

**CITY OF BUNKER HILL VILLAGE**  
**CITY COUNCIL**  
**Agenda Request**

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**Agenda Date:** May 17, 2022

**Agenda Item No:** III

**Subject/Proceeding:** OATH OF OFFICE AND STATEMENT OF AUTHORITY

- Councilmember Position 1 – Eric Thode
- Councilmember Position 2 – Susan Schwartz
- Councilmember Position 3 – Carl Moerer

**Exhibits:** Oath of Office  
Statement of Authority

**Clearance:** Karen Glynn, City Administrator/Acting City Secretary

### **Executive Summary**

The City holds its election for Mayor and City Council in May of each year. The election for Positions 1, 2, and 3 are held in even numbered years and was called for May 7, 2022.

Positions 1, 2, and 3 had no opposition; therefore, the Election was cancelled by ordinance naming the following as elected:

- Councilmember Position 1 – *Eric Thode*
- Councilmember Position 2 – *Susan Schwartz*
- Councilmember Position 3 – *Carl Moerer*

The Council Members will take their oath for a new term at this meeting and sign all documents.

## Form 2204 - Oath of Office (General Information)

The attached form is designed to meet minimal constitutional filing requirements pursuant to the relevant provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

### **Execution and Delivery Instructions**

An Oath of Office that is required to be filed with the Office of the Secretary of State is considered filed once it has been received by this office. The Oath of Office may be administered to you by a person authorized under the provisions of Chapter 602 of the Texas Government Code. Authorized persons commonly used to administer oaths include notaries public and judges.

**Mail:** P.O. Box 12887, Austin, Texas 78711-2887.

**Overnight mail or hand deliveries:** James Earl Rudder Officer Building, 1019 Brazos, Austin, Texas 78701.

**Fax:** (512) 463-5569. If faxed, the original Oath should also be mailed to the appropriate address above.

**Email:** Scanned copies of the executed Oath may be sent to [register@sos.texas.gov](mailto:register@sos.texas.gov). If sent by email, the original Oath should also be mailed to the appropriate address above.

**NOTE:** Do not have the Oath of Office administered to you before executing and filing the Statement of Officer (Form 2201 – commonly referred to as the “Anti-Bribery Statement”) with the Office of the Secretary of State.

### **Commentary**

Pursuant to art. XVI, Section 1 of the Texas Constitution, the Oath of Office *may not* be taken until a Statement of Officer (see Form 2201) has been subscribed to and, as required, filed with the Office of the Secretary of State. Additionally, gubernatorial appointees who are appointed during a legislative session *may not* execute their Oath until after confirmation by the Senate. Tex. Const. art. IV, Section 12.

### ***Officers Required to File Oath of Office with the Secretary of State:***

Gubernatorial appointees

District attorneys

Appellate and district court judges

Officers appointed by the supreme court, the court of criminal appeals, or the State Bar of Texas

Associate judges appointed under subchapter B or C, chapter 201 of the Texas Family Code

Directors of districts operating pursuant to chapter 36 or 49 of the Texas Water Code file a duplicate original of their Oath of Office within 10 days of its execution. Texas Water Code, Sections 36.055(d) and 49.055(d)

### ***Officers Not Required to File Oath of Office with the Secretary of State:***

Members of the Legislature elected to a *regular* term of office will have their Oath of Office administered in chambers on the opening day of the session and recorded in the appropriate Journal. Members elected to an *unexpired* term of office should file their Oath of Office with either the Chief Clerk of the House or the Secretary of the Senate, as appropriate.

All other persons should file their Oaths locally. Please check with the county clerk, city secretary or board/commission secretary for the proper filing location.

*As a general rule, city and county officials do not file their oath of office with the Secretary of State—these officials file at the local level. The Legislature amended the Texas Constitution, Article 16, Section 1, in November 2001 to no longer require local level elected officials to file with our office.*

**The Office of the Secretary of State does NOT file Statements or Oaths from the following persons:** Assistant District Attorneys; City Officials, including City Clerks, City Council Members, Municipal Judges, Justices of the Peace, and Police/Peace Officers; Zoning/Planning Commission Members; County Officials, including County Clerks, County Commissioners, County Judges (*except County Court of Law Judges who file with the Elections Division*), County Tax Assessors, and District Clerks; and Officials of Regional Entities, such as, Appraisal Review Districts, Emergency Service Districts, and School Districts (ISD's). Questions about whether a particular officer is a state-level officer may be resolved by consulting relevant statutes, constitutional provisions, judicial decisions, and attorney general opinions.

All state or county officers, other than the governor, lieutenant governor, and members of the legislature, who qualify for office, are commissioned by the governor. Tex. Gov't Code, Section 601.005. The Secretary of State performs ministerial duties to administer the commissions issued by the governor, including confirming that officers are qualified prior to being commissioned. Submission of this oath of office to the Office of the Secretary of State confirms an officer's qualification so that the commission may be issued.

*Questions about this form should be directed to the Government Filings Section at (512) 463-6334 or [register@sos.texas.gov](mailto:register@sos.texas.gov).*

*Revised 9/2017*

Form #2204 Rev 9/2017

This space reserved for office use

Submit to:  
SECRETARY OF STATE  
Government Filings Section  
P O Box 12887  
Austin, TX 78711-2887  
512-463-6334  
FAX 512-463-5569  
Filing Fee: None



### OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,

I, Eric Thode, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Councilmember Position No. 1, Bunker Hill Village, Texas of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

\_\_\_\_\_  
Signature of Officer

### Certification of Person Authorized to Administer Oath

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Affix Notary Seal,  
only if oath  
administered by a  
notary.)

\_\_\_\_\_  
Signature of Notary Public or  
Signature of Other Person Authorized to Administer An  
Oath

\_\_\_\_\_  
Printed or Typed Name



Form #2204 Rev 9/2017

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Austin, TX 78711-2887  
512-463-6334  
FAX 512-463-5569  
Filing Fee: None



## OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,

I, Susan Schwartz, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Councilmember Position No. 2, Bunker Hill Village, Texas of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

\_\_\_\_\_  
Signature of Officer

### Certification of Person Authorized to Administer Oath

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Affix Notary Seal,  
only if oath  
administered by a  
notary.)

\_\_\_\_\_  
Signature of Notary Public or  
Signature of Other Person Authorized to Administer An  
Oath

\_\_\_\_\_  
Printed or Typed Name

Form #2204 Rev 9/2017

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**P O Box 12887**  
**Austin, TX 78711-2887**  
**512-463-6334**  
**FAX 512-463-5569**  
**Filing Fee: None**



**OATH OF OFFICE**

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,  
I, Carl Moerer, do solemnly swear (or affirm), that I will faithfully  
execute the duties of the office of Councilmember Position No. 3, Bunker Hill Village, Texas of  
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws  
of the United States and of this State, so help me God.

\_\_\_\_\_  
Signature of Officer

**Certification of Person Authorized to Administer Oath**

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Affix Notary Seal,  
only if oath  
administered by a  
notary.)

\_\_\_\_\_  
Signature of Notary Public or  
Signature of Other Person Authorized to Administer An  
Oath

\_\_\_\_\_  
Printed or Typed Name

## Form 2201 - Statement of Officer (General Information)

The attached form is designed to meet minimal constitutional filing requirements pursuant to the relevant provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

### **Execution and Delivery Instructions**

A Statement of Officer required to be filed with the Office of the Secretary of State is considered filed once it has been received by this office.

**Mail:** P.O. Box 12887, Austin, Texas 78711-2887.

**Overnight mail or hand deliveries:** James Earl Rudder Officer Building, 1019 Brazos, Austin, Texas 78701.

**Fax:** (512) 463-5569.

**Email:** Scanned copies of the executed Statement may be sent to [register@sos.texas.gov](mailto:register@sos.texas.gov)

*NOTE: The Statement of Officer form, commonly referred to as the "Anti-Bribery Statement," must be executed and filed with the Office of the Secretary of State before taking the Oath of Office (Form 2204).*

### **Commentary**

Article XVI, section 1 of the Texas Constitution requires all elected or appointed state and local officers to take the official oath of office found in section 1(a) and to subscribe to the anti-bribery statement found in section 1(b) before entering upon the duties of their offices.

Elected and appointed state-level officers required to file the anti-bribery statement with the Office of the Secretary of State include members of the Legislature, the Secretary of State, and all other officers whose jurisdiction is coextensive with the boundaries of the state or who immediately belong to one of the three branches of state government. Questions about whether a particular officer is a state-level officer may be resolved by consulting relevant statutes, constitutional provisions, judicial decisions, and attorney general opinions. For more information, see Op. Tex. Att'y Gen. No. JC-0575 (2002) (determining the meaning of "state officer" as it is used in Article XVI).

Effective September 1, 2017, Senate Bill 1329, which was enacted by the 85<sup>th</sup> Legislature, Regular Session, amended chapter 602 of the Government Code to require the following judicial officers and judicial appointees to file their oath and statement of officer with the secretary of state:

Officers appointed by the supreme court, the court of criminal appeals, or the State Bar of Texas; and Associate judges appointed under Subchapter B or C, Chapter 201, Family Code.

Local officers must retain the signed anti-bribery statement with the official records of the office. *As a general rule, city and county officials do not file their oath of office with the Secretary of State— these officials file at the local level. The Legislature amended the Texas Constitution, Article 16, Section 1, in November 2001 to no longer require local level elected officials to file with our office.* **The Office of the Secretary of State does NOT file Statements or Oaths from the following persons:** Assistant District Attorneys; City Officials, including City Clerks, City Council Members, Municipal Judges, Justices of the Peace, and Police/Peace Officers; Zoning/Planning Commission Members; County Officials, including County Clerks, County Commissioners, County Judges, County Tax Assessors, and District Clerks; and Officials of Regional Entities, such as, Appraisal Review Districts, Emergency Service Districts, and School Districts (ISD's).

*Questions about this form should be directed to the Government Filings Section at (512) 463-6334 or [register@sos.texas.gov](mailto:register@sos.texas.gov)*

Revised 05/2020

**Form #2201 Rev. 05/2020**  
**Submit to:**  
**SECRETARY OF STATE**  
**Government Filings**  
**Section P O Box 12887**  
**Austin, TX 78711-2887**  
**512-463-6334**  
**512-463-5569 - Fax**  
**Filing Fee: None**



**STATEMENT OF OFFICER**

**Statement**

I, Eric Thode, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: Councilmember Position Number 1

Bunker Hill Village, Texas

**Execution**

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Officer

**Form #2201 Rev. 05/2020**  
**Submit to:**  
**SECRETARY OF STATE**  
**Government Filings**  
**Section P O Box 12887**  
**Austin, TX 78711-2887**  
**512-463-6334**  
**512-463-5569 - Fax**  
**Filing Fee: None**



**STATEMENT OF OFFICER**

**Statement**

I, Susan Schwartz, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: Councilmember Position Number 2  
Bunker Hill Village, Texas

**Execution**

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Officer

**Form #2201 Rev. 05/2020**  
**Submit to:**  
**SECRETARY OF STATE**  
**Government Filings**  
**Section P O Box 12887**  
**Austin, TX 78711-2887**  
**512-463-6334**  
**512-463-5569 - Fax**  
**Filing Fee: None**



**STATEMENT OF OFFICER**

**Statement**

I, Carl Moerer, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

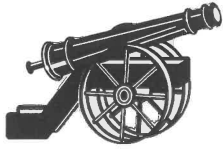
Title of Position to Which Elected/Appointed: Councilmember Position Number 3  
Bunker Hill Village, Texas

**Execution**

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Officer



**CITY OF BUNKER HILL VILLAGE**  
**CITY COUNCIL**  
**Agenda Request**

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**Agenda Date:** May 17, 2022

**Agenda Item No:** V

**Subject/Proceeding:** REVIEW AND DISCUSSION ON THE PROPOSED 2023 BUDGET AND PROCESS

**Exhibits:** Village Fire Dept. 2023 Approved Budget & Presentation  
Memorial Villages Police Dept. 2023 Proposed Budget & Presentation  
Budget Calendar  
Preliminary Tax Information from HCAD

**Clearance:** Karen Glynn, City Administrator/Acting City Secretary

### **Executive Summary**

The Staff has begun preparing for the 2023 Budget Process. A Budget Calendar has been developed and will be presented. In addition, discussion continues with the Public Safety Departments. The Commissioners will have an opportunity to update the council on their respective budget processes.

This item will help to prepare and organize for the months ahead as the 2023 Budget and 2022 Tax Rate must be adopted in September.

This item will include the following:

- A. Discussion and Possible Direction on the Proposed 2023 Annual Budget and Process for the Village Fire Department – *Fire Commissioner Report*
- B. Discussion and Possible Direction on the Proposed 2023 Annual Budget and Process for the Memorial Villages Police Department – *Police Commission Report*
- C. Proposed Calendar for Budget Review and Adoption



# VILLAGE FIRE DEPARTMENT



Fire Commission Approved Budget Items



# VILLAGE FIRE DEPARTMENT

- 2023 Budget
- 2022 Budget Amendment
- 2021 Budget Deficit

# 2021 BUDGET

• Budget Deficit: \$120,822.00

• Causes of Deficit:

- Staffing 2<sup>nd</sup> ambulance with overtime 12 hours each day.
- Purchase of covid tests.

Bunker Hill Village	22,956.18
Hedwig Village	22,352.07
Hilshire Village	3,624.66
Hunters Creek Village	26,882.90
Piney Point Village	25,372.62
Spring Valley Village	19,633.58



# 2022 BUDGET AMENDMENT

## \$515,846.00

- Pay overtime to staff 2<sup>nd</sup> ambulance through June 2022.
- Cost of Living Adjustment: 5% beginning July 1, 2022 (2.5% annualized)
- Hire 3 full time employees to staff 2<sup>nd</sup> ambulance (July 2022)
- Continue paying overtime to fill remaining 2<sup>nd</sup> ambulance positions (July 2022)

Bunker Hill Village	98,010.74
Hedwig Village	95,431.51
Hutshire Village	15,475.38
Hunters Creek Village	114,775.74
Cinco Point Village	108,327.66
Spring Valley Village	88,824.48

# 2021 AND 2022 BUDGET AMENDMENTS

## CITIES' TOTALS

Bunker Hill Village	120,966.92
Hedwig Village	117,783.58
Hilshire Village	19,100.04
Hunters Creek Village	141,658.63
Piney Point Village	133,700.28
Spring Valley Village	103,458.55



# 2023 BUDGET

## \$8,689,847.78

### Significant Highlights of 2023 Budget:

- Continue staffing 2<sup>nd</sup> ambulance with 3 full time positions plus overtime.
- 7% Cost of Living Increase

Bunker Hill Village  
Hedwig Village  
Hilshire Village  
Hunters Creek Village  
Piney Point Village  
Spring Valley Village

1,651,071.08  
1,607,621.84  
260,695.43  
1,933,491.13  
1,824,868.03  
1,412,100.26

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

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

## Fund 1

Line Item		2021 Budget	2021 Audited but not approved	2022 Budget	2022 (with 5% mid) Admendment**	2023 Draft w/ 7% CPI
25	<b>OPERATIONAL EXPENDITURES:</b>					
26	AMBULANCE MEDICAL SUPPLIES	62,000.00	66,023.68	62,000.00	62,000.00	62,000.00
27	BUILDING SUPPLIES & MAINTENANCE	45,000.00	38,380.49	45,000.00	45,000.00	45,000.00
28	*FUEL SUPPLIES AND MAINTENANCE					
29	CHEMICALS	2,000.00	0.00	0.00		
30	EMERGENCY CONTINGENCY	20,000.00	6,025.12	20,000.00	20,000.00	10,000.00
31	DUES/SUBSCRIPTIONS/RADIOS/MANUALS	6,500.00	1,479.91	8,000.00	2,500.00	6,500.00
32	FIRE PREVENTION/ Public Relations	15,000.00	7,134.72	15,000.00	10,000.00	10,000.00
33	GAS & OIL	45,000.00	37,806.67	45,000.00	98,932.28	55,000.00
34	INSURANCE - CASUALTY	42,000.00	53,782.75	49,066.00	49,765.00	52,253.25
35	<b>TOTAL</b>	<b>237,500.00</b>	<b>210,633.34</b>	<b>244,066.00</b>	<b>288,197.28</b>	<b>240,753.25</b>
36	<b>MISCELLANEOUS:</b>					
37	Legal Notices/Advertising			1,000.00		1,000.00
38	License/Permits			6,000.00		5,000.00
39	Other Expenses			200.00		200.00
40	<b>MISCELLANEOUS TOTAL</b>	<b>7,200.00</b>	<b>4,631.46</b>	<b>7,200.00</b>	<b>5,000.00</b>	<b>6,200.00</b>
41	<b>OFFICE EXPENSES:</b>					
42	Office Supplies, Paper, Staples, Toner, Ink			7,000.00		7,000.00
43	PASS-omit move to cities through fuel			5,300.00		0.00
44	Shipping			1,200.00		1,200.00
45	Printing (letterhead, envelope, forms)			200.00		200.00
46	* Office/PC Equipment Maintenance Contracts			98,000.00		98,500.00
47	Motorola 47				42,967.00	
	ProPhoenix				22,050.00	
	US Designs				7,543.86	
	Lifepak- (4)				25,920.00	
48	Hospitality Supplies			6,000.00		6,000.00
49	Postage Meter Rental			1,500.00		1,500.00
50	Chairs, Tables, Printers			4,000.00		1,000.00
51	Bank Services Charges			1,000.00		1,000.00
52	Misc. Office Expenses			4,000.00		4,000.00
53	<b>OFFICE EXPENSES TOTAL</b>	<b>37,000.00</b>	<b>82,635.70</b>	<b>128,200.00</b>	<b>110,000.00</b>	<b>120,400.00</b>





**Fund 2 (Capital Replacement)**

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

**\* Note**

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

Line 74- Added line item breakdown maintenance, increase due to cost of gear inspection/cleaning (required by TCFP twice annually, 1 of the 2 cleaning/inspections must be done by a certified vendor, other can be done in house)  
\*Line 75- Added line item for powerload equipment for the new 2022 ambulance (Maintenance. cost will occur after 2024)  
Line 88- Increased vehicle replacement fund from 180,000 to 200,000  
Line 139- Adjusted CRF- to match audited numbers

