total:	815,000.00	1,587,578.61	72,461.86	366,799.02	1,220,779.59	76.90 %
	Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	815,000.00	1,587,578.61	72,461.86	366,799.02	1,220,779.59	76.90 %
	Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT FUND						
	Expense						
210-01-75000	MEMORIAL REPLACEMENT FUND	923,102.00	923,102.00	0.00	0.00	923,102.00	100.00 %
	Expense Total:	923,102.00	923,102.00	0.00	0.00	923,102.00	100.00 %
	Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT ...	923,102.00	923,102.00	0.00	0.00	923,102.00	100.00 %
	Report Surplus (Deficit):	-882,882.00	-1,655,460.61	-475,152.72	3,480,484.90	5,135,945.51	310.24 %

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	8,317,022.00	8,317,022.00	120,861.77	6,805,171.14	-1,511,850.86	18.18 %
Expense	7,461,802.00	7,461,802.00	523,552.63	2,957,887.22	4,503,914.78	60.36 %
Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	855,220.00	855,220.00	-402,690.86	3,847,283.92	2,992,063.92	-349.86 %
Fund: 200 - CAPITAL IMPROVEMENTS (02)						
Expense	815,000.00	1,587,578.61	72,461.86	366,799.02	1,220,779.59	76.90 %
Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	815,000.00	1,587,578.61	72,461.86	366,799.02	1,220,779.59	76.90 %
Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT ...						
Expense	923,102.00	923,102.00	0.00	0.00	923,102.00	100.00 %
Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT ...	923,102.00	923,102.00	0.00	0.00	923,102.00	100.00 %
Report Surplus (Deficit):	-882,882.00	-1,655,460.61	-475,152.72	3,480,484.90	5,135,945.51	310.24 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL GOVERNMENT (01	855,220.00	855,220.00	-402,690.86	3,847,283.92	2,992,063.92
200 - CAPITAL IMPROVEMENTS (0:	-815,000.00	-1,587,578.61	-72,461.86	-366,799.02	1,220,779.59
210 - CAPITAL IMPROVEMENTS - N	-923,102.00	-923,102.00	0.00	0.00	923,102.00
Report Surplus (Deficit):	-882,882.00	-1,655,460.61	-475,152.72	3,480,484.90	5,135,945.51

2023 Municipal Court Recap

Month	Year 2021										Year 2022										Year 2023									
	Total Cases Filed	Citations vs Warnings	Revenues*	Retained by City	Remitted to State	Total Cases Filed	Citations vs Warnings	Revenues*	Retained by City	Remitted to State	Total Cases Filed	Citations vs Warnings	Revenues*	Retained by City	Remitted to State	Total Cases Filed	Citations vs Warnings	Revenues*	Retained by City	Remitted to State	Total Cases Filed	Citations vs Warnings	Revenues*	Retained by City	Remitted to State					
																										'C'	'W'	'C'	'W'	'C'
Jan.	19	8C/11W	\$7,098	\$4,746	\$2,352	30	18	12	\$8,623	\$4,052	201	94	107	\$17,968	\$11,754	\$6,214														
Feb.	24	4C/18W	\$3,424	\$2,226	\$1,198	158	81	77	\$10,007	\$4,234	215	99	116	\$16,763	\$11,176	\$5,587														
March	28	15C/13W	\$11,892	\$8,005	\$3,886	157	79	78	\$14,663	\$5,657	127	60	67	\$24,811	\$16,495	\$8,316														
April	69	23C/46W	\$13,471	\$9,541	\$3,930	120	60	60	\$5,749	\$12,285	166	70	96	\$16,709	\$11,396	\$5,313														
May	99	42C/57W	\$8,686	\$6,410	\$2,276	175	92	83	\$9,778	\$5,721	155	80	75	\$20,168	\$13,533	\$6,635														
June	83	45C/38W	\$8,840	\$6,106	\$2,734	133	87	46	\$12,246	\$5,443																				
July	55	26C/28W	\$6,939	\$4,350	\$2,589	152	74	78	\$11,295	\$5,167																				
Aug.	76	41C/36W	\$12,216	\$8,633	\$3,583	144	67	77	\$6,784	\$4,256																				
Sept.	165	101C/64W	\$9,542	\$3,655	\$2,887	173	105	68	\$16,131	\$8,559																				
Oct.	168	97C/71W	\$19,129	\$12,046	\$7,083	212	102	110	\$7,429	\$4,483																				
Nov.	169	66C/103W	\$15,724	\$9,541	\$6,183	168	75	93	\$10,409	\$6,436																				
Dec.	124	54C/70W	\$13,710	\$8,496	\$5,214	167	76	91	\$9,073	\$5,285																				
TOTAL	1079	522C/485W	\$130,670	\$83,755	\$43,916	1789	916	873	\$122,187	\$71,577	864	403	461	\$96,419	\$64,354	\$32,065														

Monthly Avg	89.92	44C/40W	\$10,889.17	\$6,979.55	\$3,659.63	89.92	46.5	42.6	\$10,504.96	\$6,595.39	\$3,901.33	72	33.58	38	\$8,034.90	\$5,362.80	\$2,672.10
-------------	-------	---------	-------------	------------	------------	-------	------	------	-------------	------------	------------	----	-------	----	------------	------------	------------

*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

June 12, 2023

TO: MVPD Police Commissioners

FROM: R. Schultz, Chief of Police

REF: May 2023 Monthly Report

During the month of May, MVPD responded/handled a total of 5,285 calls/incidents. 3,873 House Watch checks were conducted. 608 traffic stops were initiated with 620 citations being issued for 1138 violations. (Note: 16 Assists in Hedwig, 89 in Houston, 0 in Spring Valley and 0 in Hillshire)

Calls/Events by Village were:

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	1747/7858	1315/5808	3	81/259/340	6@3:21
Piney Point:	1466/5816	1062/3733	6	101/377/478	7@3:48
Hunters Creek:	1936/8533	1496/6001	6	71/234/305	19@3:56
				Cites/Warn/Total	32@3:41

Type and frequency of calls for service/citations include:

Call Type	#	Call Type	#	Citations	#
False Alarms:	140	Ord. Violations:	19	Speeding:	138
Animal Calls:	20	Information:	29	Exp. Registration	231
ALPR Hits:	66	Suspicious Situations	105	No Ins	116
Assist Fire:	39	Loud Party	17	No License	133
Assist EMS:	48	Welfare Checks:	16	Stop Sign	37
				Fake Plate	29

*This month the department generated a total of 82 police reports.
 BH-18 PP-31 HC-27 HOU-6, HED-0, SV-0*

Crimes Against of Persons (1)

Assault 1

Crimes Against Property (19)

Burglary of a Motor Vehicle	4	Fraud/ID	7
Theft	2	UUMV	6

Petty/Quality of Life Crimes/Events (62)

ALPR Hits (valid)	6	Warrants	9
Accidents	15	DWI	2
Information Reports	6	Misc	21
Possession of CS	1	Poss of Deadly Weapon	2

Arrest Summary: Individuals Arrested (21)

Warrants	9	Felony	3
Class 3 Arrests	7	DWI	2

Budget YTD:	Expense	Budget	%
• Personnel Expense:	2,118,036	5,698,141	37.2%
• Operating Expense:	509,222	1,096,092	46.5%
• Total M&O Expenditures:	2,627,258	6,794,233	38.7%
• Capital Expenses:	353,786	672,200	52.6%
• Net Expenses:	2,981,044	7,466,433	40%

Follow-up on Previous Month Items/Requests from Commission

- The request for updated TMRS contribution rates for 2024 was made with TMRS actuarial staff.
- The 2024 budget was presented to and approved by all 3 cities.

Personnel Changes/Issues/Updates

- Dispatch personnel moved to new bid positions/assignments as part of the annual bid process.
- Both the detective position and new sergeant positions were announced, and the selection process has been initiated. We will need commission participation for the sergeant assessment center.

Major/Significant Events

- The Memorial High School Parade was held on May 13, 2023. Commander Baker coordinated the multi-agency effort.
- During the month of May, patrol personnel concentrated on unregistered and uninsured vehicle enforcement. Over 150 fake/expired license plates were collected, and dozens of vehicles were towed as a result of the enforcement operation. Multiple vehicles had not been registered for over 6 years. Several drivers were also found to have outstanding warrants for their arrests and outstanding judgements as a result of being involved in prior accidents without insurance.

Status Update on Major Projects

- The MVPD Radio Project continues the fine tuning of equipment. An escalation of MVPD concerns with modulation and background noise was initiated by MVPD project management staff that resulted in an engineer being sent to Houston to diagnose the issue. Work continues on the project.
- An emergency expenditure was requested and approved by the MVPD finance committee for the replacement of batteries for the UPS for the building. The batteries had swollen and would no longer maintain the proper charge.
- The department fleet manager was informed that the MVPD order for 2023 vehicles has been pushed back by the manufacturer until the fall of 2023.
- Evidence room ventilation project completed.

Community Projects

- Officers Boggus and Vasquez attended and participated in several community events including, elementary school graduations, 5th grade parades, school lunch drop-ins, the water well #5 dedication, Law Enforcement Week events, the 2023 Torch Run, and a R.A.D. class.

V-LINC new registrations in May +36

BH – 1576(+10)
PP – 1125 (+4)

HC – 1589 (+10)
Out of Area – 579 (+12)

May VFD Assists

Calls received directly by MVPD via 911/3700

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

Total – 17	3:46
------------	------

Fire – 3	3:55
----------	------

EMS – 14	3:43
----------	------

By Village

BH Fire – 0	0:00
-------------	------

BH EMS – 2	3:14
------------	------

PP Fire – 0	0:00
-------------	------

PP EMS – 4	3:11
------------	------

HC Fire -3	3:55
------------	------

HC EMS -8	4:04
-----------	------

Combined VFD Events (Priority + Radio)

Total – 52	4:29
------------	------

Fire – 29	4:42
-----------	------

EMS – 23	4:18
----------	------

Radio Call Events

Total – 35	5:01
------------	------

Fire- 26	4:54
----------	------

EMS- 9	5:17
--------	------

Radio Call Events by Village

BH – 5	6:03
--------	------

PP – 14	6:04
---------	------

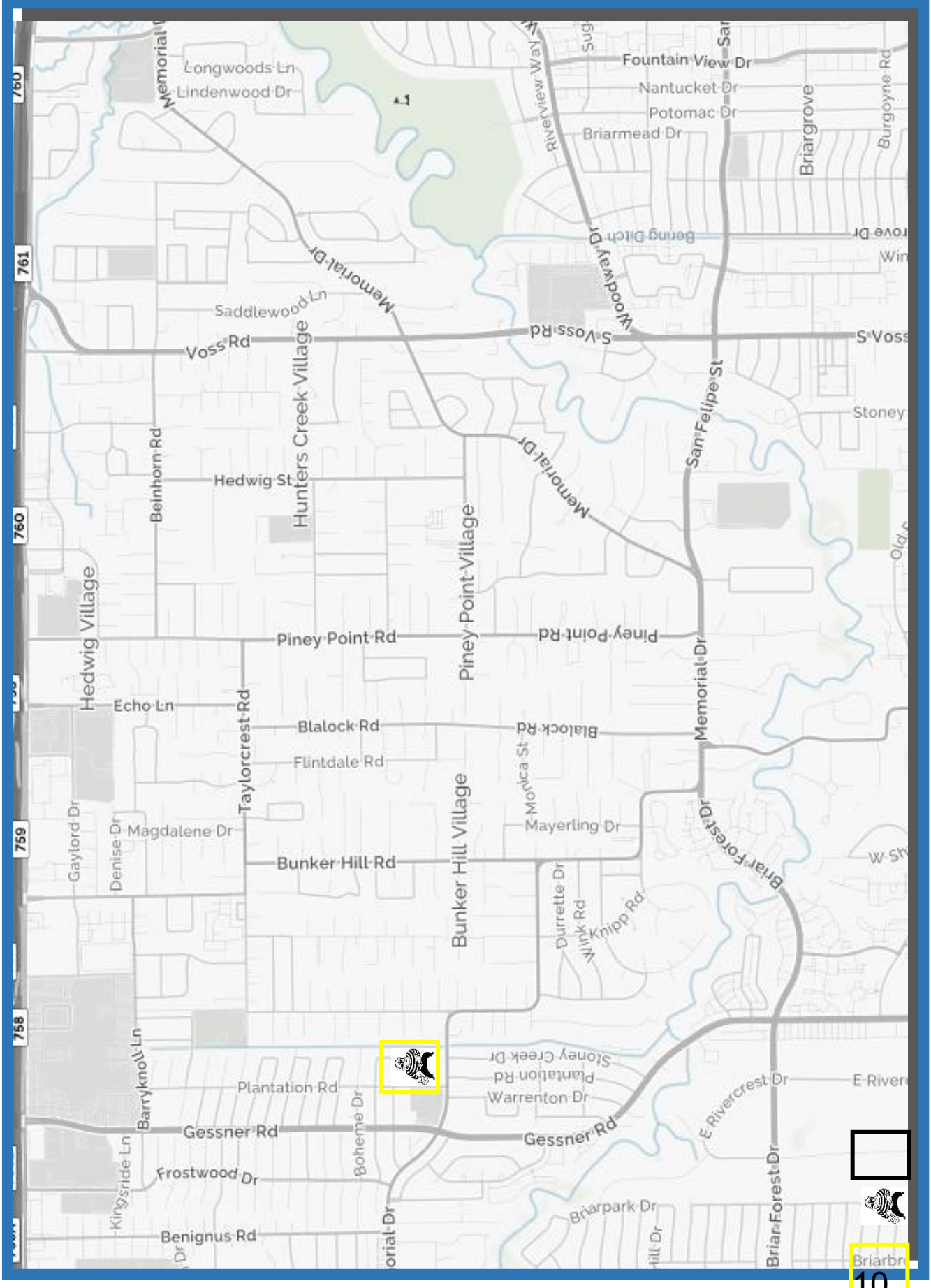
HC – 16	4:05
---------	------

2023 Burglary Map

Address	Alarm	POE
12102 Rhett	No	Rear Door/Force
203 Heritage Oaks	No	Front Door/Force

2023 Robberies

Address	MO
	MO



Daytime Burglary



Nighttime Burglary



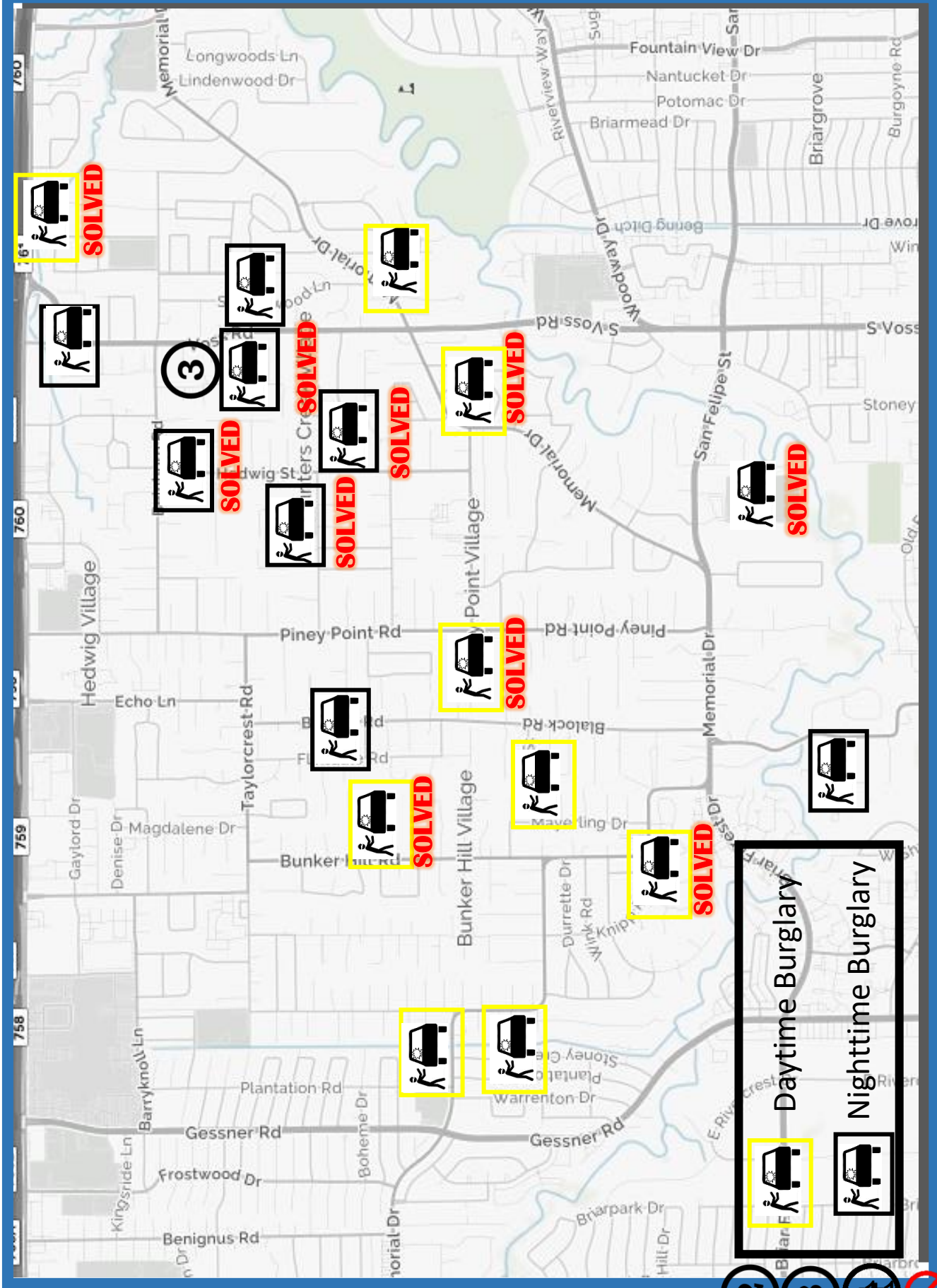
Robbery



5/31/23

2023 Auto Burglary Map

Address	POE
335 Piney Point Rd	UNL Win Open
10810 Briar Branch	UNL
11714 Winshire	Win/Smash
10709 Memorial	Lock Punch
10913 Long Shadow	UNL
10823 Smithdale	UNL
10918 Roaring Brook	UNL
10926 Long Shadows	UNL
525 Trails End	UNL
200 Stoney Creek	UNL/Contractor
10700 Marsha	Win/Smash
11722 Flintwood	UNL
1 Carsey Ln	UNL*
8435 Katy Fwy	Win/Smash*
11678 Arrowood	UNL
11750 Memorial	Window/Punch
12122 Memorial	UNK
10900 Wickline	Window/Punch
201 Kinkaid School Rd	UNK
825 Sadlewood	Lock Twist



SOLVED
 Blue Entry = Actual Location Unknown
 5/31/23

Lock Punch

2 3 4

2023 Total Incidents

2023	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	3	25	44	72	11	4130	2646	1356	899	1032	611	1573	1130
February	0	16	37	53	8	3875	2522	1300	909	926	515	1504	1090
March	2	11	50	63	15	5376	4025	1881	1487	1426	973	1930	1090
April	2	10	30	42	8	4275	2966	1574	1198	966	572	1590	1195
May	1	19	61	82	21	5285	3873	1747	1315	1466	1062	1936	1496
June													
July													
August													
September													
October													
November													
December													
Total	8	81	222	312	63	22941	16032	7858	5808	5816	3733	8533	6001

2022 Totals	13	169	736	918	230	70665	55102	22443	18249	18553	14215	27937	22628
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
ALSALIMANI, ALI	26:36:21	23:28:43	24:11:20	22:45:35	36:12:16								5	58
BAKER, BRIAN C	3:31:40	0:18:16	1:29:15	0:32:24	0:21:24									
BALDWIN, BRIAN	17:32:11	13:52:09	18:58:23	15:22:04	11:14:09								1	15
BIEHUNKO, JOHN	22:37:16	20:41:29	24:20:46	9:54:47	16:39:29									12
BOGGUS, LARRY	0:04:10	0:59:15	2:42:11	14:58:50	12:06:57									
BURLESON, Jason	13:12:02	10:25:15	13:11:53	22:52:41	25:02:17								5	23
CANALES, RALPH EDWARD	15:05:04	14:08:39	19:00:17	9:18:54	13:22:58								2	13
CERNY, BLAIR C.	22:20:53	13:00:34	4:12:21	5:52:34	9:33:34								1	
ECKERFIELD, Dillion	25:34:06	16:08:21	33:29:46	21:55:20	33:28:28								4	42
HARWOOD, NICHOLAS	18:58:46	19:16:48	12:51:44	9:07:09	9:03:33								2	6
JARVIS, RICHARD	17:03:26	15:40:05	15:27:29	13:10:22	16:25:12								1	26
JOHNSON, JOHN	15:48:16	16:53:09	14:28:58	17:03:42	13:16:09								1	24
JONES, ERIC	0:00:00	14:52:11	0:00:00	0:00:00	0:02:31									
KING, JEREMY	9:53:27	0:00:00	20:34:58	7:58:39	14:52:28								1	33
KUKOWSKI, Andy	21:46:17	23:48:00	14:19:24	14:13:17	27:31:49								4	35
LOWRIE, Andy	18:47:35	35:22:56	22:43:49	31:50:20	26:19:33								5	54
MCELVANY, ROBERT	13:28:51	9:01:39	3:53:11	9:48:34	6:28:09									20
ORTEGA, Yesenia	16:22:55	14:53:39	22:43:49	25:29:38	17:20:34								2	22
OWENS, LANE	7:19:25	1:06:57	0:03:44	0:00:00	0:05:50									
PAVLOCK, JAMES ADAM	1:16:57	0:41:05	1:32:18	0:19:29	1:35:54									
RODRIGUEZ, CHRISTOPHER	2:58:13	0:45:39	5:03:49	10:10:35	3:29:18								1	
RODRIGUEZ, REGGIE			2:13:47	30:19:25	30:22:14								7	43
SALAZAR, Efrain	21:58:39	20:02:08	19:37:20	14:39:42	22:21:47								3	27
SCHANMEIR, CHRISTIAN	20:44:52	12:50:34	15:00:40	16:57:42	20:25:07								6	17
SCHULTZ, RAYMOND	5:44:09	0:00:00	0:46:23	1:12:56	0:00:00									
SILLIMAN, ERIC	25:55:25	11:42:31	7:51:13	7:22:18	31:05:02								10	55
SPRINKLE, MICHAEL	9:05:01	6:38:58	13:45:12	12:40:15	12:06:36								2	6
TAYLOR, CRAIG	29:35:02	17:58:23	21:22:03	12:56:07	16:16:43								4	15
TORRES, PATRICK	14:23:40	17:57:00	12:04:56	16:42:07	17:43:40								1	63
VALDEZ, JUAN	20:27:22	8:01:45	16:38:45	16:10:38	15:51:29								6	15
VASQUEZ, MONICA	0:39:02	2:11:16	2:48:31	24:00:53	2:54:01									
WHITE, TERRY	26:58:37	19:19:14	6:53:51	14:02:23	32:35:37								8	20
WILLIFORD, Adam	17:44:28													
* = Admin													Total	644
Dispatch Committed Time													Totals	
911 Phone Calls	385	377	460	UNV	UNV								1222	
3700 Phone Calls	2469	2015	2558	UNV	UNV								7042	
DP General Phone Calls*	53:12:01	71:35:35	56:39:49	UNV	UNV									

