

AGENDA REQUEST
City of Bunker Hill Village
City Council

Agenda Date: June 20, 2023

Agenda Item: IV

Subject: Discussion on Proposed FY 2024 Budget

Exhibits: Presentation

Funding: N/A

Presenter(s): Susan Grass, Finance Director
Gerardo Barrera, City Administrator

Executive Summary

The annual budget process is the single most important financial responsibility of a local government. In accordance with the Local Government Code, Chapter 102, cities are required to file and adopt an annual budget. The Texas Tax Code and Senate Bill 2 require cities that levy a property tax to approve their budgets by September 30th or by the 60th day after the taxing unit receives the certified roll, whichever date is later regardless of the date their fiscal year starts.

Staff will step through the assumptions for the proposed 2024 Budget and 2023 Tax Rate to begin the budget process. Staff is seeking Council input and direction in to prepare for the 2024 Budget Workshop scheduled for June 29, 2023.

Recommended Action

Staff recommends that City Council provide direction for the 2024 budget process.

City of
BUNKER HILL VILLAGE

**CITY COUNCIL
2024 BUDGET
INITIAL ASSUMPTIONS**

June 20, 2023





Purpose

Initiate 2024 Budget Process

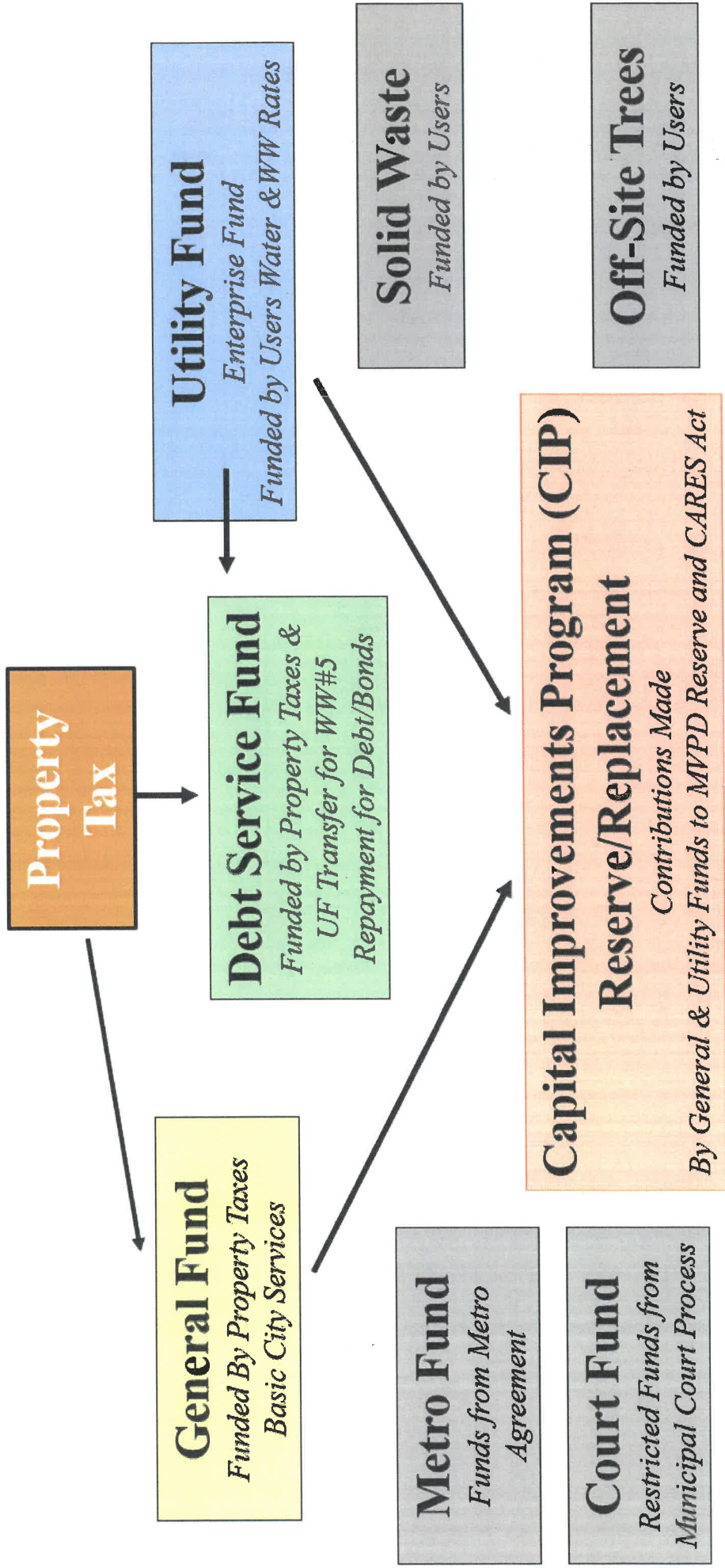
- Review Fund Structure
- Outline Assumptions
- Outline Priority Projects
- Share HCAD Preliminary Values

