

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
MAY 17, 2016 AT 5:00 P.M.

I. CALL TO ORDER

Mayor Williams called the meeting to order at 5:02 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Those Present:

Mayor Jay Williams
Councilman Robert Lord
Councilman John Glover *left at 6:10*
Councilman Jay Janecek *left at 6:00*
Councilwoman Laurie Rosenbaum
Councilwoman Susan Schwartz

Also in Attendance:

Karen Glynn, City Administrator
Britique Williams, City Secretary/Dir of Finance
Steve Smith, Dir of Public Works/Bldg Official
Loren Smith, City Attorney
Valerie Cantu, Muni Court Admin/Asst. City Sec

II. PLEDGE OF ALLEGIANCE

The Mayor suspended with the pledge.

III. STATEMENT OF OFFICER:

- Councilmember Position 1 – Robert P. Lord
- Councilmember Position 2 – Susan Schwartz
- Councilmember Position 3 – John N. Glover

Robert Lord, Susan Schwartz and John Glover signed their Statement of Officer Forms.

IV. OATH OF OFFICE:

Mr. Loren Smith, City Attorney, administered the Oath of Office to the following:

- Councilmember Position 1 – Robert P. Lord
- Councilmember Position 2 – Susan Schwartz
- Councilmember Position 3 – John N. Glover

V. CITIZENS' COMMENTS

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

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

Mr. Leon Freedman, 11930 Surrey Lane, voiced a concern about the fencing of the rear neighbor on 4 Patrick Court. He stated that the neighbor has installed a fabric fence that has bolts facing his yard. Mr. Freedman feels that this does not meet the City's Ordinances. Mayor Williams commented that Karen Glynn (City Administrator) and Steve Smith (Director of Public Work) will do a report on the City's position on the fence.

Mrs. Donna Freedman, 11930 Surrey Lane, also spoke about the fencing of her rear neighbor at 4 Patrick Court. The fencing material used is fabric with screws sticking out. She is concerned of getting hurt by the screws poking out and the neighbor's dog getting agitated and being able to come on to their property.

Mr. Tom Zay, 11609 Green Oaks, voiced a concern dealing with drainage. He stated that his home is an older home and the houses on both sides of him are new homes and are built higher, and as a result he is experiencing flooding. He commented that the street flooded and was not draining properly. He said that the street was built higher than his house and questioned "why" the city would build it up like that. Mr. Zay believes that the house on his left is draining onto his property and he cannot pump out the water fast enough. Mayor Williams encouraged him to attend an upcoming Drainage Committee Meeting which will be held on Tuesday May 24, 2016. Karen Glynn mentioned that this is the best approach to voice concerns because the Committee is updating the Drainage Master Plan. Mr. Zay did say that his house flooded during the last storm.

VI. POLICE COMMISSIONER REPORT

A. Update on Activities

Report attached.

B. Budget Planning for the 2017 Memorial Villages Police Department

Commissioner Derry Essary said that the Police Commissioners approved a budget to increase by 3.9% which, in total, is less than \$ 5 million. Commissioner Essary said that 83 % of the budget is personnel. It includes a 1% raise for officers and dispatch. He said that Commissioner Smyre will have a presentation on the budget at the June meeting.

C. Consideration and Possible Action to Approve the Purchase of Electronic Ticket Writers in an amount not to exceed \$ 16,500.00, with an annual recurring cost of \$ 2,500.00.

The Commissioners approved the purchase of the electronic ticket writers. This would need to be funded by the cities. Commissioner Essary explained the benefits of the electronic ticket writers and how it will integrate with both the police and the court software. It will be simple to operate, save on time and be accurate on collecting information on both the defendant and the location of the stops. Bunker Hill's portion is \$16,500. The Mayor asked if anyone wanted to make a motion to approve the \$16,500 for the electronic ticket writers.