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

Hedwig
3

Bunker Hill

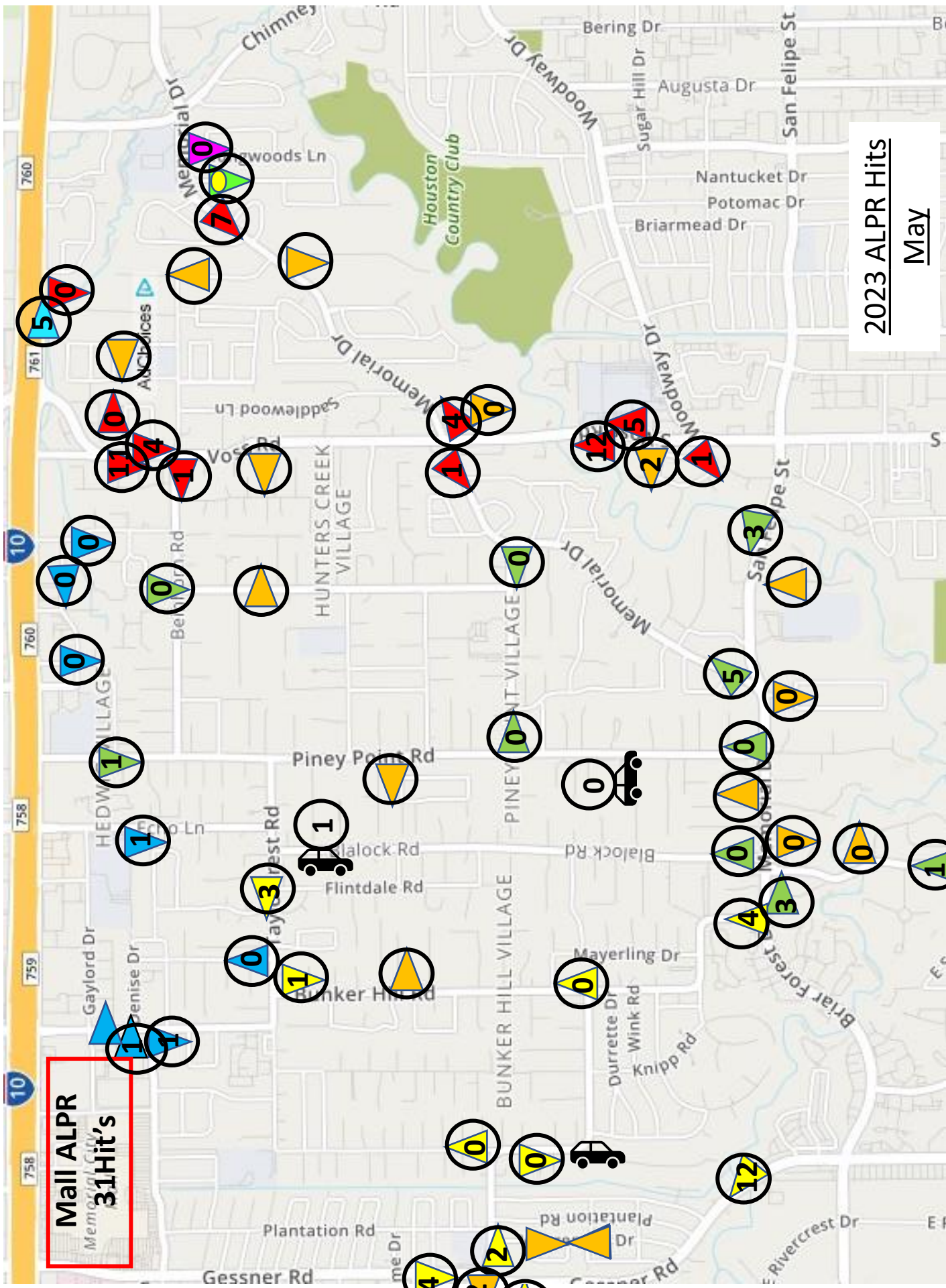
Piney Point

Hunters Creek

Frequent Mobile Locations

Total Hits
93
14

Mall ALPR
31Hit's



2023 ALPR Hits
May

Lindenwood
HOA

Longwoods
HOA

US Coins

In Process


HOA
Systems

5/31/23

Hedwig


Bunker Hill

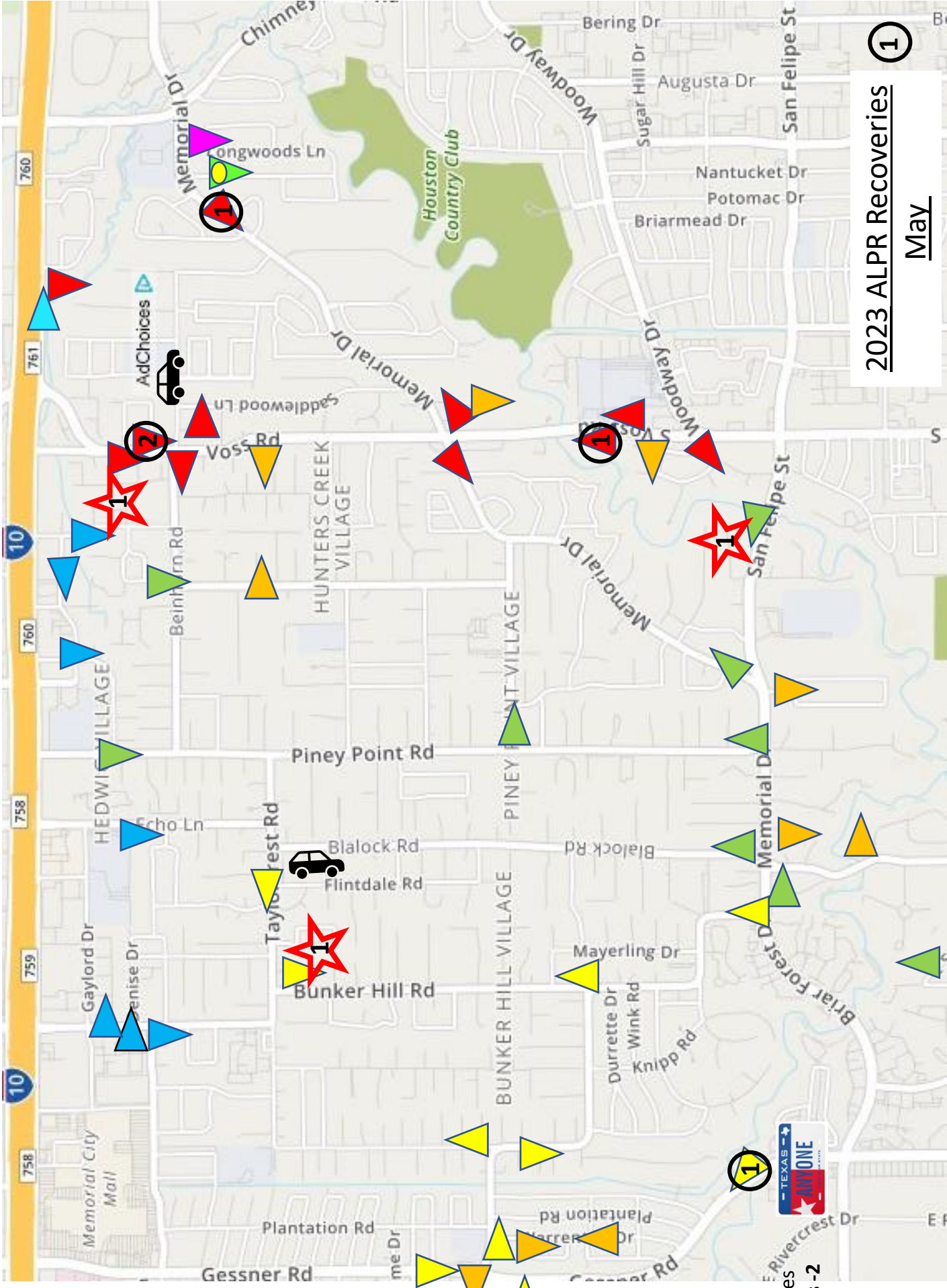

Piney Point



Hunters Creek



Frequent
Mobile
Locations



 Recovered Vehicles
Recovered Plates - 2

 Investigative
Leads



Lindenwood
HOA


Longwoods
HOA


US Coins


In Process


HOA
Systems


2023 ALPR Recoveries 
May

5/31/23

ALPR Recoveries						
Num	Plate	Vehicle	Loc	Val	Links	Date
1	PMC0662	Tou/Pri	13	\$ 18,000.00	Stolen from Repair	19-Jan
2	SFG4671	BMW X5	7	\$ 32,000.00	Fugitive Previous	28-Jan
3	RRB9905	Ford/Van	19	\$ 16,000.00	On Tow Truck	1-Feb
4	PRP8014	Toy/High	21	\$ 24,000.00	Fraud	17-Feb
5	3539AY	Merz	1	\$ 24,000.00	HPD-case	22-Feb
6	NDD4115	BMW328	8	\$ 31,500.00	Fraud	6-Mar
7	DRM8516	NissAlt	19	\$ 21,000.00		7-Apr
8	SNT5450	GMC 1500	14	\$ 26,000.00		19-Apr
9	LYG558	Nissan	19	\$ 14,000.00	Fugitive/Drugs	28-Apr
10	GLN0746	GMC Yukor	16	\$ 18,000.00		1-May
11	JRC3494	Porche	13	\$ 32,000.00	Fugitive	8-May
12	3A0A447	Hyundai	19	\$ 11,000.00	Fugitive	13-May
13	PY0493	Hyundai	7	\$ 18,000.00		19-May
14	LKW5687	Ford Esc	2	\$ 11,000.00		8-Jun
15	PXF8499	Dodge P/U	21	\$ 16,000.00		11-Jun
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						

Plate Recoveries					
Plate Recove	Date	Links	Plate Reco	Date	Links
SFG9342	1/12/2023	Owner			
RDM8571	1/18/2023	Cited			
KKV5316	1/18/2023	Owner			
NDD9473	2/17/2023	Cited			
RMW2202	2/23/2023	Owner			
RGB8499	2/24/2023	Owner			
RZX6901	3/8/2023	Arrested			
OB1159K	4/18/2023	Cited			
LLC9151	4/21/2023	Owner			
NKH9972	5/17/2023	Owner			
2B0644F	5/18/2023	Cited			
SVH7417	5/20/2023	Owner			
PGN223	5/24/2023	Owner			
72054CO	5/25/2026	Cited			
HSL0283	6/2/2023	Owner			

Firearm in vehicle Vehicle found to be Stolen
Temp Tag

Located but Fled					
Date	Plate	Camera	Date	Plate	Camera
16-Jan	IN DI9211	21			
4-Feb	LIL2527	21			
23-Apr	PZY1260	Hed			
23-Apr	1BF9105	8			

Runaways
3/3/2023 RZY8999 21 Juvenile Runaway

7 of 15 involved in other crimes = 45%

HOT List Hits Other Agencies			
2/9/2023	98BGON	9	Fugitives
5/26/2023	SGH4365	6	Burglars
6/4/2023	SVM4611	13	Burglars

ALPR Stops Located not Reported as Recovered			
Plate	ALPR	Agency	Date
SFG9342	19	HPD	11-Jan
KKP9539	1	HPD	26-Jan
PBB6385	13	HPD	30-Jan
RXN2712	21	Southside	9-Feb
RZY1469	8	HPD	6-Mar

Program Summary			
2023 Value	\$ 312,500.00	Recovered	15
2022 Value	\$ 1,733,000.00	Recovered	74
2021 Value	\$ 1,683,601.00	Recovered	75
2020 Value	\$ 1,147,500.00	Recovered	61
2019 Value	\$ 438,000.00	Recovered	22
Program Total	\$ 5,314,601.00		247

INVESTIGATIVE LEADS						
Crime	Plate	Date	ALPR	Crime	Plate	Date
Package Theft	BLN9367	29-Jan	#29	Theft	BHX3325	5/1/2023
Dumping of Concrete	261	7-Jan	#4	BMV	RKV2934	5/13/2023
Hotlist	98BBGQN	9-Feb	#9	BMV	SLD2033	5/19/2023
BMV's	LGD4601	10-Feb	#19	BMV x2	BS8B122	6/1/2023
Missing Person	RZY8999	3-Mar	#8	BOHx2 eluding	SNX4159	6/7/2023
Missing Person	MVC4443	5-Mar	#21			
Theft	692227C3	7-Mar	#19			
Missing person	BZ92064	28-Mar	#21			
Juggling	PYT9426	3/21/2023	#14			
BMV's	NDG7754	25-Mar	US Coins			
Theft	RXR5074	7-Apr	#11			
BMV's	HDN7572	17-Apr	#20			
BMV	SLD2033	21-Apr	#7			
Poss Abduction*	Multi	28-Apr	#14			

* ALPR used to prove false report



May 2023 ALPR REPORT



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

2023 ALPR Data Report

Plate Reads Summary

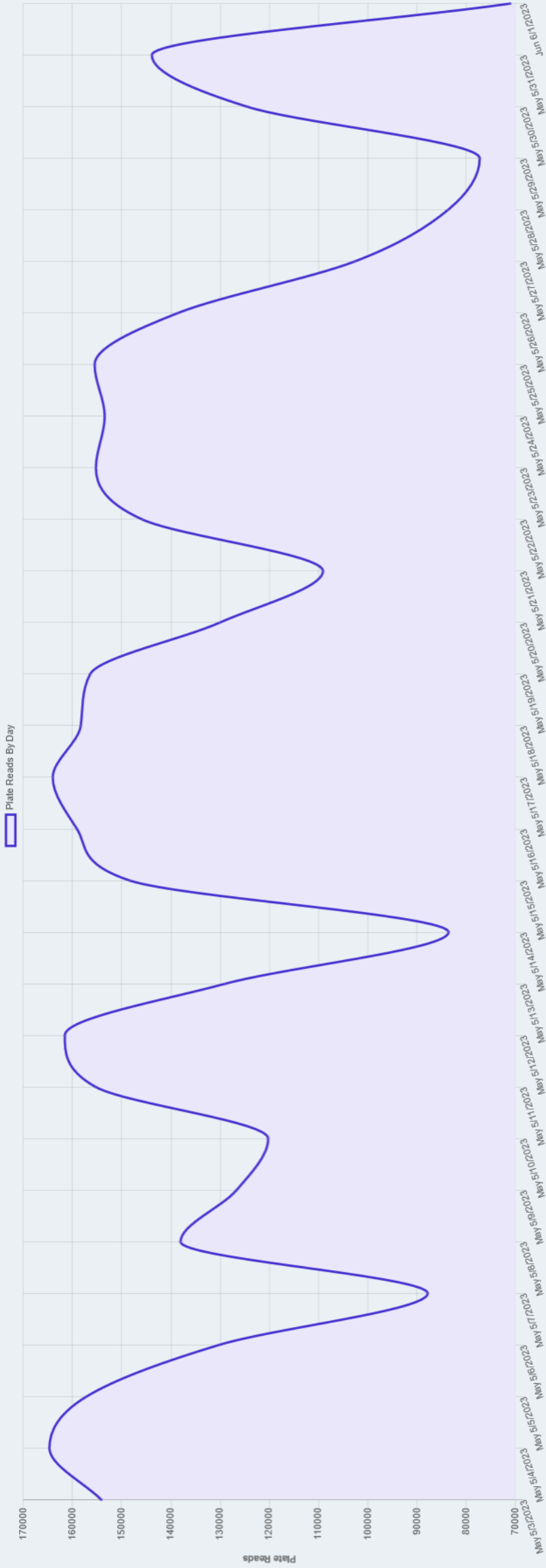
Total Plate Reads:
3,985,595

[Download CSV](#)

May 3 - Jun 1

[Search](#)

Devices (34)



Unique Plate Reads Summary

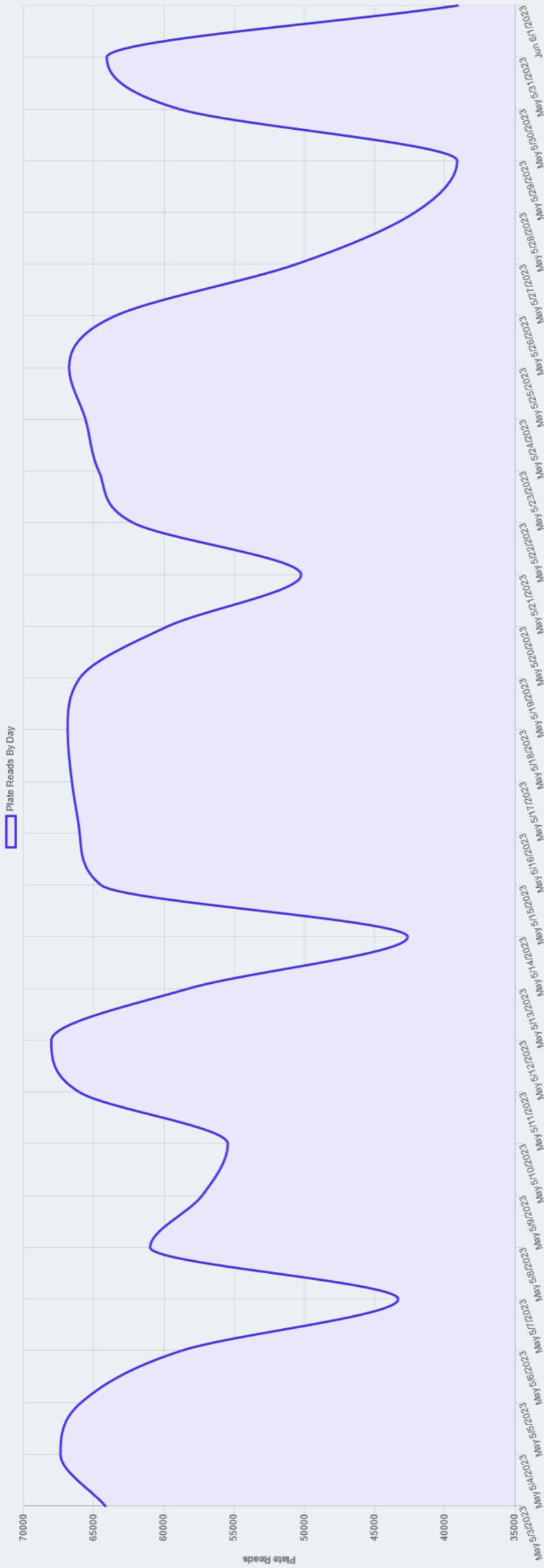
Total Unique Plate Reads:
544,874

[Download CSV](#)

May 3 - Jun 1

Devices (34)

[Search](#)



All Categories

Hits Report

05/03/2023 → 06/01/2023



Search

DOWNLOAD CSV

Total Hits: 148

Topics (15) ▾

Devices (34) ▾

Hits By Day



Top 7 Categories

Hits Report

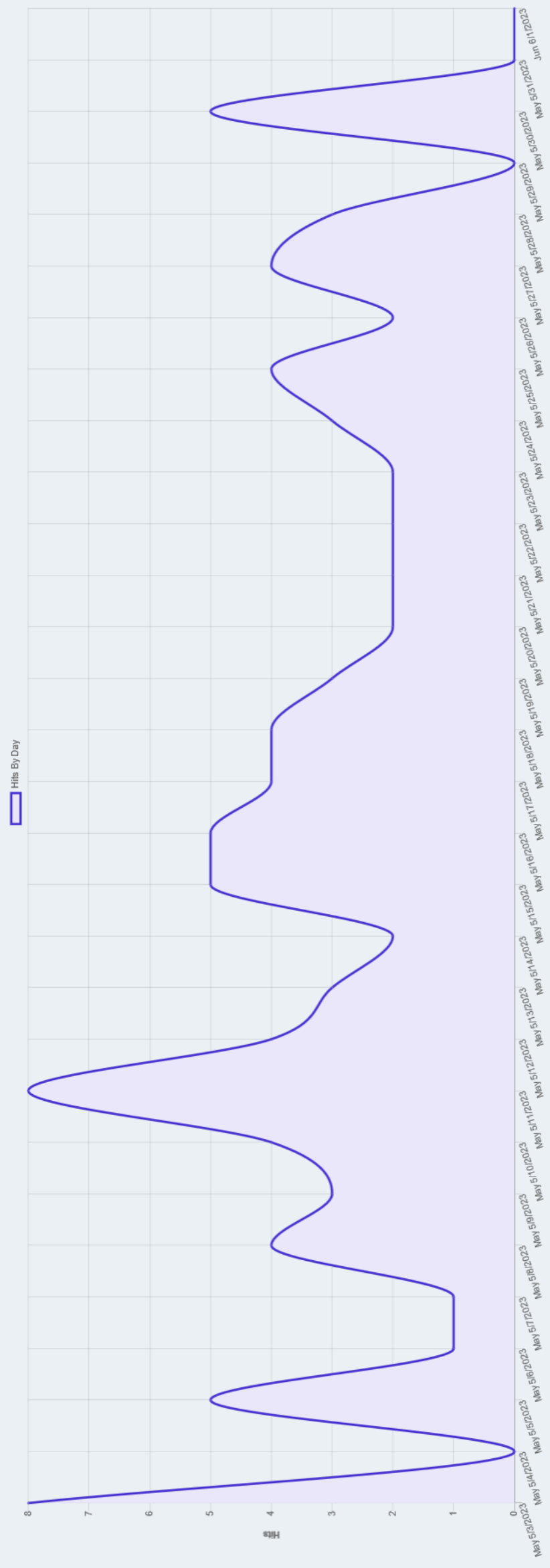
05/03/2023 → 06/01/2023

Search

DOWNLOAD CSV

Total Hits: 93

Topics (7) Devices (34)