Updated 5/10/2022



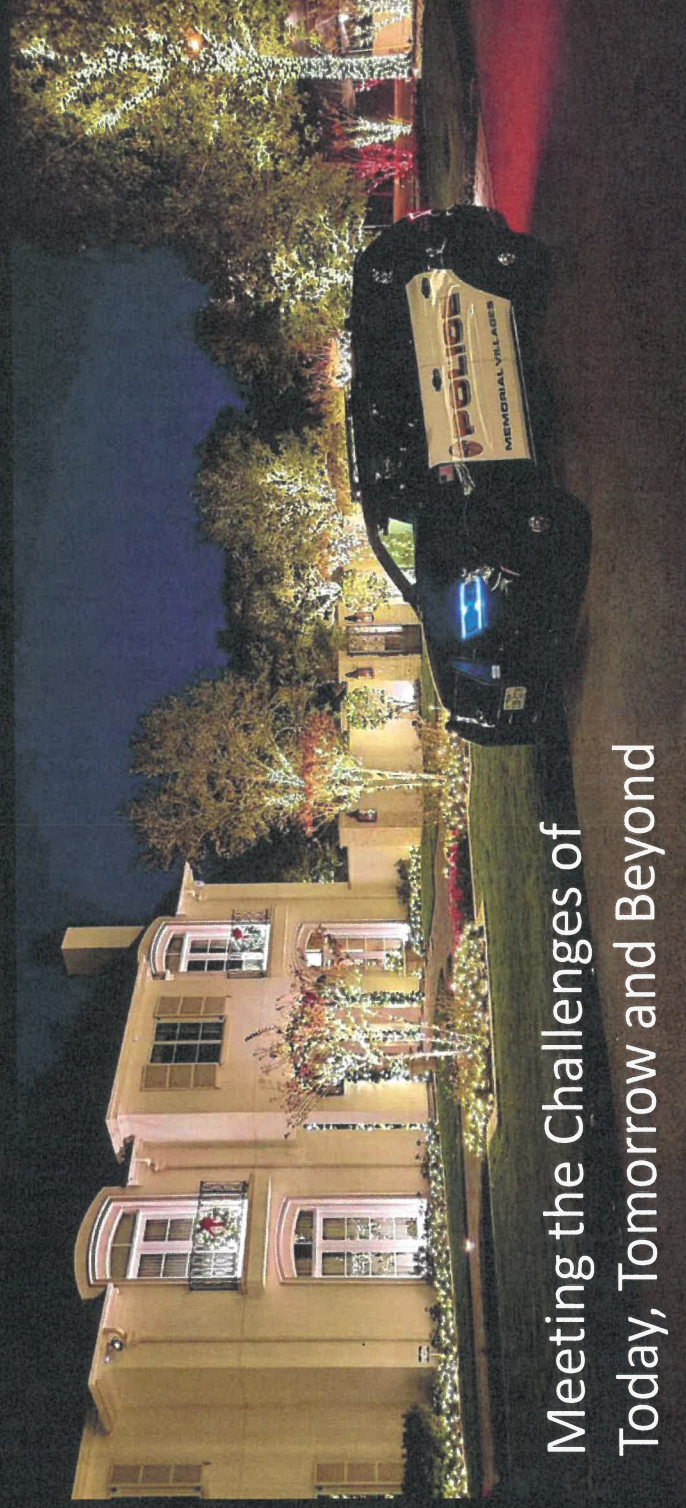
Hunters Creek



Village

# FY23 Budget

Bunker Hill Village - Piney Point Village - Hunters Creek Village



Meeting the Challenges of  
Today, Tomorrow and Beyond





Hunters Creek



Village

## FY23 Budget Goals and Objectives

### Goals:

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

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

### Objective:

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





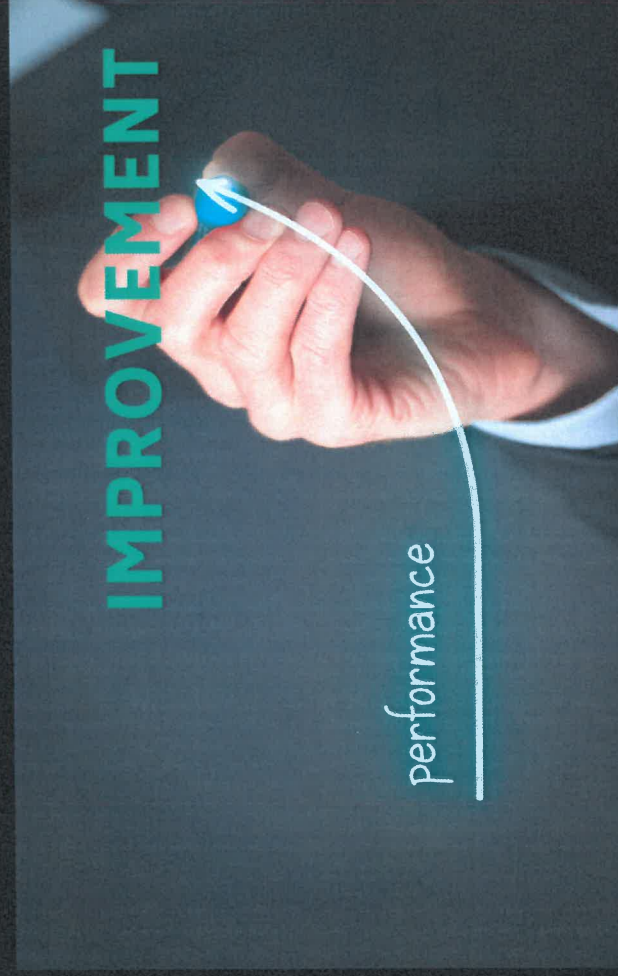
Hunters Creek



Village

# FY23 Budget Results from Previous Budgets

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







Hunters Creek



Village

## FY23 Budget Proposal

### Proposed Total Budget Package for 2023

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

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

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

Auto – \$220,000 (+37.5%)  
(Vehicles)

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

Cost per Village \$2,384,650

Increase of \$284,900 per village over FY22





Hunters Creek



Village

## FY23 Budget Proposal

### FY23 Budget Adjustments

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

Vehicle Maintenance Adjustment Fuel and Maintenance

General Maintenance Contracts Phone System

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

Office

- Uniforms/Vests
- Small Equipment

Equipment

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





Hunters Creek



Village

# FY23 Budget

## Investment in Our Personnel

Maintain our High Standards

Increase in Salary and Benefit Budget

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

Average Salary

w/pay incentives will be:

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





Hunters Creek



Village

# FY23 Budget

## Animal Control/Code Enforcement

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







Hunters Creek



Village

## Capital Projects 2023-2025

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

These projects include:

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







Hunters Creek



Village

## FY23 Budget Proposal

### Proposed Total Budget Package for 2023

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

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

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

Auto – \$220,000 (+37.5%)

(Vehicles)

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

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

Cost per Village \$2,384,650

**(\$2,592,263)**

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





Hunters Creek



Village

# FY23 Budget Proposal

## One Time Expenditures

### Proposed Total Budget Package for 2023

#### 2023 Budget One-time expenses \$722,139

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

One-time expenses per Village \$ 240,713

2023 Budget re-occurring \$2,351,550

Total 2023 cost per Village \$2,592,263





Hunters Creek



Village

## FY23 Capital Project Expenditure

Applying existing fund balances

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

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

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

Cost per Village \$2,475,174





Hunters Creek



Village

**THANK YOU  
FOR INVESTING IN  
PUBLIC SAFETY**



# PROPOSED 2023 BUDGET SCHEDULE

Date:	Topic:	Notes:
Tuesday, May 17, 2022	Present Proposed Preliminary Budget Calendar & Public Safety Department Budgets to City Council	Regular City Council Meeting
Tuesday, June 21	Assumptions shared with City Council on Tax Rate Calculation for No New Revenue, Voter Approved and De Minimis Tax Rate. Vote on Public Safety Department Budgets.	Regular City Council Meeting 5:00 Workshop
Week of June 22-June 28	Meeting with the Mayor to discuss Budget and Tax Rate Calculations	Time TBD
Wednesday, June 29	Budget Workshop Discuss details of the 2023 Budget. <i>The following items are discussed:</i> <ul style="list-style-type: none"><li>• Revenues &amp; Expenditures for all Funds</li><li>• Capital Projects for 2023 &amp; 5-Year CIP</li><li>• Other relevant items.</li></ul> <i>Possible Record Vote on Proposed Tax Rate</i>	Lunch Meeting 11:30 am
Monday, July 25	Deadline for Chief Appraiser to Certify Tax Rolls to Taxing Units Tax Assessor to Provide Tax Rate Calculations.	Appraisal District & SBISD to Provide
Monday, August 1	Receive Certified Tax Roll and Calculations.	SBISD to Provide
Week of August 1	<b>Possible Special City Council Meeting</b> To File Proposed Budget & take Record Vote on Proposed Tax Rate. Set Public Hearings on Adoption Date for Proposed Budget and Tax Rate.	Special City Council Meeting Will include Record Vote on Tax Rate.

# PROPOSED 2023 BUDGET SCHEDULE

**Friday, August 5**

Post to City Website (Local Govt. Code 102.005 (before 30<sup>th</sup> day before tax rate adopted))

**Wednesday, August 17**

City Secretary Sends Property Tax Rate Public Hearing(s) and Tax Rate Statement and Schedules to Newspaper.

**Wednesday, September 7**

Publish Notice of Public Hearing(s) on Tax Rate (only applies if tax rate will exceed various tax rate calculations) (Property Tax Code §26.05(d)) (Property Tax Code §26.06(a) and Local Govt. Code §140.010, no less than 7 days' notice before hearing on tax rate increase – Not be smaller than one-quarter page notice in newspaper and on City website)  
Also publish Notice of Public Hearing on Proposed Budget (Local Govt. Code §102.0065, Section (c) not earlier than the 30th or later than the 10th day before the date of the hearing)

**Friday, September 16**

72 -hour notice for Council Agenda and public hearing (Open Meetings Notice).

**Tuesday, September 20  
5:30 pm**

Regular City Council Meeting  
Public Hearing on the Budget and Tax Rate  
*Possible Budget Adoption*

*Required Public Hearing  
for Budget Process. Could  
adopt if tax rate is not over the  
tax rate calculations*

**Friday, September 23**

72 -hour notice for Council Agenda and public hearing (Open Meetings Notice).  
*If needed.*

**Tuesday, September 27  
8:00 am**

Public Hearing on the Budget and Adoption of the Budget and Tax Rate.  
*If needed.*

*Only needed if proposed  
tax rate is over calculated rates.*





# Harris County Appraisal District

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

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



## Office of Chief Appraiser

Honorable Robert Lord  
Mayor  
City of Bunker Hill Village  
11977 Memorial Drive  
Houston, TX 77024-6231

April 28, 2022

Re: 2022 Certified Estimates

### Board of Directors

Mike Sullivan, Chairman  
Martina Lemond Dixon, Secretary  
Al Odom, Assistant Secretary  
Ann Harris Bennett, Director  
*Tax Assessor-Collector, Ex-Officio Director*  
Jim Robinson, Director  
Jonathan Cowen, Director  
Kathy Blueford-Daniels, Director

### Chief Appraiser

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

Dear Mayor Lord:

As required by Texas Tax Code Sec. 26.01(e), we have prepared an estimate of taxable value for the above taxing jurisdiction for 2022. While this estimate is based on information currently available to us, some of the data needed for accuracy is not yet available. For example, in the area of business and industrial personal property, the extended date for property owners to file their annual renditions is May 16, and some will delay their filing until the good cause deadline of June 1. If Texas voters approve the proposed constitutional amendment to increase the general residence homestead exemption for school taxes from \$25,000 to \$40,000, an updated estimate will be provided for the affected school districts.

While we have taken our best estimate of potential hearing loss into account, protests for 2022 are in the process of being received and reductions made in the ARB protest hearing process during the next several months could cause a further reduction in value. Also, if fewer protests are filed, your value could possibly be higher.

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

Given these limitations, the estimated 2022 taxable value for the taxing unit identified above is:

**\$2,571,431.895**

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

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

Sincerely,

Roland Altinger  
Chief Appraiser

**Bunker Hill Village**  
**2022 Certified Estimate of Taxable Value**



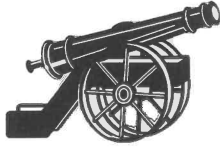
<b>Major Property Category</b>	<b>2021 Taxable Value</b>	<b>Percent Change</b>	<b>Projected 2022 Taxable Value</b>
Residential & Rural Improved	2,322,163,445	9.56%	2,544,159,948
Apartments	0	0.00%	0
Commercial	839,936	2.80%	863,454
Vacant Land	22,138,143	-0.27%	22,078,016
Industrial	0	0.00%	0
Utility	1,965,350	6.42%	2,091,515
Commercial Personal	1,605,973	9.12%	1,752,438
Industrial Personal	509,984	-4.60%	486,525
All Other Property	0	0.00%	0

<b>Projected 2022 Taxable Value</b>	<b>2,349,222,831</b>	<b>9.46%</b>	<b>2,571,431,895</b>
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**Projected 2022 Taxable Value Range**

<b>Accuracy +/- 5%</b>	<b>2,442,860,300</b>	<b>To</b>	<b>2,700,003,490</b>
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Report Date: April 28, 2022  
 2021 Roll Date: April 01, 2022



**CITY OF BUNKER HILL VILLAGE**  
**CITY COUNCIL**  
**Agenda Request**

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**Agenda Date:** May 17, 2022

**Agenda Item No:** VI

**Subject/Proceeding:** **CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE CITY ATTORNEY TO PREPARE A CERTIFICATE OF FORMATION AND BYLAWS FOR THE CREATION OF A LOCAL GOVERNMENT CORPORATION, A NON-PROFIT CORPORATION.**

**Exhibits:** N/A

**Clearance:** Karen Glynn, City Administrator/Acting City Secretary

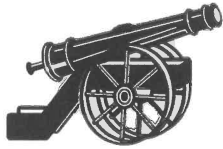
**Executive Summary**

The Mayor was approached by residents who wanted the opportunity to thank our Public Works Staff for their help, especially during the winter storm. A donation opportunity would be a great means to allow this “thanks.”

The Mayor and City Attorney have been under discussion regarding the opportunity. Other Cities, including Spring Valley Village, have established Local Government Corporations for this purpose. This would allow for the donation of private funding to be used on City Projects, such as for purchasing the furnishings for the Public Works and Disaster Operations Building.

This agenda item allows for the City Council to discuss and provide direction on this concept.





## CITY OF BUNKER HILL VILLAGE

### CITY COUNCIL

#### Agenda Request

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**Agenda Date:** May 17, 2022

**Agenda Item No:** VII

**Subject/Proceeding:** **CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDER NO. 3 – 6 TO THE CURRENT CONTRACT WITH METRO CITY, LLC FOR ADDITIONAL WORK ON THE CHAPEL BELLE PROJECT AND OTHER WORK NEEDED IN THE CITY**

**Exhibits:** Change Order No. 3 - 6

**Clearance:** Steve Smith, Director of Public Works/Building Official  
Karen Glynn, City Administrator  
Susan Grass, Finance Manager

**Budget:** Project Contingency in the Capital Project Fund  
Budget Amendments

### Executive Summary

The City of Bunker Hill Village's 2021 and 2022 Capital Improvements Plan includes reconstruction of the pavement and drainage infrastructure for Chapel Belle and a segment of Tamerlaine. The construction contract was approved in January 2022 and awarded to Metro City, LLC. The project is going very well and the Project Team has been very pleased with the work provided by Metro City, LLC.

Additional work has been identified on the Chapel Belle Project. In addition, there are two potential projects that have been identified in the City that could be constructed by this contractor if the Council approves.

The following outlines the change orders that will be presented for Council's consideration and possible action:

#### ***Chapel Belle Project:***

- Change Order No. 3 – Extension of the Warranty for Chapel Belle from a One-Year Warranty Period to a Two-Year Warranty Period – *No Cost*
- Change Order No. 4 – Addition of (1) 48" x 48" storm manhole, resolution of conflict with sanitary sewer main, repair & replacement of sanitary sewer line - \$14,573.95  
*Funded with Project Contingency*

**Change Order No. 3** is for an additional one-year extension to the standard one-year warranty. This is recommended as a result of missing laboratory testing data related to the storm sewer installation. The two-year extended warranty is recommended to be sufficient time for any bedding failures to appear and be corrected if necessary. There is no cost for the proposed extension of warranty.

**Change Order No. 4** is a combination of field related changes which include the addition of one storm sewer manhole to allow for a better installation of the storm sewer system in the cul-de-sac of the project. There was also a conflict with an existing sanitary sewer line which needed to be addressed with some shifting of planned storm facilities. The sanitary line in conflict was a section of line which had not been included in the previous wastewater rehabilitation project and the change order includes the replacement of the end section of this line. Total cost of the changes is \$14,573.95. Funding is available through contingency for the project and the Utility Fund – wastewater line replacement CIP.

***Other Projects – Based on quotes received from Metro City, LLC:***

- Change Order No. 5 -- Installation of Drainage Improvements on Eaton Court as Recommended by the City's Drainage Committee – \$35,000.00 *To Be Funded from a 2022 CIP Budget Amendment*
- Change Order No. 6 -- Installation of the Sidewalk for 11646 Memorial Drive – \$25,000.00 *To Be Funded from a 2022 CIP Budget Amendment*

**Change Order No. 5** is recommended for the construction of a new storm water line in the rear easement of 5 Eaton Court as recommended by the Drainage Committee. The resident at 4 Eaton Court presented a drainage concern to Staff and the Drainage Committee that resulted from the installation of back yard improvements at 5 Eaton Court. An unrecorded rear drainage easement has resulted in a conflict of pre-existing surface drainage between neighbors. This project would address the concerns and would be an underground pipe installation (bored) in an existing rear lot utility easement. The pipe is sized to provide 100-year capacity for a total of 3 lots on Eaton Court. Funding for this change order could be made available with a 2022 CIP Budget Amendment and is requested in an amount not to exceed \$35,000. Staff and the Drainage Committee have talked through these concerns and the City's development process.

**Change Order No. 6** is recommended for the construction of a new sidewalk at 11646 Memorial Drive. As part of the approval of the construction of the new home at 11646 Memorial Drive, the City agreed to construct a new eight-foot-wide sidewalk at this address. Progress on the home is ahead of schedule and construction of the sidewalk is required in 2022. A change order to the Chapel Belle project is the most cost-effective approach for this construction. Funding would require an Amendment to the 2022 CIP Budget and is requested in an amount not to exceed \$25,000.00. This project was identified in the 2023 CIP Budget.

***For Council Information:*** Change Order No. 1 was approved at the January Council Meeting which added \$20,512.17 in work by this Contractor for the construction of the traffic barrier at the intersection of Taylorcrest Road and Bunker Hill Road. This work is now complete and was funded out of the City's Maintenance and Operations Account. Change Order No. 2 was submitted in April 2022 to Council for a net decrease to the contract of \$5,176.61.

There is approximately a total of \$250,000 available in change orders for the project.

**CHANGE ORDER NO. 3**

Contractor: Metro City, LLC Date 05/10/2022

**Description:**

1. Additional (1) year to contract Correction Period.

**Reasons for Change Order:**

1. Due to density tests not performed on RCP storm pipe past STA 4+00, MetroCity has agreed to change the contract Correction Period in section 13.07 of the agreement. MetroCity has agreed to extend the corrective period from 1-year to 2-years for the RCP.

CONTRACT PRICE		CONTRACT TIMES (Calendar Days)	
		To substantial Completion	To final Completion
Total Original Contract:	\$ <u>996,395.00</u>	Original:	<u>200</u>
Previous C.O.s (DEDUCT):	\$ <u>15,335.56</u>	Previous C.O.s (DEDUCT):	<u>          </u>
This C.O. (DEDUCT):	\$ <u>0</u>	This C.O. (DEDUCT):	<u>0</u>
Contract Price with all approved Change Orders:	\$ <u>1,011,730.56</u> + 1.54%	REVISED:	<u>          </u>
		Original Completion Date:	<u>9/01/22</u>
		Revised Completion Date:	<u>9/01/22</u>

The Contractor agrees that this Change Order includes any and all costs associated with or resulting from the change(s) ordered herein, including all impact, delays, and acceleration costs. Other than the dollar amount and time allowance listed above, there shall be no further time or dollar compensation as a result of this Change Order.



Paving and Drainage Improvements for Chapel Belle Lane and Tamerlaine Drive  
City of Bunker Hill Village  
RPS Project No.: 008089

CHANGE ORDER #3  
Page 2

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THIS DOCUMENT SHALL BECOME AN AMENDMENT TO THE CONTRACT AND ALL  
STIPULATIONS AND COVENANTS OF THE CONTRACT SHALL APPLY HERETO.

---

RECOMMENDED:

By:   
Engineer (Authorized Signature)

05/12/22

Date

APPROVED:

By: \_\_\_\_\_  
Owner (Authorized Signature)

Date

ACCEPTED

By:   
Contractor (Authorized Signature)

5/12/2022

Date

May 11, 2022

Steve Smith  
Director of Public Works  
City of Bunker Hill  
11977 Memorial Drive  
Houston, TX 77024

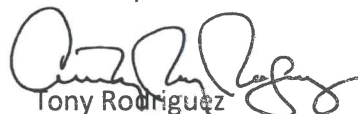
RE: Paving and Drainage Improvements for Chapel Belle Lane and Tamerlaine Drive Storm  
**Extended Correction Period**

Dear Steve:

Since density test were not performed on most of the RCP storm pipe, MetroCity would like to offer the following change to the contract Correction Period in section 13.07 of the agreement. MetroCity agrees to extend the corrective period from 1 year to 2 years for the RCP.

I appreciate your understanding on the matter.

Sincerely



Tony Rodriguez  
President  
(281) 648-3323

Cc:

Mike McClung PE., RCP  
Edwin Lloyd, PE., Lloyd, Smitha & Associates LLC



17410 County Road 127  
Pearland TX 77581  
(281) 978-3000  
[www.mcctx.com](http://www.mcctx.com)

**CHANGE ORDER NO. 4**

Contractor: Metro City, LLC

Date 05/11/2022

Description:

1. Additional \$4,360.67 for the inclusion of (1) 48"x48" storm sewer manhole at STA 12+27.67.
2. Additional \$10,213.28 for the inclusion of 182 LF of 6" SDR26 PVC Pipe and 14 LF of DI Pipe at STA 11+96.25.

Reasons for Change Order:

1. Design change required one additional Storm Manhole. See details in attached RFI 5.
2. The work was done as a result of there being an existing sanitary line that collapsed and needed to cross through the new RCP. See details in attached RFI 6.