Councilman Janecek made the motion, seconded by Councilman Glover, to approve the payment of \$16,500 to pay for the electronic ticket writers. The motion carried 5-0. Karen Glynn noted that the City could fund this expense out of the \$100,000 earmarked in the 2016 Budget for the Police Department - Miscellaneous Projects. This was originally discussed for the Camera Project which will probably not be needed this fiscal year.

Commissioner Essary commented on a recent incident regarding dispatch. A resident phoned with an emergency on a robbery; the dispatcher tried to re-route the call and the call was dropped. Commissioner Essary feels that this is a concern and we need to address the dispatcher issues as soon as possible.

Frank Lerma, Memorial Villages Police Department, shared information about the Memorial Villages Police Officers Association fundraiser that is approaching and what the organization does with the funds collected.

VII. FIRE COMMISSIONER REPORT

A. Update of Activities

Report attached

B. Budget Planning for the 2017 Village Fire Department

Commissioner Bert Rosenbaum said that the Commission has a meeting next week and are hoping to have the 2017 Budget approved at that time. If not, it will be ready by the June meeting. The Mayor explained that the budget needs to be approved by the June meeting, because if it is over 4% then the City has to prepare for the City's own Budget Process and will need to move and find funds from other accounts. Commissioner Rosenbaum says from what he could see it is under the 4%.

Commissioner Rosenbaum updated the Council on the "dual dispatch" recommendation. He said that Commissioner Teel went out for pricing to consulting companies for help with looking at all the needs and making recommendations. He has received information and they are about \$48,000 which is not the amount they were hoping to spend. Commissioner Teel is working with consultants, trying to see if they can cut back on some of the expenses.

Commissioner Rosenbaum updated about the emergency operations procedures in place at the Fire Department, and/or if one even exists. He said that there is protocol for such an emergency situation but does not include keeping all of the mayors or city administrators posted. They are trying to develop some type of procedures.

Commissioner Rosenbaum also said that the 2015 audit is completed; and the Fire Department is \$58,652 under budget. They are going to evaluate and recommend how to use the funds.

Commissioner Rosenbaum mentioned the pension liability that was noted on the audit. The pension liability is \$468,000, and the way the plan is setup, there are no worries since they run independently and are paid out in a period of time. The pension plan is run by the State of Texas.

Mayor Williams asked about the ladder truck purchase and proposed that the Commission maybe re-think making that purchase because of the facility situation. Commissioner Rosenbaum says that item is on the agenda for next week. He said that they talked with the Chief about creating an overall plan or a ten year plan to list what all needs to be done. The Mayor commented that if the truck is still good, then they should use the money for other things and wait a bit on the truck. The Mayor suggested that we talk with the City of Houston regarding the interlocal agreement and what is expected and needed from VFD.

Councilman Glover suggested that Karen Glynn ask the Fire Chief the question regarding drainage and emergency access: at what level of high water on the streets makes it impossible for the ambulances to cross our streets. He said that they may consider researching lift kits for the ambulances.

VIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN INTER-LOCAL AGREEMENT WITH THE CITY OF PINEY POINT VILLAGE FOR CONSTRUCTION OF TRAFFIC, DRAINAGE, AND UTILITY IMPROVEMENTS AT THE INTERSECTION OF BLALOCK ROAD AND MEMORIAL DRIVE - *Karen Glynn, City Administrator*

Karen Glynn informed the Council that Piney Point did approve the interlocal agreement. The agreement does not include the median noses, because Piney Point was concerned that this item could hold up the project pending approval and working with Harris County. She mentioned that the agreement has not yet been signed by Piney Point, due to waiting on an easement from Memorial Drive Presbyterian Church. As soon as the easement is in place, they will sign the contract. The easement should be ready by the June meeting for acceptance and signature.

A motion was made by Councilman Glover, seconded by Councilman Lord, to approve the interlocal agreement with Piney Point for the improvements on Blalock Road and Memorial Drive. The motion carried 5-0.