Sex Offenders

Hits Report

05/03/2023 → 06/01/2023



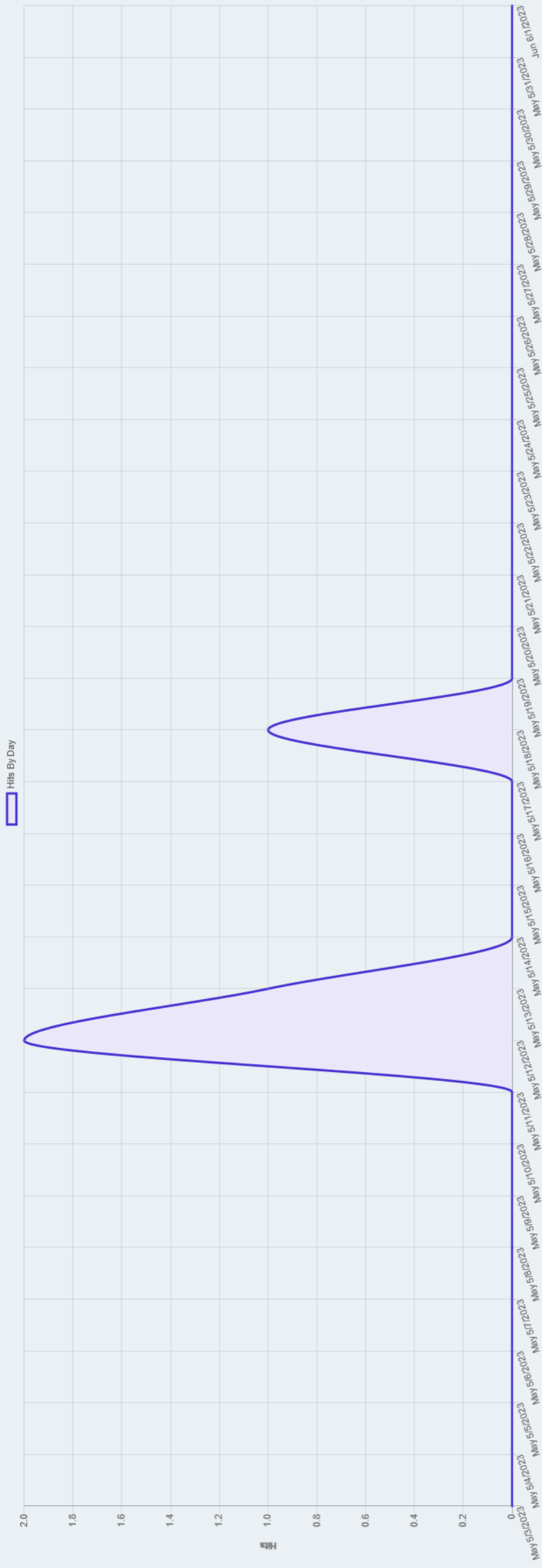
Search

DOWNLOAD CSV

Total Hits: 4

Topics (1) ▾

Devices (34) ▾



Summary Report

Insights Dashboard



Device Sharing

Shared with
Lewisville TX PD,
Phoenix AZ PD,
and 114 others

Access Levels
Search
Hotlist Tool Access

[EDIT DEVICE SHARING](#)

Device Status

[← Previous Device](#)

34 / 34 ?
Devices Online

Device Name
#01 Inbound, Riverview Way, EB

Battery
96%

Latency
16 s

[Next Device >](#)

- #1 Gessner S/B at Frostwood
- #2 Memorial E/B at Gessner
- #3 NO ALPR - Future Location
- #4 Memorial N/B at Briar Forrest
- #5 Bunker Hill S/B at Taylorcrest
- #6 Taylorcrest W/B at Flintdale
- #7 Memorial E/B at Briar Forrest
- #8 2200 S. Piney Point N/B
- #9 N. Piney Point N/B at Memorial
- #10 Memorial E/B at San Felipe
- #11 Greenbay E/B Piney Point
- #12 Piney Point S/B at Gaylord
- #13 Gessner N/B at Bayou
- #14 Beinhorn W/B at Pipher

- #15 Hunters Creek Drive S/B at I-10
- #16 Memorial W/B at Creekside
- #17 Memorial W/B at Voss
- #18 Memorial E/B at Voss
- #19 S/B Voss at Old Voss Ln 1
- #20 S/B Voss at Old Voss Ln 2
- #21 N/B Voss at Magnolia Bend Ln 1
- #22 N/B Voss at Magnolia Bend Ln 2
- #23 W/B San Felipe at Buffalo Bayou
- #24 N/B Blalock at Memorial
- #25 N/B Bunker Hill at Memorial
- #26 S/B Hedwig at Beinhorn
- #27 Mobile Unit #181
- #28 Mobile Speed Trailer

- #29 Riverbend Main Entrance
- #30 Beinhorn E/B at Voss
- #31 Memorial E/B at Tealwood (new)
- #32 Greenbay W/B at Memorial
- #33 Strey N/B at Memorial

Private Systems monitored by MVPD

US COINS - I-10 Frontage Road
 Memorial Manor NA Lindenwood/Memorial

Greyton Lane NA
 Calico NA
 Windemere NA
 Mott Lane

Kensington NA
 Stillforest NA

Farnham Park
 Riverbend NA
 Pinewood NA

Hampton Court
 Bridlewood West NA
 N Kuhlman NA
 Longwoods NA
 Memorial City Mall - 22

Yellow = Bunker Hill

Green = Piney Point

Red = Hunters Creek

Blue = MVPD Mobile

Purple = Privately Owned Systems



Hits/Reads By Camera

1	4/225,154	17	1/81,438
2	2/156,489	18	4/104,474
3	See #31	19	11/333,303
4	4/178,576	20	4/206,729
5	1/81,159	21	5/246,851
6	3/72,423	22	12/368,903
7	3/127,795	23	3/81,159
8	1/41,997	24	2/145,403
9	0/82,965	25	0/34,383
10	5/108,361	26	0/48,149
11	0/35,157	27	1/145,081
12	1/196,419	28	0/25,004
13	12/277,885	29	1/6,230
14	1/98,879	30	0/59,879
15	0/7,272	31	2/142,589
16	7/66,795	32	1/40,973
		33	1/39,787
		34	2/4,667
			Total Reads – 3,985,595
			Unique Reads – 544,874
			Hits- 148
			7 Top Hit List-93
			• Hotlist - 4
			• Stolen Vehicle
			• Stolen Plate
			• Gang Member
			• Missing
			• Amber
			• Priority Restraining Order
			Recoveries - 6

Building Official Monthly Report

Prepared June 7, 2023 for the June 27, 2023 meeting.

Mayor and Council,

Please find attached the Building Officials Monthly Report for May, 2023.

Thank You,

Henry Rivas
Building Official

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	36	\$32,072	1	21	\$4,065	49	\$7,125	106	\$43,262	\$5,335,819
June	30	\$46,204	4	30	\$5,430	44	\$7,190	104	\$58,824	\$9,917,597
July	47	\$35,397	3	20	\$4,025	41	\$7,345	108	\$46,507	\$8,192,246
August	28	\$57,515	3	18	\$3,005	46	\$7,345	92	\$67,865	\$10,031,271
September	32	\$63,269	5	27	\$5,350	38	\$7,540	97	\$76,159	\$12,899
October	27	\$5,040	0	18	\$3,400	39	\$8,330	84	\$16,770	\$1,326,733
November	32	\$28,486	1	17	\$3,520	32	\$5,895	81	\$37,901	\$3,984,972
December	16	\$10,104	0	11	\$2,430	30	\$4,665	57	\$17,199	\$2,064
Total	386	\$392,230	23	257	\$50,553	492	\$86,650	1,135	\$529,163	\$55,154,414

City of Hunters Creek Village
Permit Activity Report (Issued) - 2023

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	22	\$31,336	2	13	\$2,780	35	\$5,495	72	\$39,611	\$6,969,090
February	23	\$29,700	1	14	\$2,520	44	\$7,780	81	\$40,000	\$7,321,012
March	19	\$4,366	0	18	\$3,715	46	\$8,083	83	\$16,164	\$1,575,457
April	26	\$19,632	1	19	\$3,215	29	\$5,560	74	\$28,407	\$6,897,879
May	28	\$8,226	0	15	\$2,630	35	\$7,025	78	\$17,881	\$2,530,920
June										
July										
August										
September										
October										
November										
December										
Total	118	\$93,260	4	79	\$14,860	189	\$33,943	388	\$142,063	\$25,294,358

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	245	221	90.2	24	9.8	
June	241	207	85.9	34	14.1	
July	218	197	90.4	21	9.6	
August	215	205	95.3	10	4.7	
September	274	256	93.4	18	6.6	
October	210	191	91.0	19	9.0	
November	179	155	86.6	24	13.4	
December	161	141	87.6	20	12.4	
Total	2589	2358	90.9	231	9.1	

City of Hunters Creek Village Inspection Activity Report - 2023						
	Inspections Performed	Inspections Passed	% Passed	Inspections Failed	% Failed	
Month						
January	187	152	81.2	35	18.7	
February	174	147	84.2	27	15.5	
March	236	226	96.1	9	3.8	
April	154	131	85.1	23	14.9	
May	175	150	85.7	25	14.2	
June						
July						
August						
September						
October						
November						
December						
Total	926	806	86.5	119	13.4	

Inspections with Odometer Readings, by Inspector and Vehicle

Jun 7, 2023 9:46 AM
Henry Rivas
City of Hunters Creek Village

Date Range (inclusive): **Mon May 01 2023 to Wed May 31 2023**
Inspection Department: **Building Permit Inspections**

BBG Consulting, Inc (BBG)									
Odometer	Permit #	Address	Insp Type	Date	Reinsp?	Reinsp Fee?	Result	Correction Notes	
Vehicle ID:									
	202100763	843 Country Ln	Gas Test	5/1/23		No	Pass		
	202100917	601 Wellesley Dr	Gas Test	5/1/23		No	Pass		
	202200678	215 Bryn Mawr Circle	P Sewer	5/1/23		No	Pass		
	202300194	8315 Hunters Creek Dr	P Final	5/1/23		Yes	NC	Disapproved - disconnect gas and electric meters	
	202300294	10807 PINE BAYOU ST	F Post Hole	5/1/23		No	Pass		
	202300295	10802 OAK CREEK ST	F Post Hole	5/1/23		No	Pass		
	202300316	10803 Timberglen Dr	P UnderG	5/1/23		No	Pass		
	202300316	10803 Timberglen Dr	P GL & GT	5/1/23		No	Pass		
	202200730	10635 N EVERS PARK DR	P Final	5/2/23		No	Pass		
	202200790	660 SHARTLE CIR	P Deck S	5/2/23		No	Pass		
	202200868	844 KUHLMAN RD	H-Strap	5/2/23		No	Pass		
	202201076	10802 Timberglen Dr	DW Final	5/2/23		No	Pass		
	202300310	715 Storywood Drive	E Underg	5/2/23		No	Pass		
	202300310	715 Storywood Drive	TCI	5/2/23		No	Pass		
	202300310	715 Storywood Drive	E Final	5/2/23		No	Pass		
	202300311	715 Storywood Drive	P UnderG	5/2/23		No	Pass		
	202300311	715 Storywood Drive	P Final	5/2/23		No	Pass		
	202300311	715 Storywood Drive	P GL & GT	5/2/23		No	Pass		

	202200345	843 Country Ln	E Underg	5/3/23		No	Pass	
	202200345	843 Country Ln	E TCI	5/3/23		No	Pass	
	202200602	303 Hunters Trail St	E Underg	5/3/23		No	Pass	
	202200602	303 Hunters Trail St	TCI	5/3/23		No	Pass	
	202200602	303 Hunters Trail St	E Final	5/3/23		No	Pass	
	202200631	303 Hunters Trail St	P UnderG	5/3/23		No	Pass	
	202200631	303 Hunters Trail St	P Final	5/3/23		No	Pass	
	202200631	303 Hunters Trail St	P GL & GT	5/3/23		No	Pass	
	202200808	514 Wellesley Drive	Frame	5/3/23		No	Pass	Approved (roof rafters)
	202200808	514 Wellesley Drive	Frame	5/3/23	Y	No	Pass	[Entered 1/20/2023 by BBG]: Disapproved; need plans onsite to confirm if joist hangers are needed.
	202200986	10802 Timberglen Dr	YD Final	5/3/23		No	Pass	
	202300207	613 Saddlewood Lane	FD Steel	5/3/23		No	Pass	
	202300325	410 Menking Court	YD Final	5/3/23		No	Pass	
	202200218	10802 Oak Hollow St	Shower Pan	5/4/23	Y	No	Pass	[Entered 4/26/2023 by BBG]: [Entered 4/20/2023 by BBG]: Partial approved: master shower and one upstairs shower pan were not ready at time of inspection
	202200641	7607 RIVER POINT DR	Shower Pan	5/4/23		Yes	PPass	Disapproved - Up left shower no water in

								pan. The other two showers are OK to proceed
	202200733	605 Lindenwood Dr	P UnderG	5/4/23	Y	No	Pass	Approved - Underground plbg Disapproved - gas test; no gauge [Entered 10/18/2022 by BBG]: Disapproved - underground still covered and gas test not ready for inspection (pressure gauge not installed and system not under test) PL #4053
	202200733	605 Lindenwood Dr	P GL & GT	5/4/23	Y	Yes	NC	Disapproved - gas test; no gauge [Entered 10/18/2022 by BBG]: Disapproved - underground still covered and gas test not ready for inspection (pressure gauge not installed and system not under test) PL #4053
	202300187	10622 Gawain Lane	Shower Pan	5/4/23		No	Pass	
	202300279	729 W CREEKSIDE DR	F Final	5/4/23		No	Pass	
	202300324	10801 Jaycee Lane	P Final	5/4/23		Yes	NC	Disapproved - no access

	202300327	210 Hedwig Road	P Final	5/4/23		Yes	NC	Disapproved - no access
	202300334	728 KUHLMAN RD	P TO/Rough	5/4/23		No	Pass	
	202300334	728 KUHLMAN RD	P Final	5/4/23		No	Pass	
	202100398	2 Bridlewood Ct	E TCI	5/5/23		No	Pass	
	202300091	412 Lindenwood Drive	E Rough	5/5/23		No	Pass	
	202300219	710 W CREEKSIDE DR	YD Final	5/5/23		No	Pass	
	202300220	710 W CREEKSIDE DR	DW Steel	5/5/23		No	Pass	
	202300261	10803 Beinhorn Rd	P Final	5/5/23	Y	No	Pass	[Entered 4/28/2023 by BBG]: Disapproved-Install riser on sewer and water meter with vacuum breaker [Entered 4/27/2023 by BBG]: Disapproved-04/27/23 CG I-2815 Sewer Disconnect disapproved. Due to weather unable to see to inspect. Holes filled with water [Entered 4/18/2023 by BBG]: Disapproved-Gate locked no access
	202300327	210 Hedwig Road	P Final	5/5/23	Y	No	Pass	[Entered 5/4/2023 by BBG]: Disapproved - no access
	202300330	211 Glennville Ct	P Final	5/5/23		No	Pass	

	202300336	10930 Kemwood Drive	P Final	5/5/23		No	Pass	
	202200641	7607 RIVER POINT DR	Shower Pan	5/8/23	Y	No	Pass	[Entered 5/4/2023 by BBG]: Disapproved - Up left shower no water in pan. The other two showers are OK to proceed
	202300127	10610 N Evers Park Drive	H-Strap	5/8/23		No	Pass	
	202300192	628 SHARTLE CIR	P Layout	5/8/23		No	Pass	
	202300294	10807 PINE BAYOU ST	F Final	5/8/23		No	Pass	
	202300295	10802 OAK CREEK ST	F Final	5/8/23		No	Pass	
	202300321	728 KUHLMAN RD	E Rough	5/8/23		No	Pass	
	202200400	10830 ROARING BROOK LN	P Deck S	5/9/23		No	Pass	
	202200864	702 Camelot Lane	Shower Pan	5/9/23		No	Pass	
	202200886	506 Hunters Park Lane	M Final	5/9/23		Yes	NC	Disapproved: AC trim out incomplete.
	202300247	10914 Bridgewood St	DW Steel	5/9/23		No	Pass	
	202300272	910 Boros Drive	P Steel/Piping	5/9/23		No	Pass	
	202300337	3 STAGE STOP CIR	P TO/Rough	5/9/23		No	Pass	
	202200889	506 Hunters Park Lane	E Final	5/10/23		No	Pass	
	202300323	701 Kuhlman Road	M Final	5/10/23		No	Pass	
	202300338	1210 RIVER BEND DR	DW Steel	5/10/23		No	Pass	
	202300349	605 Lindenwood Dr	I Trench	5/10/23		Yes	NC	Disapproved - Test report not present
	202300349	605 Lindenwood Dr	I Final	5/10/23		No	NC	Disapproved - Test report not present

	202200397	889 Country Ln	Gas Test	5/11/23		Yes	NC	Disapproved; Wrong Gauge Used.
	202201155	7607 RIVER POINT DR	M Hood V	5/11/23		No	Pass	
	202300326	8311 CHESHIRE VALE ST	Re-Roof	5/11/23		No	Pass	
	202300354	3 Stage Stop Circle	E Rough	5/11/23		No	Pass	
	202200772	11002 Landon Lane	Frame	5/12/23		No	Pass	
	202300349	605 Lindenwood Dr	I Trench	5/12/23	Y	No	Pass	[Entered 5/10/2023 by BBG]: Disapproved - Test report not present
	202300349	605 Lindenwood Dr	I Final	5/12/23	Y	No	Pass	[Entered 5/10/2023 by BBG]: Disapproved - Test report not present
	202300353	8311 CHESHIRE VALE ST	P Final	5/12/23		No	Pass	
	202300364	3 Stage Stop Circle	M Rough	5/12/23		No	Pass	
	202200397	889 Country Ln	Gas Test	5/15/23	Y	Yes	NC	Disapproved - Corrections not made. Wrong gauge used for gas test. [Entered 5/11/2023 by BBG]: Disapproved; Wrong Gauge Used.
	202200459	8327 Hunters Creek Dr	Frame R	5/15/23	Y	No	Pass	[Entered 4/27/2023 by BBG]: Partial Approval- 04/27/23 CG I- 2815 Partial approval for car port

								framing. Need to poly seal top plate, seal chases, over notched studs. Missing studs.
	202200808	514 Wellesley Drive	Insulation	5/15/23		No	Pass	
	202200952	510 HUNTERWOOD DR	Gas Test	5/15/23		No	Pass	
	202201058	10806 Hunters Forest Dr	E Underg	5/15/23		No	Pass	
	202201058	10806 Hunters Forest Dr	TCI	5/15/23		No	Pass	
	202201058	10806 Hunters Forest Dr	E Final	5/15/23		No	Pass	
	202201059	10806 Hunters Forest Dr	P UnderG	5/15/23		No	Pass	
	202201059	10806 Hunters Forest Dr	P Final	5/15/23		No	Pass	
	202201059	10806 Hunters Forest Dr	P GL & GT	5/15/23		No	Pass	
	202300328	10816 Long Shadow Ln	E Underg	5/15/23		No	Pass	
	202300338	1210 RIVER BEND DR	DW Final	5/15/23		No	Pass	
	202300347	702 Saddlewood Lane	ET-Pole	5/15/23		No	Pass	
	202300351	10830 ROARING BROOK LN	DW Steel	5/15/23		Yes	PPass	
	202200886	506 Hunters Park Lane	M Final	5/16/23	Y	No	Pass	[Entered 5/9/2023 by BBG]: Disapproved: AC trim out incomplete.
	202300331	3 Stage Stop Circle	Insulation	5/16/23		No	Pass	
	202300365	418 RIPPLE CREEK DR	F Post Hole	5/16/23		No	Pass	
	202200397	889 Country Ln	Gas Test	5/17/23	Y	No	Pass	[Entered 5/15/2023 by BBG]: Disapproved - Corrections not made. Wrong gauge

								used for gas test. [Entered 5/11/2023 by BBG]: Disapproved; Wrong Gauge Used.
	202200883	1119 RIVER GLYNN DR	P Final	5/17/23		No	Pass	
	202201103	10634 N Evers Park Drive	M Hood V	5/17/23		Yes	NC	Disapproved - Vent hood covered. Unable to inspect.
	202300025	728 KUHLMAN RD	Frame	5/17/23		No	Pass	
	202300274	10903 Bridgewood Street	FD Steel	5/17/23		No	Pass	
	202300280	620 Wellesley Drive	P Steel/Piping	5/17/23		No	Pass	
	202300281	620 Wellesley Drive	E Underg	5/17/23		No	Pass	
	202300360	8447 Hunters Creek Dr	P Layout	5/17/23		No	Pass	
	202201103	10634 N Evers Park Drive	M Hood V	5/18/23	Y	No	Pass	
	202300270	4 SADDLE CRK	P Steel/Piping	5/18/23		No	Pass	
	202300359	809 Kuhlman Road	E TCI	5/18/23		Yes	NC	Disapproved; not ready
	202300376	10420 Memorial Drive	P Final	5/18/23		No	Pass	
	202300054	702 Saddlewood Lane	FD-Piers	5/19/23		No	Pass	
	202300221	10603 S EVERS PARK DR	E Final	5/19/23		No	Pass	
	202300309	10417 MEMORIAL DR	DW Steel	5/19/23		No	NC	Disapproved - not ready
	202300339	811 Country Lane	Shower Pan	5/19/23		No	Pass	
	202300371	615 Shartle Cir	P Layout	5/19/23		No	Pass	
	202300372	825 Saddlewood Ln	E Rough	5/19/23		No	Pass	
	202300373	10947 BEINHORN RD	F Post Hole	5/19/23		No	NC	Disapproved - No post holes

								dug at this address. No answer at provided number.
	202200882	506 Hunters Park Lane	P Final	5/22/23		No	Pass	
	202201071	510 HUNTERWOOD DR	M Hood V	5/22/23		No	Pass	
	202300159	110 Shasta Drive	E Final	5/22/23		No	Pass	
	202300274	10903 Bridgewood Street	E Underg	5/22/23		No	Pass	
	202300274	10903 Bridgewood Street	TCI	5/22/23		No	Pass	
	202300274	10903 Bridgewood Street	E Final	5/22/23		No	Pass	
	202300275	10903 Bridgewood Street	P UnderG	5/22/23		No	Pass	
	202300275	10903 Bridgewood Street	P Final	5/22/23		No	Pass	
	202300275	10903 Bridgewood Street	P GL & GT	5/22/23		No	Pass	
	202300350	713 Camelot Lane	Demo F	5/22/23		No	Pass	
	202300351	10830 ROARING BROOK LN	DW Steel	5/22/23	Y	No	Pass	[Entered 5/15/2023 by BBG]:
	202200772	11002 Landon Lane	Insulation	5/23/23		No	Pass	
	202300134	203 Fleetway Dr	P TO/Rough	5/23/23		No	Pass	
	202300157	110 Shasta Drive	M Final	5/23/23		No	Pass	
	202300252	10606 Gawain Ln	DW Steel	5/23/23		No	Pass	
	202300343	517 WELLESLEY DR	P Layout	5/23/23		No	Pass	
	202300367	910 Boros Drive	Foundation	5/23/23		No	NC	Fail; Chair up steel and

								remove excessive dirt.
	202300369	879 Country Ln	P Layout	5/23/23		No	Pass	
	202300370	502 Thamer Lane	P Final	5/23/23		Yes	NC	Disapproved - Install riser at water meter with vacuum breaker. Install riser at sewer above grade
	202300382	843 Country Ln	YD Trench	5/23/23		No	Pass	
	202200876	506 Hunters Park Lane	Bld-Final	5/24/23		No	Pass	
	202201099	11 River Cir	H-Strap	5/24/23		No	Pass	
	202300000	674 SHARTLE CIR	H-Strap	5/24/23	Y	No	Pass	
	202300369	879 Country Ln	P Steel/Piping	5/24/23		No	Pass	
	202300377	10631 Gawain Lane	Re-Roof	5/24/23		No	Pass	
	202300388	7607 RIVER POINT DR	E Underg	5/24/23		No	Pass	
	202300388	7607 RIVER POINT DR	E Rough	5/24/23		No	Pass	
	202100563	517 WELLESLEY DR	E Underg	5/25/23		No	Pass	
	202200510	660 SHARTLE CIR	Gas Test	5/25/23		No	Pass	
	202300082	911 OAK VALLEY DR	Foundation	5/25/23		No	Pass	
	202300328	10816 Long Shadow Ln	E Serv/ML	5/26/23		No	Pass	
	202300385	10622 N EVERS PARK DR	P TO/Rough	5/26/23		No	Pass	
	202300394	910 Boros Drive	Gas Test	5/26/23		No	Pass	
	202300357	728 KUHLMAN RD	F Post Hole	5/30/23		No	Pass	
	202300358	736 Kuhlman Road	F Post Hole	5/30/23		No	Pass	
	202300371	615 Shartle Cir	P Steel/Piping	5/30/23		No	Pass	
	202200111	605 Lindenwood Dr	F Post Hole	5/31/23	Y	No	Pass	
	202200333	605 Lindenwood Dr	M Final	5/31/23		No	Pass	