CONTRACT PRICE		CONTRACT TIMES (Calendar Days)	
		To substantial Completion	To final Completion
Total Original Contract:	\$ <u>996,395.00</u>	Original: <u>200</u>	<u>200</u>
Previous C.O.s (DEDUCT):	\$ <u>15,335.56</u>	Previous C.O.s (DEDUCT): <u>          </u>	<u>          </u>
This C.O. (DEDUCT):	\$ <u>14,573.95</u>	This C.O. (DEDUCT): <u>0</u>	<u>0</u>
Contract Price with all approved Change Orders:	\$ <u>1,026,304.51</u> + 3.00%	REVISED: <u>          </u>	<u>          </u>
		Original Completion Date: <u>9/01/22</u>	<u>9/01/22</u>
		Revised Completion Date: <u>9/01/22</u>	<u>9/01/22</u>

The Contractor agrees that this Change Order includes any and all costs associated with or resulting from the change(s) ordered herein, including all impact, delays, and acceleration costs. Other than the dollar amount and time allowance listed above, there shall be no further time or dollar compensation as a result of this Change Order.



---

THIS DOCUMENT SHALL BECOME AN AMENDMENT TO THE CONTRACT AND ALL  
STIPULATIONS AND COVENANTS OF THE CONTRACT SHALL APPLY HERETO.

---

RECOMMENDED:

By:   
Engineer (Authorized Signature)

05/12/22

Date

APPROVED:

By: \_\_\_\_\_  
Owner (Authorized Signature)

Date

ACCEPTED:

By:   
Contractor (Authorized Signature)

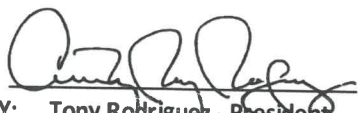
5/12/2022

Date

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# CHANGE PROPOSAL



<b>TO:</b> Mike McClung PE, CFM, ENV SP RPS   North America 575 N. Dairy Ashford, Suite 700 Houston, Texas 77079		<b>PROPOSAL #</b> 4															
		<b>DATE</b> 4/12/22															
		<b>DATE NEEDED BY</b> Open															
		<b>PROJECT #</b> 312															
<b>PROJECT:</b> City of Bunker Hill Paving and Drainage Improvements for Chapel Belle Lane and Tamerlaine Drive																	
<b>DESCRIPTION OF CHANGE</b> Add pay item for additional 48x48 Manhole																	
<b>REASON FOR CHANGE</b> Design Change required adding an additional Manhole. Details in RFI 5 (attached)																	
<b>OVERRUNS/UNDERRUNS</b>	<table><tr><td><b>LABOR:</b></td><td>\$</td><td>758.26</td></tr><tr><td><b>EQUIP:</b></td><td>\$</td><td>355.50</td></tr><tr><td><b>MATERIAL:</b></td><td>\$</td><td>2,510.00</td></tr><tr><td><b>BONDS/FEES/OH:</b></td><td>\$</td><td>300.84</td></tr><tr><td><b>PROFIT</b></td><td>\$</td><td>436.07</td></tr></table>		<b>LABOR:</b>	\$	758.26	<b>EQUIP:</b>	\$	355.50	<b>MATERIAL:</b>	\$	2,510.00	<b>BONDS/FEES/OH:</b>	\$	300.84	<b>PROFIT</b>	\$	436.07
<b>LABOR:</b>	\$	758.26															
<b>EQUIP:</b>	\$	355.50															
<b>MATERIAL:</b>	\$	2,510.00															
<b>BONDS/FEES/OH:</b>	\$	300.84															
<b>PROFIT</b>	\$	436.07															
<b>CONTACT SUM CHANGE AMOUNT:</b> \$ 4,360.67																	
<b>CONTACT TIME CHANGE AMOUNT:</b> 0																	
<div style="text-align: right;"> <b>SUBMITTED BY: Tony Rodriguez - President</b></div>																	

## Cost Breakdown Structure (CBS) Register

9	\$3,924.60	\$758.26	\$355.50	\$2,510.00	\$0.00	\$300.00
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**TO:** Andrea Gonzales, Engineer  
RPS Group  
575 N. Dairy Ashford, Suite 700  
Houston, TX 77079

**FROM** Tony Rodriguez, President  
**DATE** 3/31/22  
**JOB#** 312  
**RFI#** 5

**PROJECT NAME:** City of Bunker Hill  
Chapel Belle Lane and Tamerlaine Drive

**SUBJECT:** Double 24" RCP to 1 inlet

**DRAWING#** 15    **SPEC#**    **CRITICAL** ☒    **ROUTINE** ☒    **SCHEDULE IMPACT** High

**INFORMATION REQUIRED**

The following inlets cannot be constructed as per plan:

STA 11+86.12 The angle in which the 24" RCP enters the BB inlet is unconstructable.

STA 12+27.67 Two 24" RCP joints entering 1 BB inlet is unconstructable..

STA 12+53.51 The angle in which the 24" RCP enters the BB inlet is unconstructable.

Should we switch these to precast or change the design of the RCP. (See attached diagram)

**RESPONSE:**

Attached diagram is acceptable. One proposed manhole will be installed at STA 12+27.67. Please see proposed manhole rim and flow line elevations for 24" RCP.

Please submit change order request to include a 48" manhole. The additional 24" RCP will be considered a quantity over run.



**SIGNATURE**

Associate Engineer

**TITLE**

SECONDARY BENCHMARK.  
FLOODPLAIN RM NO. 210138  
BRASS DISK IN CONCRETE STAMPED ON 210138. FROM  
TRAILHEAD, WALK 0.4 MILES WEST ON PINEY POINT ROAD  
TO THE NORTH END OF THE BRIDGE. ROAD  
NAME CHANGES TO SOUTH PINEY POINT ROAD AND  
CONTINUE 0.4 MILES TO THE BENCHMARK IN THE  
DOWNSTREAM SHOULDER OF THE NORTHBOWD LANE ON  
THE NORTH END OF THE BRIDGE ADJUTMENT.  
ELEVATION: 64.10 (NAD83/2001 ADJUSTMENT)

**FLOODPLAIN:** PROJECT LIES WITHIN UNSHADED ZONE "X" ACCORDING TO FLOOD INSURANCE RATE MAP COMMUNITY PANEL NUMBER 48201C0645L, REVISED JUNE 18, 2007 AND PUBLISHED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY.

[illegible]

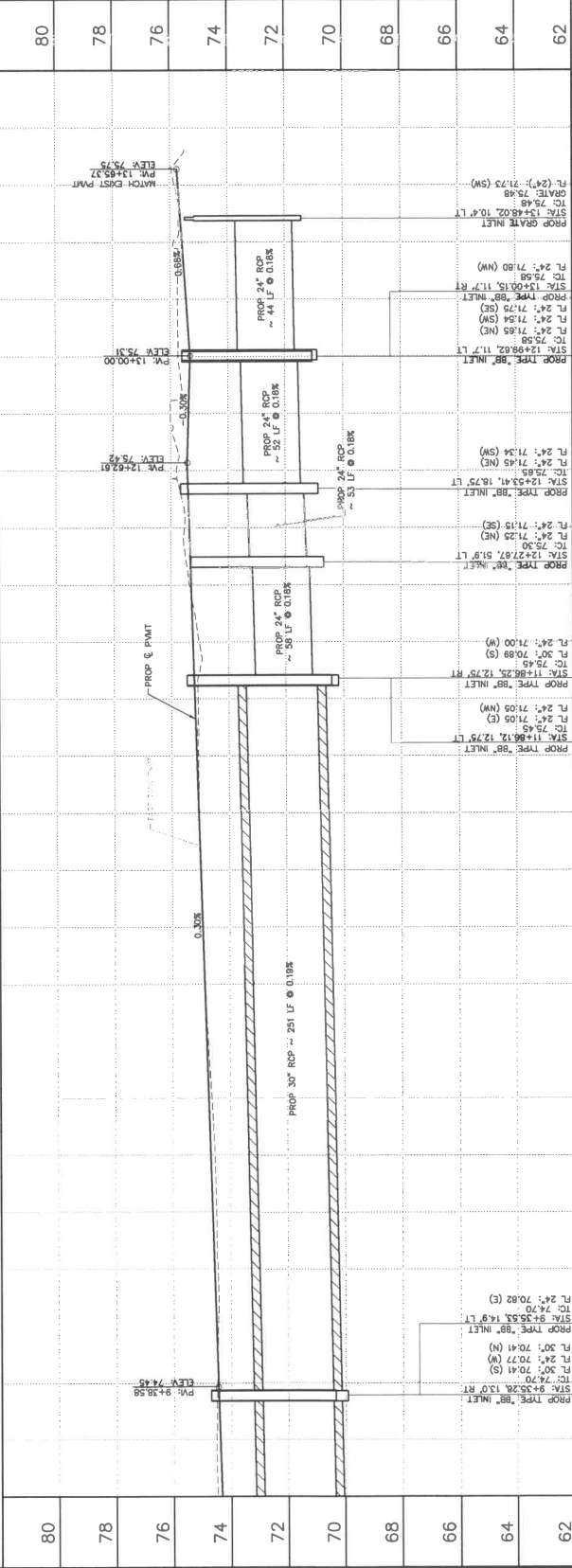
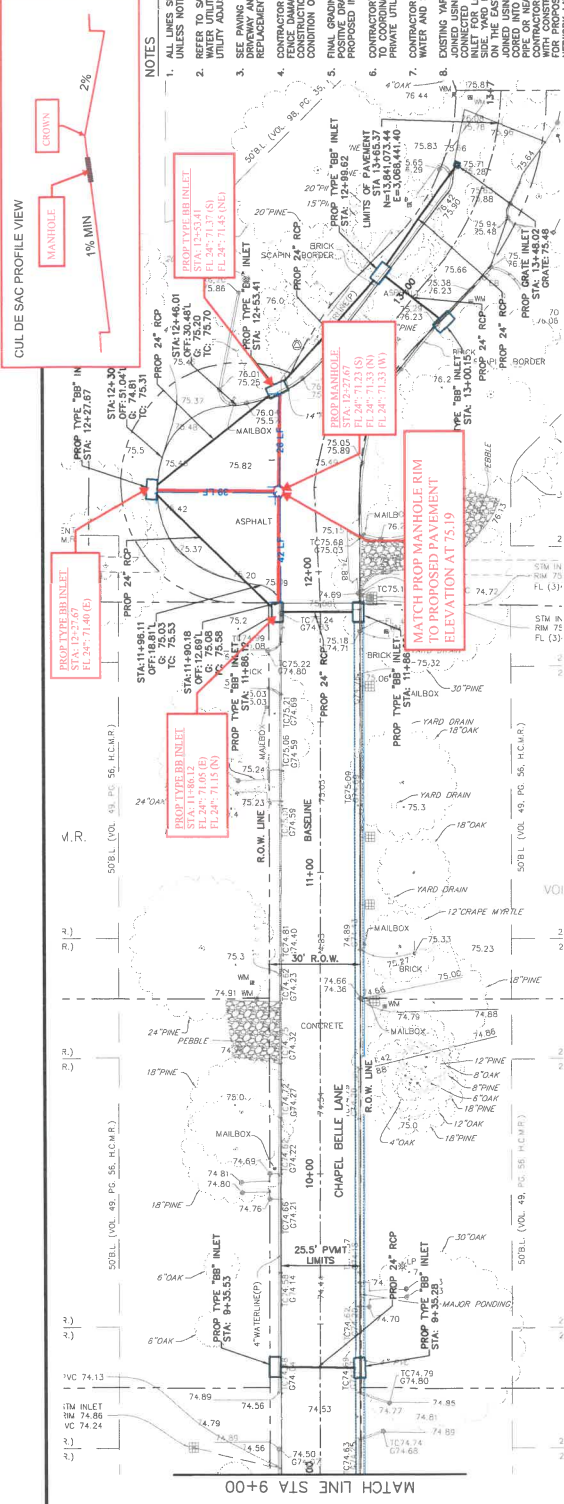
© 2006 Pearson Education, Inc. All rights reserved. This publication is protected by copyright. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage or retrieval system, without permission in writing from Pearson Education, Inc.

EPS Project No		008089	
Drawn By	KB	Checked By	CR
Scale	1"=20'H	Date	1"=2'V
DWG No		Sheet	15 of 37

1. ALL LINES SHOWN ARE EXISTING UNLESS NOTED AS PROPOSED.
2. REFER TO SANITARY SEWER AND WATER UTILITY DETAILS FOR UTILITY ADJUSTMENTS.
3. SEE PAVING PLAN FOR LIMITS OF DRIVEWAY AND SIDEWALK REPLACEMENT.
4. CONTRACTOR TO REPLACE ALL TREES DAMAGED DURING CONSTRUCTION TO EXISTING CONDITION OR BETTER.
5. FINAL GRADING SHALL PROVIDE POSITIVE DRAINAGE TO

6. CONTRACTOR'S RESPONSIBILITY TO COORDINATE WORK WITH PRIVATE UTILITY COMPANIES.
7. CONTRACTOR TO RECONNECT ALL WATER AND SEWER SERVICES.
8. EXISTING YARD DRAINS TO BE JOINED USING 8" PVC PIPE AND CONNECTED TO THE NEAREST INLET FOR LOTS ON THE WEST SIDE. YARD DRAINS FOR LOTS ON THE EAST SIDE TO BE JOINED USING 8" PVC PIPE AND CONNECTED TO THE PROPOSED RCP PIPE OR NEAREST INLET.

CHAPEL BELLE LANE  
STA 9+00 TO END



# CHANGE PROPOSAL



<b>TO:</b> Mike McClung PE, CFM, ENV SP RPS   North America 575 N. Dairy Ashford, Suite 700 Houston, Texas 77079	<b>PROPOSAL #</b> <b>DATE</b> <b>DATE NEEDED BY</b> <b>PROJECT #</b>	6 5/11/22 Open 312													
<b>PROJECT:</b> City of Bunker Hill Paving and Drainage Improvements for Chapel Belle Lane and Tamerlaine Drive															
<b>DESCRIPTION OF CHANGE</b> Added 182' LF of 6" SDR26 PVC Pipe and 14' of DI pipe. Restoration, removing and replanting, removing and installtion pavers															
<b>REASON FOR CHANGE</b> The work was requested as a result of the old sanitary line collapsing.															
<b>OVERRUNS/UNDERRUNS</b>	<table><tr><td>LABOR:</td><td>\$ 5,172.01</td></tr><tr><td>EQUIP:</td><td>\$ 895.00</td></tr><tr><td>MATERIAL:</td><td>\$ 2,461.36</td></tr><tr><td>SUBCONTRACTOR:</td><td></td></tr><tr><td>SUPPLIES:</td><td>\$ -</td></tr><tr><td>BONDS/FEES/OH:</td><td>\$ 715.43</td></tr><tr><td>PROFIT</td><td>\$ 969.48</td></tr></table>	LABOR:	\$ 5,172.01	EQUIP:	\$ 895.00	MATERIAL:	\$ 2,461.36	SUBCONTRACTOR:		SUPPLIES:	\$ -	BONDS/FEES/OH:	\$ 715.43	PROFIT	\$ 969.48
LABOR:	\$ 5,172.01														
EQUIP:	\$ 895.00														
MATERIAL:	\$ 2,461.36														
SUBCONTRACTOR:															
SUPPLIES:	\$ -														
BONDS/FEES/OH:	\$ 715.43														
PROFIT	\$ 969.48														
<table><tr><td>CONTACT SUM CHANGE AMOUNT:</td><td>\$ 10,213.28</td></tr><tr><td>CONTACT TIME CHANGE AMOUNT:</td><td>0</td></tr></table>			CONTACT SUM CHANGE AMOUNT:	\$ 10,213.28	CONTACT TIME CHANGE AMOUNT:	0									
CONTACT SUM CHANGE AMOUNT:	\$ 10,213.28														
CONTACT TIME CHANGE AMOUNT:	0														
<div data-bbox="997 1659 1362 1771"></div> <b>SUBMITTED BY:</b> Tony Rodriguez - President															



**Proposal**

**METRO CITY CONSTRUCTION**

**Job Code: 2022 - 0510**

**Description: 312 - Sanitary Sewer Connection**

				Proposal				
Position Code	Line No.	Pay Item No.	Description		Quantity	Unit of Measure	Unit Price	Total Price
Subtotal Description								
1	1	1	6" Sanitary Sewer Line		182.00	LF	44.40	8,080.80
2	2	2	Restoration		1.00	Each	2,132.48	2,132.48
GRAND TOTAL:								10,213.28

**Proposal Certification**

## METRO CITY CONSTRUCTION

## 2022 - 0510--312 - Sanitary Sewer Connection

## Cost Breakdown Structure (CBS) Register

CBS Position Code	Description	Optional Code	Forecast (T/O) Quantity	Unit of Measure	Unit Cost	Total Cost (Forecast)	Labor Total Cost	Rented Equipment Total Cost	Materials Total Cost	Supplies Total Cost	Fees Total Cost
JOB			1.00	Lump Sum	\$9,243.80	\$9,243.80	\$5,172.01	\$895.00	\$2,461.36	\$0.00	\$715.43
Prime Bond		PRIME BOND	1.00	Lump Sum	\$153.20	\$153.20	\$0.00	\$0.00	\$0.00	\$0.00	\$153.20
Price % Add-On		PRICE % ADD-O	1.00	Lump Sum	\$510.66	\$510.66	\$0.00	\$0.00	\$0.00	\$0.00	\$510.66
Job Financing		FINANCE EXPENS	1.00	Lump Sum	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Job Management & Equipment		JOB MANAGEMEN	1.00	Lump Sum	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Expense		GENERAL EXPEN	1.00	Lump Sum	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1	6" Sanitary Sewer Line	1	182.00	LF	\$37.30	\$6,789.09	\$3,553.16	\$895.00	\$2,289.36	\$0.00	\$51.56
1.1	Labor		182.00	LF	\$19.52	\$3,553.16	\$3,553.16	\$0.00	\$0.00	\$0.00	\$0.00
Row Number	Resource Assembly	Quantity (Less Waste)	Waste % Add-on	Unit of Measure	Work Hours	Pay Hours	Unit Cost	Total Cost (Forecast)			
1	LSOPEX	1.00		Each	39.00	39.00	\$30.93	\$1,206.26			
2	LSSPLO	1.00		Each	19.50	19.50	\$26.81	\$522.88			
3	LSSPLO	1.00		Each	39.00	39.00	\$24.07	\$938.76			
4	LS02	1.00		Each	39.00	39.00	\$22.70	\$885.26			
1.2	Equipment			182.00	LF		\$5.20	\$946.56	\$0.00	\$0.00	\$51.56
Row Number	Resource Assembly	Quantity (Less Waste)	Waste % Add-on	Unit of Measure	Work Hours	Pay Hours	Unit Cost	Total Cost (Forecast)			
1	REXMIN	1.00		Each	50.00	50.00	\$18.93	\$946.56	\$0.00	\$0.00	\$0.00
1.3	Material			182.00	LF		\$12.58	\$2,289.36	\$0.00	\$0.00	\$0.00
Row Number	Resource Assembly	Quantity (Less Waste)	Waste % Add-on	Unit of Measure	Work Hours	Pay Hours	Unit Cost	Total Cost (Forecast)			
1		1.00	0.00	EA			\$130.00	\$130.00			
2		182.00	0.00	LF			\$7.48	\$1,361.36			
3		14.00	0.00	Each			\$57.00	\$798.00			
2	Restoration	2		1.00	Each		\$1,790.85	\$1,790.85	\$172.00	\$0.00	\$0.00
2.1	Labor			1.00	LS		\$1,618.85	\$1,618.85	\$0.00	\$0.00	\$0.00
Row Number	Resource Assembly	Quantity (Less Waste)	Waste % Add-on	Unit of Measure	Work Hours	Pay Hours	Unit Cost	Total Cost (Forecast)			
1	LSSPLO	1.00		Each	22.00	22.00	\$26.81	\$589.92			
2	LSSPLO	1.00		Each	22.00	22.00	\$24.07	\$529.56			
3	LS02	1.00		Each	22.00	22.00	\$22.70	\$499.38			
2.2	Material			1.00	LS		\$172.00	\$172.00	\$0.00	\$0.00	\$0.00
Row Number	Resource Assembly	Quantity (Less Waste)	Waste % Add-on	Unit of Measure	Work Hours	Pay Hours	Unit Cost	Total Cost (Forecast)			
1	Sod	1.00	0.00	LS			\$172.00	\$172.00	\$0.00	\$0.00	\$0.00
13							\$9,243.80	\$5,172.01	\$2,461.36	\$0.00	\$715.43



# Invoice

INVOICE DATE	INVOICE NUMBER
04/18/2022	S100798719.001
REMIT TO: ACT PIPE AND SUPPLY, INC. PO BOX 301282 DALLAS, TX 75303-1282	
PAGE NO.  1 of 1	

**ENTERED**

BILL TO:

SHIP TO:

METRO CITY CONSTRUCTION, LLP.  
17410 COUNTY RD 127  
PEARLAND, TX 77581

CHAPEL BELLE & TAMERLAINE DR 312  
302 CHAPEL BELLE LN  
BUNKER HILL VILLAGE, TX 77024

CUSTOMER NUMBER		CUSTOMER PO NUMBER		JOB NAME / RELEASE NUMBER		SALESPERSON	
162461		312				KRIS KOHLER	
WRITER			SHIP VIA		TERMS		SHIP DATE
David Meyer			DIRECT		NET 30 DAYS		04/18/2022
ORDER QTY	SHIP QTY	PART#	DESCRIPTION			UNIT PRICE	EXT PRICE
1ea	1ea	14865	509010650 6" X 5'-0" PE X PE D.I. PIPE CL53 P401 LINED			800.000/ea	800.00

Invoice is due by 05/18/2022

Past Due invoices may be subject to 1.50% late charge.