IX. CONSIDERATION AND POSSIBLE ACTION TO PROCEED WITH THE DESIGN OF THE MEDIAN MODIFICATIONS ON MEMORIAL DRIVE/BRIAR FOREST AND BLALOCK ROAD TO GAIN COUNTY APPROVAL - *Karen Glynn, City Administrator*

Karen Glynn updated the City Council on this item. The City's Traffic Engineer, Manu Isaac, has discussed these modifications with Harris County and the County is in agreement with the concept; however, they need a formal design to provide their approval. Ms. Glynn is seeking Council's direction to proceed with the design which could then be incorporated into the Piney Point Project.

A motion was made by Councilman Janecek and seconded by Councilman Glover to approve proceeding with the design of the median modifications on Memorial Drive/Briar Forest and Blalock Road to gain Harris County approval. The motion carried 5-0.

- X. CONSIDERATION AND POSSIBLE ACTION ON A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, DESIGNATING A PORTION OF MEMORIAL DRIVE AS PART OF THE CITY'S DEDICATION AREA FOR THE DONATION OF TREES AND BENCHES AND NAMING THIS AREA AS: "ARBOR TRIBUTE WALK" - Laurie Rosenbaum, Beautification Committee Chair and Karen Glynn, City Administrator**

Councilwoman Rosenbaum presented this item as recommended by the Beautification Committee. She informed the Council that the area is across from City Hall along the trail and the church vicinity.

A motion was made by Councilwomen Rosenbaum and seconded by Councilwoman Schwartz to approve the resolution of the City Council of the City of Bunker Hill Village, Texas, designating a portion of Memorial Drive as part of the city's dedication area for the donation of trees and benches and naming this area as: "Arbor Tribute Walk". The motion carried 5-0.

- XI. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, DEDICATING A TREE TO HONOR GAMA ESCAMILLA AND OZIEL REYNA, THE CITY'S MAINTENANCE TEAM FOR THEIR CONTINUED DEDICATION AND SERVICE TO OUR CITY - Laurie Rosenbaum, Beautification Committee Chair and Karen Glynn, City Administrator**

Councilwoman Rosenbaum presented this item. The Beautification Budget includes funds to donate a tree along the new area approved above and it is recommended that this tree be dedicated to honor our two City Maintenance Workers, Gama Escamilla and Oziel Reyna. Councilwomen Rosenbaum said that combined between the two; there are 40 years of service with our City and they have done a wonderful job for us.

A motion was made by Councilwoman Rosenbaum and seconded by Councilwoman Schwartz to approve the resolution of the City Council of the City of Bunker Hill Village, Texas, dedicating a tree to honor Gama Escamilla and Oziel Reyna, the City's Maintenance Team for their continued dedication and service to our City. The motion carried 5-0.

- XII. PRESENTATION AND DISCUSSION ON THE APRIL 18, 2016 STORM AND THE CITY'S DRAINAGE MASTER PLAN PROJECT - Karen Glynn, City Administrator and Steve Smith, Director of Public Works/Building Official**

This item was postponed until the June Workshop. No action was taken.

- XIII. CONSIDERATION AND POSSIBLE ACTION TO PROCEED WITH NEGOTIATION OF A CONTRACT WITH E. KURT ALBAUGH CONSULTING ENGINEER TO FURTHER THE CITY'S GEOGRAPHIC INFORMATION SYSTEM (GIS) IN AN AMOUNT NOT TO EXCEED \$10,000. - Karen Glynn, City Administrator**

Karen Glynn explained that the Staff has met with Mr. Kurt Albaugh to provide training to get our GIS and records better organized in a format called "e-books." Mr. Albaugh will train and give us direction to format, organize and scan all of our project files, infrastructure plans and data collected in an electronic format. Karen Glynn and Steve Smith said that Mr. Albaugh's presentation was very impressive.

A motion was made by Councilman Glover and seconded by Councilman Lord to approve proceeding with negotiation of a contract with E. Kurt Albaugh consulting engineer to further the City's geographic information system (GIS) in an amount not to exceed \$10,000. The motion carried 5-0.