	202300109	110 Shasta Drive	P Final	5/31/23		No	Pass	
	202300131	15 Hedwig Shadows	FD Steel	5/31/23		No	Pass	
	202300363	210 Hedwig Road	Demo F	5/31/23		Yes	NC	Disapproved - Demo not complete and not backfilled
	202300383	910 Boros Drive	E Rough	5/31/23		Yes	NC	Disapproved - no access
	202300397	10914 Bridgewood St	F Post Hole	5/31/23		No	Pass	
	202300402	671 SHARTLE CIR	P Layout	5/31/23		No	Pass	

Inspections	Begin Odometer	End Odometer	Miles	Avg Miles per Inspection
155			0	0.0

Henry Rivas (henry)

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

Vehicle ID:

	202300298	10814 Oak Hollow St	Foundation	5/1/23		No	Pass	
	202300299	8433 Katy Freeway	DW Steel	5/1/23		No	Pass	
	202300339	811 Country Lane	P TO/Rough	5/8/23		No	NC	Fail; 1. Provide nail guards where water pipe is closer than 5/8" to edge of stud 2. Secure water control valve for shower. 3. Provide manufacturer listin for copper line splice with PEX piping.
	202200242	10802 Timberglen Dr	Bld-Final	5/10/23		No	NC	Fail - No access
	202300339	811 Country Lane	P TO/Rough	5/10/23	Y	No	Pass	[Entered 5/8/2023 by henry]: Fail; 1. Provide nail guards where

								water pipe is closer than 5/8" to edge of stud 2. Secure water control valve for shower. 3. Provide manufacturer listin for copper line splice with PEX piping.
	202200242	10802 Timberglen Dr	Bld-Final	5/12/23	Y	No	NC	Fail; 1. Incorrect handrail graspability 2. Over spacing on ballusters on stairs 3. Bathroom shower enclosure shall be permanently etched. 4. The garage door seperating the living space from the garage shall be self closing. [Entered 5/10/2023 by henry]: Fail - No access
	202300368	10 Pine Grove Circle	Gas Test	5/12/23		No	Pass	
	202201091	8310 Cheshire Vale	Frame	5/16/23		No	Pass	Recieved engineer letter.
	202300031	8310 Cheshire Vale	E Final	5/16/23	Y	No	Pass	[Entered 4/28/2023 by henry]: Fail; 1. Island Outlets ar enot GFI protected.

								[Entered 4/13/2023 by henry]: Fail; 1. Properly secure kitchen counter outlets 2. Missing Island Outlets
	202300048	8310 Cheshire Vale	P Final	5/16/23	Y	No	Pass	[Entered 4/17/2023 by BBG]: Fail; 1. Cooking vent hood piping shall be hard pipe material. 2. The dishwasher discharge tubing shall rise to the underside of the counter top.
	202300342	10814 Oak Hollow St	P UnderG	5/17/23		No	Pass	
	202300348	10911 KEMWOOD DR	F Post Hole	5/17/23		No	Pass	
	202300359	809 Kuhlman Road	E TCI	5/18/23	Y	No	Pass	Henry approved via pictures. [Entered 5/18/2023 by BBG]: Disapproved; not ready
	202300373	10947 BEINHORN RD	F Post Hole	5/22/23	Y	No	Pass	[Entered 5/19/2023 by BBG]: Disapproved - No post holes dug at this address. No answer at provided number.
	202200876	506 Hunters Park Lane	Insulation	5/23/23	Y	No	Pass	[Entered 9/30/2022 by henry]:

								Master Area Only.
	202300367	910 Boros Drive	Foundation	5/24/23	Y	No	Pass	[Entered 5/23/2023 by BBG]: Fail; Chair up steel and remove excessive dirt.
	202300392	910 Boros Drive	E Underg	5/24/23		No	Pass	
	202300392	910 Boros Drive	E Rough	5/24/23		No	Pass	
	202300341	10803 Beinhorn Rd	Demo F	5/25/23		No	NC	FAIL; 1. The grade shall contain no depression and shall slope in the direction of the public storm system. 2. The front right of way shall be graded to its original state 3. The roots of a small tree in the Right of way have been badly damaged.
	202300359	809 Kuhlman Road	E Final	5/26/23		No	Pass	
Inspections	Begin Odometer	End Odometer	Miles	Avg Miles per Inspection				
20			0	0.0				

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CITY OF HUNTERS CREEK VILLAGE ENGINEER'S REPORT

Prepared June 20, 2023 for the June 27th Agenda

A. Lindenwood Signal

1. Construction is 90% complete.
2. Currently waiting on CenterPoint Energy to install new electric service. Once installed, they will switch over to the new controller.
3. Landscaping and irrigation anticipate in the next 2 weeks.

B. Shasta/Pineland Reconstruction

1. Design is 95% complete.
2. We are currently finalizing mitigation design to eliminate 100-year stormwater impacts to Buffalo Bayou due to the construction of wider pavement and storm sewer. An updated budget estimate is in progress.

C. Outfall Rehabilitation and Repairs

1. Notice to Proceed was given to the contractor on May 15, 2023.
2. The Contractor will start this week on the Kuhlman outfall. Construction activities impacts are limited to the three homes at the end of the street.
3. We conducted a field meeting with the Contractor on June 20, 2023 at Kuhlman outfall location to verify means and methods of construction to decrease impact on existing conditions particularly large diameter trees.
 - Contractor to begin removing trees June 21, 2023.
 - Contractor to break ground June 26, 2023.

**CITY OF HUNTERS CREEK VILLAGE, TEXAS
MINUTES OF THE REGULAR
CITY COUNCIL MEETING
May 23, 2023**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, May 23, 2023, 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:	Fidel Sapien [via teleconference] Stuart Marks Linda Knox Chip Cowell
	City Administrator:	Tom Fullen
	Building Official:	Henry Rivas
	City Attorney:	Scott Bounds
	Assistant to the City Secretary:	Jessica Pierce

- 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 6:02 p.m.

- B. **Ken Spalding 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.*

Jennifer Finch spoke on the ongoing building maintenance issues at Spring Branch Library.

- D. REPORTS

1. City Treasurer Monthly Report - **Tom Fullen, City Administrator presented this report.**
2. Police Commissioner Monthly Report – **Officer Baker presented this report.**
3. Fire Commissioner Monthly Report – **Howard Miller, Fire Chief presented this report.**

4. Building Official Monthly Report – **Henry Rivas, Building Official, presented this report.**
5. City Engineer Monthly Report – **Tom Fullen, City Administrator, presented this report.**
6. City Administrator Report – **No Report.**
7. Mayor and Council Reports and Comments – **Mayor spoke on the esplanade beautification on Voss. Councilmembers Cowell and Marks spoke on SB 1787.**

E. CONSENT AGENDA *The following items are considered routine by the City Council and will be enacted by one motion. There will not be a separate discussion on these items unless a Councilmember requests, in which event, the item will be removed from the general order of business and considered in its normal sequence on the agenda.*

1. Approval of the Minutes of the Regular Meeting on April 25, 2023.
2. Approval of the Cash Disbursement Journal for April 2023.
3. Approval of the 2023 1st Quarterly Investment Report.

Councilmember Knox made a motion to approve the Consent Agenda. Councilmember Cowell 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 Cowell 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 the agreement between Hunters Creek Village and Spring Branch School District to assess and collect ad valorem taxes.

Councilmember Knox made a motion to approve the agreement between Hunters Creek Village and Spring Branch School District to assess and collect ad valorem taxes. Councilmember Marks seconded the motion and the motion carried unanimously.

3. Discussion and possible action to approve the Memorial Village Police Departments 2024 Budget.

Item taken out of order.

Councilmember Cowell made a motion to approve the Memorial Village Police Departments 2024 Budget. Councilmember Marks seconded the motion and the motion carried unanimously.

4. Discussion and possible action to approve the Memorial Village Police Departments 2022 Audit.

Item taken out of order.

Councilmember Knox made a motion to approve the Memorial Village Police Departments 2022 Audit. Councilmember Cowell seconded the motion and the motion carried unanimously.

5. Discussion and possible action to approve an amendment to the Village Fire Department's 2023 budget in the amount of \$184,000 for roof retrofit with Hunters Creek Village portion being \$40,940.

Councilmember Marks made a motion to approve an amendment to the Village Fire Department's 2023 budget in the amount of \$184,000 for roof retrofit with Hunters Creek Village portion being \$40,940. Councilmember Cowell seconded the motion and the motion carried unanimously.

6. Discussion and possible action to schedule a Budget Workshop date for the City's 2024 Budget.

Councilmember Cowell made a motion to schedule the Budget Workshop for June 27, 2023 at 4pm. Councilmember Marks seconded the motion and the motion carried unanimously.

I. ADJOURNMENT

At 7:35 p.m., Councilmember Knox made a motion to adjourn. Councilmember Sapien seconded the motion and the motion carried unanimously. The meeting adjourned at 7:35 p.m.

These minutes were approved on the ____ day of June, 2023.

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 DISB ALLEGIANCE-AP POOLED ALLEGIANCE DISBURSEMENT						
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	05/15/2023	EFT	0.00	699.22	102
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	05/31/2023	EFT	0.00	188,728.00	103
0105	VILLAGE FIRE DEPARTMENT	05/31/2023	EFT	0.00	161,124.27	104
000774	ADAM VOYLES	05/01/2023	Regular	0.00	300.00	34160
0647	AFLAC WORLDWIDE HEADQUARTERS	05/01/2023	Regular	0.00	600.48	34161
000913	ANITA M. JAMES	05/01/2023	Regular	0.00	300.00	34162
0458	AT&T (Acct#831-000-8151 165)	05/01/2023	Regular	0.00	1,427.05	34163
000815	BBG CONSULTING INC	05/01/2023	Regular	0.00	6,040.00	34164
0607	BOWNDS WHOLESALE NURSERY	05/01/2023	Regular	0.00	490.00	34165
0618	BWI-SCHULENBURG	05/01/2023	Regular	0.00	181.69	34166
0010	CENTERPOINT ENERGY	05/01/2023	Regular	0.00	42.18	34167
0445	CENTURY CONCRETE CONSTRUCTION INC	05/01/2023	Regular	0.00	4,500.00	34168
000876	CINTAS CORPORATION	05/01/2023	Regular	0.00	150.84	34169
0013	COWBOY TRUCKING INC	05/01/2023	Regular	0.00	157.00	34170
000796	ENGIE RESOURCES	05/01/2023	Regular	0.00	4,757.57	34171
0150	GARY B MADDOX	05/01/2023	Regular	0.00	500.00	34172
0363	HALL SPRINKLER COMPANY	05/01/2023	Regular	0.00	476.27	34173
0035	HOUSTON CHRONICLE	05/01/2023	Regular	0.00	373.50	34174
0053	MEMORIAL VILLAGES WATER AUTHORITY	05/01/2023	Regular	0.00	4,790.14	34175
0522	MISTER SWEEPER LP	05/01/2023	Regular	0.00	834.00	34176
0065	OFFICE DEPOT CREDIT PLAN	05/01/2023	Regular	0.00	239.88	34177
0088	SOUTHWEST SIGNAL SUPPLY INC	05/01/2023	Regular	0.00	1,659.50	34178
0635	TYLER TECHNOLOGIES INC	05/01/2023	Regular	0.00	334.27	34179
0107	VILLAGES MUTUAL INSURANCE COOPERATIVE	05/01/2023	Regular	0.00	8,764.42	34180
000789	VAN SANT LANDSCAPE MANAGEMENT	05/08/2023	Regular	0.00	31,975.00	34181
000921	ABDUL AHMED	05/15/2023	Regular	0.00	101.00	34182
0005	AT&T (Acct#713-465-1551 570 9)	05/15/2023	Regular	0.00	703.87	34183
000815	BBG CONSULTING INC	05/15/2023	Regular	0.00	6,320.00	34184
000924	BOB DODSON	05/15/2023	Regular	0.00	300.00	34185
0618	BWI-SCHULENBURG	05/15/2023	Regular	0.00	219.00	34186
0669	C & D JANITOR SERVICE INC	05/15/2023	Regular	0.00	835.65	34187
0045	CARMEN KNEZEAK	05/15/2023	Regular	0.00	1,785.00	34188
000876	CINTAS CORPORATION	05/15/2023	Regular	0.00	100.56	34189
000775	CITYLYNX INC	05/15/2023	Regular	0.00	20,111.73	34190
0012	COBB FENDLEY	05/15/2023	Regular	0.00	18,815.00	34191
0537	GREEN FOR LIFE	05/15/2023	Regular	0.00	42,769.42	34192
000760	GULF COAST COALITION OF CITIES	05/15/2023	Regular	0.00	244.55	34193
000716	KIRWIN LAW FIRM PLLC	05/15/2023	Regular	0.00	61.50	34194
000844	LINEBARGER GOGGAN BLAIR & SAMPSON LLP	05/15/2023	Regular	0.00	1,034.63	34195
0654	LORA JEAN D LENZSCH	05/15/2023	Regular	0.00	1,537.50	34196
0641	MARK E EASLEY	05/15/2023	Regular	0.00	300.00	34197
0062	NORTHWEST PEST PATROL	05/15/2023	Regular	0.00	1,284.00	34198
0065	OFFICE DEPOT CREDIT PLAN	05/15/2023	Regular	0.00	906.85	34199
0066	OLSON & OLSON LLP	05/15/2023	Regular	0.00	2,181.00	34200
000726	PITNEY BOWES (PURCHASE POWER)	05/15/2023	Regular	0.00	208.99	34201
0420	PREMIER TREE SERVICE	05/15/2023	Regular	0.00	11,250.00	34202
000789	VAN SANT LANDSCAPE MANAGEMENT	05/15/2023	Regular	0.00	7,286.00	34203
0362	VERIZON WIRELESS	05/15/2023	Regular	0.00	38.03	34204
000905	NATIONWIDE RETIREMENT SOLUTION	05/05/2023	Bank Draft	0.00	460.22	DFT0000417
0517-TF	PAYMENT REMITTANCE CENTER	05/19/2023	Bank Draft	0.00	1,778.80	DFT0000423
0127-EA	PAYMENT REMITTANCE CENTER	05/19/2023	Bank Draft	0.00	793.50	DFT0000424

Check Report

Date Range: 05/01/2023 - 05/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
000905	NATIONWIDE RETIREMENT SOLUTION	05/19/2023	Bank Draft	0.00	437.34	DFT0000425

Bank Code AP DISB ALLEGIANCE Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	57	45	0.00	187,288.07
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	7	4	0.00	3,469.86
EFT's	3	3	0.00	350,551.49
	67	52	0.00	541,309.42

Check Report

Date Range: 05/01/2023 - 05/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP PF ALLEGIANCE-AP POOLED ALLEGIANCE PUBLIC FUNDS						
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	05/01/2023	EFT	0.00	188,728.00	1014
0105	VILLAGE FIRE DEPARTMENT	05/01/2023	EFT	0.00	161,124.27	1015
000908	PREACTIVE IT SOLUTIONS	05/01/2023	Bank Draft	0.00	1,480.00	DFT0000415
0103	TEXAS MUNICIPAL RETIREMENT SYSTEM - TMR:	05/01/2023	Bank Draft	0.00	13,194.69	DFT0000416

Bank Code AP PF ALLEGIANCE Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	14,674.69
EFT's	2	2	0.00	349,852.27
	4	4	0.00	364,526.96

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	57	45	0.00	187,288.07
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	6	0.00	18,144.55
EFT's	5	5	0.00	700,403.76
	71	56	0.00	905,836.38

Fund Summary

Fund	Name	Period	Amount
999	POOL	5/2023	905,836.38
			905,836.38



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

AGENDA DATE: June 27, 2023
AGENDA SUBJECT: Discussion and possible action to call a public hearing, to be held on July 25, 2023 on the City's proposed 2024 fiscal year budget.

EXHIBITS:



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

AGENDA DATE: June 27, 2023
AGENDA SUBJECT: Discussion and possible action to call a public hearing, to be held on September 19, 2023 on the City's proposed 2023 Tax Rate.

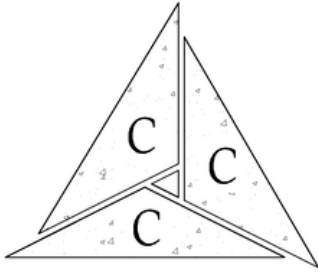
EXHIBITS:



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

AGENDA DATE: June 27, 2023
AGENDA SUBJECT: Discussion and possible action to approval proposal from Century Concrete Construction, Inc. in the amount of \$11,869.72 for Median Work on Voss Road.

EXHIBITS: Proposal/Estimate



Century Concrete Construction Inc.
 20751 Old Sorters Rd.
 Porter, TX 77365
 (281)354-1277
 Ronnie@centurycci.com

ADDRESS

Voss Road Median work 2023

Estimate 8637

DATE 06/13/2023

JOB NAME

Voss Road Median work

DESCRIPTION	QTY	RATE	AMOUNT
06/13/2023			
Concrete breakout and removal-machine	1,498.08	2.75	4,119.72
Remove 6" of spoils under concrete @ 1,498.08 square feet. 36 yds			1,500.00
Replenish with 12" of soil for landscaping @ 1,498.08 square feet. 72 yds	72	75.00	5,400.00
Barricades for work	1	850.00	850.00
If you have any questions please give us a call 281-354-1277	SUBTOTAL		11,869.72
	TAX		0.00
	TOTAL		\$11,869.72

Accepted By

Accepted Date



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

AGENDA DATE: June 27, 2023
AGENDA SUBJECT: Discussion and possible action to approve a third amendment to the 2022 Village Fire Department Budget to revise individual budget items to reflect actual expenditures without increasing the overall budget amount.

EXHIBITS: Budget Amendment

TO: Wendy Baimbridge, City of Hedwig Village
Gerardo Barrera, City of Bunker Hill Village
Bobby Pennington, City of Piney Point Village
Zachary Meadows, City of Spring Valley Village
Tom Fullen, City of Hunters Creek Village
Cassie Stephens, City of Hilshire Village

CC: Village Fire Department Commissioner and Alternates

From: Marlo Longoria
Date: May 30, 2023
Re: 003-2022 Budget Amendment

During a special fire commission board meeting on May 30, 2023, the Village Fire Department Board of Commissioners unanimously approved the intra-budgetary transfers listed below and requested a budget amendment 003-2022 to be considered at your next council meeting. The 2022 budget had an overall surplus of \$91,040.

The surplus was calculated by the category balance for capital expenditure of \$203,982.21, personnel expenditure (\$44,969.18), operational expenditure (\$75,739.10), and additional income of \$7,766.68. The excess in capital expenditure relieves the deficit in other areas of the budget. All items listed below will **not** increase assessments in 2023, it only identifies the line items that are being adjusted for 2022.

Personnel Expenditures:

Salary: \$4,435,838.75 to \$4,458,271.11
Salaries OT: \$373,000 to \$418,374
Prof Certification: \$50,000 to 52,785.99
Disability Insurance: \$26,216 to \$27,929.95
Employee Retirement: \$334,799.41 to \$377,661.80
unemployment claim: \$0.00 to \$4,741.83

Operational Expenditures:

Ambulance Medical Supplies: \$62,000 to \$64,826.45

Fire Prevent/Relations: \$10,000 to \$10,001.36

Insurance-Casualty: \$49,765.00 to \$71,243.70

Maintenance of Equipment: \$197,646.72 to \$226,778.83

Miscellaneous Exp.: \$5,000 to \$6,883.59

Office Expenses: \$110,342.15 to \$110,000

Prof. Services: \$131,444.11 to \$171,913.76

Public Utilities: \$60,643.00 to \$85,716.48

Uniforms: \$20,000 to \$22,159.13

Please place this budget amendment on your agenda for consideration and advise us on your council's action in writing.