Subtotal	800.00
S&H Charges	0.00
Tax	0.00
Payments	0.00
Amount Due	800.00





Job 312  
Bid Item: 62



## Invoice

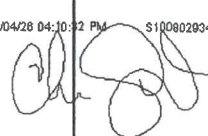
INVOICE DATE	INVOICE NUMBER
04/26/2022	S100802934.001
REMIT TO: ACT PIPE AND SUPPLY, INC. PO BOX 301282 DALLAS, TX 75303-1282	
PAGE NO. 1 of 1	

BILL TO:

SHIP TO:

METRO CITY CONSTRUCTION, LLP.  
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PEARLAND, TX 77581

CHAPEL BELLE & TAMERLAINE DR 312  
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CUSTOMER NUMBER		CUSTOMER PO NUMBER		JOB NAME / RELEASE NUMBER		SALESPERSON	
162461		312				KRIS KOHLER	
WRITER		SHIP VIA		TERMS		SHIP DATE	ORDER DATE
HILTON CABALLERO		WILL CALL		NET 30 DAYS		04/26/2022	04/26/2022
ORDER QTY	SHIP QTY	PART#	DESCRIPTION			UNIT PRICE	EXT PRICE
1ea	1ea	28775	543100606 6" X 6" SDR26 GXGXG WYE			96.380/ea	96.38
1ea	1ea	29897	544150600 6" SOLVENT WELD SDR35 CAP			10.550/ea	10.55
2ea	2ea	3875	562100606 6" X 6" PVC X PVC FLEX COUPLING			12.000/ea	24.00
182ft	182ft	9208	502340614 6" SDR26 ASTM 3034 PVC SEWER PIPE- 14'			7.480/ft	1361.36
<div>2022/04/26 04:10:52 PM S100802934.1</div> <div></div> <div>CHRIS</div>							

Invoice is due by 05/26/2022

Past Due invoices may be subject to 1.50% late charge.

Subtotal	1492.29
S&H Charges	0.00
Tax	0.00
Payments	0.00
Amount Due	1492.29



## REQUEST FOR INFORMATION

**TO:** Andrea Gonzales, Engineer  
RPS Group  
575 N. Dairy Ashford, Suite 700  
Houston, TX 77079

**FROM** Tony Rodriguez, President  
**DATE** 6/22/64  
**JOB#** 312  
**RFI#** 6

**PROJECT NAME:** City of Bunker Hill  
Chapel Belle Lane and Tamerlaine Drive

**SUBJECT:** 6" Sanitary Line Conflict

**DRAWING#** 15    **SPEC#**    **CRITICAL** ☒    **ROUTINE** ☒    **SCHEDULE IMPACT** High

### INFORMATION REQUIRED

At Sta 11+96.25 a 6" sanitary sewer line is running from East-West is in conflict with the 24" RCP. The elevation of the sanitary line puts it in the middle of the 24" RCP. Please advise how you would like us to address this conflict.

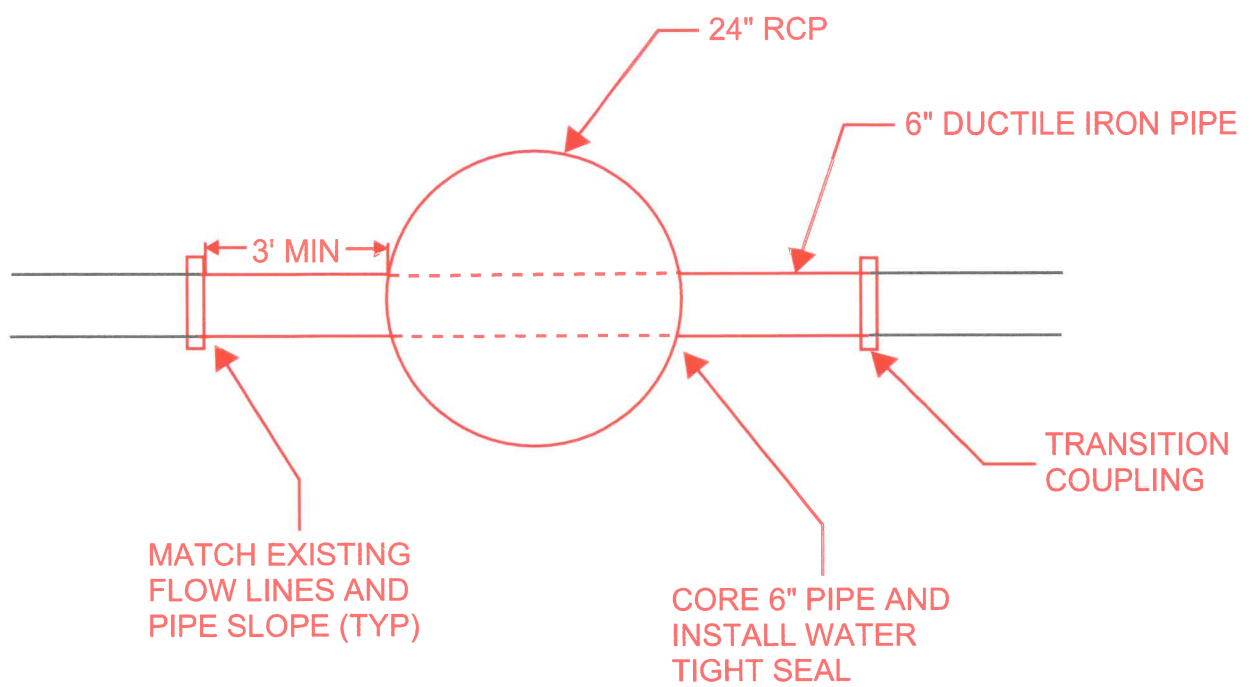
### RESPONSE:

Please see attached proposed diagram and specifications. A 6" Ductile Iron Pipe will run through the 24" RCP with a 3' offset on each side and a transition coupling attached to the existing pipe material.

Please submit a change order request for the additional quantity of the 6" Ductile Iron Pipe.

  
SIGNATURE

Associate Engineer  
\_\_\_\_\_  
TITLE





## PART 1 GENERAL

### 1.01 SUMMARY

- A. Section Includes:
  - 1. Ductile iron pipe in sizes 3 inches through 48 inches for water, wastewater and air services.
  - 2. Fittings for ductile iron pipe.
  - 3. Polyethylene wrap for ductile iron pipe.

### 1.02 REFERENCES

- A. American Water Works Association (AWWA):
  - 1. AWWA C104 - Cement-Mortar Lining for Ductile Iron Pipe and Fittings for Water.
  - 2. AWWA C110 - Ductile-Iron and Gray-Iron Fittings, 3 in. Through 48 in., for Water and other Liquids.
  - 3. AWWA C105 - Polyethylene Encasement for Ductile Iron Piping for Water and Other Liquids.
  - 4. AWWA C111 - Rubber-Gasket Joints for Ductile-Iron and Gray-Iron Pressure Pipe and Fittings.
  - 5. AWWA C115 - Flanged Ductile-Iron Pipe with Threaded Flanges.
  - 6. AWWA C151 - Ductile-Iron Pipe, Centrifugally Cast in Metal Molds or Sand-Lined Molds, for Water or Other Liquids.
  - 7. AWWA C153 - Ductile Iron Compact Fittings.

### 1.03 SUBMITTALS

- A. Product Data:
  - 1. Manufacturer's specifications, catalog cuts, and literature:
    - a. Pipe.
    - b. Inside linings.
    - c. Mechanical and push-on joints.
    - d. Flanged joints.
    - e. Grooved joints.
    - f. Standard fittings.
    - g. Special fittings.
    - h. Polyethylene encasement.
- B. Submit all product data and coating system information specified above in one complete submittal.
- C. Submit in accordance with Section 01330 – Submittals.

## PART 2 PRODUCTS

### 2.01 PIPE

- A. Liquid and air service pipe: AWWA C151, ductile iron.
- B. Gas service pipe: ANSI A21.52, ductile iron. In addition to pipe marking required by ANSI A21.52, conspicuously stamp each pipe with words "AIR TESTED".
- C. Pressure Rating:
  - 1. 250 psi minimum unless higher ratings are specified on Drawings.

### 2.02 INSIDE LINING

- A. Water Mains: ANSI A21.4, cement lines with seal coat.
- B. Sanitary Sewers and Force Mains:
  - 1. Polyurethane or ceramic epoxy.
  - 2. Manufacturer's:
    - a. American Cast Iron Pipe Company.
    - b. U.S. Pipe and Foundry Company.
    - c. Or equal.
  - 3. Virgin polyethylene: ASTM D1248.
  - 4. Thickness: 40 mils nominal, 30 mils minimum.
  - 5. Heat fused.

## 2.03 JOINTS

- A. Joint Type:
  - 1. Unless otherwise shown on the Drawings, provide the types of joints specified below.
    - a. Liquid and Air Services: Mechanical or push-on joint.
- B. Mechanical and Push-on Joints:
  - 1. AWWA C111.
  - 2. Gasket material:
    - a. Suitable for service and maximum operating temperature of piping system.
    - b. Gaskets for wastewater air service shall be suitable for sustained temperatures to 200° F.
  - 3. Restrained Joints:
    - a. Manufacturers:
      - 1) American Cast Iron Pipe Company, Flex-Ring, and Lok-Ring.
      - 2) U.S. Pipe and Foundry Company, TR-Flex.
      - 3) Or equal.
    - b. Provide restrained joints for buried piping systems specifically identified to have restrained joints and for buried piping systems where use of concrete thrust blocks is not practical.
    - c. Minimum pressure rating: 250 psi.
- C. Flanged Joints:
  - 1. Flanged pipe for liquid and air service shall be in accordance with AWWA C115.
  - 2. Flanged pipe for gas service shall be in accordance with AWWA C115 and ANSI A21.52. In addition to pipe marking specified in AWWA C115 and ANSI A21.52, conspicuously stamp each flanged pipe with words "AIR TESTED".
  - 3. Fabrication of flanged pipe, including assembly of flange on pipe shall be performed by pipe manufacturer in accordance with AWWA C115. Assembly of flange on pipe outside of manufacturer's shop is unacceptable.
  - 4. Flange material for flanged pipe shall be ductile iron. Flanged pipe with gray iron flanges is not acceptable.
  - 5. Gasket material shall be suitable for service and maximum operating temperature of piping system as specified in piping system specification section. Gaskets for wastewater air service shall be suitable for sustained temperatures to 200° F.
  - 6. Gaskets shall be ring or full face, 1/8-in. thick, and conform to dimensions shown in Appendices to AWWA C110 and AWWA C115.
  - 7. Bolts:
    - a. Size, length, and number as shown in AWWA C110 and AWWA C115.
    - b. Material: Carbon steel, ASTM A307, Grade B.
    - c. Dimensions: ANSI B18.2.1, heavy hex.

8. Nuts:
  - a. Size, length, and number as shown in AWWA C110 and AWWA C115.
  - b. Material: Carbon steel, ASTM A307, Grade B.
  - c. Dimensions: ANSI B18.2.2, heavy hex.

#### 2.04 FITTINGS

- A. Pressure rating of 250 psi, minimum.
- B. Standard fittings for liquid and air service:
  1. Mechanical and push-on joint fittings:
    - a. Ductile iron.
    - b. AWWA C110 or AWWA C153.
  2. Flanged joint fittings:
    - a. Ductile iron.
    - b. AWWA C110.
    - c. Flange dimensions in accordance with AWWA C115.
- C. Special fittings for liquid and air service, not included in AWWA standards, shall be manufacturer's standard, based on AWWA design principles, and in compliance with applicable requirements of AWWA standards.
- D. Standard fittings for gas service:
  1. Mechanical joint fittings: ANSI A21.14, ductile iron.
  2. Flanged joint:
    - a. ANSI A21.14, ductile iron.
    - b. Flange dimensions in accordance with AWWA C115.
- E. Special fittings for gas service, not included in ANSI standard, shall be manufacturer's standard, based on ANSI design principles, and in accordance with applicable requirements of ANSI standard.
- F. Miscellaneous Fittings:
  1. Provide miscellaneous fittings, such as cutting in sleeves, tapping sleeves, caps, plugs, and other fittings, as required for a complete system.
  2. Manufacturer of miscellaneous fittings shall be same manufacturer as pipe.
  3. Miscellaneous fittings shall be suitable for service.
- G. Inside Lining: Use same lining as that specified for pipe.

#### 2.05 OUTSIDE COATING

- A. Provide asphaltic coating in accordance with applicable AWWA standards for buried pipe and pipe encased in concrete.

#### 2.06 POLYETHYLENE ENCASEMENT

- A. Provide polyethylene encasement for buried piping in accordance with AWWA C105.

### PART 3 EXECUTION

#### 3.01 INSTALLATION

- A. Install in accordance with applicable installation specifications Section 02510 – Water Mains and Section 02530 – Sanitary Sewers.

3.02 JOINT ASSEMBLY

- A. Assemble push-on and mechanical joints in accordance with manufacturer's written instructions.
- B. Do not use flanged joints for buried piping unless specified on the Drawings.
- C. Assemble flanged joint in accordance with piping system specification section, flanged pipe manufacturer's written instructions, and gasket manufacturer's written instructions.

3.03 WALL PIPES

- A. Support by formwork to prevent contact with reinforcing steel.
- B. Install in accordance with Section 03300 – Cast-in-Place Concrete.

3.04 POLYETHYLENE ENCASEMENT

- A. Install in accordance with AWWA C105.

3.05 TAPPING

- A. Do not tap polyethylene-lined and glass-lined pipe.
- B. Taps for ductile iron pipe shall be in accordance with pipe manufacturer's instructions.
- C. Provide service saddles for tap sizes greater than 1-in. Service saddles are not required for tap sizes 1-in. and smaller.

\* \* \* END OF SECTION \* \* \*



**CHANGE ORDER NO. 5**

Contractor: Metro City, LLC

Date 05/11/2022

Description:

1. Additional \$26,621.35 for the inclusion of 184 LF of 12" HDPE Pipe by direction bore located at Eaton Court.

Reasons for Change Order:

1. The 12" HDPE Pipe was not included in the original contract and has been requested to be incorporated into the Chapel Belle project by City Staff.

CONTRACT PRICE		CONTRACT TIMES (Calendar Days)		
			To substantial Completion	To final Completion
Total Original Contract:	<u>\$ 996,395.00</u>	Original:	<u>200</u>	<u>200</u>
Previous C.O.s (DEDUCT):	<u>\$ 29,909.51</u>	Previous C.O.s (DEDUCT):	<u>          </u>	<u>          </u>
This C.O. (DEDUCT):	<u>\$ 26,621.35</u>	This C.O. (DEDUCT):	<u>0</u>	<u>0</u>
Contract Price with all approved Change Orders:	<u>\$ 1,052,925.86</u> + 5.67%	REVISED:	<u>          </u>	<u>          </u>
		Original Completion Date:	<u>9/01/22</u>	<u>9/01/22</u>
		Revised Completion Date:	<u>9/01/22</u>	<u>9/01/22</u>

The Contractor agrees that this Change Order includes any and all costs associated with or resulting from the change(s) ordered herein, including all impact, delays, and acceleration costs. Other than the dollar amount and time allowance listed above, there shall be no further time or dollar compensation as a result of this Change Order.

---

THIS DOCUMENT SHALL BECOME AN AMENDMENT TO THE CONTRACT AND ALL  
STIPULATIONS AND COVENANTS OF THE CONTRACT SHALL APPLY HERETO.

---

RECOMMENDED:

By:  \_\_\_\_\_ 05/12/22  
Engineer (Authorized Signature) Date

APPROVED:

By: \_\_\_\_\_  
Owner (Authorized Signature) Date

ACCEPTED:  \_\_\_\_\_ 5/12/2022  
By: Contractor (Authorized Signature) Date

---

# CHANGE PROPOSAL



<b>TO:</b>  Mike McClung PE, CFM, ENV SP RPS   North America 575 N. Dairy Ashford, Suite 700 Houston, Texas 77079	<b>PROPOSAL #</b> <b>DATE</b> <b>DATE NEEDED BY</b> <b>PROJECT #</b>	3 4/19/22 Open 312																				
<b>PROJECT:</b> City of Bunker Hill Paving and Drainage Improvements for Chapel Belle Lane and Tamerlaine Drive																						
<b>DESCRIPTION OF CHANGE</b> Addition 184' LF of 12" HDPE Pipe by direction bore.																						
<b>REASON FOR CHANGE</b> Requested additional scope of work at Eaton Court.																						
<b>OVERRUNS/UNDERRUNS</b>	<table><tr><td><b>LABOR:</b></td><td>\$</td><td>5,834.25</td></tr><tr><td><b>EQUIP:</b></td><td>\$</td><td>2,810.50</td></tr><tr><td><b>MATERIAL:</b></td><td>\$</td><td>4,403.66</td></tr><tr><td><b>SUBCONTRACTOR:</b></td><td>\$</td><td>9,100.00</td></tr><tr><td><b>SUPPLIES:</b></td><td>\$</td><td>7.74</td></tr><tr><td><b>BONDS/FEES/OH:</b></td><td>\$</td><td>1,803.07</td></tr><tr><td><b>PROFIT</b></td><td>\$</td><td>2,662.13</td></tr></table>	<b>LABOR:</b>	\$	5,834.25	<b>EQUIP:</b>	\$	2,810.50	<b>MATERIAL:</b>	\$	4,403.66	<b>SUBCONTRACTOR:</b>	\$	9,100.00	<b>SUPPLIES:</b>	\$	7.74	<b>BONDS/FEES/OH:</b>	\$	1,803.07	<b>PROFIT</b>	\$	2,662.13
<b>LABOR:</b>	\$	5,834.25																				
<b>EQUIP:</b>	\$	2,810.50																				
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<b>SUBCONTRACTOR:</b>	\$	9,100.00																				
<b>SUPPLIES:</b>	\$	7.74																				
<b>BONDS/FEES/OH:</b>	\$	1,803.07																				
<b>PROFIT</b>	\$	2,662.13																				
<table><tr><td><b>CONTACT SUM CHANGE AMOUNT:</b></td><td>\$</td><td>26,621.35</td></tr><tr><td><b>CONTACT TIME CHANGE AMOUNT:</b></td><td></td><td>0</td></tr></table>			<b>CONTACT SUM CHANGE AMOUNT:</b>	\$	26,621.35	<b>CONTACT TIME CHANGE AMOUNT:</b>		0														
<b>CONTACT SUM CHANGE AMOUNT:</b>	\$	26,621.35																				
<b>CONTACT TIME CHANGE AMOUNT:</b>		0																				
<div style="text-align: right;"><hr/><b>SUBMITTED BY: Tony Rodriguez - President</b></div>																						

**Proposal**  
**METRO CITY CONSTRUCTION**  
 Job Code: 2022-0411  
 Description: Eaton Court

Proposal							
Position Code	Line No.	Pay Item No.	Description Subtotal Description	Quantity	Unit of Measure	Unit Price	Total Price
1	1	1	12" HDPE Pipe	64.00	LF	80.74	5,167.36
2	2	2	12 HDPE Pipe Trenchless	130.00	LF	107.28	13,946.40
3	3	3	Sidewalk Remove and Replace	512.00	SF	11.10	5,683.20
4	4	4	Connect to Storm Bid Item 40	1.00	Each	1,362.12	1,362.12
5	5	5	Restoration	1.00	LS	462.27	462.27
GRAND TOTAL:							26,621.35