XIV. CONSENT AGENDA

"ALL MATTERS LISTED UNDER CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION, THERE WILL NOT BE SEPARATE DISCUSSION OF THESE ITEMS. IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY."

- A. Minutes of the April 19, 2016 Regular Council Meeting
- B. March 2016 Financials
- C. April 2016 Financials
- D. RPS Klotz Associates, Invoice No. 316101 in the amount of \$1,278.79 for professional services rendered from February 27, 2016 to March 31, 2016 under on-call services for Drainage Site Development Review.
- E. RPS Klotz Associates, Invoice No. 316100 in the amount of \$410.00 for professional services rendered from February 27, 2016 to March 31, 2016 under on-call services for Council Meeting Support.
- F. RPS Klotz Associates, Invoice No. 316102 in the amount of \$29,146.00 for professional services rendered from February 27, 2016 to March 31, 2016 for the Update to the Drainage Master Plan.
- G. Kimley-Horn and Associates, Inc., Invoice No. 067787100-0316 in the amount of \$3,545.00 for professional services through March 31, 2016 for the Memorial Bridge Traffic Plans and Taylorcrest/Riedel Intersection Review.
- H. Layne Christensen Company, Invoice No. 89082527 in the amount of \$12,870.00 for work completed through April 21, 2016 on the City Hall Water Well #2 Repair.
- I. Langford Engineering, Inc., Invoice No. 19321 in the amount of \$399.26 for professional services rendered through April 1, 2016 for City Hall Water Well #2 Repair.
- J. Langford Engineering, Inc., Invoice No. 19317 in the amount of \$2,201.30 for professional services rendered through April 1, 2016 for the Sanitary Sewer Emergency Repair on Bunker Hill Road.
- K. Langford Engineering, Inc., Invoice No. 19318 in the amount of \$4,057.26 for professional services rendered through April 1, 2016 for the Preliminary Engineering for Taylorcrest Water Plant Expansion Project.
- L. Langford Engineering, Inc., Invoice No. 19319 in the amount of \$10,095.10 for professional services rendered through April 1, 2016 for the final design of the Taylorcrest Water Plant Expansion Project.
- M. Langford Engineering, Inc., Invoice No. 19320 in the amount of \$11,465.65 for professional services rendered through April 1, 2016 for the Sanitary Sewer Rehab Project.

- N. Horseshoe Construction Inc. Change Order No. 1 to the City's Wastewater Rehab Project to install a 10 inch HDPE Slip line on Warrenton Drive representing a 0.0% increase to the original contract.
- O. Southwest Signal Supply, Inc., Invoice No. 9750 in the amount of \$3,558.50 for signal improvements at Barryknoll and Bunker Hill Road.

Councilman Janecek left the meeting.

A motion was made by Councilwoman Schwartz and seconded by Councilman Glover to approve the consent agenda. The motion carried 4-0.

XV. MAYOR'S REPORT

A. Update on Meeting Activities

Mayor Williams shared with the Council about a meeting with Piney Point's Mayor on May 16, 2016 regarding the Blalock Road street closure. Piney Point is short staffed and without a City Administrator. There was a conflict with the two cities' detour plans that included Bunker Hill as part of both detour plans. Changes were made and now things are going smoothly.

Manu Isaac, Traffic Engineer with Kimley/Horn, is going to help Piney Point with their Piney Point/Memorial signal for the left turn lane. They are also going to install some "No U-Turn" signs.

Karen Glynn said that the City's part of the left turn signal at Barryknoll and Bunker Hill has been completed. This includes the signal and striping. The City of Houston is coming out on Saturday to install the new controller.

Mayor Williams said that he is aggressively urging Manu Isaac (Traffic Engineer) to get us back in control of the Briar Forest/Memorial intersection. That intersection backs up. This would allow us to work on the left turn lane. He said going east on Briar Forest/Memorial, the left turn lane is now a yield and during heavy traffic, it is impossible to turn. If it happens, we will not start that project until the bridge construction is complete.