Thank you,

Marlo Longoria

Enclosed- Proposed 2022 amendment.

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

Original Approved	(5% Mid-Year) 001-2022 Budget Amendment	(Bunker Gear) 002-2022 Budget Amendment	Per Commission IBT	Proposed 003-2022 Budget Amendment
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GENERAL FUND

CAPITAL EXPENDITURES:

Contingency- Facility	40,000.00	40,000.00	40,000.00	40,000.00	0.00
Misc. Tools, Equipment, & Hose	75,000.00	75,000.00	75,000.00	75,000.00	72,795.31
Protective Gear (Bunker Gear)	26,000.00	26,000.00	176,000.00	176,000.00	79,653.83
Computer/ Radios Equipment *Radio(system cost)	89,400.00	89,400.00	89,400.00	89,400.00	23,968.65
Total Capital Expenditures	\$230,400	\$230,400	\$380,400	\$380,400	\$176,418

PERSONNEL EXPENDITURES:

Salaries	4,261,343.00	4,445,838.75	4,445,838.75	4,435,838.75	4,458,271.11
457 Plan Contribution	84,226.86	87,916.78	87,916.78	87,916.78	82,523.59
Salaries - Overtime	110,000.00	353,000.00	353,000.00	373,000.00	418,374.30
Professional Certification	50,000.00	50,000.00	50,000.00	50,000.00	52,785.99
FICA	344,676.08	377,661.80	377,661.80	377,661.80	368,380.06
Life/Disability Insurance	26,000.00	26,216.00	26,216.00	26,216.00	27,929.95
Retirement	324,599.00	303,761.60	303,761.60	303,761.60	334,799.41
Hospitalization	941,760.00	957,960.00	957,960.00	947,960.00	909,051.31
Meal Allowance	35,000.00	35,000.00	35,000.00	35,000.00	34,115.00
Workers Compensation	40,084.00	55,865.00	55,865.00	55,865.00	47,216.58
Unemployment claim					4,741.83
Total Personnel Expenditures	\$6,217,689	\$6,693,220	\$6,693,220	\$6,693,220	\$6,738,189

OPERATIONAL EXPENDITURES

Ambulance Medical Supplies	62,000.00	62,000.00	62,000.00	62,000.00	64,826.45
Building Supplies & Maintenance	45,000.00	45,000.00	45,000.00	45,000.00	44,185.05
Chemicals	-	-	-	-	-
Emergency Contingency	20,000.00	20,000.00	20,000.00	20,000.00	12,511.00
Dues/Subscriptions	8,000.00	2,500.00	2,500.00	2,500.00	2,108.74
Fire Prevention/Public Relations	15,000.00	10,000.00	10,000.00	10,000.00	10,001.36
GAS & OIL	45,000.00	98,932.28	98,932.28	98,932.28	61,101.10
INSURANCE - CASUALTY	49,066.00	49,765.00	49,765.00	49,765.00	71,243.70
Miscellaneous	7,200.00	5,000.00	5,000.00	5,000.00	6,883.59
Office Expenses/Postage/Printing/Stationary	128,200.00	110,000.00	110,000.00	110,000.00	110,342.15
Professional Services	126,150.00	131,444.12	131,444.12	131,444.12	171,913.76
Public Utilities	65,000.00	60,643.00	60,643.00	60,643.00	85,716.48
Rent	10.00	10.00	10.00	10.00	10.00
State Certification Fees	6,000.00	6,000.00	6,000.00	6,000.00	4,944
Training Programs	33,000.00	47,000.00	47,000.00	47,000.00	42,378
EMS Training					4,578
Uniforms	20,000.00	20,000.00	20,000.00	20,000.00	22,159
Maintenance of Equipment	179,000.00	197,646.72	197,646.72	197,646.72	226,778.83
Total Operational Expenditures	\$808,626	\$865,941	\$865,941	\$865,941	\$941,680

GENERAL (FUND 1)

TOTAL	\$7,256,715	\$7,789,561	\$7,939,561	\$7,939,561	\$7,856,287
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CAPITAL REPLACEMENT (FUND 2)

Escrow	180,000	180,000	180,000	180,000	0
TOTAL	\$180,000	\$180,000	\$180,000	\$180,000	\$0

FACILITY (FUND 4)

Escrow	0	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0	\$0

TOTAL BUDGET	\$7,436,715	\$7,969,561	\$8,119,561	\$8,119,561	\$7,856,287
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ENDING GENERAL FUND BALANCE

\$83,274

REVENUE

Miscellaneous Income					\$500
Interest Income					\$3,256
FEMA Reimbursement					\$4,010
TOTAL					\$7,767

TOTAL CARRYOVER FUND BALANCE FOR 2022

\$91,041



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

AGENDA DATE: June 27, 2023
AGENDA SUBJECT: Discussion and possible action to approve a fourth amendment to the 2023 Village Fire Department Budget to increase the total amount of expenditures authorized in the budget by \$451,277, which will increase the City of Hunters Creek's share of the 2023 budget by \$100,409.11.
EXHIBITS: Budget Amendment

To: Wendy Baimbridge, City of Hedwig Village
 Gerardo Barrera, City of Bunker Hill Village
 Bobby Pennington, City of Piney Point Village
 Zachary Meadows, City of Spring Valley Village
 Tom Fullen, City of Hunters Creek Village
 Cassie Stephens, City of Hilshire Village

CC: Village Fire Department Commissioners and Alternates

From: Marlo Longoria

Date: May 30, 2023

Re: 2023 Budget Amendment 2023-04

During a special fire commission board meeting on May 30, 2023, the Village Fire Department Board of Commissioners unanimously approved amendment 4 to the 2023 budget, adjusting the following line items:

- Salaries from \$4,836,388.24 to \$5,093,943.84
- 457 Plan Contribution from \$95,728.00 to \$101,091.23
- Salaries – OT from \$418,098 to \$504,000
- Professional Certification - \$46,000 to \$57,000
- Retirement - \$361,546 to \$372,991.07
- Workers Compensation - \$59,776 to \$66,964
- Insurance/Casualty - \$52,253 to \$67,576
- Office Expenses - \$120,400 to \$130,400
- Professional Services - \$126,150 to \$173,650

Cities' Responsibility	Share	Proposed 2023-04
Bunker Hill Village	19.00%	85,742.61
Hedwig Village	18.50%	83,486.23
Hilshire Village	3.00%	13,538.31
Hunters Creek Village	22.25%	100,409.11
Piney Point Village	21.00%	94,768.15
Spring Valley Village	16.25%	73,332.50
Total	100.00%	\$451,277

The Commission does not anticipate further 2023 amendments except for customary true-ups in early 2024 following the audit. The bulk of this increase is for salary and other salary-dependent expenses. This is necessary due to a calculation error in the formulation of the original 2023 budget, which erroneously understated the expense of paying the workforce in 2023.

Overtime has been increased to reflect the actual experience of the department through the first third of 2023 and ensure that there will be sufficient resources, absent a major event, to carry the department through the end of the year. To have an entire shift stay on duty, as might occur during a hurricane or similar event, will cost the department approximately \$25,000 each day. A prolonged emergency, such

as was experienced in Hurricane Harvey will necessitate a further budget amendment.

Other adjustments include increases to worker's compensation and casualty insurance to reflect the actual 2023 cost of these items. \$10,000 has been added to provide for a family day in 2023.

The increase in professional fees is due to a number of factors. The department has had its periodic ISO audit and, as is customary, hired a consultant to assist in ensuring the department is properly rated and to identify any steps necessary to ensure that rating is as high as possible. This was not included in the original 2023 budget. The Commission also authorized a salary survey to ensure that our wages remain competitive in the area marketplace. The Commission has also allocated additional funds to its auditor to explore and explain inconsistencies between what was budgeted and authorized in 2022 and what was ultimately spent. The goal is to inform on any control or policy changes needed to ensure future budget compliance. The commission also seeks authority to expend sums for new accounting and human resources management software. Finally, the Commission wishes to migrate the department's email and productivity software to Microsoft 365. This is recommended by the department's IT consultant to enhance the department's cybersecurity posture.

Please place this budget amendment on your agenda for consideration and advise us on your council's action in writing.

Thank you,

Marlo Longoria

**Village Fire Department
Proposed 2023-04 Budget Amendment**

GENERAL FUND	Approved Original	Approved 2023-01 Budget Amendment	Approved 2023-02 Budget Amendment	Approved 2023-03 Budget Amendment	Proposed 2023-04 Budget Amendment	Approved Original 2023 to 2023-04	% Delta to 2023-04	Explanation of 2023 Amendment(s)
CAPITAL EXPENDITURES:								
CONTINGENCY - FACILITY	10,000.00	16,000.00	16,000.00	200,000.00	200,000.00	190,000.00	1900.00%	\$10,000 - Approved Original \$16,000 - Approved Amendment 2023-01 Increase Line Item by \$6,000
MISC. TOOLS & EQUIP./HOSE:	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	-	0.00%	\$200,000 - Approved Amendment 2023-03 Increased Line Item by \$184,000
PROTECTIVE GEAR	55,000.00	55,000.00	125,000.00	125,000.00	125,000.00	70,000.00	127.27%	\$55,000 - Approved Original
SCBA	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	-	0.00%	\$125,000 - Approved Amendment 2023-02 Increased Line Item by \$70,000
COMPUTER/RADIO EQUIPMENT	29,000.00	29,000.00	100,000.00	100,000.00	100,000.00	71,000.00	245%	\$29,000 - Approved Original \$100,000 - Approved 2023-02 Increased Line Item by \$71,000 ProPhoenix server & station server & 2 computers \$58,000 - Radios \$13,000 - Accountability Software
Total Capital Expenditures	\$151,000	\$157,000	\$298,000	\$482,000	\$482,000	\$331,000	219.21%	

PERSONNEL EXPENDITURES:

Salaries	4,836,388.47	4,836,388.24	4,836,388.24	4,836,388.24	5,093,943.84	257,555.37	5.33%	Estimate using ending annual salaries for everyone
457 Plan Contribution	95,727.77	95,728.00	95,728.00	95,728.00	101,091.23	5,363.46	5.60%	\$257,555.60 budget shortfall
Salaries - Overtime	418,098.00	418,098.00	418,098.00	418,098.00	504,000.00	85,902.00	20.55%	Salaries number includes 2023 projected salaries for all current employees projected out through end of year with promotions
Professional Certification	46,000.00	46,000.00	46,000.00	46,000.00	57,000.00	11,000.00	23.91%	\$5,043,943.84 - Base Pay \$22,000 - Longevity \$38,000 - Higher Class
FICA	412,810.39	412,810.39	412,810.39	412,810.39	412,810.39	-	0.00%	\$22,000 - Longevity \$38,000 - Higher Class
Life/Disability Insurance	26,432.00	26,432.00	26,432.00	26,432.00	26,432.00	-	0.00%	2% 457 Plan Contribution of New Salary Line Item
Retirement	361,546.35	361,546.00	361,546.00	361,546.00	372,991.07	11,444.72	3.17%	OT based on actual Q1 numbers projected out the the year as currently staffed
Hospitalization	1,120,284.00	1,120,284.00	1,120,284.00	1,120,284.00	1,120,284.00	-	0.00%	Total for 2023 - \$14,250 (Q1) multiplied by 4
Meal Allowance	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	-	0.00%	\$14,250*4
Workers Compensation	59,775.55	59,776.00	59,776.00	59,776.00	66,964.00	7,188.45	12.03%	2023 TWRS - Update to actual rate 6.48
Total Personnel Expenditures	\$7,417,063	\$7,417,063	\$7,417,063	\$7,417,063	\$7,795,517	\$378,454	5.10%	Increased due to the proposal received after the approval of the original budget \$59,776 + \$7,188.00 = \$66,964

Approved Original	Approved 2023-01 Budget Amendment	Approved 2023-02 Budget Amendment	Approved 2023-03 Budget Amendment	Proposed 2023-04 Budget Amendment	Approved Original 2023 to 2023-04	% Delta Approved Original 2023 to 2023-04	Explanation of 2023 Amendment(s)
OPERATIONAL EXPENDITURES							
Ambulance Medical Supplies	62,000.00	62,000.00	62,000.00	62,000.00	-	0.00%	
Building Supplies & Maintenance	45,000.00	45,000.00	45,000.00	45,000.00	-	0.00%	
Emergency Contingency	10,000.00	10,000.00	10,000.00	10,000.00	-	0.00%	
Dues/Subscriptions	6,500.00	6,500.00	6,500.00	6,500.00	-	0.00%	
Fire Prevention/Public Relations	10,000.00	10,000.00	10,000.00	10,000.00	-	0.00%	
GAS & OIL	55,000.00	55,000.00	55,000.00	55,000.00	-	0.00%	
INSURANCE - CASUALTY	52,253.25	52,253.00	52,253.00	67,576.00	15,322.75	29.32%	Increase due to the proposal received after the approval of the budget \$52,253 + \$15,323 = \$67,576
Miscellaneous	6,200.00	6,200.00	6,200.00	6,200.00	-	0.00%	
Office Expenses/Postage/Printing/Stationary	120,400.00	120,400.00	120,400.00	130,400.00	10,000.00	8.31%	\$10,000 - Family Day - 2023 The commission approved to use two consultants to provide expertise over the ISO and Salary Survey \$22,000 - ISO consultant \$5,000 - Salary Survey \$7,500 - Additional Audit per commission meeting on 5/24/2023 \$6,000 for Accounting & HRIS software \$7000 Microsoft 365
Professional Services	126,150.00	126,150.00	126,150.00	173,650.00	47,500.00	37.65%	
Public Utilities	75,000.00	75,000.00	75,000.00	75,000.00	-	0.00%	
Rent	10.00	10.00	10.00	10.00	-	0.00%	
State Certification Fees	6,000.00	6,000.00	6,000.00	6,000.00	-	0.00%	
Training Programs	30,000.00	30,000.00	30,000.00	30,000.00	-	0.00%	
EMS Training	17,000.00	17,000.00	17,000.00	17,000.00	-	0.00%	
Uniforms	15,000.00	15,000.00	15,000.00	15,000.00	-	0.00%	
Maintenance of Equipment	285,272.00	285,272.00	285,272.00	285,272.00	-	0.00%	
Total Operational Expenditures	\$921,785	\$921,785	\$921,785	\$994,608	\$72,823	7.90%	
GF TOTAL	\$8,489,848	\$8,636,848	\$8,820,848	\$9,272,125	\$782,277	9.21%	
CAPITAL REPLACEMENT FUND 2							
Escrow	200,000	380,000	380,000	380,000			
CR TOTAL	\$200,000	\$380,000	\$380,000	\$380,000			
*Note for 2023-01: \$180,000 moved from 2022 to 2023 to purchase Medics FACILITY FUND 4							
Escrow	0	0	0	0			
FF TOTAL	\$0	\$0	\$0	\$0			
*Note for 2023-01: \$6,000 moved from FF balance to "Contingency - Facility" Line Item in GF.							
TOTAL BUDGET WITH ADMENDMENT	\$8,689,848	\$9,016,848	\$9,200,848	\$9,652,125	\$962,277	11.07%	
Sequential budget change due to BA 2022 Surplus to Fund 2023-02 (PENDING AUDIT)							
		\$186,000	\$184,000	\$451,277			
		-\$91,040	-\$91,040				
		\$49,960					
*Note for 2023-01: No increase to city assessments.							
Total Assessments Owed by Cities	\$8,689,848	\$8,739,808	\$8,923,808	\$9,375,085	\$685,237		

Cities' Responsibility	Share	Total Budget Amendments FY 2023
Bunker Hill Village	19.00%	130,195.01
Hedwig Village	18.50%	126,768.83
Hilshire Village	3.00%	20,557.11
Hunters Creek Village	22.25%	152,465.21
Piney Point Village	21.00%	143,899.75
Spring Valley Village	16.25%	111,351.00
Total	100.00%	\$685,237

Cities' Responsibility	Share	Proposed 2023-04
Bunker Hill Village	19.00%	85,742.61
Hedwig Village	18.50%	83,486.23
Hilshire Village	3.00%	13,538.31
Hunters Creek Village	22.25%	100,409.11
Piney Point Village	21.00%	94,768.15
Spring Valley Village	16.25%	73,332.50
Total	100.00%	\$451,277



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

AGENDA DATE: June 27, 2023
AGENDA SUBJECT: Discussion and possible action to approve the Village Fire Departments proposed 2024 Budget with Hunters Creek portion being \$2,205,751.05.
EXHIBITS: Proposed 2024 Budget



VFD 2024 Proposed Budget

In accordance with the terms of the Interlocal Agreement, the Village Fire Department's 2024 Budget is hereby submitted for consideration and approval by the Contracting 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 this item on your council's agenda for consideration, and within the time and manner specified in the Interlocal, then advise the department of your City Council's action.

COMMISSIONERS 2024

City of Hedwig Village	Matt Woodruff, Chair
City of Bunker Hill Village	Keith Brown, Vice Chair
City of Piney Point Village	Zeb Nash, Secretary
City of Spring Valley Village	Allen Carpenter, Treasurer
City of Hunters Creek Village	Rob Adams, Member
City of Hilshire Village	Mayor Robert (Bob) Buesinger, Member

ALTERNATES 2024

City of Hedwig Village	Mayor Tom Jinks
City of Bunker Hill Village	Clara Towsley
City of Piney Point Village	Aliza Dutt
City of Spring Valley Village	John Lisenby
City of Hunters Creek Village	Fidel Sapien
City of Hilshire Village	Mike Garofalo

Note: (Rotation of officers will occur in April 2024)

This budget includes a 3% salary increase, allowances for step increases anticipated in 2024, continues a 2% base salary contribution to the employees' 457 Plan, and makes a \$400,000.00 contribution to the Capital Replacement Fund. The budget also includes additional funds for training to catch up on training that was not done during the COVID-19 pandemic and to ensure the department had adequate depth of personnel trained in certain specialized areas. All of this will be discussed in greater detail in the following pages.

The VFD is requesting an overall budget of **\$9,913,487.85** which is \$261,363.32, or 3%, over the FY 2023 budget, as amended.

The budget may be broken down in overarching categories as follows:

- GENERAL FUND – CAPITAL – \$193, 033.25 (Page 3)**
- GENERAL FUND – PERSONNEL – \$8,268,375.07 (Page 3 - Page 4)**
- GENERAL FUND – OPERATING – \$1,052,079.53 (Page 5 - Page 6)**
- CAPITAL REPLACEMENT FUND – \$400,000.00 (Page 7 - Page 8)**
- TOTAL – \$9,913,487.85**

The following is a comparison between these categories from 2022 through the proposed 2024 budget:

	FY 2022	FY 2023	FY 2023	FY 2024
	Actual (audited)	Original Budget	As Amended	Proposed
Capital	159,620.00	151,000.00	482,000.00	193,033.25
Personnel	6,742,766.00	7,417,062.53	7,795,516.53	8,268,375.07
Operating	953,900.00	921,785.25	994,608.00	1,052,079.53
Total Expenditures	7,856,286.00	8,489,847.78	9,272,124.53	9,513,487.85
\$ for Cap. Replacement Plan	180,000.00	200,000.00	380,000.00	400,000.00
Total to Fund	180,000.00	200,000.00	380,000.00	400,000.00
	8,036,286.00	8,689,847.78	9,652,124.53	9,913,487.85

Below is a breakdown of the cost to each city for this budget. The total cost for city assessments is **\$9,913,487.85**.

City	Pro-Rata Share	\$ Funded by EOY 2024	January 2024 Payment	February – November 2024 Monthly Payment	December 2024 Payment
Bunker Hill Village	19%	\$ 1,883,562.69	235,445.34	156,963.56	78,481.78
Hedwig Village	18.5%	\$ 1,833,995.25	229,249.41	152,832.94	76,416.47
Hilshire Village	3%	\$ 297,404.64	37,175.58	24,783.72	12,391.86
Hunters Creek Village	22.25%	\$ 2,205,751.05	275,718.88	183,812.59	91,906.29
Piney Point Village	21%	\$ 2,081,832.45	260,229.06	173,486.04	86,743.02
Spring Valley Village	16.25%	\$ 1,610,941.78	201,367.72	134,245.15	67,122.57
Total	100%	\$9,913,487.85			

2024 Budget Highlights

GENERAL FUND – CAPITAL – \$193, 033.25

The general fund - capital has a 60% reduction from 2023, as amended. This decrease is due to no major facility project or repairs being anticipated. This category includes:

- *Physical Plant/Facility* - \$10,000 – unanticipated building repairs
- *Misc. Tools & Equipment FIRE* - \$32,375 – various tools needed for apparatus
- *Misc. Tools & Equipment EMS* - \$26,356.25 – scheduled EMS replacement
- *Protective Gear* - \$41,680 – Bunker Gear for new hires and various other protective gear
- *Office Computers* - \$3,924 – scheduled replacement
- *Apparatus Computers* - \$13,734 – scheduled replacement
- *Radios* - \$64,964 – scheduled replacement & radios for reserve apparatus

GENERAL FUND – PERSONNEL – \$8,268,375.07

The Village Fire Department currently has fifty full-time employees and is proposing to increase the number to fifty-three full-time employees (FTEs). By doing so, the department will cease filling 3 positions needed to staff a second ambulance with overtime. The breakdown will be forty-five Fire and EMS personnel, one Fire Chief, one Fire Marshal, one administrator, one administrative specialist, and four communication specialists (dispatchers). The budget assumes the department will hire a permanent chief as of January 1, 2024, and will fill the vacant position created by the departure of the previous chief.

This category includes salary, overtime (regular, CPR, events, & EMS/Fire training), professional certification, TMRS contributions at 2:1, 2% employer contribution to 457b, health benefits cost, and meal allowance.

SALARIES - \$5,542,285

This category includes the base annual pay for 53 full-time employees. It also reflects the 3% base salary adjustment for all employees and anticipated step increases. The 9% increase from 2023, as amended, is offset in part by the reduction of overtime.

EMPLOYER 457B CONTRIBUTION - \$110,845.70

This category includes a 2% employer contribution of full-time employees after 12 months of continued employment of base salary and thereon after. The 10% increase from the 2023 budget, as amended, is due to the change in personnel numbers and salaries.

LONGEVITY - \$22,000

This category includes employees with 1 year or more of service who will be paid \$4.00 per month per year of service. The maximum annual earning is reached after 25 years of service and equates to \$1,200 annually.