Proposal Certification



CBS Position Code	Description	Optional Code	Forecast (7/0) Quantity	Unit of Measure	Unit Cost	Total Cost (Forecast)	Labor Total Cost	Rented Equipment Total Cost	Materials Total Cost	Subcontract Total Cost	Supplies Total Cost	Fees Total Cost	Owned Equipment Total Cost
JOB	Prime Bond	PRIME BOND	1.00	Lump Sum	\$23,959.22	\$23,959.22	\$5,834.25	\$2,810.50	\$4,403.66	\$9,100.00	\$7.74	\$1,803.07	\$0.00
	Job Overhead 5%	PRICE % ADD-ON	1.00	Lump Sum	\$399.32	\$399.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$399.32	\$0.00
	Job Management & Equipment	JOB MANAGEMENT	1.00	Lump Sum	\$1,331.07	\$1,331.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,331.07	\$0.00
	12" HDPE Pipe		1.00	Lump Sum	\$436.54	\$436.54	\$436.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	1		64.00	LF	\$65.30	\$4,176.94	\$1,729.80	\$1,511.00	\$885.20	\$0.00	\$0.00	\$52.95	\$0.00
1.1	Labor		64.00	LF	\$27.03	\$1,729.80	\$1,729.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1.1	Resource Assembly	Quantity (Less Waste)	Quantity	Unit of Measure	Unit Cost	Total Cost (Forecast)							
	1 LSS02	Laborer - Common	1.00	Each	\$22.70	\$226.99							
	2 LSSP02	Pipelayer helper	2.00	Each	\$24.07	\$481.42							
	3 LSSP01	Pipelayer	1.00	Each	\$26.81	\$268.14							
	4 LSOPEX	Operator - Excavator	1.00	Each	\$30.93	\$309.30							
5 LSPM1	Foreman		1.00	Each	\$443.95	\$443.95							
1.2	Equipment		64.00	LF	\$24.44	\$1,563.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52.95	\$0.00
1.2	Resource Assembly	Quantity (Less Waste)	Quantity	Unit of Measure	Unit Cost	Total Cost (Forecast)							
	1 RDT	Dump Truck	1.00	Each	\$52.00	\$520.00							
	2 RRU	Rental Pickup	1.00	Each	\$124.20	\$124.20							
	3 REX12M	Excavator - 12MT	1.00	Each	\$707.49	\$707.49							
	4 RECTL	Compact Track Loader	1.00	Each	\$212.26	\$212.26							
1.3	Material		64.00	LF	\$13.83	\$885.20	\$0.00	\$0.00	\$885.20	\$0.00	\$0.00	\$0.00	\$0.00
1.3	Resource Assembly	Quantity (Less Waste)	Quantity	Unit of Measure	Unit Cost	Total Cost (Forecast)							
	1	12" HDPE Pipe	64.00	LF	\$10.05	\$643.20							
	2 MCSAN	Cement Stabilized Sand	11.00	0.00	\$22.00	\$242.00							
	2	12 HDPE Pipe Trenchless	2										
	2.1	Direction Nail	130.00	LF	\$89.40	\$11,621.52	\$127.21	\$0.00	\$355.55	\$2,032.50	\$9,100.00	\$0.00	\$6.26
2.2	Bore Pits		130.00	LF	\$70.00	\$9,100.00	\$0.00	\$0.00	\$0.00	\$9,100.00	\$0.00	\$0.00	\$0.00
2.2	Resource Assembly	Quantity (Less Waste)	Quantity	Unit of Measure	Unit Cost	Total Cost (Forecast)							
	1 LSOBPL	Operator - Backhoe Loader	1.00	Each	\$25.44	\$127.21							
	2 RDT	Dump Truck	1.00	Each	\$52.00	\$260.00							
	3 REBHL	Backhoe Loader	1.00	Each	\$101.81	\$101.81							
	2.3	Material	130.00	Each	\$15.63	\$2,032.50	\$0.00	\$0.00	\$2,032.50	\$0.00	\$0.00	\$0.00	\$0.00
2.3	Resource Assembly	Quantity (Less Waste)	Quantity	Unit of Measure	Unit Cost	Total Cost (Forecast)							
	1	12" HDPE Pipe	130.00	LF	\$10.05	\$1,305.50							
	2 MCSAN	Cement Stabilized Sand	33.00	0.00	\$22.00	\$726.00							
	3	Sidewalk Runners and Replaces	3										
	3.1	Install	512.00	SF	\$8.89	\$4,549.48	\$2,483.53	\$881.85	\$1,162.89	\$0.00	\$0.00	\$7.74	\$13.47
3.2	Materials & Supplies		512.00	SF	\$6.60	\$3,378.21	\$2,483.53	\$881.85	\$0.00	\$0.00	\$0.00	\$12.83	\$0.00
3.2	Resource Assembly	Quantity (Less Waste)	Quantity	Unit of Measure	Unit Cost	Total Cost (Forecast)							
	1	Concrete Sidewalk Crew	1.00	Each	\$199.21	\$2,988.21							
	2 RDT	Dump Truck	1.00	Each	\$390.00	\$390.00							
	3.2	Materials & Supplies	512.00	SF	\$2.29	\$1,171.26	\$0.00	\$0.00	\$1,162.89	\$0.00	\$0.00	\$7.74	\$0.64
	3.3	Materials & Supplies	512.00	SF	\$2.29	\$1,171.26	\$0.00	\$0.00	\$1,162.89	\$0.00	\$0.00	\$7.74	\$0.64
3.3	Resource Assembly	Quantity (Less Waste)	Quantity	Unit of Measure	Unit Cost	Total Cost (Forecast)							
	1 SYP	Pine 1x4	3.12	LF	\$0.00	\$0.00							
	2 SSTK	Stakes 2x4x18"	3.12	Each	\$0.00	\$0.00							
	3 SND	Nails Duplex 16	0.05	4.00	\$71.66	\$3.73							
	4 SN	Nails Common 6	0.05	4.00	\$89.43	\$4.65							

CBS Position Code		Description		Optional Code		Forecast (70) Quantity		Unit of Measure		Unit Cost		Total Cost (Forecast)		Labor Total Cost		Rented Equipment Total Cost		Materials Total Cost		Subcontract Total Cost		Supplies Total Cost		Fees Total Cost		Owned Equipment Total Cost		
Row Number	Code	Resource Assembly	Description	Quantity (Less Waste)	Waste % Add-on	Quantity	Unit of Measure	Work Hours	Pay Hours	Unit Cost	Total Cost (Forecast)																	
5	MASAN		Sand	3.15	4.00	3.28	CY			\$21.00	\$68.80																	
6	MC3500		Concrete 3500 PSI	7.87	4.00	8.18	CY			\$123.00	\$1,006.73																	
7	MPRW		Redwood Expansion Joi	0.00	4.00	0.00	LF			\$0.00	\$0.00																	
8	MASAN		Sand	4.00	4.00	4.16	CY			\$21.00	\$87.36																	
4	Connect to Storm Bid Item 40												4	1.00/ Each		\$1,061.07	\$998.97	\$62.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Row Number	Code	Resource Assembly	Description	Quantity (Less Waste)	Waste % Add-on	Quantity	Unit of Measure	Work Hours	Pay Hours	Unit Cost	Total Cost (Forecast)																	
1	LSSPL01		PipeLayr			2.00	Each	20.00	20.00	\$26.81	\$536.29																	
2	LSSPL02		PipeLayr Helper			1.00	Each	10.00	10.00	\$24.07	\$240.71																	
3	LSPM1		Foreman			1.00	Each	5.00	5.00	\$44.39	\$221.97																	
4	RPU		Rental Pickup			1.00	Each	5.00	5.00	\$12.42	\$62.10																	
5	Restoration												5	1.00/ LS		\$381.28	\$58.20	\$0.00	\$323.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5.1	Sod													100.00/ SF		\$3.81	\$58.20	\$0.00	\$323.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Row Number	Code	Resource Assembly	Description	Quantity (Less Waste)	Waste % Add-on	Quantity	Unit of Measure	Work Hours	Pay Hours	Unit Cost	Total Cost (Forecast)																	
1	LSS02		Laborer - Common			2.00	Each	2.56	2.56	\$22.70	\$58.20																	
2			Sod	92.31	0.00	92.31	SF			\$3.50	\$323.08																	
													\$23,959.22	\$5,834.25	\$2,810.50	\$4,403.66	\$9,100.00	\$7.74	\$1,803.07								\$0.00	

# Sco Boring

2329 County Road 348  
Jewett, Texas 75846

Project: Proposed Pool @ 5 Eaton Court  
Bunker Hill Village

Contractor: MetroCity, LLC  
Attn: Tony Rodriguez

Date: 04/12/2022

## HDD Bore Estimate

12" Diameter HDD Bore (HDPE or Restrained Joint Pipe Only.)	130 LF	\$9,100.00
<b>Total Bid</b>		<b>\$9,100.00</b>

### NOTES:

1. Contractor shall provide Sco Boring access to bore areas and adequate room for equipment and boring operations.
2. Contractor shall furnish all pipe or casing to complete all bore operations.
3. Contractor shall provide all hauling and disposal of excess spoils and mud from bore operations.
4. Please see all bore exclusions from Sco Boring on attached sheet.

Note: Prices good for 15 Days due to fluctuating material and equipment costs.

# Sco Boring

2329 County Road 348  
Jewett, Texas 75846

## Bore Exclusions

- Construction Staking
- Dewatering of Groundwater
- Permits
- Traffic Control
- Compaction of backfill
- Furnish casing spacers and end seals or the installation of such.
- Demo
- Materials haul off/haul back
- Any rock or other unsuitable boring materials will be additionally charged up to 2.5 times/LF in those areas.
- For on-grade bores boring downgrade may negatively affect grade accuracy, any total fall greater than 6" cannot be read.



**CHANGE ORDER NO. 6**

Contractor: Metro City, LLC Date 05/11/2022

**Description:**

1. Additional \$20,057.44 for the inclusion of 300 LF of sidewalk on Memorial Dr. and Briarforest.

**Reasons for Change Order:**

1. The sidewalk was not included in the original contract and has been requested to be incorporated into the Chapel Belle project by City Staff.

CONTRACT PRICE		CONTRACT TIMES (Calendar Days)	
		To substantial Completion	To final Completion
Total Original Contract:	\$ 996,395.00	200	200
Previous C.O.s (DEDUCT):	\$ 56,530.86		
This C.O. (DEDUCT):	\$ 20,057.44	0	0
Contract Price with all approved Change Orders:	\$ 1,072,983.3 + 7.69%		
		Original Completion Date:	9/01/22
		Revised Completion Date:	9/01/22

The Contractor agrees that this Change Order includes any and all costs associated with or resulting from the change(s) ordered herein, including all impact, delays, and acceleration costs. Other than the dollar amount and time allowance listed above, there shall be no further time or dollar compensation as a result of this Change Order.

---

THIS DOCUMENT SHALL BECOME AN AMENDMENT TO THE CONTRACT AND ALL  
STIPULATIONS AND COVENANTS OF THE CONTRACT SHALL APPLY HERETO.

---

RECOMMENDED:

By:   
Engineer (Authorized Signature)

05/12/22


Date

APPROVED:

By: \_\_\_\_\_  
Owner (Authorized Signature)

Date

ACCEPTED:

By:   
Contractor (Authorized Signature)

5/12/2022

Date

# CHANGE PROPOSAL



<b>TO:</b> Mike McClung PE, CFM, ENV SP RPS   North America 575 N. Dairy Ashford, Suite 700 Houston, Texas 77079		<b>PROPOSAL #</b> <b>DATE</b> <b>DATE NEEDED BY</b> <b>PROJECT #</b>	5 4/19/22 Open 312
<b>PROJECT:</b> City of Bunker Hill Paving and Drainage Improvements for Chapel Belle Lane and Tamerlaine Drive			
<b>DESCRIPTION OF CHANGE</b> 300' lf of sidewalk			
<b>REASON FOR CHANGE</b> The following additional scope of work has been requested: Add new sidewalk at Briarforest and Memorial Drive.			
<b>OVERRUNS/UNDERRUNS</b>		<b>LABOR:</b> <b>EQUIP:</b> <b>MATERIAL:</b> <b>SUBCONTRACTOR:</b> <b>SUPPLIES:</b> <b>BONDS/FEES/OH:</b> <b>PROFIT</b>	\$ 9,106.28 \$ 1,253.45 \$ 6,322.48  \$ 50.65 \$ 1,420.66 \$ 1,903.92
		<b>CONTACT SUM CHANGE AMOUNT:</b>	\$ 20,057.44
		<b>CONTACT TIME CHANGE AMOUNT:</b>	6
<div style="text-align: right;"><b>SUBMITTED BY:</b> Tony Rodriguez - President</div>			

**Proposal**  
**METRO CITY CONSTRUCTION**  
 Job Code: 2022-0419  
 Description: Memorial & Briar Forest Sidewalk

				Proposal				
Position Code	Line No.	Pay Item No.	Description		Quantity	Unit of Measure	Unit Price	Total Price
Subtotal Description								
1	1	1	8' Wide Sidewalk		2,400.00	SF	8.36	20,064.00
GRAND TOTAL:								20,064.00

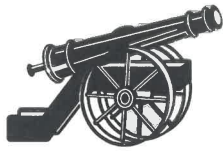
Proposal Certification



MEIKU CITY CONSTRUCTION  
2022-0419--Memorial & Briar Forest Sidewalk

Cost Breakdown Structure (CBS) Register

CBS Position Code	Description	Optional Code	Forecast (T/O) Quantity		Unit of Measure	Unit Cost	Total Cost (Forecast)	Labor Total Cost	Rented Equipment Total Cost	Materials Total Cost	Supplies Total Cost	Fees Total Cost
			Quantity	Unit of Measure								
JOB			1.00	Lump Sum		\$18,153.51	\$18,153.51	\$9,106.28		\$1,253.45	\$50.65	\$1,420.66
Prime Bond		PRIME BOND	1.00	Lump Sum		\$300.86	\$300.86	\$0.00		\$0.00	\$0.00	\$300.86
Price % Add-On		PRICE % ADD-ON	1.00	Lump Sum		\$1,002.87	\$1,002.87	\$0.00		\$0.00	\$0.00	\$1,002.87
Job Financing		FINANCE EXPENS	1.00	Lump Sum		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
Job Management & Equipment		JOB MANAGEMEN	1.00	Lump Sum		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
General Expense		GENERAL EXPENS	1.00	Lump Sum		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
8' Wide Sidewalk		1	2,400.00	SF		\$7.02	\$16,849.78	\$9,106.28		\$1,253.45	\$50.65	\$116.92
1.1	Install		2,400.00	SF		\$4.34	\$10,406.78	\$9,106.28		\$1,253.45	\$0.00	\$47.05
Row Number	Code	Resource Assembly	Description	Quantity (Less Waste)	Waste % Add-on	Quantity	Unit of Measure	Pay Hours	Unit Cost	Total Cost (Forecast)		
1	SIDEPAV	Concrete Sidewalk Crew		1.00	Each	440.00	440.00	\$189.21	\$10,406.78			
Row Number	Code	Resource Assembly	Description	Quantity (Less Waste)	Waste % Add-on	Quantity	Unit of Measure	Pay Hours	Unit Cost	Total Cost (Forecast)		
1	LSWFM1	SIDEPAV	Foreman			1.00	Each	55.00	\$44.39	\$2,441.71		
2	LSWOPBL	SIDEPAV	Operator - Backhoe Loader			1.00	Each	55.00	\$24.23	\$1,332.91		
3	LSWFIN2	SIDEPAV	Finisher			2.00	Each	110.00	\$26.84	\$2,952.86		
4	LSW02	SIDEPAV	Laborer			2.00	Each	110.00	\$21.63	\$2,378.79		
5	RPU	SIDEPAV	Rental Pickup			1.00	Each	55.00	\$12.42	\$683.10		
6	RECTL	SIDEPAV	Compact Track Loader			1.00	Each	55.00	\$11.23	\$617.40		
1.2	Materials & Supplies											
Row Number	Code	Resource Assembly	Description	Quantity (Less Waste)	Waste % Add-on	Quantity	Unit of Measure	Pay Hours	Unit Cost	Total Cost (Forecast)		
1	SYP		Pine 1x4	600.00	4.00	624.00	LF		\$1.08	\$675.48		
2	SSTK		Stakes 2x4x18"	100.00	4.00	104.00	Each		\$2.17	\$225.16		
3	SND		Nails Duplex 16	0.10	0.00	0.10	Each		\$71.66	\$7.17		
4	SN		Nails Common 6	0.10	0.00	0.10	Each		\$89.43	\$8.94		
5	MC3500		Concrete 3500 PSI	34.00	4.00	35.36	CY		\$104.00	\$3,677.44		
6	MPRW		Redwood Expansion Joi	100.00	0.00	100.00	LF		\$7.42	\$742.00		
7	MASAN		Sand	14.81	4.00	15.40	CY		\$15.00	\$231.04		
8	MPREB4		Rebar #4 20 Foot	60.00	0.00	60.00	Each		\$14.00	\$840.00		
9	MSTEEL		Structural Steel	0.00	0.00	0.00	Ton		\$1,500.00	\$0.00		
10			Paving Chairs	1.00	0.00	1.00	EA		\$35.77	\$35.77		
9						2,400.00	SF		\$2.68	\$6,442.99		
										\$0.00	\$50.65	\$69.87
										\$0.00	\$6,322.48	\$1,253.45
										\$18,153.51	\$9,106.28	\$50.65
										\$1,253.45	\$6,322.48	\$1,420.66



**CITY OF BUNKER HILL VILLAGE**  
**CITY COUNCIL**  
**Agenda Request**

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Agenda Date:	May 17, 2022
Agenda Item Number:	VIII
Subject/Proceeding:	Solid Waste and Recycling
Exhibits:	Letter from Texas Pride for New Contract
Approval(s):	Susan Grass, Finance Director Karen Glynn, City Administrator
Budget: Process	To Be Determined – 2022 Mid-Year Adjustment / 2023 Budget

**Executive Summary**

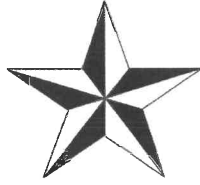
In February 2018, the City Council approved the transfer for Solid Waste and Recycling Services from Republic Services to Texas Pride under the same conditions and pricing. At the time, the City was in year 4 of a 5-year contract with Republic Services for these services. The existing (transferred) contract period ended in December 2019 with the option to extend for three additional 1 - year options. The City is in the third and final 1 – year option with Texas Pride. The City Council approved a rate increase of 4% in October 2021 effective for 2022. The following outlines the monthly pricing over the years:

<b>Rate with Republic Services</b> <i>2018 Rate per Contract</i>	<b>Rate with Texas Pride</b> <i>June 2018 – December 2020</i>	<b>Proposed Rate with Texas Pride</b> <i>2021</i>	<b>Proposed Rate with Texas Pride</b> <i>2022</i>
<b>\$ 35.99</b>	<b>\$ 28.44</b>	<b>\$ 29.39</b>	<b>\$ 30.71</b>

Overall, the City has been pleased with the services provided by Texas Pride over the years especially considering the COVID 19 situation. There have been no interruptions to the City's service. The City has recently been experiencing some challenges with recycling. Staff is working closely with Texas Pride to address.

Texas Pride recently sent a letter to all customers regarding a mid-year rate increase as a result of fuel prices. Staff met with Texas Pride to discuss the concerns with recycling, a possible new contract and the mid-year rate increase. Texas Pride provided the attached letter outlining options for the City.

Staff will present and discuss these options with the City Council and seek Council direction.



# TEXAS PRIDE DISPOSAL

## ***Our Mission***

*To provide unparalleled solid waste collection services that consistently exceed our customer's expectations, while continuously striving to provide the most environmentally responsible alternatives for our customers and safest working environments for our employees.*

***Let Texas Pride be your guide to all of your disposal needs.***

## **Proposal for Renewal of Solid Waste Collection Services for:**

City of Bunker Hill Village

c/o Karen Glynn

City Administrator

Via Email

[kglynn@bunkerhilltx.gov](mailto:kglynn@bunkerhilltx.gov)



Texas Pride Disposal  
PO Box 1186  
Rosenberg, Texas 77471  
(281) 342-8178

**Proposal for Solid Waste and Recycle Collection Services for:  
City of Bunker Hill Village**

First and foremost, we would like to ***thank you*** for allowing us to be your solid waste and recycling collection provider. As a small business, your community was one of the first to take a chance on our young and eager company. Because of your faith in our philosophy and mission, you have helped us grow into one of Houston's premier solid waste collection companies, proudly serving over 220,000 households with the youngest, cleanest fleet in town. Through all of our growth, we've continued to be accessible and responsive to the board members, managers, attorneys, and residents that we work with while taking tremendous pride in delivering our services to the level you expect and deserve each week.