B. Consideration and Possible Action on Naming the City Council P&Z Liaison

- Robert Lord

Councilman Glover left the meeting.

A motion was made by Councilwoman Rosenbaum and seconded by Councilman Lord to approve Robert Lord as the City Council P&Z Liaison. The motion carried 3-0.

C. Consideration and Possible Action on Appointments to the Public Safety Committee:

- Marc Schwartz
- Roger Ramirez

A motion was made by Councilwoman Rosenbaum and seconded by Councilman Lord to appoint Marc Schwartz and Roger Ramirez to the Public Safety Committee. The motion carried 3-0.

XVI. CITY ADMINISTRATOR'S REPORT

A. Update on Memorial Bridge Reconstruction Project

Karen Glynn reported that TxDOT hopes to see the demolition of the existing bridge structure by the end of this week but we are very nervous about the weather. TxDOT is applying pressure on 3i Construction. Karen Glynn has requested a meeting to further discuss the schedule.

Mayor Williams told Steve Smith and Karen Glynn that when they have the meeting with TxDOT, if it would be helpful, the City could offer to pay for temporary concrete or caliche to help with the muddy conditions to prevent delays in the completion date.

Steve Smith said that an inspection was done by FEMA on the pedestrian bridge. There was a little erosion damage that will be patched up.

The Barryknoll signal is up and striped as mentioned previously. The City of Houston is planning to put the controller in on Saturday.

B. Update on Wastewater Rehab Project

Karen Glynn reported that the City is moving forward with televising the remainder of the lines on the west side of the bridge. There is another neighborhood meeting with residents along Rhett, Tara and Tealwood North on Thursday May 19, 2016. Analysis of the televising will tell if there is a need to rehab any of these lines. The City is reconciling the work to date and will then move to another area - keeping within the contract amount. If a change order is needed, it is hoped to bring to the June 1st meeting.

C. Update on Water Well #2 Repair

Karen Glynn reported that a new stainless steel submersible pump system is being installed to replace the old assembly and has been approved for purchase. It will be installed by the end of the month. The cost will be within the authorized \$100,000.

D. Report on information from Harris County Appraisal District

Karen Glynn referred Council to the letter in the packets. Harris County is showing an increase of about 7% (last year was 12.7%). This will be taken into account during the budget planning.

E. Report on the Village Independence Festival

Karen Glynn reported that plans are coming together and the next VIF meeting is Thursday, May 19, 2016 at 8:00 a.m. Please let Karen Glynn know if all of you will be attending the festival on Saturday, July 2nd.

XVII. ADJOURN

A motion was made by Councilwoman Rosenbaum and seconded by Councilman Lord to adjourn the meeting at 6:30 p.m. The motion carried 5-0.

Approved and accepted on June 21, 2016.



Jay Williams, Mayor

ATTEST:



Britique Williams, City Secretary/Dir. of Finance

Police Commissioner Report
Memorial Village Police Department
City of Bunker Hill Village
May Meeting

Commissioners: Derry Essary and Jay Smyre
Alternate: Mac Shuford

PERSONNEL:

- The FBI announced a new series of Police supervision and management classes that they are hosting throughout the state. MVPD will be sending Lt. Jones, Sergeants and some of our Officers in Charge (OIC) officers to the training.
- Officer Manny Aguilar was released from OJT and is now working on his own.
- The west side of the bridge (Bunker Hill) remains staffed by an officer 24/7.
- We continue to be fully staffed. Dispatcher Jennifer Sachs was recognized as the MVPD Silent Hero by Texas NENA/APCO in Galveston at their annual conference.
- April 15th flooding event handled by on-duty hold-over personnel, 20.5 hours of OT expended.