HIGHER CLASS - \$18,540

Higher class is paid to an employee working a “grade” higher than their regular current job position. This rate of pay is the difference between the higher-grade hourly rate and the employee’s regular hourly rate.

OVERTIME (regular, CPR, & training) - \$261,405.76

The requested overtime cost takes into consideration the historical costs of operating the department. Due to the department hiring three new FTEs, the overtime rate is expected to decrease by ~ 59% from 2023, as amended. The category is broken down into sub-categories to include all areas of overtime for the

department. There has been concern in the past as to whether the overtime budget allowed sufficient authority for the department to call in additional staff for extraordinary events, such as major fires, floods, hurricanes and the like. It should be noted that the cost of doubling department manpower by calling in an extra shift costs approximately \$25,000 *each day*. This budget allows approximately \$50,000.00 in overtime for unknown but anticipatable events during the year. If there is a major hurricane (or more than one) or similar events that deplete this allowance, a budget amendment will be necessary to ensure the department has sufficient funds to complete the year.

PROFESSIONAL CERTIFICATION PAY - \$57,000

Employees who have obtained advanced certification from accredited continuing education programs, colleges, and/or universities earn additional compensation based on the following: Intermediate - \$67.50 per month, Advanced - \$105 per month, and Master - \$160.76 per month. At the time of this proposal, 12 employees have obtained intermediate certifications, 14 advanced certifications, and 15 master certifications.

FICA TAX EMPLOYER - \$454,512.98

The 7.65% tax on the combination of base salary, employer 457B contribution, longevity, higher class, overtime, & professional certification.

RETIREMENT (TMRS) CONTRIBUTION - \$402,809.12

The Village Fire Department provides a 2:1 ratio with the **2023** employee contribution rate of 7% and the employer contribution rate of 6.48%.

HEALTH INSURANCE - \$1,246,876.09

Medical/Dental/Vision/BAC Insurance estimate: \$1,246,876.09 employer contribution. The change from 2023 budget, as amended, is due to a planned 6% increase in FTEs and a 5% estimated cost increase based on current elections.

LIFE/LTD - \$34,448.94

The department provides employee term life, AD&D, and long-term disability coverage to its employees. The change from 2023 budget, as amended, is due to a planned 6% increase in FTEs, an increase in base salary, and a 5% estimated cost increase.

WORKER'S COMPENSATION - \$71,651.48

The employer's contribution rates for workers' compensation (WC) are based on the rates with Deep East Texas Self Insurance Fund (DETSIF)- Higginbotham. (DETSIF) - Higginbotham provides the department with a proposal after a worker compensation audit is performed annually. The department receives bids for WC annually. The 7% increase from 2023 budget, as amended, is an estimated cost increase.

MEAL ALLOWANCE - \$46,000

Meal allowance provides two meals per day to all employees at the station. A 15% increase from 2023, as amended, is due to an increase in food costs.

GENERAL FUND – OPERATING – \$1,052,079.53

This category includes “red trucks and saving lives,” dispatch, fire prevention - fire marshal’s office, fire station, office, professional services, training, maintenance, and events/other (The budget categories have been reorganized for 2024, which can make year-to-year comparisons difficult but should result in greater visibility in the future as to where costs are being incurred.)

RED TRUCKS & SAVING LIVES - \$295,105.80

This category provides operating tools for “red trucks and saving lives.” In this category, there is a 113% increase due to the reorganization of the budget and increased contractual cloud services.

- *Ambulance Medical Supplies - \$70,000*
- *IT and Cloud Maintenance Contracts - \$149,666.80*
- *Uniforms - \$20,000*
- *Fuel (for vehicles) - \$48,000*
- *Licenses & Permits (for vehicles) - \$5,000*
- *Dues & Subscriptions - \$2,439*

DISPATCH - \$10,621.05

This category provides operating essentials for dispatch. This is a new category in the budget created by the reorganization of the budget.

- *Dispatch Alerting System - US Designs - \$7,921.05*
- *Electronic Protocol Cards - Pro QA - \$2,500*
- *Translation Service - Language Line - \$200*

FIRE PREVENTION - FIRE MARSHAL OFFICE - \$9,000.

This category covers the needs of the fire marshal’s office. This is a new category in the budget created by the reorganization of the budget.

- *Public Education & Relations - \$5,000*
- *Inspections - \$200*
- *Fire Investigations - \$950*
- *Law Enforcement Equipment - \$2,850*

FIRE STATION - \$172,048.54

This category covers the needs of the fire station. In this category, there is an 8% reduction due to the reorganization of the budget. (Fixed Rate \$10.00 - Rent)

- *Building Maintenance (& supplies) - \$26,892.22*
- *Station Supplies (consumable goods) - \$18,600*
- *Public Utilities - \$54,240*
- *Property/Casualty Insurance - \$72,306.32*

OFFICE - \$52,664.14

This category covers expenses for items pertaining to administration. In this category there is 60% reduction due to the reorganization of the budget.

- *Office Supplies, Chairs, Tables - \$8,000*
- *VFD Branded Stationary (*Printing) - \$500*
- *Postage Meter Rental - Pitney Bowes - \$1,800*
- *Shipping (Postage & Freight) - \$632.50*
- *Other Office Expenses (phone system, accounting, HRIS, Microsoft 365, bank service charges, etc.) - \$41,731.64*

PROFESSIONAL SERVICES - \$114,500

This category covers expenses for all outsourced services. In this category, there is a 36% reduction due to the reorganization of the budget.

- *Legal Services - \$36,000*
- *IT Services - \$28,000*
- *Health Insurance Consulting Services - \$11,500*
- *Medical Director Services - \$20,000*
- *Legal Notices & Advertising - \$3,000*
- *Other Professional Services - \$16,000*

TRAINING - \$94,060

This category exhibits an increase of 77% to catch up on needed training due to underfunding in the past.

- *Fire Training - \$37,740*
- *Fire Certification Training - \$7,320*
- *EMS Training - \$18,000*
- *EMS Certification Fees - \$6,000*
- *Emergency Management Training (TDEM) - \$7,000*
- *Fire Marshal Training - \$8,000*
- *Administration Training and Certification Fees - \$5,000*
- *General Supplies for Training - \$5,000*

MAINTENANCE - \$244,500

This category provides funding for expected maintenance. In this category, there is a 14% reduction due to the reorganization of the budget.

- *Vehicle Maintenance - \$165,000*
- *Equipment Supplies & Maintenance - \$36,400*
- *Bunker Gear Maintenance - \$26,000*
- *SCBA Maintenance - \$15,000*
- *Maintenance Contracts - \$1,200*
- *Fuel System - \$900*

EVENTS/OTHER - \$59,580

This category covers various event expenses and provides a small contingency for unknown costs.

- *VFD Fire Commission & Meeting Expenses - \$7,580*
- *VFD Events - \$25,000*
- *CPR Supplies, Cards, & Equipment - \$7,000*
- *Emergency Contingency (unforeseen circumstances) - \$20,000*

Capital Replacement Fund – \$400,000

The Capital Replacement strategic plan was developed to provide an instrument to aid the recommended replacement timeline for apparatus and equipment. Our vehicle maintenance officer reviews the cost of the vehicle, its age, and the miles and time it has on the engine. Below is a snapshot of the chart for the vehicle replacement plan. Industry standards and practices are used to determine the replacement of apparatus and equipment. Additionally, there is a breakdown of EMS equipment that our EMS coordinator reviews to help manage the life expectancy of equipment. The Strategic Plan has been estimated to be a 25-year span. There are no planned vehicle replacements in 2024.

It should be noted that the plan, based on currently planned annual assessments, will become insufficient to meet the expected needs around 2030. The Commission believes that while the \$400,000.00 allocation for 2024 is appropriate, there should be further examination of this fund in the coming months to formulate a long-range plan to ensure the fund will be adequate. This includes consideration of appropriate investment vehicles for the amounts in the fund, re-assessment of the anticipated cost of new equipment in light of the current inflationary environment, expected life of equipment based on its current condition and the like. Upon the conclusion of this analysis, the Commission will make appropriate recommendations for future-year contributions to ensure the long-term health of this fund.

Capital Replacement Fund			2023	2024	2025	2026	2027	2028	2029	2030	2031
Vehicles											
	Life (years)										
2017	Ladder	15									
2020	Pumper 1	20									
2008	Pumper 2	20					1,500,000.00				
2014	Deputy Chief's Vehicle	10			100,000.00						
2019	Fire Chief's Vehicle	10							90,000.00		
2020	Utility Vehicle	10								75,000.00	
2023	Medic 1	10	263,889.98								
2023	Medic 2	10	263,889.98								
2014	Medic 3	10						300,000.00			
2012	Reserve Medic										
2017	Fire Marshal's Vehicle	10						90,000.00			
	Total to be spent for Vehicles		527,779.96	0.00	100,000.00	0.00	1,590,000.00	300,000.00	90,000.00	75,000.00	0.00
EMS Equipment											
R3	Power Pro Cot	18			26,356.25						
R2	Lucas 2	12				19,759.12					
R3	Stair Chair	23				4,387.76					
R2	Stair Chair	22				4,387.76					
R1	Lucas 3	8					19,759.12				
	Lifepack CR Plus AED	9					2,395.52				
D1	Lifepack CR Plus AED	9					2,395.52				
R1	Powerload	14						28,350.00			
E1	Lifepack 15	10							36,872.00		
L1	Lifepack 15	11								36,872.00	
FM	Lifepack CR2 AED	9									2,395.52
Event Bag	Lifepack CR2 AED	9									2,395.52
R1	Stair chair	11									4,387.76
R2	Lifepack 15	10									
R1	Lifepack 15	11									
R1	Power Pro Cot	12									
New Resc	Powerload	13									
R3	Power Pro Cot	18									
	Total to be spent for EMS Equipment		0.00	0.00	26,356.25	28,534.64	24,550.16	28,350.00	36,872.00	36,872.00	11,574.32
SCBA Equipment											
	SCBA Equipment	10			226,000.00						
	Total to be spent for SCBA Equipment		0.00	0.00	226,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Balance											
	Beginning Cash		192,593.78	76,978.02	481,978.02	677,621.77	1,197,087.13	130,536.97	350,186.97	771,314.97	1,207,442.97
	Planned Budgeted Annual Contribution		380,000.00	400,000.00	548,000.00	548,000.00	548,000.00	548,000.00	548,000.00	548,000.00	548,000.00
	Additional Contributions		24,164.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Interest Income										
	Revenue from sale or trade-in		8,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Disbursements		(527,779.96)	0.00	(352,356.25)	(28,534.64)	(1,614,550.16)	(328,350.00)	(126,872.00)	(111,872.00)	(11,574.32)
	Ending Cash		76,978.02	481,978.02	677,621.77	1,197,087.13	130,536.97	350,186.97	771,314.97	1,207,442.97	1,743,868.65

The following additional documents are attached:

- 2024 Proposed Budget Chair Letter
- 2024 Proposed Budget PowerPoint
- 2024 Proposed Budget Spreadsheet (high level & detail)
- Capital Replacement Fund Schedule Spreadsheet
- VFD Organization Chart of Employees

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

June 5, 2023

The Honorable Tom Jinks

Mayor, City of Hedwig Village

The Honorable Robert Lord

Mayor, City of Bunker Hill Village

The Honorable Marcus Vajdos

Mayor, City of Spring Valley Village

The Honorable Mark Kobelan

Mayor, City of Piney Point Village

The Honorable Jimmy Pappas

Mayor, City of Hunters Creek Village

The Honorable Robert (Bob) Buesinger

Mayor, City of Hilshire Village

Dear Mayors:

In accordance with the terms of the Interlocal Agreement, the Village Fire Commission has unanimously approved and is forwarding for the consideration and approval of each city the following documents (along with additional supporting schedules and documents):

- **Proposed Amendment 3 to the 2022 Budget.** This is the customary post-audit true-up of the 2022 budget and does not require any additional funds from the cities.
- **Proposed Amendment 4 to the 2023 budget.** As your Commissioners should have already advised you, there was a calculation error in the 2023 budget that resulted in a significant underfunding of the costs to provide payroll and benefits

to the existing workforce. This amendment corrects that error, adjusts overtime to reflect current estimates for 2023 based on year-to-date experience, and adjusts several other budget categories to reflect currently anticipated costs for the year. All of this is explained in more detail in the attached memorandum.

- **Proposed 2024 Budget.** The budget is explained in some detail in the attached documents. To briefly summarize, the budget represents a 3% increase over the 2023 budget, as amended. It provides a 3% across the board salary increase for personnel and anticipated step increases, addresses training deficiencies and increases the contribution toward the Capital Replacement Fund. We wish to point out that the Capital Replacement Fund will be examined in detail by the Commission in the coming months. We need to ensure that we are properly accounting for the unprecedented increase in the cost of fire apparatus, properly evaluating the expected life of current apparatus and recommending the proper investment vehicles for the sums in the fund. Future year contributions to this fund may need to be adjusted to ensure the long-term solvency of this fund.

Throughout this process, it has been our goal to provide the cities with a realistic and achievable budget. We want to end the recent practice of multiple budget amendments throughout the year that require additional, unexpected contributions from the cities. While we all must recognize unforeseeable events could result in the need for additional funds, we must also recognize that some unknown events over the course of a year are foreseeable and should be accounted for in a realistic budget. Your Commissioners and VFD personnel, as well as the undersigned, are prepared to answer your questions regarding this proposed budget.

We ask that you place the three items above on your council's agenda for consideration within the time and manner specified in the Interlocal, then advise the department of your City Council's action.

Respectfully submitted,

Matt Woodruff, Chair

Village Fire Department Board of Commissioners

Attachments

cc: Village Fire Department Commissioners and Alternates

City Administrators/Secretaries

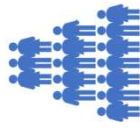
Village Fire Department FY 2024 Budget

901 Corbindale Road
Houston, TX 77024

www.villagefire.org



2024 Budget Goals



Hire 3 new FTEs to complete staffing needed to fully staff current in-service apparatuses with full-time employees (reducing overtime)



Maintain competitive pay and benefits package for employees



Provide better tools for accuracy, efficiency, & security throughout the department



Invest in training to develop skills and experience of all employees



Maintain EMS & Fire equipment/vehicles to provide the best service

2024 Proposed Budget



	FY 2024 Proposed Budget	% Change From 2023 As Amended
General Fund Expenditures:		
Capital	193,033.25	-60%
Personnel	8,268,375.07	+6%
Operating	1,052,079.53	+6%
Total General	9,513,487.85	+3%
Capital Replacement Fund:		
Funding for Capital Replacement	400,000	+5%
Total Capital Replacement	400,000	+5%
Total Cost to Cities	\$ 9,913,487.85	+3%



2024 Proposed Budget Total Cost to Cities

City	Pro Rata Share	\$ Funded By EOY 2024	January 2024 Payment	February – November 2024 Monthly Payment	December 2024 Payment
Bunker Hill Village	19.00%	1,883,562.69	235,445.34	156,963.56	78,481.78
Hedwig Village	18.50%	1,833,995.25	229,249.41	152,832.94	76,416.47
Hilshire Village	3.00 %	297,404.64	37,175.58	24,783.72	12,391.86
Hunters Creek Village	22.25%	2,205,751.05	275,718.88	183,812.59	91,906.29
Piney Point Village	21.00%	2,081,832.45	260,229.06	173,486.04	86,743.02
Spring Valley Village	16.25%	1,610,941.78	201,367.72	134,245.15	67,122.57
Total	100.00%	\$ 9,913,487.85			

2024 Proposed Budget Highlights

General Fund – Capital

- 60% decrease from 2023 As Amended
 - No major facility projects anticipated
 - Scheduled replacement of EMS equipment needed
 - Purchase of gear lockers needed
 - Purchase of miscellaneous equipment to maintain ISO Class 1 rating
 - Routine replacement of protective gear (boots, helmets, gloves, hoods)
 - Bunker gear for new hires
 - Routine replacement/upgrade of IT equipment



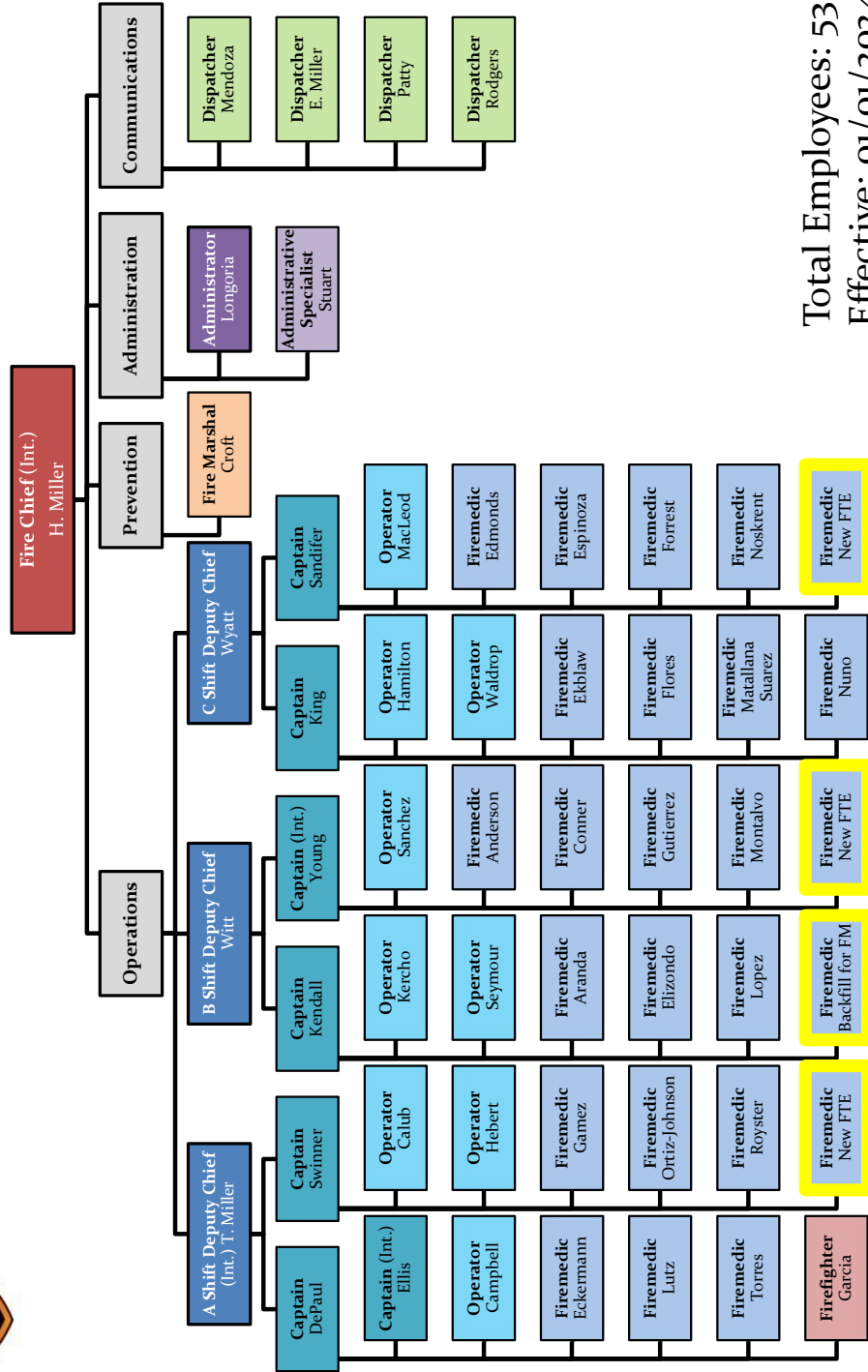
2024 Proposed Budget Highlights General Fund – Personnel

- 6% increase from 2023 As Amended
- Hire 3 new FTEs to complete staffing of in-service apparatuses
- Base Salary 3% increase & 1% step increases
- Reduction in regular overtime expense with complete staffing
- Meal Allowance 15% increase





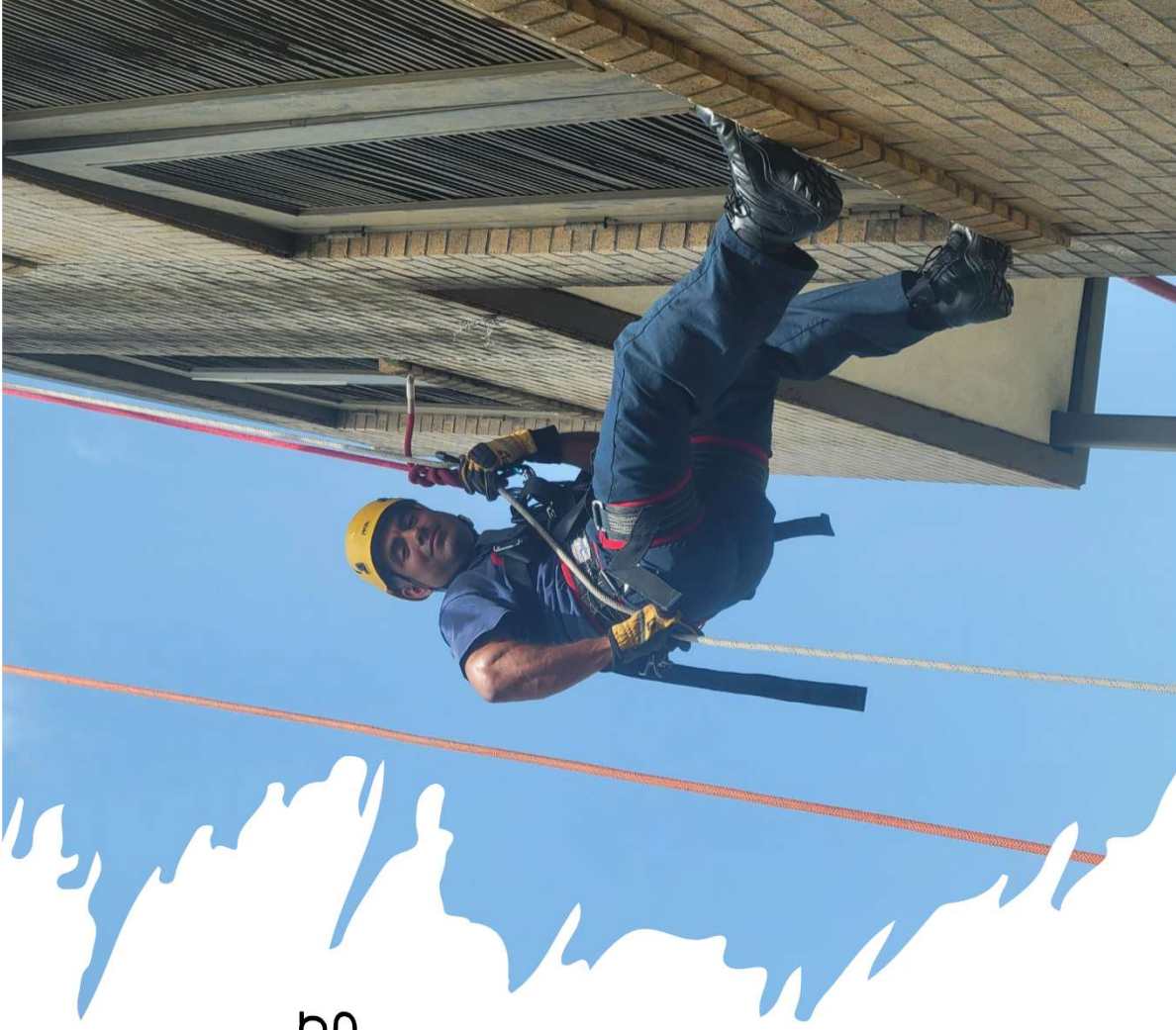
Village Fire Department Organization Chart of Employees