***So again, thank you for allowing us to be part of your community and family!***

Our renewal proposal for your community:

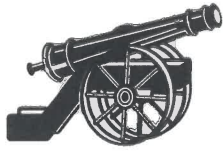
<b>Current Rates</b>	
Residential	\$30.71
City Hall Dumpster	\$293.52

<b>Renewal Options:</b>	
<b><i>5-Year, 1/1/23 Start, Subject to Annual CPI Beginning 1/1/24, Free Yard Waste Pilot Program if Interest</i></b>	
Residential	\$32.03
City Hall Dumpster	\$293.52
<b><i>5.5-Year, 7/1/22 Start, Subject to Annual CPI Beginning 1/1/24, Free Yard Waste Pilot Program if Interest</i></b>	
Residential	\$31.50
City Hall Dumpster	\$293.52
<b><i>6.5-Year, 7/1/22 Start, Subject to Annual CPI Beginning 1/1/25, Free Yard Waste Pilot Program if Interest</i></b>	
Residential	\$31.00
City Hall Dumpster	\$293.52
<b><i>1-Year Annual Renewals, 1/1/23 Start, Subject to Annual CPI Beginning 1/1/25</i></b>	
Residential	\$34.27
City Hall Dumpster	\$293.52

***Again, THANK YOU for being one of our first customers who trusted us to serve your community!***

Thank you,  
Kevin Atkinson  
Owner - Texas Pride Disposal  
C: (713) 705-3534  
E: kevin@texaspridedisposal.com





**CITY OF BUNKER HILL VILLAGE**  
**CITY COUNCIL**  
**Agenda Request**

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**Agenda Date:** May 17, 2022

**Agenda Item No:** IX

**Subject/Proceeding:** CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDER NO. 1 TO THE CURRENT CONTRACT WITH UNDERGROUND CONSTRUCTION SOLUTIONS FOR THE TAYLORCREST WATER TRANSMISSION MAIN CONSTRUCTION FROM WATER WELL NO. 5 TO THE TAYLORCREST WATER PLANT IN AN AMOUNT NOT TO EXCEED \$42,600.00

**Exhibits:** Change Order 1

**Clearance:** Steve Smith, Director of Public Works/Building Official  
Karen Glynn, City Administrator  
Susan Grass, Finance Director

**Budget:** Utility Fund Capital Projects – 07-00-00-9180.01 -\$1,900,000 *includes the remainder of the project and Phase V - the Connection to the Water Plant which will be a separate contract*

### **Executive Summary**

The City has been discussing the new water well at Bunker Hill Elementary over the past few years. The Consulting Team and staff developed an overall plan for the project to ensure coordination with the reconstruction of Bunker Hill Elementary School.

Working with SBISD, the City developed a phased approach for construction. The project consists of specific phases and various contractors to best complete the work.

- Phase I Site Preparation - ***Complete***
- Phase II Drilling the Well – ***Substantially Complete***
- Phase III Well Site Work and Restoration – ***Underway; Landscaping will be delayed to co-ordinate with Bunker Hill Elementary School***
- **Phase IV Transmission Line to the Taylorcrest Water Plant – *This Item. This transmission line will be constructed during the summer of 2022.***
- Phase V – Connection of the transmission main to Water Plant No. 1 -Taylorcrest Plant

The City awarded the construction of the Taylorcrest Water Transmission Line to Underground Construction Solutions in the amount of \$570,650.00 in March of 2022. This project includes construction of 4,260 liner feet of 12” water main drilled under Taylorcrest Road. There will be entry pits for the various sections but the vast majority of the project will be directional drilled. The project timeframe is 75 days during the Summer 2022. There were two bids submitted for the project.

As the project team prepares for the summer and this work with Underground Construction Solutions, the contractor has provided details on the number and location of the proposed entry pits that would be required in the eastbound lane of Taylorcrest. The total number based on the type of pipe submitted with the bid documents is in excess of 40 entry pits (1 pit every 160 feet). The requested change order would upgrade the pipe and reduce the number of entry pits to approximately 12 entry pits. This change would also accelerate the construction process. Langford Engineering has recommended this change.

Staff recommends approval of this change order in an amount not to exceed \$42,600.00. Funding is available in the CIP Project Contingency.

CHANGE ORDER NO. 1

May 6, 2022

Mr. Robert P. Lord, Mayor  
and City Council  
City of Bunker Hill Village  
11977 Memorial Drive  
Houston, Texas 77024

Subject: Request for approval of rates on labor and/or materials and/or equipment.

Contractor: Underground Construction Solutions

Project: Construction of Taylorcrest Transmission Lines  
LEI Job No. 200-027, Contract No. 1

Original Contract Amount As Executed: \$570,650.00

Dear Robert P. Lord, Mayor and City Council:

Your approval is requested on the following items for the above referenced project.

<u>Description</u>	<u>Qty.</u>	<u>Unit</u>	<u>Each</u>	<u>Cost</u>
1. 12" PVC (AWWA C900, DR 18, Class 200 Waterline, Open Cut or Directional Bore Construc- tion, All Depths, Including Fittings and Turf/Asphalt Restoration, Complete in Place	0	L.F.	\$115.00	\$-489,900.00

1. 12" PVC (AWWA C900/RJ Certa-Lok), DR 18, Class 200 Waterline, Open Cut or Directional Bore Construc- tion, All Depths, Including Fittings and Turf/Asphalt Restoration, Complete in Place	4,260	L.F.	\$125.00	<u>\$532,500.00</u>
Total Change Order No. 1				\$ 42,600.00
Original Contract Amount				<u>\$570,500.00</u>
Adjusted Contract Amount				\$613,100.00
Original Contract Time				75 Calendar Days
Extension of Time This Change Order No. 1				<u>0</u> Calendar Days
Total Time With Extensions for This Change Order No. 1				75 Calendar Days



Change Order No. 1  
200-027, Contract No. 1

May 6, 2022  
Page 3

Change Order No. 1 represents a 7.4% increase in the Original Contract Amount.

Except as setforth hereinbefore, no conditions or covenants of the Contract are changed and/or waived hereby.

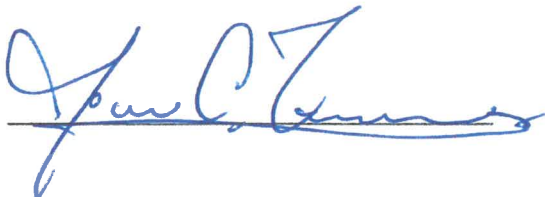
SUBMITTED FOR APPROVAL:

ACCEPTED:

LANGFORD ENGINEERING, INC.

Underground Construction Solutions

By:   
\_\_\_\_\_  
Jacob Floyd, P.E.  
Senior Project Manager

By:   
\_\_\_\_\_

Date 5/6/22

Date 5/9/22

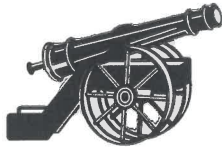
APPROVED:

CITY OF BUNKER HILL VILLAGE

(seal)

By: \_\_\_\_\_

Date \_\_\_\_\_



**CITY OF BUNKER HILL VILLAGE**  
**CITY COUNCIL**  
**Agenda Request**

**Agenda Date:** May 17, 2022

**Agenda Item No:** X

**Subject/Proceeding:** **CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE PURCHASE AND INSTALLATION OF EQUIPMENT AT THE TAYLORCREST WATER PLANT TO CONNECT THE TAYLORCREST WATER TRANSMISSION MAIN (FROM WATER WELL NO. 5) IN AN AMOUNT NOT TO EXCEED \$25,000.00**

**Exhibits:** Proposals:  
- Chlorinator Maintenance Construction, Inc.  
- Neil Technical Services

**Clearance:** Steve Smith, Director of Public Works/Building Official  
Karen Glynn, City Administrator  
Susan Grass, Finance Director

**Budget:** Utility Fund Capital Projects – 07-00-00-9180.01 -\$1,900,000 *includes the remainder of the project and Phase V - the Connection to the Water Plant which is a separate contract*

### **Executive Summary**

The City has been discussing the new water well at Bunker Hill Elementary over the past few years. The Consulting Team and staff developed an overall plan for the project to ensure coordination with the reconstruction of Bunker Hill Elementary School.

Working with SBISD, the City developed a phased approach for construction. The project consists of specific phases and various contractors to best complete the work.

- Phase I Site Preparation - ***Complete***
- Phase II Drilling the Well – ***Substantially Complete***
- Phase III Well Site Work and Restoration – ***Underway; Landscaping will be delayed to co-ordinate with Bunker Hill Elementary School***
- Phase IV Transmission Line to the Taylorcrest Water Plant  
**This transmission line will be constructed during the summer of 2022.**
- **Phase V – Connection of the transmission main to Water Plant No. 1 -Taylorcrest Plant**

Langford Engineering and Staff have been working through the logistics of Phase V, the final connection phase of the Water Well 5 project. A concern with supply chain issues for chemical pumps has prompted the recommendation to remove the pumps from the Phase V bid documents. The Project Team recommends authorizing this work directly and timely to allow an early order. This would make the bidding of Phase V a “pipe installation only” project and possibly reduce costs.

Staff recommends approval of the two proposals provided by the City's current contractors. Funding is available as part of the Water Well 5 Project, Phase V. The not to exceed authorization includes a contingency for any unforeseen needs.

The following outlines the project phasing and schedule previously developed with adjustments. The Project Team is looking forward to the successful completion of this multi-phase, multi- year project.

<b>Phase:</b>	<b>Description:</b>	<b>Design:</b>	<b>Bid:</b>	<b>Construction:</b>
I	Well Prep Site work	May 2020 – Nov 2020	<i>By SBISD Change Order</i>	<i>March – May 2021</i>
II	Drill Well/ Construction	May 2020 – Jan 2021	Oct-Dec 2020	Dec 2020 - Jan 2022
<b><i>Critical Path Summer (June-August) 2021 - Well Drilling/Construction</i></b>				
III	Well Site Work & Restoration	Oct 2020 – Oct 2021	Sept - Nov 2021	Nov 2021 – August 2022
IV	Transmission Line to Taylorcrest	Mar 2021 – Dec 2021	Jan – March 2022	Summer 2022
V	Connection of the Transmission Line to Taylorcrest Water Plant	Completed May 2022	June 2022	90 days August – October 2022

# Chlorinator Maintenance Construction, Inc.

DBE, HUB, SBE & WBE Certified

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2905 San Augustine • Pasadena, Texas, 77503 • Tel 713-472-1201 • Fax 713-472-7717

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May 5, 2022

Langford Engineering, Inc.  
Jacob M. Floyd, P.E.

RE: Quote for Bunker Hill Water Well No. 5 Transmission Line

Dear Jacob,

The following proposal is for the furnishing and installation of the chemical feed equipment items on the referenced project. The total cost of the equipment with installation, warranty and start-up is **\$17,000 (Seventeen Thousand Dollars and 00/100 cents)**

## Chlorine System

- (2) Superior RM-61 Rotameter Panels
- (2) Superior EJ-1 Ejector Assemblies
- (1) Solenoid Valve
- (1) Chlorine Diffuser
- (1) Lot of Miscellaneous Pipe, Valves & Fittings

## LAS System

- (1) Watson Marlow Qdos 30 Manual Pump
- (1) LAS Diffuser
- (1) Lot of Miscellaneous Pipe, Valves & Fittings

This price excludes all electrical and outside yard pipes.

Thank you so much for the opportunity to present this proposal for your consideration. I hope to hear from you soon.

Best Regards,



James Manuel





**281-477-7867**

May 4<sup>th</sup>, 2022

To: Jacob Floyd – Langford Engineering

From: Jonathan Rouse

Re: City of Bunkerhill Village Taylorcrest W.P. Well #5 Chemical Receptacle addition

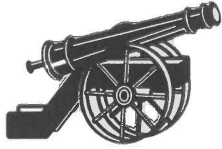
NTS is pleased to provide the following:

Installation of new 20 amp receptacle assembly with bubble cover. Schedule 80 PVC conduit run to route #12 THWN wire from existing chemical room lighting panel to auto sensory panel and return to new 20 amp receptacle. Installation of 120VAC 15 amp rated double pole relay driven by spare PLC output. Control of chemical receptacle power to be triggered by Well #5 run signal relayed through existing SCADA system and provided by other contractor to send run signal from Well #5 into existing SCADA system. PLC logic will be changed at City Hall W.P. Main PLC and at Taylorcrest W.P. PLC to send communication poll to retrieve the Well #5 running status.

***Material and Labor***  
***\$1780.00***

Should you have any questions, please call me at 832-473-6273.

Thank You.



**CITY OF BUNKER HILL VILLAGE**  
**CITY COUNCIL**  
**Agenda Request**

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**Agenda Date:** May 17, 2022

**Agenda Item No:** XI

**Subject/Proceeding:** **CONSIDERATION AND POSSIBLE ACTION APPROVING ORDINANCE NO. 22-576 ADOPTING AMENDMENT NOS. 2 THROUGH 5 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2022; PROVIDING DETAILED LINE-ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY, AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT**

**Exhibits:** Exhibit – Fiscal Year 2022 Budget Amendments 2 through 5

**Clearance:** Karen Glynn, City Administrator/Acting City Secretary

### **Executive Summary**

City staff is submitting for City Council consideration and approval budget amendments for Fiscal year 2022 based on recent council actions.

Amendments 2 through 5 (attached) compare the Fiscal Year 2022 Adopted Budget passed by City Council in September 2021 to the Fiscal Year 2022 Amendments 2 through 5. This includes both revenues and expenditures/expenses, for various fund line items, and a separate column to see all changes from the adopted budget.

Amendments include the following:

**Amendment 2: General Fund M&O**

- Carryover funds from 2021 for the Safety Improvements at Bunker Hill Road and Taylorcrest which were not completed until 2022 -- \$32,000
- Village Fire Department Funds OPEB reimbursement coming thru as Miscellaneous Income and offset to the Emergency Reserve -- \$223,327

**Amendment 3: Utility Fund M&O**

- Water Meter Replacements in the City have increased expenses proposed at \$29,000. This is offset by an increase in Water Taps purchased for new development -- \$20,000 and carryover funds from the 2021 Water Meter line item \$ 9,000 (ordered but not received/paid until 2022)

**Amendment 4: General Fund CIP**

- Proposed Sidewalk Along Memorial & Briar Forest for the new house at 11646 Memorial Drive -- \$20,000. This project was scheduled in the 2023 fiscal year; however, the construction of the new house is ahead of the proposed schedule. It is recommended that we reduce \$20,000 from the budgeted Asphalt Repair line item in the CIP.
- Local Drainage Project for Eaton Court and Sidewalk/Inlet Adjustments not to exceed \$35,000. It is recommended that we reduce \$35,000 from the budgeted Asphalt Repair line item in the CIP.

**Amendment 5: Utility Capital Projects Fund**

- Vehicles – Excavator & All-Terrain Vehicle. In March, the Council approved purchasing the ATV and Mini Excavator as proposed in the Budget; however, it was explained at the time that a capital lease is no longer available for the Excavator. It was decided to move forward with the purchases and fund from the vehicle replacement fund, balancing the fund over the next budget year. There was an increase over budget in the All-Terrain Vehicle in the amount of \$2,610 and an increase in the Mini Excavator line item in the amount of \$34,870 to make these purchases. The offset will be taken from the vehicle replacement reserve fund.

The attached Ordinance is recommended for approval and will amend the 2022 adopted budget and document and fund all action items to date.

**ORDINANCE NO. 22-576**

**AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS,  
ADOPTING AMENDMENT NOS. 2 to 5 TO THE ORIGINAL BUDGET OF THE  
CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2022;  
PROVIDING DETAILED LINE ITEM INCREASES OR DECREASES;  
PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS  
RELATING TO THE SUBJECT.**

**WHEREAS**, the City of Bunker Hill Village Budget for the Fiscal Year 2022 was adopted within the time and in the manner required by State law; and

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

**WHEREAS**, the City Council finds and determines that the proposed changes in the budget are for municipal purposes, and that the amendment of the budget constitutes a matter of public necessity requiring adoption of the amendment to the budget at this time; now therefore,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE  
CITY OF BUNKER HILL VILLAGE, TEXAS:**

**Section 1.** The facts and matters set forth in the preamble of this Ordinance are found to be true and correct.

**Section 2.** The City of Bunker Hill Village Budget for the fiscal year 2022 is hereby amended by the adoption of **“Amendment No. 2 through 5 to the Original Budget of the City of Bunker Hill Village, Texas, for the Year 2022,”** a copy of which is attached hereto. The “Amendment No. 2 through 5 to the Original Budget of the City of Bunker Hill Village, Texas, for the Year 2022” shall be attached to and made a part of the Original Budget by the City Secretary; and filed as required by State law.

**Section 3.** In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Bunker Hill Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

**PASSED, APPROVED, AND ADOPTED** this the 17th day of May, 2022.

\_\_\_\_\_  
Robert P. Lord, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Glynn, Acting City Secretary

Attachments



CITY OF BUNKER HILL VILLAGE			AMENDMENT NO 2		
2022 BUDGET					
GENERAL FUND					
Acct. # Description			2022 Adopted	2022 Amendment No. 2	Change from Amended Budget
GENERAL FUND					
REVENUES					
01	4920	Miscellaneous Income	\$ 5,000	\$ 228,327	\$ 223,327
	TOTAL GENERAL FUND REV.		\$ 5,000	\$ 228,327	\$ 223,327
GENERAL FUND					
EXPENSES					
01	8830	Streets-Repairs	\$ 100,000	\$ 132,000	\$ 32,000
	TOTAL G&A OPERATING EXP.		\$ 100,000	\$ 132,000	\$ 32,000
REVENUES OVER/(UNDER EXP)			\$ (95,000)	\$ 96,327	\$ 191,327

**CITY OF BUNKER HILL VILLAGE  
2022 BUDGET  
UTILITY FUND**

**AMENDMENT NO 3**

Acct. #      Description			2022 Adopted	2022 Amendment No. 3	Change from Amended
<b>UTILITY FUND</b>					
<b>REVENUES</b>					
04	4520	Waste Water Taps	\$ 40,000	\$ 60,000	\$ 20,000
		<b>TOTAL UTILITY FUND REVENUE</b>	<b>\$ 40,000</b>	<b>\$ 60,000</b>	<b>\$ 20,000</b>
<b>UTILITY FUND</b>					
<b>EXPENSES</b>					
04	7540	Water Meters	\$ 35,000	\$ 64,000	\$ 29,000
		<b>TOTAL UTILITY EXPENSES</b>	<b>\$ 35,000</b>	<b>\$ 64,000</b>	<b>\$ 29,000</b>
<b>REVENUES OVER/(UNDER) EXP</b>			<b>\$ 5,000</b>	<b>\$ (4,000)</b>	<b>\$ (9,000)</b>

CITY OF BUNKER HILL VILLAGE  
GENERAL FUND CAPITAL PROJECT FUND  
2022 BUDGET

AMENDMENT NO 4

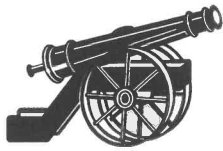
Acct. # Description			2022 Adopted	2022 Amendment No. 4	Change from Amended
GENERAL FUND EXPENDITURES					
06	9184.01	Asphalt Rehabilitation	\$ 100,000	\$ 45,000	\$ (55,000)
06	9184.04	Sidewalks	\$ -	\$ 20,000	\$ 20,000
06	9183.01	Drainage Eaton Court	\$ -	\$ 35,000	\$ 35,000
TOTAL GENERAL FUND CAPITAL PROJECT FUND			\$ 100,000	\$ 100,000	\$ -

**CITY OF BUNKER HILL VILLAGE  
UTILITY CAPITAL PROJECTS FUND  
2022 BUDGET**

**AMENDMENT NO 5**

			2022 Adopted	2022 Amendment No. 5	Change from Amended Budget
Acct. #	Description				
UTILITY FUND EXPENSES					
16	9700	All-Terraine Vehicle	\$ 15,000	\$ 17,610	\$ 2,610
16	9701	Mini Excavator	\$ 12,250	\$ 47,120	\$ 34,870
TOTAL UTILITY CAPITAL PROJECTS FUND			\$ 27,250	\$ 64,730	\$ 37,480





## CITY OF BUNKER HILL VILLAGE

### CITY COUNCIL

#### Agenda Request

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Agenda Date: May 17, 2022

Agenda Item Number: XII

Subject/Proceeding: **CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE SHORT FORM FINAL PLATS FOR THE FOLLOWING PROPERTES:**

- A. 11 Valley Forge
- B. 16 Valley Forge

Exhibits: Final Plat Documents

Approval(s): Karen Glynn  
Steve Smith

### Executive Summary

Plans for construction of new homes were recently submitted for review. During the plan review, it was found that the Subdivision had received approval, but there were no final plats ever recorded with Harris County. As a result, the property owner's representatives have submitted the attached final plats for the Planning and Zoning Commission and ultimately, the City Council's approval.