OPERATIONS:

- YTD the three villages have had 17,812 Events/Responses and Bunker Hill has had 6,239 Events/Responses (includes House Watch checks)
- In April the three Villages had 3,961 Events and Bunker Hill had 1,520
- April average response time (911 CFS Events) for all villages 5:33 minutes, Bunker Hill 5:11 minutes.
- YTD 13,105 House Watch checks vs. 9,889 in 2015 (32% increase)
- Incident Review:

Crimes Against Persons	3
Crimes Against Property	24
Petty Crimes/Incidents	78
- Total Arrests: 44
- Traffic Enforcement for April: 301 Citations (91 speeding citations)
Bunker Hill Citations 135

BUDGET YTD:

- Personnel Expense: 1,144,844
- Operating Expense: 271,924
- Total M&O Expenditures: 1,416,768
- Capital Expenses: 11,493
- Net Expenses: 1,428,261

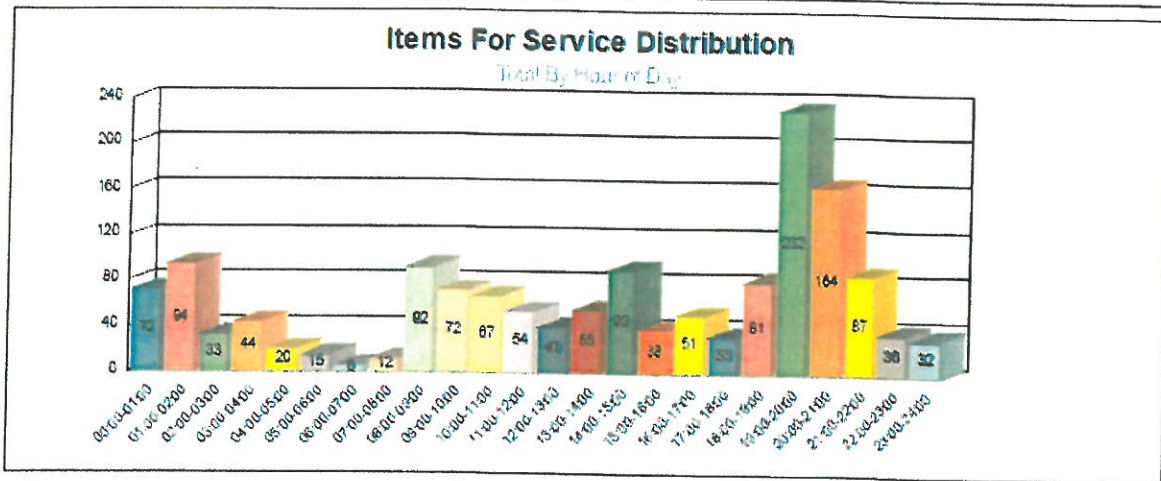
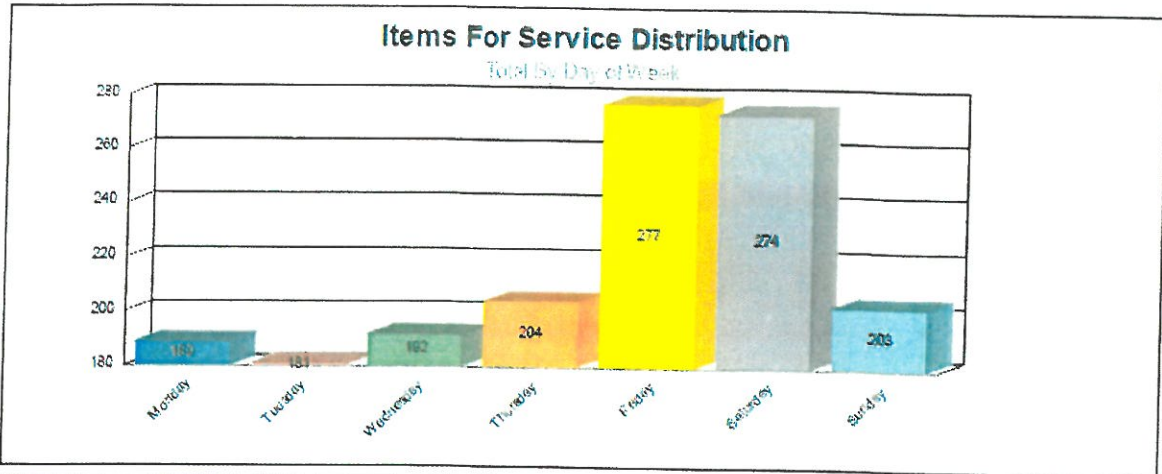
Short Term Projects:

- The new bicycles arrived and Bike Patrol operations have commenced with Officer Pavlock patrolling the Villages. Officer Baker will start bike patrol shortly after attending upcoming training.
- V-LINC registration are:

BH - 770/1250 +18 increase from last month

Total Items For Service

1,520



Brazos Technology / Ticket Writers

Officers are currently handwriting citations. The citations are manually entered into the PD's system and forwarded to the courts. Each court manually enters the citation information again. This system is inefficient and lends itself to human and data entry errors. Instead of Officers hand writing citations and having that information re-entered into the Court AND Police dispatch computer, the Officer enters the citation information on an electronic device. The information then is automatically uploaded to the PD and each court's systems.

Some of the obvious benefits are, reduces time spent on traffic stops, increases Officer Safety, eliminates data entry errors and reduces cost of processing citations. Dispatchers will have more time to concentrate on customer service and Officer Radio response. It will significantly reduce the amount of time that the courts and MVPD staff spend researching and correcting errors such as wrong court dates, unreadable citations and missing or incorrect information on the citation. It will also help prevent potential exposure to liability because of incorrect identity.

We have conducted product demonstrations for the past two years, and consulted with other agencies and determined that Brazos Technology is the best product for MVPD. Brazos Technology is based in College Station Texas. MVPD staff has checked with several local agencies such as Spring Valley Village and they are pleased with the product. The Brazos Ticket Writers fully interface with Capers and current court and financial software. In fact, Brazos also uses the Incode reporting system for courts which two of our cities utilize now. Brazos was recently acquired by Tyler Technologies who also owns Incode. Incode is the financial and court software that is currently used by Bunker Hill. Hunters Creek is switching to Incode. Piney Point was using Incode but switched to FAST (Fund Accounting Solution Technologies). Brazos will interface with FAST as well. Brazos will come in and customize the equipment to our specifications. The product will fully load violator information from any State Driver's License and scan the registration sticker and populate the vehicle information automatically. Brazos equipment will also interface with the RMS and statistical data. Tyler Technologies is currently in use in over 13,000 local governments and 310 Texas Departments are using Brazos Electronic Ticket Writers

MVPD would need 8 mobile ticket writing devices and printers. The total initial project cost is not too exceed \$49,500 (\$16,733 per city) with a recurring cost of approximately \$7,500 (or \$2,500 per city). There are fees collected by each court that can help offset the purchase costs and recurring maintenance.

**Village Fire Department Update
City of Bunker Hill Village, TX
May 17, 2016**

Commissioner: Gerald A. Teel
Alternate Commissioner: Bert Rosenbaum

- 1) Over budget items of significance were:
 - a. \$11,760 due to hiring additional firefighter and
 - b. \$4,188 Tires for Ambulance and lift kits to raise 2 vehicles to operate in high water

2)	Budget 2016	YTD 3/21/16	% Used	% of Budget	% Under Budget
	Expenses				
"	\$5,153,931	\$1,251,415	16.21 %	24.82%	0.72%

ough March 2016, all Villages combined had 528 incidents. (76 in City of Houston) Calls for Bunker Hill Village were 58 (10.9% of total). Fire Alarms 33 (57 %) and 25 EMS calls (43%).