Total Employees: 53
Effective: 01/01/2024

2024 Proposed Budget Highlights General Fund – Operating

- 6% increase from 2023 As Amended
 - Increase cost of medical supplies
 - Plan to gradually update uniforms
 - Upgrade dispatch protocol cards
 - Upgrade admin tools for accuracy, efficiency, & security – Microsoft 365, accounting software, & HR/payroll/benefits software solution
- Increase to training cost to catch up on needed training for all employees
- CPR community training costs
- VFD Family Day & quarterly events





2024 Proposed Budget Capital Replacement

- 5% increase from 2023 As Amended
- No Capital Replacement purchases planned for 2024
- Next Capital Replacement purchase planned for 2025

Village Fire Department FY 2024 Proposed Budget

	FY 2021 Actual	FY 2022 Actual	FY 2023 Original	FY 2023 As Amended	FY 2024 Proposed	\$ Change from FY 2023 As Amended to FY2024 Proposed	% Change from FY 2023 As Amended to FY2024 Proposed
General Fund Expenditures:							
Capital	100,364.00	159,620.00	151,000.00	482,000.00	193,033.25	-288,966.75	-60%
Personnel	6,126,081.00	6,742,766.00	7,417,062.53	7,795,516.53	8,268,375.07	472,858.54	6%
Operating	700,656.00	953,900.00	921,785.25	994,608.00	1,052,079.53	57,471.53	6%
Total Expenditures	6,927,101.00	7,856,286.00	8,489,847.78	9,272,124.53	9,513,487.85	241,363.32	3%
Capital Replacement Fund:							
\$ for Cap. Replacement Plan	180,000.00	180,000.00	200,000.00	380,000.00	400,000.00	20,000.00	5%
Total to Fund	180,000.00	180,000.00	200,000.00	380,000.00	400,000.00	20,000.00	5%
Cost to Cities	7,107,101.00	8,036,286.00	8,689,847.78	9,652,124.53	9,913,487.85	261,363.32	3%

Village Fire Department FY 2024 Proposed Budget Detail

	FY 2021 Actual	FY 2022 Actual	FY 2023 Original	FY 2023 As Amended	FY 2024 Proposed	\$ Change from FY 2023 As Amended to FY2024 Proposed	% Change from FY 2023 As Amended to FY2024 Proposed	Explanation of Change FY 2023 As Amended to FY2024 Proposed	FY 2024 Notes
Capital Expenditures									
Physical Plant/Facility	0.00	0.00	10,000.00	200,000.00	10,000.00	-190,000.00	-95%	once retro-roof project is completed on the annex in 2023, we do not expect any major projects for the physical plant/facility	10,000 for unknown (same as original budget line item for 2023)...Possibly 200,000 rollover for Annex Roof Replacement in 2024 if not completed in 2023
Misc. Tools & Equipment - FIRE (* prev. Misc. Tools & Equipment)	26,382.81	72,795.31	50,000.00	50,000.00	32,375.00	-17,625.00	-35%	original line item broken down into "Misc. Tools & Equipment - FIRE" and "Misc. Tools & Equipment - EMS"	5,635 for 8 sets of gear storage lockers + 3,000 for installation 9,000 (additional information) gas detectors (1) 3,000 generator upgrade for ISO requirements on fire truck (13,869*) Akron Scene Star portable scene light (3,255*) Edwards cord nets (11,255*) 100ft sections of 16 gauge electric cord w/20 amp plugs 4,700 lights/sirens for Fire Marshal Tahoe
Misc. Tools & Equipment - EMS					26,356.25	26,356.25	#DIV/0!	new line added in 2024 to break down original "Misc. Tools & Equipment"	PowerCot: 1 replaced in 2022, need to replace other cot in 2024 (cost = 26,356.25), & replace 3rd cot in 2026
Protective Gear	73,981.31	79,653.83	55,000.00	1,25,000.00	41,680.00	-83,320.00	-67%	big purchase of gear in 2023, expecting to purchase 4 sets of gear for new hires in 2024 & routine replacements	(5,420*12) boots, + (5,480*10) helmets, + (5320*12) gloves, -(5,160*50) hoods (55,000*4) full sets for new hires (assuming hiring 4 = backfill + 3 new) *assuming inflation in prices is included
SCBA (*2023 only)			7,000.00	7,000.00		-7,000.00	-100%	SCBA moved to Capital Replacement fund/schedule beginning in 2024, next purchase will be in 2025	
Gym Equipment					0.00	0.00	#DIV/0!	new line added in 2024 - gym equipment has not been budgeted for in the past, last set of gym equipment was donated by Hedwig in 2011, equipment is wearing out and due for replacement	(4800 *1) T600 treadmill, (4800*1) Hoist V-1 Elite w/ leg press & cable column, & (806.00*1) Barbell bumper plates...10,000 line item - will be donated by a resident in 2023
Office Computers		16,797.47			3,924.00	3,924.00	#DIV/0!	new line in 2024 to break down original line, "Radios/Computers"	(51200*3) desktop replacement - Deputy Chief, Captain, Captain *9% inflation estimate
Apparatus Computers					13,734.00	13,734.00	#DIV/0!	new line in 2024 to break down original line, "Radios/Computers"	(33000*3) Laptops for M-1 & M-2 & D-1 touchscreens (51800*2) Docking stations and mounting hardware for M-1 & M-2 *9% inflation estimate
Radios (* prev. Radios/Computers)	0.00	7,171.18	29,000.00	100,000.00	64,964.00	-35,036.00	-35%	original line, "Radios/Computers", changed to "Radios" and broken down into new lines, "Office Computers" and "Apparatus Computers"	(5600*6) label mics (98000*7) handheld radios for reserve apparatus (2 for M-3, 4 for E-2, 1 for Fire Chief) *9% inflation estimate
Capital Expenditures TOTAL	100,364.00	176,417.79	151,000.00	482,000.00	199,033.25	-288,966.75	-60%		

	FY 2021 Actual	FY 2022 Actual	FY 2023 Original	FY 2023 As Amended	FY 2024 Proposed	\$ Change from FY 2023 As Amended to FY 2024 Proposed	% Change from FY 2023 As Amended to FY 2024 Proposed	Explanation of Change FY 2023 As Amended to FY 2024 Proposed	FY 2024 Notes
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Personnel Expenditures

	FY 2021 Actual	FY 2022 Actual	FY 2023 Original	FY 2023 As Amended	FY 2024 Proposed	\$ Change from FY 2023 As Amended to FY 2024 Proposed	% Change from FY 2023 As Amended to FY 2024 Proposed	Explanation of Change FY 2023 As Amended to FY 2024 Proposed	FY 2024 Notes
Payroll									
Base Pay (prev. Salaries)	4,116,473.89	4,458,271.11	4,786,385.47	5,043,943.84	5,542,285.00	488,341.16	10%	original line, "Salaries", changed to "Base Pay", increase includes overall 3% in base pay, "1% step increases, Fire Marshal retiring in 2023, hire 1 backfill & 3 new FTEs in 2024	increase includes overall 3% in base pay, "1% step increases (2024 salaries calculated to include step promotions throughout year), Fire Marshal retiring in 2023, hire 1 backfill & 3 new FTEs in 2024
457 Plan Compensation		82,223.59	95,727.77	101,091.23	110,845.70	9,754.47	10%	increase calculated with increase of base pay	2% of base pay
Longevity			22,000.00	22,000.00	22,000.00	0.00	0%	previous years rolled into "Salaries"	(19750 + 2400) * 2022 actual number \$19,750 and increase due employee number of "years" increased
Higher Class			28,000.00	28,000.00	18,540.00	-9,460.00	-34%	previous years rolled into "Salaries"	(54478.42-4) total for 2023 Q1 multiplied by 4
Overtime - REGULAR (prev. Overtime)	221,075.48	418,374.30	418,098.00	504,000.00	206,000.00	-298,000.00	-59%	original line, "Overtime", changed to "Overtime - REGULAR" and broken down into new lines, "Overtime - CPR", "Overtime - EVENTS", and "Overtime - TRAINING"	additional FTEs will decrease the need for regular overtime
Overtime - CPR					10,085.76	10,085.76	#DIV/0!	new line in 2024 to break down original line, "Overtime"	(\$68 * hours * 12 classes * 2 employees) 6 total ET hours per class, 1 class per month, x \$68 per hour OT hourly pay rate, 2 employees
Overtime - EVENTS					0.00	0.00	#DIV/0!	new line in 2024 to break down original line, "Overtime"	for special events: Lacrosse, Kinkaid, St. Cecilia - expense will be reimbursed, so should net 0
Overtime - TRAINING					45,320.00	45,320.00	#DIV/0!	new line in 2024 to break down original line, "Overtime"	45 employees x OT (\$55) rate(s) x 2 EMTS trainings Shrs ea, 45 employees x OT (60) rate(s) x 1 live burn Fire training Shrs ea
Professional Certification	54,083.37	52,785.99	46,000.00	57,000.00	57,000.00	0.00	0%		2023 As Amended is total for 2023 Q1 multiplied by 4... (14250*4), currently, 12 employees at intermediate \$67.50 per month, 14 employees at advanced \$105 per month, and 15 employees at master \$160.76 per month - annual total w/o changes = \$56,296.80
FICA	333,783.76	368,380.06	412,810.39	412,810.39	454,512.98	41,702.59	10%	increase calculated on expected gross pay & includes new hires	7.65% tax on sum of Base Pay, 457, Longevity, Higher Class, all OT, & Professional Certification
Total Payroll	4,726,016.50	5,380,335.05	5,809,024.63	6,168,845.46	6,466,589.44	297,743.98	5%		

Benefits

Retirement - TMRS	406,825.87	334,799.41	361,546.35	372,991.07	402,809.12	29,818.05	8%	increase based on increase of base pay & additional FTEs	6.7% (based on 2023 rate letter) employer contribution on sum of Base Pay, 457, Longevity, Higher Class, all OT, & Professional Certification
Health Insurance (prev. Hospitalization)	861,536.47	909,051.31	1,120,284.00	1,120,284.00	1,246,876.09	126,592.09	11%	changed from "Hospitalization" to "Health Insurance", increase for 3 new FTEs and estimate 5% cost increase in price of medical, dental, vision, bac	includes cost for medical, dental, vision, BAC - 2023 As Amended x 1.06 for increased FTEs x 1.05 for estimated 5% increase in cost
Basic Life, ADD, & LTD Insurance (prev. Disability)	24,715.53	27,929.95	26,432.00	26,432.00	34,448.94	8,016.94	30%	changed from "Disability" to "Basic Life, ADD, & LTD Insurance", increase based on increase of salaries & additional FTEs	based on 2024 ending annual salary rates, includes hiring backfill & 3 new FTEs, estimated 5% increase in cost
Worker's Comp. Insurance (prev. Workmen's Comp Insurance)	39,660.21	47,216.58	59,775.55	66,964.00	71,651.48	4,687.48	7%	changed from "Workmen's Comp Insurance" to "Worker's Comp. Insurance", possible 7% increase in cost	2023 As Amended number with 7% increase
Unemployment Claim Payment (*2022 only)		4,741.83						deleted line item for 2024	
Meal Allowance	35,025.60	34,115.00	40,000.00	40,000.00	46,000.00	6,000.00	15%	increase in cost of food	3 shifts (A, B, C), 61 tours per year per shift (A, B, C), 2 days (48 hours) per tour, 2 meals per day, 15 employees per shift & assuming 15% increase from 2023 = \$4.18 per meal per person
Total Benefits	1,367,763.68	1,357,854.08	1,608,037.90	1,626,671.07	1,801,785.63	175,114.56	11%		

Personnel Expenditures TOTAL	6,126,081.00	6,738,189.13	7,417,062.53	7,795,516.53	8,268,375.07	472,858.54	6%		
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Operating Expenditures

	FY 2021 Actual	FY 2022 Actual	FY 2023 Original	FY 2023 As Amended	FY 2024 Proposed	\$ Change from FY 2023 As Amended to FY 2024 Proposed	% Change from FY 2023 As Amended to FY 2024 Proposed	Explanation of Change from FY 2023 As Amended to FY 2024 Proposed	FY 2024 Notes
Red Trucks & Saving Lives									
Ambulance Medical Supplies	66,023.68	64,926.45	62,000.00	62,000.00	70,000.00	8,000.00	13%	Increased EMS call volume 2 ambulances running supply usage 10%-15% increase in all drug, cost, supplies, and shipping cost.	
IP Address VPN - PS Lightwave					8,820.00	8,820.00	#DIV/0!	new line in 2024 for specific breakdown	(\$735*12months) 2023 monthly bill multiplied by 12 months
Internet, Phones, & TV - Comcast					19,800.00	19,800.00	#DIV/0!	new line in 2024 for specific breakdown	(\$1,650*12months) 2023 monthly bill multiplied by 12 months
Mobile Device Services - T-Mobile					4,066.80	4,066.80	#DIV/0!	new line in 2024 for specific breakdown	(\$338.9*12months) 2023 monthly bill multiplied by 12 months (AT&T first net in review)
City of Houston Radio System					19,680.00	19,680.00	#DIV/0!	new line in 2024 for specific breakdown	(\$492*40radios) Annual contract for connection between City of Houston & our radios - cost of having connection - paid to City of Houston increased from 32 to 40 radios, cost is \$492 per radio
Communications - Motorola 47 & NICE					43,000.00	43,000.00	#DIV/0!	new line in 2024 for specific breakdown	annual maintenance contract for Motorola radio system & NICE recording system.
Incident Records & CAD - Propheonk					24,000.00	24,000.00	#DIV/0!	new line in 2024 for specific breakdown	annual cloud service contract for incident records & computer automated dispatch (CAD) system
EMS Protocol App - Handtrey					2,300.00	2,300.00	#DIV/0!	new line in 2024 for specific breakdown	annual for EMS protocol app by Handtrey
Training Software & Vehicle Checks - Vector Solutions					7,000.00	7,000.00	#DIV/0!	new line in 2024 for specific breakdown	annual for training management software & vehicle checks - Vector Solutions
EMS Equipment Maintenance - ProCare/Stryker					21,000.00	21,000.00	#DIV/0!	new line in 2024 for specific breakdown	provided on-site preventative maintenance, some battery replacement, parts, labor, travel for all ems equipment on apparatus (heart monitors, spr device, power load, stair chair, power cots)
Uniforms	12,748.07	22,159.13	15,000.00	15,000.00	20,000.00	5,000.00	33%	plan to gradually replace current nomax pants and reduce cost in long-term cost polo and tactical pants cost less than and nomax pants t-shirts, polos and tactical pants (includes 4 new hires for 2024)	
Fuel (*prev. Gas & Oil)	37,140.97	61,101.10	55,000.00	55,000.00	48,000.00	-7,000.00	-13%	changed from "Gas & Oil" to "Fuel", cost of unleaded and diesel fuel for vehicles	*2022 actual cost was high due to fuel prices increasing and due to error in re-pricing. VFD did not re-invoice (late cost of error)
Vehicle Licenses & Permits					5,000.00	5,000.00	#DIV/0!	line item added for 2024 for specific breakdown	vehicle registrations, licenses for ambulances with TDSHS
Dues & Subscriptions	1,479.91	2,108.74	6,500.00	6,500.00	2,439.00	-4,061.00	-62%	items reorganted	1,800 NFPA Standards annual subscription for Fire Marshal (138*3) JAAI association annual dues for Fire Marshal, Cody Seymour, Tommy Depaul (Fire Investigators) 50 TFMA association annual dues for Fire Marshal 175 NFPA Journal annual subscription for station
Total Red Trucks & Saving Lives	117,392.63	150,195.42	138,500.00	138,500.00	295,105.80	156,605.80	113%		
Dispatch									
Dispatch Alerting System - US Designs (Samantha)					7,921.05	7,921.05	#DIV/0!	new line in 2024 for specific breakdown	annual cloud service contract for dispatch alerting system For full package, \$96,410 start up cost, after 1-year annual cost will be \$17,000. Commission decided to go with digital cards option only (1000), and agreed to set line item to \$2,500.
Electronic Protocol Cards - Pro OA					2,500.00	2,500.00	#DIV/0!	new line in 2024 for specific breakdown	
Transition Service - Language Line					200.00	200.00	#DIV/0!	new line in 2024 for specific breakdown	
Total Dispatch	0.00	0.00	0.00	0.00	10,621.05	10,621.05			
Fire Prevention - Fire Marshal's Office									
Public Education & Relations (*prev. Fire Prevention/Public Relations) Inspections	7,134.72	10,001.36	10,000.00	10,000.00	5,000.00	-5,000.00	-50%	changed from "Fire Prevention/Public Relations" to "Public Education & Relations", some items reorganted to the Events & Other section	challenge coins & pins - promotional items (keychains, pens, lanyards, etc) - giveaways for kids - Positive Promotions 200 plans review table 500 new investigation equipment & supplies 350 camera & recorder 100 shirt or jumpsuit for scene investigation
Fire Investigations					950.00	950.00	#DIV/0!	new line in 2024 for specific breakdown	100 ammunition required for annual qualification 2750 vault for vehicle for investigation and EMS equipment
Total Fire Prevention	7,134.72	10,001.36	10,000.00	10,000.00	9,000.00	-1,000.00	-10%		

Dispatch

	FY 2021 Actual	FY 2022 Actual	FY 2023 Original	FY 2023 As Amended	FY 2024 Proposed	\$ Change from FY 2023 As Amended to FY 2024 Proposed	% Change from FY 2023 As Amended to FY 2024 Proposed	Explanation of Change from FY 2023 As Amended to FY 2024 Proposed	FY 2024 Notes
Public Education & Relations (*prev. Fire Prevention/Public Relations) Inspections	7,134.72	10,001.36	10,000.00	10,000.00	5,000.00	-5,000.00	-50%	changed from "Fire Prevention/Public Relations" to "Public Education & Relations", some items reorganted to the Events & Other section	challenge coins & pins - promotional items (keychains, pens, lanyards, etc) - giveaways for kids - Positive Promotions 200 plans review table 500 new investigation equipment & supplies 350 camera & recorder 100 shirt or jumpsuit for scene investigation
Fire Investigations					950.00	950.00	#DIV/0!	new line in 2024 for specific breakdown	100 ammunition required for annual qualification 2750 vault for vehicle for investigation and EMS equipment
Total Fire Prevention	7,134.72	10,001.36	10,000.00	10,000.00	9,000.00	-1,000.00	-10%		