City Council Review and Direction

City of Bunker Hill Village Our Mission

“The Mayor, City Council and Staff of Bunker Hill Village are committed to governing with integrity and fiscal responsibility. We are dedicated to creating a sense of community, ensuring the safety and well-being of our citizens, and preserving our unique character and quality of life so that we can pass on a greater and more beautiful city to future generations.”

Financial/Budget Structure 2024



Proposed 2024 Budget – General & Debt Service Funds

Key Issues/Decision Points

Tax Rate/General Fund/Debt Service Fund:

*Current Tax Rate of **\$0.2750***

Options to decrease Tax Rate

<i>Option 1</i>	<i>.275</i>	<i>Current Tax Rate</i>
<i>Option 2</i>	<i>.272</i>	<i>Decrease by .003</i>
<i>Option 3</i>	<i>.270</i>	<i>Decrease by .005</i>

General Fund:

Current Cost of Living/Inflation & Impact to Budget & Projects

- Significant increases to Police (9%) and Fire (7%) in the Public Safety M & O Departments.*
- Capital Outlay for Police (\$96,567) and Fire (\$112,676) is present separately in the 2024 budget to identify one-time expenses.*
- Maintenance & Operations increase will exceed our 4% per policy*
- Manage pay-as-you go CIP and meet reserve requirements*
- Fund Escalating Costs for Priority Construction Projects*

Key Issues – General Fund M&O Expenditures - 2024

Police Department:

- Approved (by Commission) 2024 Budget reflects a total MVPD increase of **11%** over 2023. Capital Outlay Expenditures for 2024 will be funded through the Construction/Project Fund utilizing MVPD Reserves of \$96,567 (*one-time costs versus ongoing M&O*)
 - Auto Replacements, 2024 Budget Year \$46,666
 - HVAC/Roof Replacement, 2024 Budget Year \$49,900

Fire Department:

- Approved 2024 Budget reflects an **14%** increase over 2023 Adopted Budget. The Fire Department Reserve will be at zero after the 2023 Budget Amendments are approved. Funding will no be reduced by any reserves.
 - *Physical plant* \$ 1,900
 - *Misc. Tools \$ Equip (Fire)* \$ 6,151
 - *Misc. Tools & Equip (EMS)* \$ 5,008
 - *Protective Gear (new hires)* \$ 7,919
 - *Office Computer* \$ 746
 - *Apparatus Computer* \$ 2,609
 - *Radios* \$ 12,343
 - *Capital Reserve-no schedule for expense in 2024 budget* \$76,000

City Personnel:

- Cost of Living Adjustment **3%**
- Salary/Merit pool of **3%**
- Health Insurance (Medical and Dental)increased by **4.9%** with an anticipated increase in 2024 of **18%**. This is due to major claims on the health insurance plan. City employees increase from one family plan to 3 family plan during the 2023 budget year.
- TMRS rate increase from 10.24% to 11.32% for 2024. City is recommending a 30% COLA in fund year 2024. This would increase the rate from 11.32% to approximately 17%. City is waiting for final numbers from TMRS.

Proposed 2024 Budget - Utility Fund Key Issues/Decision Points

Utility Fund & Utility Billing:

Current Cost of Living/Inflation and CIP Projects with MVWA

- Significant increases to Water Purchase with City of Houston (29%) and Contracted services with Memorial Village Water Authority (38%) an average increase of 33%.
- In addition, the new well is in service and direct expenses related to electricity and property insurance is expected to increase in 2023/2024. Electricity contract expires in 2024, an increase in this line items is anticipated.
- Interest expense line item is new to the budget this year. This expense is related to 2021 Debt for New Water Well #5.

Maintenance & Operations increase will exceed our 4% policy.

Utility Rate Model projected Rates to Increase by 6% for Residential and 7% for Non-Residential and Irrigation.

Fund Escalating Costs for Construction and Refocus on Rehab

**** Solid Waste and Recycling ****

Recommend No Increase for 2024

Key Issues – Utility Fund M&O Expenses - 2024

City Personnel:

- Cost of Living Adjustment **3%**
- Salary/Merit pool of **3%**
- Health Insurance (Medical and Dental) increased by **4%** with an anticipated increase in 2024 of **18%**. This is due to major claims on the health insurance plan. City employees increased from one (1) family plan to three (3) family plan during the 2023 budget year.
- TMRS rate increase from **10.24%** to **11.32%** for 2024. City is recommending a 30% COLA in fund year 2024. This would increase the rate from **11.32%** to approximately **17%**. City is waiting for final numbers from TMRS.