- a. Average response Time 4:06 min. for all calls. Bunker Hill 5:05 min (see attached complete incidents through March 2016)
 - b. Average Dispatch Time : 52 seconds
 - c. Average Turn out time : 41 seconds
- 3) EMS Revenue thru Mar 2016
 - a. Billable \$ 436,594
 - b. Gross Revenue Paid: \$73,472 (16.8%)
 - c. Return to Cities : \$ 0
- 4) Tim McGrath Consulting Group submitted a proposal to study Consolidation of Dispatch functions PSAP(Public Safety Answering Point) for Fire /Police – Cost \$44,720
- 5) PSSI (Public safety Solutions , Inc.) also proposed at a cost of \$44,850
- 6) Audit approved and 2015 excess of budget is \$58,652
- 7) Fire Chief Report :
 - a. Two veterans resigned/retired last month
 - b. 6 Applicants in review
 - c. One Vacancy
 - d. Battalion Chief Miller is the VFD Emergency Coordinator
 - e. Hurricane Emergency plan will be reviewed this month
 - f. Budget Workshop May 10

Respectfully,



Gerald A. Teel



Village Fire Department
2016 Strategic Plan Performance 1st Qtr Report

	Standard/Base	Jan	Feb	Mar	Qtr Total
2016 OPERATING BUDGET:					
Percentage if spending 100% budget		8.3%	8.3%	8.3%	25.0%
Actual Percentage Budget Spent		7.92%	8.28%	8.07%	24.28%
Operating Budget	100.0%	\$408,413.01	\$426,862.34	\$416,140.56	1,251,415.91
Personnel Expenses Total	\$5,153,931.00	\$377,188.19	\$368,042.48	\$365,391.93	1,110,622.60
Percentage Personnel Budget Spent		8.30%	8.10%	8.04%	24.45%
Overtime	\$100,000.00	13,998.95	\$5,256.92	6,869.65	26,125.52
Percentage Overtime Budget Spent		14.00%	5.26%	6.87%	26.13%
Capital Expenditures	\$68,000.00	50.17	7,650.93	3,201.25	10,902.35
Percentage Capital Budget Spent		0.07%	11.25%	4.71%	16.03%
Operational Expenditures	\$544,010.00	31,174.65	51,168.93	47,547.38	129,890.96
Percentage Operational Budget Spent		5.7%	9.4%	8.74%	23.88%
EMERGENCY OPERATIONS: By month					
% of High Priority Responses < 4 MINUTES	4 minutes 90%	86%	43%	43%	58%
% of High Priority Responses < 8 MINUTES	8 minutes 100%	96%	98%	98%	98%
% of High Priority Responses > 8 MINUTES		2%	1.0%	2%	2%
Average Dispatch Time, high priority calls	60 Seconds	63	55	52	57
Average Turnout Times, high priority calls	60 seconds	36	37	41	38
Average Travel Time		4:06	4:12	4:17	4:11
# Emergency Incidents		179	152	187	518
# Emergency Responses		343	269	315	927
VFD Patients		91	74	86	251
VFD Patients Transported		69	53	67	189
Houston Ambulance Patient Transports		1	0	0	1
Total Patients Transported		70	53	67	190
EMS REVENUE:					
EMS Collection Percentage		17%	15%	18%	17%
Revenue Collected, Avg Per Patient		394	310.88	445.00	386.70
Amount Billed		161,397.40	106,740.72	168,456.50	\$436,594.62
Total Revenue Paid		27,180.35	16,476.84	29,815.13	\$73,472.32
Revenue Returned to Cities					
FIRE MARSHAL:					
# of General Plans Reviewed		6	0	6	12
# of Sprinkler Systems Reviewed		15	15	13	43
# Fires Investigated		1	0	0	1
# Fire Citations Written		0	0	0	0
INSPECTIONS					
Fire Prevention Permits		111	180	253	180
Residential Sprinklers to date		4	4	1	9
# OF COMMUNITY Ed Events		1532	1589	1595	1582
% of Homes with Sprinkler Systems	6708	23.56%	23.69%	23.78%	23.69%