	FY 2021 Actual	FY 2022 Actual	FY 2023 Original	FY 2023 As Amended	FY 2024 Proposed	\$ Change from FY 2023 As Amended to FY2024 Proposed	% Change from FY 2023 As Amended to FY2024 Proposed	Explanation of Change FY 2023 As Amended to FY2024 Proposed	FY 2024 Notes
Fire Station									
Building Maintenance (*prev. Building Supplies & Maintenance)	38,380.49	44,185.05	45,000.00	45,000.00	26,892.22	-18,107.78	-40%	original line, "Building Supplies & Maintenance", broken down to "Building Maintenance" and "Station Supplies"	17,000 for building maintenance (lawn equipment, paint, power wash, plumber, water heater, electrical, etc.) 8,532.22 annual contract for AC maintenance (includes filters)
Chemicals (*2021 only)	2,000.00							deleted line item for 2024	(\$85 * 16) cost per visit, estimate 16 visits per year at 2023 price for pest control - End-o-pest
Station Supplies					18,600.00	18,600.00	#DIV/0!	new line in 2024 for specific break down of original "Building Supplies & Maintenance"	(\$1,550 * 12months) cleaning supplies, paper goods, beverages - consumable goods. (\$3000 * \$1.2000 * \$150 * \$1.70) * 12months 2023 is currently running per month. 3000electric + 150gas + 150water + 170trash *removed expected 8% inflation
Public Utilities	44,582.23	85,716.48	75,000.00	75,000.00	54,240.00	-20,760.00	-28%	expected decrease in costs	annual rent for building/property - Spring Branch School
Rent	10.00	10.00	10.00	10.00	10.00	0.00	0%		review proposal for insurance - 2023 adjusted 7% increase estimate
Property & Casualty Insurance (*prev. Insurance - Casualty)	53,782.75	71,443.70	52,253.25	67,576.00	72,306.32	4,730.32	7%	expected cost increase	
Total Fire Station	138,755.47	201,155.23	172,263.25	187,586.00	172,048.54	-15,537.46	-8%		
Office									
Office Supplies (*prev. Office Supplies + Coffee Bar)	10,193.96	16,301.96			8,000.00	8,000.00	#DIV/0!	items reorganized	paper, staples, toner, ink, pens, pencils, folders, binders, tables, chairs, printers, etc.
VFD Branded Stationary (*prev. Printing)	0.00	1,614.53			500.00	500.00	#DIV/0!	items reorganized	VFD branded stationary (letterhead, envelopes, forms)- VisiPrint could be new vendor for this service
Postage Meter Rental - Pitney Bowes	991.93	1,573.90			1,800.00	1,800.00	#DIV/0!	based on 2023	(\$150 * 12months) postage meter rental
Shipping (*prev. Postage & Freight)	118.35	550.00			632.50	632.50	#DIV/0!	based on previous year with 15% increase	2022 actual spent was \$550.00 * 15% increase estimate (\$485 * 12) 2023 monthly bill multiplied by 12 months. *NO increase expected
Phones - 8&8					6,000.00	6,000.00	#DIV/0!	new line in 2024 for specific breakdown	
HRIS - Paycom, UKG, or other					18,000.00	18,000.00	#DIV/0!	new line in 2024, new HR/Payroll software for 2024, begin July 2023	\$500 * 12 annual estimate for highest priced system (Paycom) - other options: UKG, Paylochy, Paycor -leaning towards UKG, would like to get set up July 2023
Accounting - QuickBooks					3,000.00	3,000.00	#DIV/0!	new line in 2024, new accounting software for 2024, begin July 2023	QuickBooks 200/mth = 2400 year for bookkeeping only (round up to 3000). Will likely only need for bookkeeping & would like to get set up July 2023
Office Software & Email - Microsoft 365					7,000.00	7,000.00	#DIV/0!	new office software/email for security & functionality	(\$17 * 3users * 12months) Full Suite Package for admin & officers \$17 per person per month 8 people: fire chief, admin, admin special, fire marshal, 3 dept chief, 6 captains (\$10 * 3users * 12months) Web-based Suite for operations & dispatch else \$10 per person per month 11 people: 5 dispatchers, 6 captains switching to Microsoft for security and functionality - begin July 2023
Adobe					731.64	731.64	#DIV/0!	new line item in 2024 for specific breakdown	239.88 per year (Admin Specialist) - Adobe Pro 20.99 per month & 19.99 per month (Administrator) - Adobe Pro & Dreamweaver
Office/PC Equipment Maintenance Contracts (*prev. Office Expenses/Postage/Printing/Stationary)	39,761.23	67,086.71	120,400.00	130,400.00		-130,400.00	-100%	2023 line item included all Office section items, several Red Trucks section items, and some Professional Services section items; deleted line for 2024	
Bank Service Charges	9,427.96	6,876.84			7,000.00	7,000.00	#DIV/0!	based on previous years spent	based on previous years spent
Miscellaneous Office Expenses (*prev. Other Office Expenses)	3,329.43	3,762.70			0.00	0.00	#DIV/0!	changed from "Other Office Expenses" to "Miscellaneous Office Expenses"	none expected in 2024
Total Office	82,653.70	110,342.84	120,400.00	130,400.00	52,665.14	-77,735.86	-60%		
Professional Services									
Accounting Services					0.00	0.00	#DIV/0!	new line in 2024 for specific breakdown	possible annual cost if we use a CPA in 2024, if only using QuickBooks this line will be 0
Legal Services					36,000.00	36,000.00	#DIV/0!	new line in 2024 for specific breakdown	2023 with a 12% increase estimate, rounded to nearest 1000
IT Services					28,000.00	28,000.00	#DIV/0!	new line in 2024 for specific breakdown	2023 with a 5% increase estimate, depends if stay with Acutek
Health Insurance Consulting Services					11,500.00	11,500.00	#DIV/0!	new line in 2024 for specific breakdown	2023 with a 15% increase estimate
Medical Director Services					20,000.00	20,000.00	#DIV/0!	new line in 2024 for specific breakdown	medical director services & insurance
Legal Notices & Advertising	0.00	4,620.47			3,000.00	3,000.00	#DIV/0!	less needed for advertising expected in 2024	newspaper posting for bids - prop/casual insurance, workers comp
Other Miscellaneous	253.42	1,008.43	6,200.00	6,200.00		-6,200.00	-100%	deleted line item for 2024	
Other Professional Services	127,694.59	171,913.76	126,150.00	173,650.00	16,000.00	-157,650.00	-91%	original line item broken down into various	Audit, survey, other special audits, etc
Total Professional Services	127,748.01	177,542.66	132,350.00	179,850.00	114,500.00	-65,350.00	-38%		

	FY 2021 Actual	FY 2022 Actual	FY 2023 Original	FY 2023 As Amended	FY 2024 Proposed	\$ Change from FY 2023 As Amended to FY 2024 Proposed	% Change from FY 2023 As Amended to FY 2024 Proposed	Explanation of Change FY 2023 As Amended to FY 2024 Proposed	FY 2024 Notes
Fire Training	19,817.22	46,955.21	30,000.00	30,000.00	37,740.00	7,740.00	26%	(750*6 spots) = 4500 for Swift Water Rescue (350*6 spots) = 2100 for Rope Rescue (450*6 spots) = 2700 for Boat Rescue (200*3 events) = 600 for Heavy Rescue (750*3 events) = 2250 for Fire Field (live burns) (500*3 events) = 1500 for Command Simulator *(This is an estimated price based on website searches) (385*3 spots) = 1155 for Blue Card Local Training Classes/Certs 10 per shift x 3 shifts = 30 classes \$325 x 28 = \$9100 \$750 x 2 = \$1500 (715*2 spots) = 1430 for FDIC Conference Travel Expenses (550*2) = 1100 for FDIC Flights (185*1 room *8 days) = 1480 for FDIC Hotel - 2 people, 1 room (185*3 rooms *3 days) = 1665 for Swift Water Rescue Hotel - 6 people, 3 rooms (185*3 rooms *2 days) = 1110 for Boat Rescue Hotel - 6 people, 3 rooms \$8,600*30=264000 per new initial certification \$6,497*30=194910 exam fee for certs Annual TCFP Cert Renewal (\$60 per person)* 50=3000	
Fire Certification Fees	5,057.36	4,943.66	6,000.00	6,000.00	7,320.00	1,320.00	22%	catching up on needed training due to underfunding in the past more certifications	
EMS Training			17,000.00	17,000.00	18,000.00	1,000.00	6%	Increase in costs	496 per class; (3*400) lab fee, and (3*400) instructor fee in 2021 (63 shifts) = 2,300 * 5 Cadavers, 3 lab fee, 3 instructor PALS-2500 ACLS-3500 (520*4sempleyees) Handtevy Certification CPR/AED TDHS State Provider Certification conferences includes Young, Miller and Lutz training 1.2 conference per employee 4,000 for conferences 2,000 for FEMT 500 for TCOLE Head of Department Training 500 for CE for TCOLE 1,000 for Investigation CE included in fire certs. EMD dispatch training & cert
EMS Certification Fees					6,000.00	6,000.00	# DIV/01	new line in 2024 for specific breakdown	
Emergency Management Training - (TDGM)					7,000.00	7,000.00	# DIV/01	new line in 2024 for specific breakdown	
Fire Marshal Training					8,000.00	8,000.00	# DIV/01	new line in 2024 for specific breakdown	
Fire Marshal Certification Fees					0.00	0.00	# DIV/01	new line in 2024 for specific breakdown	
Dispatch Training & Certification Fees					0.00	0.00	# DIV/01	new line in 2024 for specific breakdown	
Admin Training & Certification Fees					5,000.00	5,000.00	# DIV/01	new line in 2024 for specific breakdown	TMRS training/workshops, PFA training & cert, Notary \$100 every 2 or 4 years, HRS conference/training & travel, salt water open records public records
General Supplies for Training					5,000.00	5,000.00	# DIV/01	new line in 2024 for specific breakdown	supplies for training (may increase in 2025 for training equipment needs)
Other Training	4,378.04	1,254.00			0.00	0.00	# DIV/01	fees/licenses, deleting for 2024	
Total Training	29,252.62	53,152.87	53,000.00	53,000.00	94,060.00	41,060.00	77%		

	FY 2021 Actual	FY 2022 Actual	FY 2023 Original	FY 2023 As Amended	FY 2024 Proposed	\$ Change from FY 2023 As Amended to FY2024 Proposed	% Change from FY 2023 As Amended to FY2024 Proposed	Explanation of Change from FY 2023 As Amended to FY2024 Proposed	FY 2024 Notes
Maintenance									
Vehicle Maintenance	158,770.69	205,435.43	285,272.00	285,272.00	165,000.00	-120,272.00	-42%	3 tahoes, 1 utility, 2 engines, 1 ladder, 3 ambulances - in 2022 spent \$218,000 total - need to see 5 year trend from per vehicle T&B decreased the number from 2022 number due to separate cost being moved to other areas	
Equipment & Supplies Maintenance	580.25	863.90			36,400.00	36,400.00	#DIV/0!	increased from 2023 cost inflation 4% (35,000*1.04)	
Bunker Gear Maintenance					26,000.00	26,000.00	#DIV/0!	Annual cleaning requires gear to be sent for commercial cleaning and inspection by TCFP any other cleaning can be performed in gear washer at station	
SCBA Maintenance					15,000.00	15,000.00	#DIV/0!	increase the maint. on scba - allows for sensor repair if electronic fails (Batteries, Electrical, Annual FIT testing, Compressor cascade quarterly testing)	
Knox Contracts (*prev. Maintenance Contracts)	32,644.80	20,479.50			1,200.00	1,200.00	#DIV/0!	10 year warranty on old SCBA air paks will be void in 2024 planning to replace SCBA in 2025 air paks (lifetime warranty for new air paks purchased in 2025) - 200,000.00 for replacement in 2025	
Fuel System	0.00	0.00			900.00	900.00	#DIV/0!	Knox contracts	
Total Maintenance	191,995.74	226,778.83	285,272.00	285,272.00	244,500.00	-40,772.00	-14%	fuel system cloud software annual subscription \$900	
Events & Other									
VFD Fire Commission & Meeting Expenses					7,580.00	7,580.00	#DIV/0!	Food for commission meetings & workshops (\$300*16.6) meeting commissioner photos (\$2,000), swag for commissioners (shirts, hats, etc) (\$600)	
VFD Events					25,000.00	25,000.00	#DIV/0!	(\$10,000) Family Day, & quarterly team building events/gatherings (\$37,500 -4)	
CFR Supplies, Cards, & Equipment	6,025.12	12,511.00	10,000.00	10,000.00	20,000.00	10,000.00	100%	5,250 recurring annual cost	
Emergency Contingency	6,025.12	12,511.00	10,000.00	10,000.00	99,580.00	49,580.00	496%	previously used for AC in Amex repair & food	
Total Events & Other	12,050.24	25,022.00	20,000.00	20,000.00	124,560.00	104,560.00	523%		
Operating Expenditures TOTAL	700,656.00	941,680.21	921,785.25	994,608.00	1,052,079.53	57,471.53	6%		
Capital Expenditures									
TOTAL (capital, personnel, & operating)	6,927,101.00	7,856,287.13	8,489,847.78	9,272,124.53	9,513,487.85	241,363.32	3%		
Capital Replacement Budget	180,000.00	180,000.00	200,000.00	380,000.00	400,000.00	20,000.00	5%		
Total Budget	7,107,101.00	8,036,287.13	8,689,847.78	9,652,124.53	9,913,487.85	261,363.32	3%		

Capital Replacement Fund Schedule

Vehicles	Life (years)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
2017 Ladder	15										2,500,000.00
2020 Pumper 1	20					1,500,000.00					
2008 Pumper 2	20										
2014 Deputy Chief's Vehicle	10		100,000.00								
2019 Fire Chief's Vehicle	10							90,000.00			
2020 Utility Vehicle	10								75,000.00		
2023 Medic 1	10	263,889.98									
2023 Medic 2	10	263,889.98									
2014 Medic 3	10						300,000.00				
2012 Reserve Medic											
2017 Fire Marshal's Vehicle	10					90,000.00					
Total to be spent for Vehicles		527,779.96	0.00	100,000.00	0.00	1,590,000.00	300,000.00	90,000.00	75,000.00	0.00	2,500,000.00

EMS Equipment	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
R3 Power Pro Cot	18		26,356.25							
R2 Lucas 2	12		19,759.12							
R3 Stair Chair	23		4,387.76							
R2 Stair Chair	22		4,387.76							
R1 Lucas 3	8			19,759.12						
D1 Lifepack CR Plus AED	9			2,395.52					2,395.52	
D1 Lifepack CR Plus AED	9			2,395.52					2,395.52	
R1 Powerload	14			28,350.00						
E1 Lifepack 15	10					36,872.00				
L1 Lifepack 15	11									
FM Lifepack CR2 AED	9								2,395.52	
Event Bag Lifepack CR2 AED	9								2,395.52	
R1 Lifepack CR2 AED	9								2,395.52	
R1 Stair chair	11								4,387.76	
R2 Lifepack 15	10									36,872.00
R1 Lifepack 15	11									
R1 Power Pro Cot	12									
New Rescu Powerload	13									
R3 Power Pro Cot	18									36,872.00
Total to be spent for EMS Equipment		0.00	0.00	26,356.25	28,534.64	24,550.16	28,350.00	36,872.00	11,574.32	36,872.00

SCBA Equipment	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
SCBA Equipment	10		226,000.00							
Total to be spent for SCBA Equipment		0.00	226,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Balance	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Beginning Cash	192,593.78	76,978.02	481,978.02	677,621.77	1,197,087.13	1,30,536.97	350,186.97	771,314.97	1,207,442.97	1,743,868.65
Planned Budgeted Annual Contribution	380,000.00	400,000.00	548,000.00	548,000.00	548,000.00	548,000.00	548,000.00	548,000.00	548,000.00	548,000.00
Additional Contributions	24,164.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income										
Revenue from sale or trade-in	8,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Disbursements	(527,779.96)	0.00	(352,356.25)	(28,534.64)	(1,614,550.16)	(328,350.00)	(126,872.00)	(111,872.00)	(11,574.32)	(2,536,872.00)
Ending Cash	76,978.02	481,978.02	677,621.77	1,197,087.13	130,536.97	350,186.97	771,314.97	1,207,442.97	1,743,868.65	(245,003.35)

Capital Replacement Fund Schedul

Vehicles	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
2017 Ladder											
2020 Pumper 1								1,500,000.00			
2008 Pumper 2											
2014 Deputy Chief's Vehicle		150,000.00									
2019 Fire Chief's Vehicle							90,000.00				
2020 Utility Vehicle								75,000.00			
2023 Medic 1	350,000.00										450,000.00
2023 Medic 2	350,000.00										450,000.00
2014 Medic 3											
2012 Reserve Medic											
2017 Fire Marshal's Vehicle					90,000.00						
Total to be spent for Vehicles	700,000.00	150,000.00	0.00	0.00	90,000.00	400,000.00	90,000.00	1,575,000.00	0.00	0.00	900,000.00

EMS Equipment	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
Power Pro Cot											
Lucas 2						19,759.12					26,356.25
Stair Chair											
Stair Chair											
Lucas 3		19,759.12									19,759.12
Lifepack CR Plus AED				2,395.52							
Lifepack CR Plus AED				2,395.52							
Powerload							36,872.00				28,350.00
Lifepack 15								36,872.00			
Lifepack 15								2,395.52			
Lifepack CR2 AED								2,395.52			
Event Bag											
Lifepack CR2 AED											
Lifepack CR2 AED											
Stair chair										4,387.76	
Lifepack 15	36,872.00									36,872.00	
Lifepack 15											
Power Pro Cot		26,356.25									
New Rescu Powerload					28350						
Power Pro Cot										26356.25	
Total to be spent for EMS Equipment	36,872.00	26,356.25	48,109.12	4,791.04	0.00	19,759.12	36,872.00	44,058.56	0.00	95,966.01	46,115.37

SCBA Equipment	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
SCBA Equipment											
Total to be spent for SCBA Equipment	0.00	0.00	226,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Balance	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
Beginning Cash	(245,003.35)	(433,875.35)	(62,231.60)	211,659.28	754,869.24	1,212,869.24	1,341,110.12	1,762,238.12	691,179.56	1,239,179.56	1,691,213.55
Planned Budgeted Annual Contribution	548,000.00	548,000.00	548,000.00	548,000.00	548,000.00	548,000.00	548,000.00	548,000.00	548,000.00	548,000.00	548,000.00
Additional Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income											
Revenue from sale or trade-in	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Disbursements	(736,872.00)	(176,356.25)	(274,109.12)	(4,791.04)	(90,000.00)	(419,759.12)	(126,872.00)	(1,619,058.56)	0.00	(95,966.01)	(946,115.37)
Ending Cash	(433,875.35)	(62,231.60)	211,659.28	754,869.24	1,212,869.24	1,341,110.12	1,762,238.12	691,179.56	1,239,179.56	1,691,213.55	1,293,098.18

Capital Replacement Fund Schedul

Vehicles	2044	2045	2046	2047	2048
2017 Ladder				2,500,000.00	
2020 Pumper 1					1,500,000.00
2008 Pumper 2					
2014 Deputy Chief's Vehicle	150,000.00				
2019 Fire Chief's Vehicle					
2020 Utility Vehicle					
2023 Medic 1					
2023 Medic 2					
2014 Medic 3					
2012 Reserve Medic					
2017 Fire Marshal's Vehicle				90,000.00	
Total to be spent for Vehicles	150,000.00	0.00	0.00	4,090,000.00	0.00

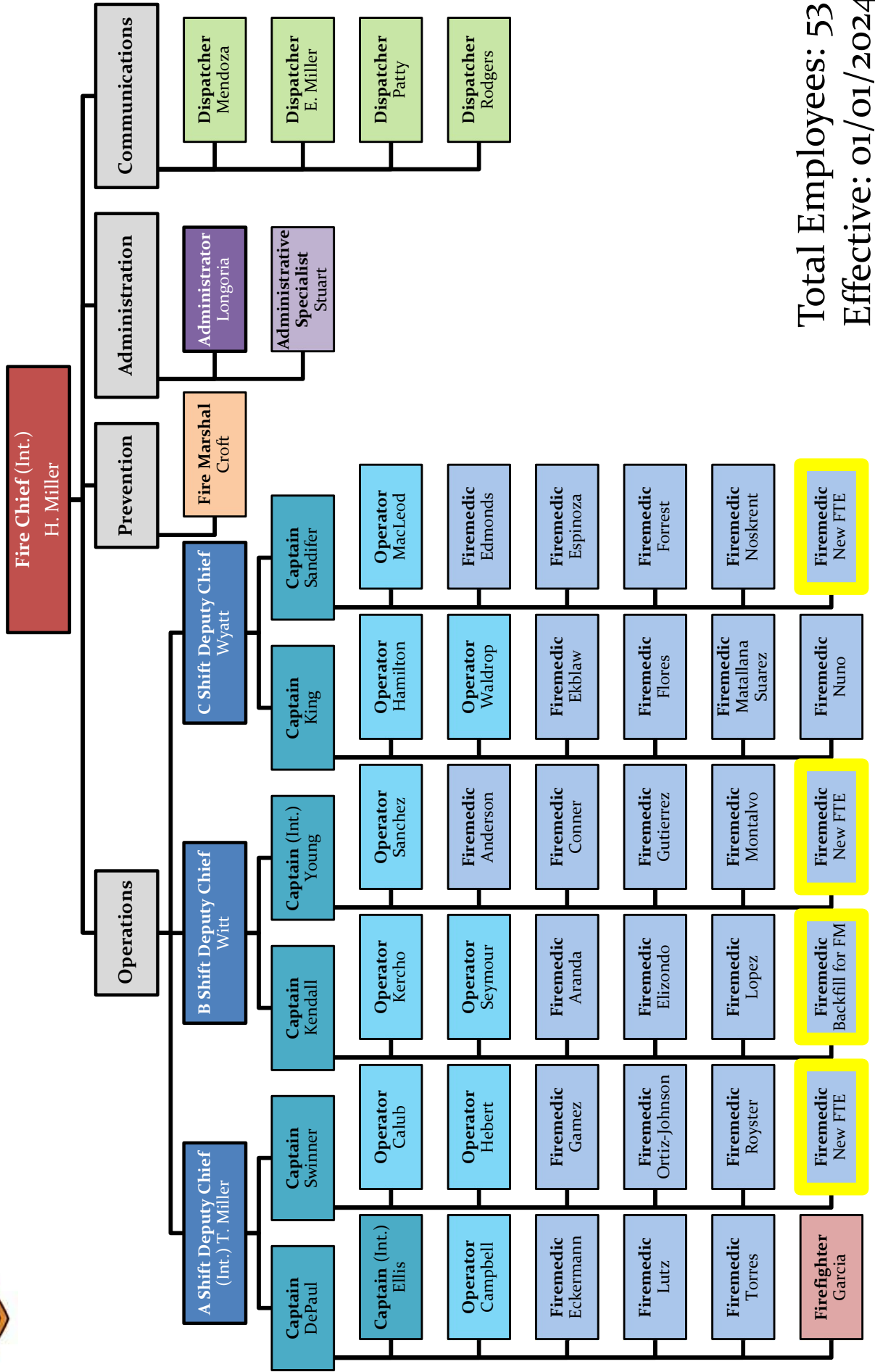
EMS Equipment	2044	2045	2046	2047	2048
R3 Power Pro Cot					
R2 Lucas 2					
R3 Stair Chair			4,387.76		
R2 Stair Chair		4,387.76			
R1 Lucas 3		2,395.52			
D1 Lifepack CR Plus AED		2,395.52			
R1 Lifepack CR Plus AED					
E1 Powerload					
E1 Lifepack 15					
L1 Lifepack 15					
FM Lifepack CR2 AED					
Event Bag Lifepack CR2 AED					
Lifepack CR2 AED					
R1 Stair chair					
R2 Lifepack 15	36,872.00				
R1 Lifepack 15					
R1 Power Pro Cot			26,356.25		
New Rescu Powerload					28350
R3 Power Pro Cot					
Total to be spent for EMS Equipment	36,872.00	9,178.80	30,744.01	0.00	28,350.00

SCBA Equipment	2044	2045	2046	2047	2048
SCBA Equipment		226,000.00			
Total to be spent for SCBA Equipment	0.00	226,000.00	0.00	0.00	0.00

Balance	2044	2045	2046	2047	2048
Beginning Cash	1,293,098.18	1,654,226.18	1,967,047.38	2,484,303.37	(1,057,696.63)
Planned Budgeted Annual Contribution	548,000.00	548,000.00	548,000.00	548,000.00	548,000.00
Additional Contributions	0.00	0.00	0.00	0.00	0.00
Interest Income					
Revenue from sale or trade-in	0.00	0.00	0.00	0.00	0.00
Disbursements	(186,872.00)	(235,178.80)	(30,744.01)	(4,090,000.00)	(28,350.00)
Ending Cash	1,654,226.18	1,967,047.38	2,484,303.37	(1,057,696.63)	(538,046.63)



Village Fire Department Organization Chart of Employees



Total Employees: 53
Effective: 01/01/2024



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

AGENDA DATE: June 27, 2023
AGENDA SUBJECT: Discussion and possible action to approve the Village Fire Departments 2022 Audit.
EXHIBITS: 2022 Audit