These plats are considered as short form final plats under the City's Subdivision Ordinance whereby the plat(s) can be considered without a preliminary plat since it is only one lot and does not include or alter any public right of way or have any zoning changes.

Staff, as well as the City's platting consultant, have reviewed the plats and after revisions, finds the plats meet all requirements of the City's Ordinances. The Planning and Zoning Commission voted to recommend the plats be approved by the City Council at their April 26, 2022 Meeting with a minor correction. The correction has been made.

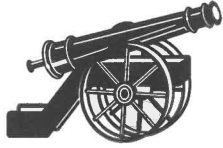
Staff recommends approval of the plats.

**Please note:** There are four new houses on Valley Forge under the development process:

- 8 Valley Forge – *Plat has been recorded*
- 24 Valley Forge – *Plat is being developed for the review and approval process*
- 11 & 16 Valley Forge – *This agenda item*







**CITY OF BUNKER HILL VILLAGE**  
**CITY COUNCIL**  
**Agenda Request**

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**Agenda Date:** May 17, 2022

**Agenda Item No:** XIII

**Subject/Proceeding:** Police Commissioner's Report

**Exhibits:** Chief's Monthly Reports:  
*April 2022*  
- Fire Department Assists  
- 2022 Burglary Map  
- 2022 Auto Burglary Map  
- ALPR Pin Maps  
- ALPR Recoveries & List  
- ALPR Graphs  
- 2022 Total Incidents to Date  
- Officer Committed Time Report to Date

**Clearance:** Karen Glynn, City Administrator

**Executive Summary**

The Police Commission Report will include the following items:

- A. Update on Activities
- B. Receive Presentation on the 2021 Annual Audit and Proposed Surplus to each City which will be placed in the City's Police Department Reserve Account

The Police Chief will present these items.





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

*Raymond Schultz*  
*Chief of Police*

May 9, 2022

TO: MVPD Police Commissioners

FROM: R. Schultz, Chief of Police

REF: April Monthly Report

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

*Calls/Events by Village were:*

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

*Type and frequency of calls for service/citations include:*

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

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

Crimes Against of Persons (3)

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

Crimes Against Property (16)

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

Petty/Quality of Life Crimes/Events (64)

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

Arrest Summary: Individuals Arrested (18)

Warrants	8	Felony	2
Class 3 Arrests	4	DWI	4

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

#### Follow-up on Previous Month Items/Requests from Commission

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

#### Personnel Changes/Issues/Updates

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

#### Major/Significant Events

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

#### Status Update on any Major Projects

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

V-LINC new registrations in April: +31

BH – 1462(+10)

PP – 1052 (+6)

HC – 1496 (+9)

Out of Area – 503 (+6)

## April VFD Assists

Calls received directly by MVPD via 911/3700

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

Total – 5	2:21
-----------	------

Fire – 0	0
----------	---

EMS – 5	2:21
---------	------

### By Village

BH Fire – 0	0
-------------	---

BH EMS – 2	1:45
------------	------

PP Fire – 0	0
-------------	---

PP EMS – 2	2:27
------------	------

HC Fire -0	0
------------	---

HC EMS -1	3:19
-----------	------

### Combined VFD Events (Priority + Radio)

Total – 36	4:01
------------	------

Fire – 19	4:58
-----------	------

EMS – 17	3:12
----------	------

### Radio Call Events

Total – 31	4:18
------------	------

Fire- 19	4:58
----------	------

EMS- 12	3:30
---------	------

### Radio Call Events by Village

BH – 10	4:30
---------	------

PP – 10	3:40
---------	------

HC – 11	4:43
---------	------

## 2022 Burglary Map

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

## 2022 Robberies

Address	MO
201 Kensington	Driveway Robbery



Daytime Burglary



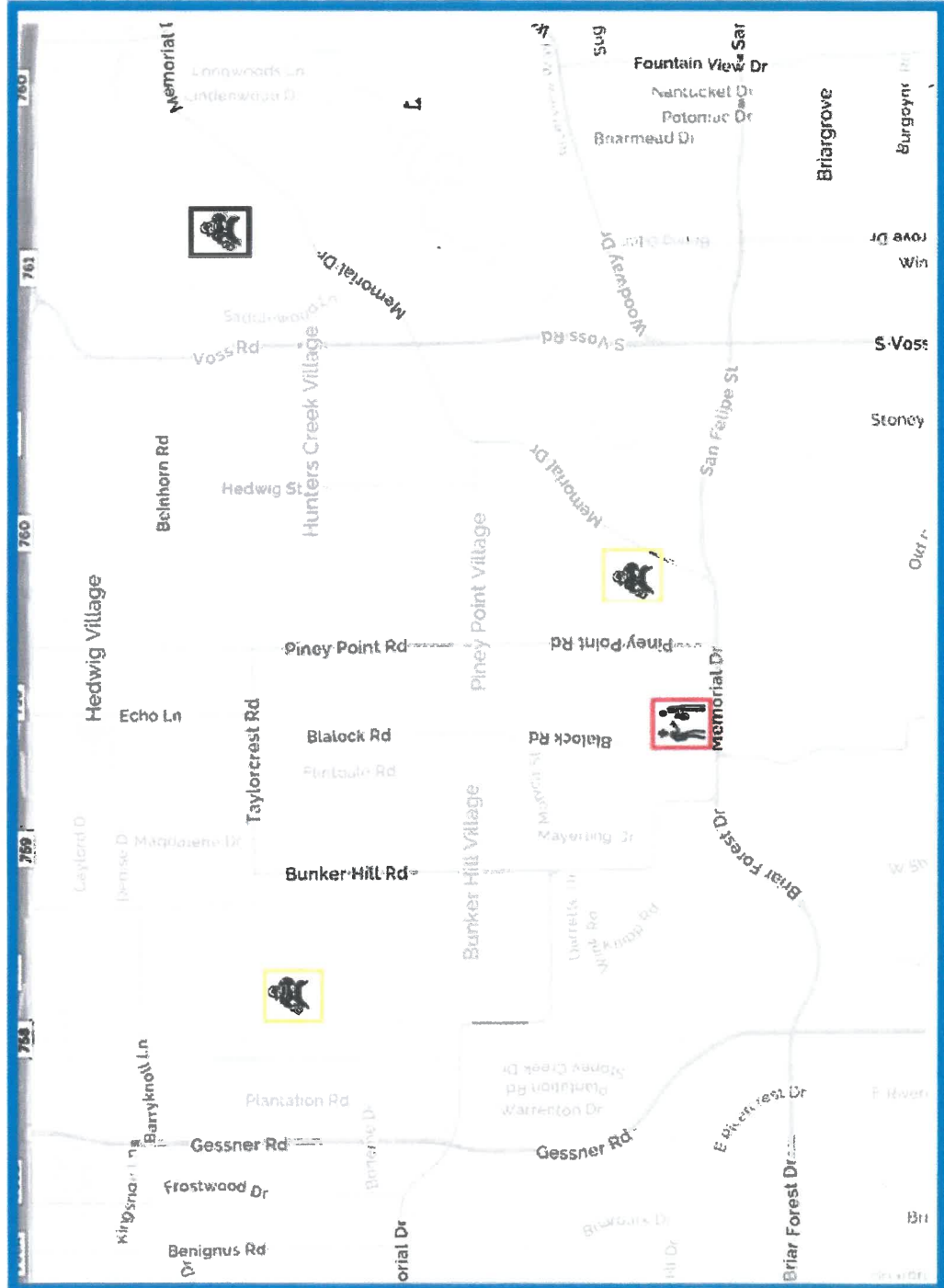
Nighttime Burglary



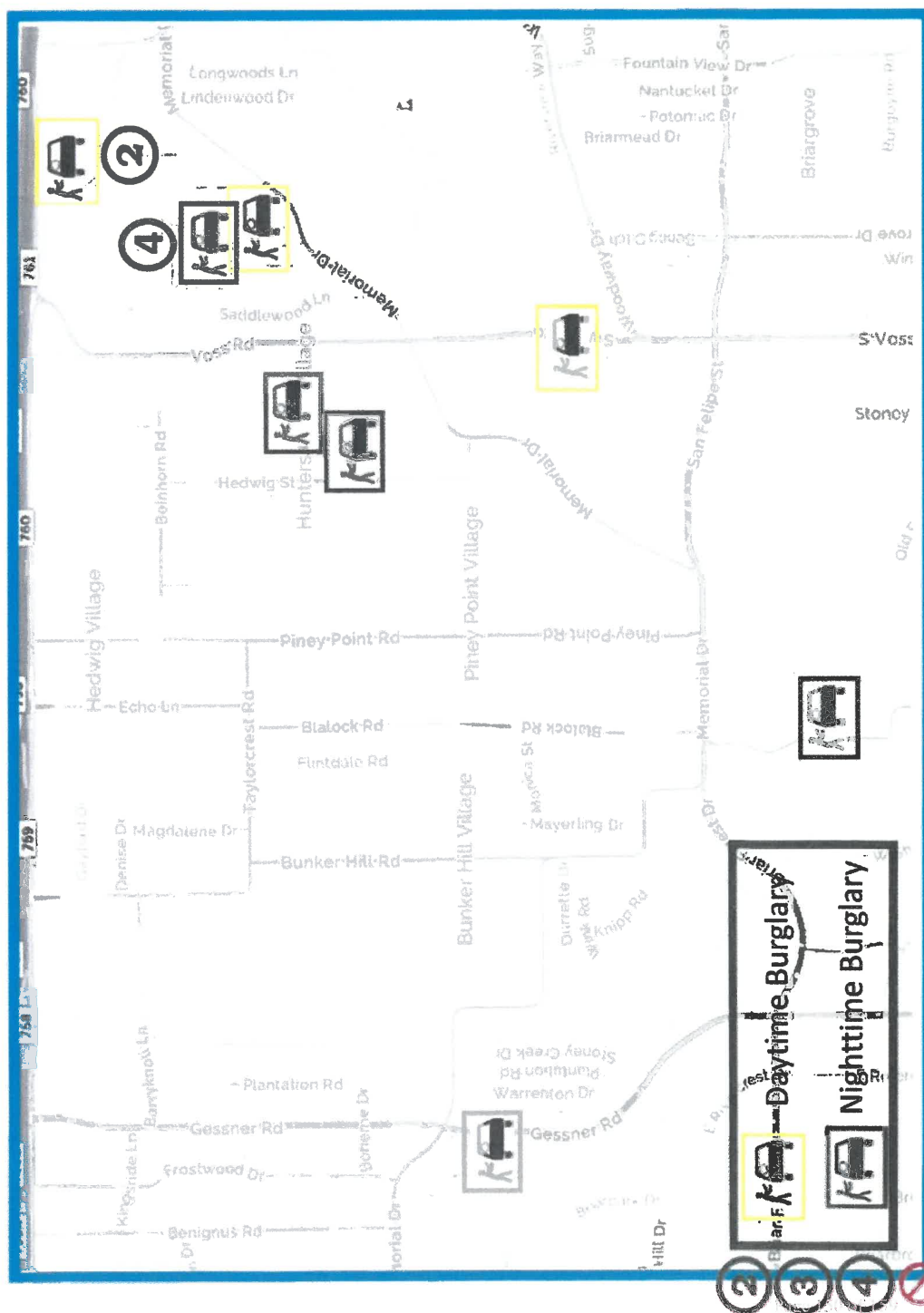
Robbery



4/30/22

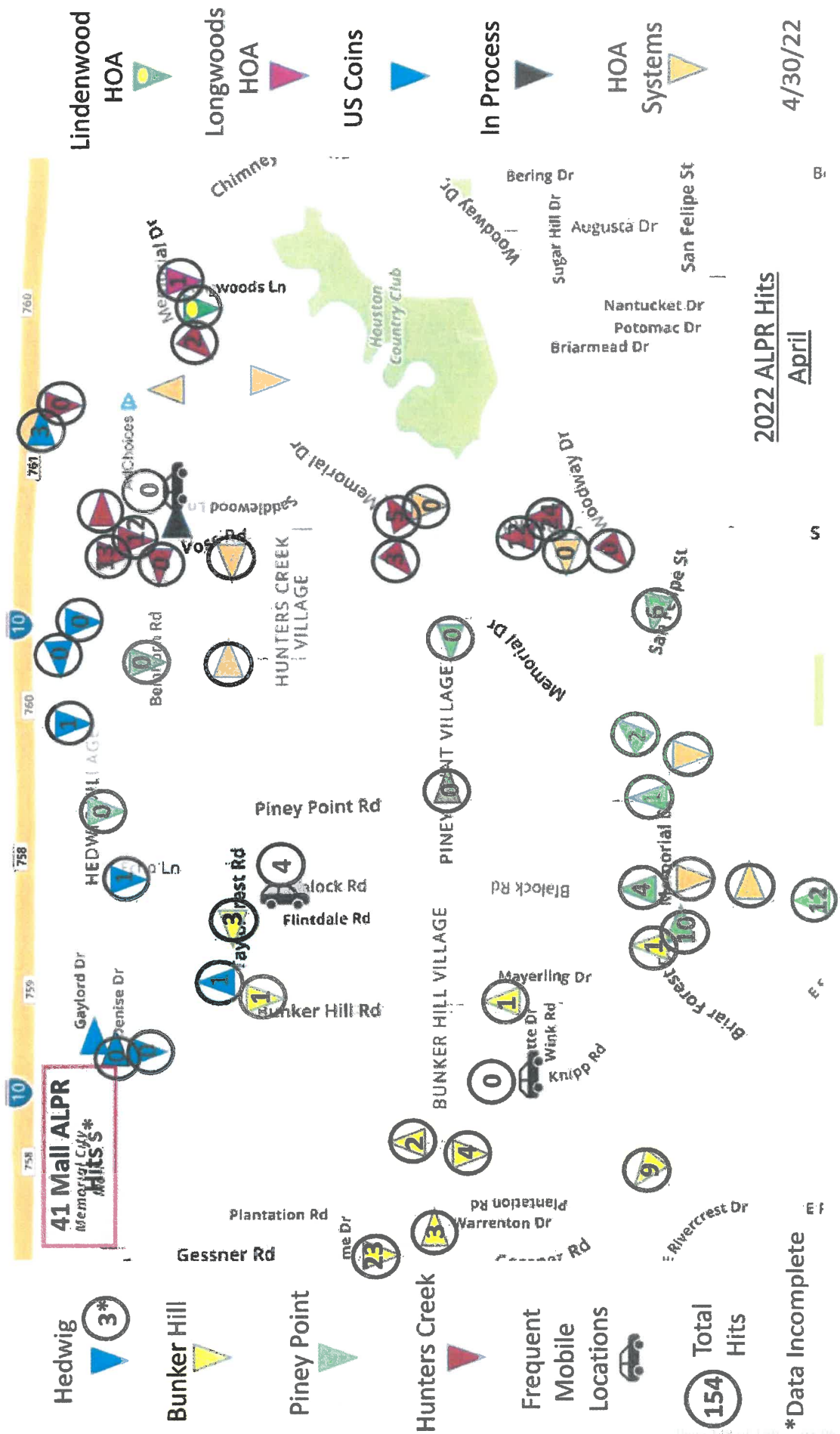


Address	POE
2243 Gessner 22-0042	UNL Vehicle
6314 Hunters Grove 22-0046	UNL Vehicle
2215 Voss	UNL Vehicle
6334 Saddlewood	UNL Vehicle
626 Saddlewood	UNL Vehicle
10710 Bridlewood	UNL Vehicle
718 Camelot	UNL Vehicle
708 Country	UNL Vehicle
1 Windemere	UNL Vehicle
410 Pine Needle	UNL Vehicle
8427 Hunters Creek Drive	UNL Vehicle
8447 Hunters Creek Drive	UNL Vehicle



Blue Entry = Actual Location Unknown  
Underlined Contractor







ALPR Recoveries						
Num	Plate	Vehicle	Loc	Val	Links	Date
1	PVW1930	Jeep Pat	6	\$ 18,000.00	Missing Pason	5-Jan
2	NS26202	Chev SPK	19	\$ 14,000.00	Fugitive	9-Jan
3	LBH7413	Toy Cam	8	\$ 18,000.00	Burg/Warr	13-Jan
4	36268GG	Niss Sent	24	\$ 14,500.00		14-Jan
5	PSS6946	ChevImpal	22	\$ 21,000.00		20-Jan
6	27517B1	BlkLexus	21	\$ 34,000.00	FelWarrant	30-Jan
7	JMH0296	Ford Must	17	\$ 23,500.00		1-Feb
8	AL32592	U-HAUL	Station	\$ 70,000.00	Poss Meth	24-Feb
9	NPS2672	Ford F150	20	\$ 45,000.00	Carjacking	25-Feb
10	KPH5017	LexG43	17	\$ 18,500.00	Warr	3-Mar
11	NVT0203	Chev Mal	103	\$ 16,000.00	Warr	8-Mar
12	C337283	Chev1500	Coins	\$ 21,000.00	Fugitive	13-Mar
13	NKM9110	Toy SUV	19	\$ 30,000.00	Fugitive	19-Mar
14	LTR0879	Honda ACC	21	\$ 18,000.00		20-Mar
15	94A0ZQ	ToyCam	2	\$	Hotlist Mail Th	25-Mar
16	MKP5490	Toy Rav4	7	\$ 26,000.00	Fugitive	22-Mar
17	PRF3098	Niss Con	19	\$ 18,750.00	Armed Rob	31-Mar
18	GFB5552	Toy Cor	19	\$ 16,000.00	car Jacking	1-Apr
19	AG89893	Uhaul	1	\$ 41,000.00		23-Apr
20	HTV3407	Ford Esc	1	\$ 20,000.00	Missing Pason	26-Apr

Plate Recoveries		
Plate Recove	Date	Links
IS11QH	1/4/2022	
63B374	1/4/2022	
39496Y1	2/18/2022	same plate on 2 cars
39496Y1	2/18/2022	same plate on 2 cars
N8B1660	3/3/2022	
LS3735	3/7/2022	
KT83323	3/10/2022	Recovered 100+ CC's
BGFB425	3/15/2022	Hertz
72HCF9	3/25/2022	
MKP5490	3/22/2022	On Stolen Veh
72HCF9	3/26/2022	
43423 E7	7-Apr	

9 of 17 involved in other crimes =

Firearm in vehicle  
Temp Tag

Located but Fled		
Date	Plate	Camera
13-Mar	PGP4565	7
26-Mar	KZR0019	19

2022 Value	\$ 483,250.00	17
2021 Value	\$ 1,683,601.00	75
2020 Value	\$ 1,147,500.00	Recovered 61
2019 Value	\$ 438,000.00	Recovered 22
<u>Program Total</u>	\$ 3,752,351.00	175

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

Total Value

## 2022 ALPR Data Report

### Plate Reads Summary

Total Plate Reads:  
4,446,180

Export 

Apr 3 - May 2

Cameras (32)

Search

Plate Reads By Day

200000

180000

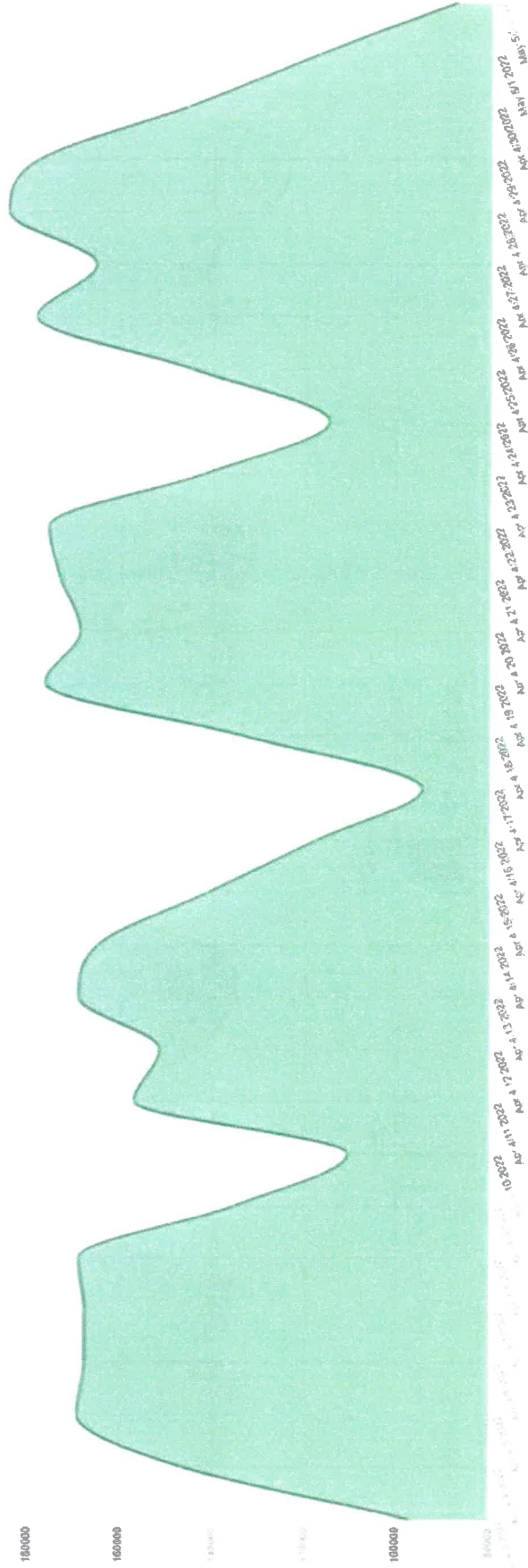
160000

140000

120000

100000

Plate Reads

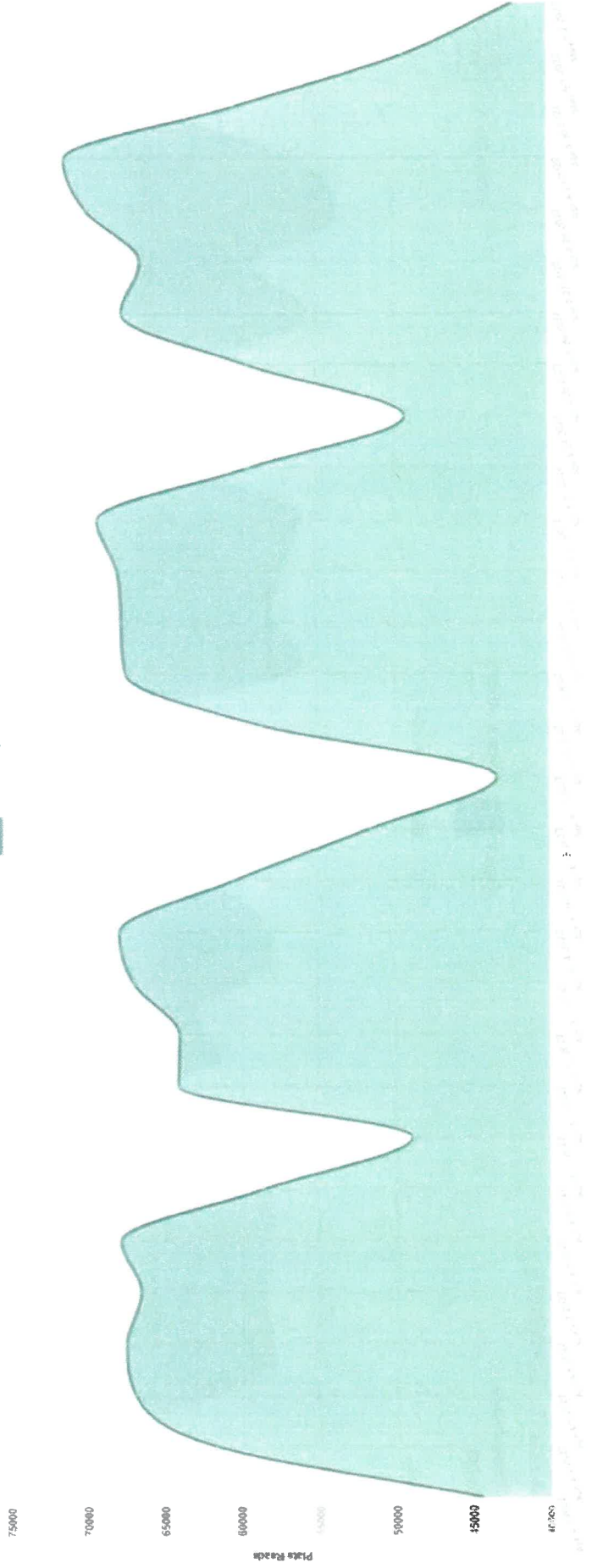


# Unique Plate Reads Summary

Total Unique Plate Reads:  
1,827,209

Export  Apr 3 - May 2 Cameras (32) ▾ Search

 Plate Reads By Day





## Hits Report

Export

Topics (14) ▾ Cameras (32) ▾

**His 5, Day**

## Top 6 Categories

### Hits Report

Total Hits:  
154

Export 

Apr 3 - May 2

Topics (6)  Cameras (32) 

[Search](#)

 [Download Hits B/C 27](#)



## Sex Offenders Only Hits

### Hits Report

Total Hits:  
19

Export 

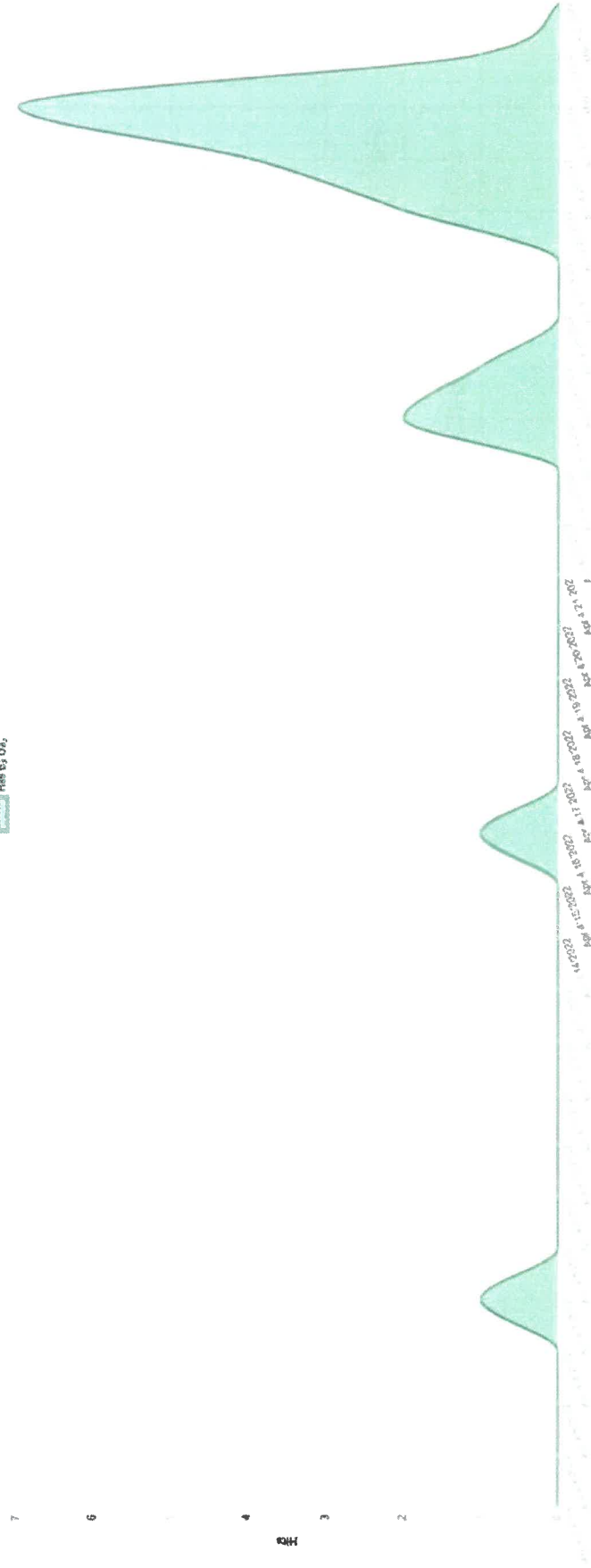
Apr 3 - May 2

Topics (1) ▾

Cameras (22) ▾

Search

 Hit 63 Da



## Hits/Reads By Camera

1	23/325,108	17	3/124,354	Total Reads – 4,446,180
2	3/186,887	18	5/160,169	
3	0/0	19	13/403,864	
4	1/143,788	20	12/270,211	Unique Reads – 1,827,209
5	1/98,303	21	12/349,178	
6	3/95,622	22	24/374,157	Hits- 225
7	10/222,898	23	6/218,466	
8	12/236,205	24	4/105,913	6 Top Hit List- 154
9	1/67,332	25	1/61,640	
10	2/135,412	26	0/34,413	*New camera -
11	0/41,740	29	Riverbend 0/5,195	Gessner/Bayou
12	0/79,709	#30	Beinhorn/Voss 0/34,251*	Greenbay and Memorial
13	9/205,331*	#32	Greenbay/Memorial 0/596*	Beinhorn and Voss E/B
14	0/88,216	#174	4/150,983	
15	0/7,925	Trailer	0/0	
16	2/92,737	Strey	2/47,661	

## 2022 Total Incidents

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

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



# 2022 Officer Committed Time to Service Report

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

Dispatch Committed Time													Totals
911 Phone Calls	256	313	376	313									1258
3700 Phone Calls	2431	1978	2504	2412									9325
DP General Phone Calls*	55:52:24	43:36:37	62:07:20	60:05:05									

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



May 4, 2022

To the Board of Commissioners and Management  
Memorial Villages Police Department

In planning and performing our audit of the financial statements of the Memorial Villages Police Department (the "Department"), as of and for the year ended December 31, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the Department's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control. Accordingly, we do not express an opinion on the effectiveness of the Department's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore there can be no assurance that all such deficiencies have been identified. However, as discussed below, we identified a deficiency in internal controls that we consider to be a material weakness.

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

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

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

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

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

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

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

#### **Recommendation**

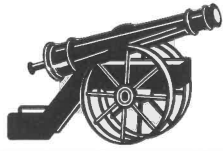
The Department should begin planning for the implementation of this accounting standard by establishing a policy to 1) establish a capitalization threshold for leases, 2) define “reasonably certain” as it relates to the likelihood of a lease term to extend beyond 12 months, 3) establish a system to capture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

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

Sincerely,

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

BrooksWatson & Co., PLLC



**CITY OF BUNKER HILL VILLAGE**  
**CITY COUNCIL**  
**Agenda Request**

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**Agenda Date:** May 17, 2022

**Agenda Item No:** XIV

**Subject/Proceeding:** FIRE COMMISSION LIAISON REPORT

**Exhibits:** 2022 Year to Date Response Data – April 2022  
2022 Quarterly Performance Report

**Clearance:** Karen Glynn, City Administrator

**Executive Summary**

This Month's Fire Commission Liaison Report will include the following items:


- A. Update on Activities
- B. Consideration and Possible Action to Accept the Reimbursement of \$223,668.00 for Escrow Payments of \$74,556 made for 3 Years for Employee Post Retirement Liability in Accordance with the 2019 Interlocal Agreement and Refunding the City's Emergency Fund
- C. Consideration and Possible Action to Approve the 2021 Annual Budget Amendments
- D. Receive Presentation on the 2021 Annual Audit
- E. Consideration and Possible Action to Accept the 2022 Annual Budget Amendments

Reports were provided by the Fire Chief.

The Fire Chief and City's Commissioner will provide the report.

Regarding Item B, the City received the reimbursement of \$223,668.00 from the Fire Department in accordance with the amendment to the interlocal agreement approved in March 2022. Payments had been made over the past three years and were funded from the City's Emergency Reserve. It is recommended that reimbursement be made back to this reserve.

# Response Data to Date - Through April 2022

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

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

Column 1: Reflects the cities listed within the chart.

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

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

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

Column 5: Reflects the year to date, number of "life threatening EMS" calls within each jurisdiction. Includes: heart attacks, strokes, seizures, cardiac arrest, seizures and others.

Column 6, Row A: Reflects the "National Standard for total response time for life threatening EMS Calls of 5 minutes 30 seconds.

Column 6: Reflects the year to date, first responder's response times for each jurisdiction.

Column 7, Row A, Reflects the National Standard of the percentage of calls which the national standard should be met: 90%

Column 7: Reflects the year to date, percentage of calls which the national standard is met during life threatening EMS calls.

Column 8 Row A: Reflects the National Standard for total response time for life threatening EMS calls for arrival of Advanced Life Support Equipment and Personnel: 10 minutes 30 seconds.

Column 8: Reflects the year to date, Advanced Life Support equipment and personnel response time for life threatening calls within each jurisdiction.

Column 9 Row A, Reflects the National Standard of the percentage of calls which the ALS standard should be met: 90%

Column 9: Reflects the year to date, percentage of calls, which the national standards is met of ALS response for each jurisdiction.

Column 10: Reflects the year to date, number of life threatening "Fire Type" calls within each jurisdiction.

Column 11: Reflects the year to date, average total response time to fire type calls within each jurisdiction.

Column 12: Reflects the year to date, percentage of life threatening fire type calls which meet or exceed the National Standard.

Column 13: Reflects the year to date, percentage of calls which are "fire type" calls.

Column 14: Reflects the year to date, percentage of call which are "EMS" calls.

Column 15: Reflects the year to date number of Fire Alarms within each jurisdiction.

Column 16: Reflects the percentage of fire type calls which are fire alarms.





## Village Fire Department

### 2022 Strategic Plan Performance 1st Qtr Report

2022 OPERATING BUDGET:	Standards/Base	Jan	Feb	Mar	Qtr Total
Percentage if spending 100% budget		8.3%	8.3%	8.3%	25.0%
Actual Percentage Budget Spent		8.3%	8.3%	8.6%	25.2%
Department Budget	100.0%				
	\$7,273,447.00	\$602,101.34	\$606,172.46	\$626,883.40	1,835,157.20
Personnel Expenses Total	\$6,217,421.00	\$543,373.06	\$522,513.22	\$529,051.20	1,594,937.48
Percentage Personnel Budget Spent		8.74%	8.40%	8.51%	25.65%
Overtime	\$110,000.00	53,382.41	\$29,761.10	20,601.58	103,745.09
Percentage Overtime Budget Spent		48.53%	27.06%	18.73%	94.31%
Capital Expenditures	\$230,400.00	\$3,685.05	\$3,019.96	3,776.46	10,481.47
Percentage Capital Budget Spent		1.60%	1.31%	1.64%	4.55%
Operational Expenditures	\$825,626.00	\$55,043.23	\$80,639.28	94,055.74	229,738.25
Percentage Operational Budget Spent		6.7%	9.8%	11.39%	27.83%
EMERGENCY OPERATIONS: By month					
Average Dispatch Time, high priority calls	60 Seconds	0:51	0:40	0:42	0:44
Average Turnout Times, high priority calls	60 seconds	0:59	0:49	0:55	0:54
Average Total Response high priority EMS	6:30	4:47	4:40	4:51	4:46
Average Total Response high priority fires	6:50	3:25	4:47	3:14	3:48
# Incidents		181	150	167	498
# Responses		334	262	319	915
VFD Patients		74	80	69	223
VFD Patients Transported		53	54	45	152
% of Calls, second Rescue Amb. Needed	Less Than 20%				
EMS REVENUE:					
EMS Revenue Fund Balance		11,693.14	49,362.14	67,769.08	67,769.08
Revenue Collected, Avg Per Patient		258.17	617.67	506.00	459.26
Amount Billed		118,326.42	110,510.48	131,749.68	\$360,586.58
Total Revenue Received		13,683.00	33,354.40	22,769.85	\$69,807.25
FIRE MARSHAL:					
# of General Plans Reviewed		4	4	2	10
# of Sprinkler Systems Reviewed		16	15	14	45
# Fires Investigated		0	1	0	1
# INSPECTIONS YTD		59	76	56	171
Fire Prevention Permits		5	3	7	15
Residential Sprinklers to date		2186	2195	2200	2200
# OF COMMUNITY Ed Events		6	3	11	20
% of Homes with Sprinkler Systems	6708	32.59%	32.72%	32.80%	32.80%

XV

**ORDINANCE NO. 22-575**

**AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE,  
TEXAS EXTENDING A PUBLIC HEALTH EMERGENCY AND  
EXTENDING A STATE OF DISASTER DUE TO THE OUTBREAK  
OF COVID-19; PROVIDING FOR SEVERABILITY; AND  
PROVIDING AN EFFECTIVE DATE.**

\* \* \* \* \*

**WHEREAS**, Greg Abbott, Governor of the State of Texas, entered a declaration of disaster on March 13, 2020 as a result of the outbreak of the COVID-19 virus; and

**WHEREAS**, Harris County Judge, Lina Hidalgo, entered a stay home, work safe order for all of Harris County on March 24, 2020 to last until April 3, 2020, due to the outbreak of the COVID-19 virus; and

**WHEREAS**, on March 31, 2020, Judge Hidalgo extended the stay home, work safe order until April 30, 2020 and has continued orders to date; and

**WHEREAS**, the Mayor and City Council of the City of Bunker Hill Village, Texas issued a disaster declaration on March 24, 2020 and approved on April 21, 2020, May 19, 2020, June 16, 2020, August 18, 2020, September 15, 2020, October 20, 2020, November 17, 2020, January 19, 2021, February 22, 2021, March 23, 2021, April 20, 2021, May 18, 2021, June 15, 2021, August 17, 2021, September 21, 2021, October 19, 2021, November 16, 2021, January 18, 2022, February 15, 2022, March 8, 2022 and April 19, 2022 an extension to the order; and

**WHEREAS**, the Mayor and City Council of the City of Bunker Hill Village, Texas will continue to follow the Governor's direction for the extension of this emergency; and

**WHEREAS**, the Mayor and City Council of the City of Bunker Hill Village, Texas finds it to be in the best interest of the health, safety, and welfare of its citizens to extend this declaration of disaster for an additional forty-five (45) days; and

**WHEREAS**, by this Declaration, the City Council declares all rules and regulations that may inhibit or prevent prompt response to this threat suspended for the duration of the incident; and

**WHEREAS**, pursuant to the authority granted to the Mayor under the Texas Disaster Act, the Mayor, with the consent of Council authorizes the use of all available resources of state government and political subdivisions to assist in the City's response to this situation; now, therefore,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS:**

**Section 1.** The facts and matters contained in the preamble to this ordinance are

hereby found to be true and correct.

**Section 2.**     **Extension of Local State of Disaster.** That the local state of disaster and public health emergency previously declared for the City of Bunker Hill Village pursuant to §418.108 of the Texas Disaster Act is hereby extended for 45 days from the date of this ordinance or unless terminated or modified by earlier ordinance of the City.

**Section 3.**     **Publicity and Filing.** Pursuant to §418.108(c) of the Texas Disaster Act, this declaration of a local state of disaster due to this public health emergency shall be given prompt and general publicity and shall be filed promptly with the City Secretary.

**Section 4.**     **Activation of the City Emergency Management Plan.** Pursuant to §418.108(d) of the Texas Disaster Act, this declaration of a local state of disaster due to this public health emergency activates the City of Bunker Hill Village Emergency Management Plan.

**Section 5.**     **Temporary Housing and Emergency Shelter.** Pursuant to §418.020(d) of the Texas Disaster Act, this declaration authorizes the City to: (1) temporarily or permanently acquire by lease, purchase, or other means sites required for temporary housing units or emergency shelters for disaster victims; and (2) enter into arrangements necessary to prepare or equip the sites for installation and use of temporary housing units or emergency shelters, including arrangements necessary for the transportation and purchase of temporary housing units or emergency shelters.

**Section 6.**     In the event any clause phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Bunker Hill Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

**Section 7.**     This ordinance shall take effect immediately upon its approval.

**PASSED, APPROVED AND ORDAINED** on this 17th day of May 2022

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Robert P. Lord, Mayor

ATTEST:

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Karen H. Glynn, Acting City Secretary