Capital Projects 2024

General Fund

General Fund Priorities:

- Asphalt Overlay Projects - Strey, Taylorcrest, Knipp and Bunker Hill Road following construction.
- Gessner Northbound & Memorial – Construction should begin in 2024.
- Various Sidewalk Constriction
- Generator at Emergency Disaster Building

Capital Projects 2024

Utility Fund

Utility Fund Priorities:

- Gessner Water Line Construction
- Replacement of various water lines
- Meter Replacement Project – Over 2 Years (2023/2024)
- Televising Concrete Lines
- Replacement of Wastewater Rehab – COVID \$\$
- Chlorine Analyzer for Water System

City of Bunker Hill Village

Property Valuation

TAX YEAR	TAXABLE VALUE	ANNUAL INCREASE/DECREASE	% INCREASE	NEW VALUE
2023 Prel *	\$2,699,195,542	\$146,681,155	5.75%	
2022	\$2,552,514,387	\$155,683,779	6.50%	\$29,540,181
2021	\$2,396,830,608	\$147,645,491	6.56%	\$35,615,907
2020	\$2,249,185,117	(\$4,350,737)	-0.19%	\$35,464,026
2019	\$2,253,535,854	\$47,682,002	2.16%	\$26,812,195
2018	\$2,205,853,852	\$15,515,094	0.71%	\$22,127,477
2017	\$2,190,338,758	\$79,095,926	3.75%	\$29,928,821
2016	\$2,111,242,832	\$149,882,993	7.64%	\$27,966,062
2015	\$1,961,359,839	\$227,930,061	13.15%	\$47,960,913
2014	\$1,733,429,778	\$209,905,021	13.78%	\$36,620,040

*Preliminary Tax Roll - Without Protested Values; Based on 5 - Year Review, Certified Roll will most likely be up or down 1% of Preliminary Roll.

City of Bunker Hill Village Tax Rate Comparison

	Adopted 2021		Adopted 2022		Preliminary 2023 Option 1		Preliminary 2023 Option 2		Preliminary 2023 Option 3	
Debt Service	0.045747	17%	0.047662	17%	0.035000	13%	0.035000	13%	0.035000	13%
GF / M&O CIP Rate:	0.229253	83%	0.227338	83%	0.240000	87%	0.237000	87%	0.235000	87%
Total Tax Rate:	0.275000	100%	0.275000	100%	0.275000	100%	0.272000	100%	0.270000	100%
Tax Rate Reduction					-		(0.0030)		(0.0050)	
Total Collections	6,431,276		7,051,415		7,422,788		7,341,812		7,287,828	
Debt Service					944,718		944,718		944,718	
General Fund	5,305,597		6,024,079		6,478,069		6,397,093		6,343,110	
Increase/(Decrease)					453,990		373,014		319,031	
Average Home Value	1,783,235		1,920,447		2,034,713		2,034,713		2,034,713	
Average Tax Bill	\$4,903.90		\$5,281.23		\$5,595.46		\$5,534.42		\$5,493.73	

- Manage General Fund Pay-as-you Go Capital Projects within O&M Tax Rate

City of Bunker Hill Village

Truth-In-Taxation

Estimated Tax Rates based on Preliminary Tax Roll	Tax Rate
No New Revenue Tax Rate	.277622
Voter Approved Tax Rate	.297699
De Minimis Tax Rate	.291124
<i>City's Proposed Tax Rate – reduction from .275</i>	.27000

The tax rate being considered for the 2024 budget is below estimates for truth-in-taxation and is below Voter Approval Tax Rate. *Legislation is still in special session to vote on the 10% cap on appraisal values to 5% cap.*

Direction on Assumptions

Questions or Comments

Other Key Issues or Decision Points for

2024 Revenues or Expenses

General Fund?

Utility Fund?

Is the 2024 List Complete?

**City of Bunker Hill Village
Proposed 2024 Budget**

Questions / Comments



Next Steps

June 29, 2023

11:00 a.m. Budget Workshop

August 1, 2023

Receive Certified Tax Roll & Calculations

August 4, 2023

8:00 a.m.

File Budget & Take Record Vote

Publish Tax Rate Information on Website

(Pursuant to SB 2)

Publish Budget on Website

Publish Public Hearing in Paper

August 15, 2023

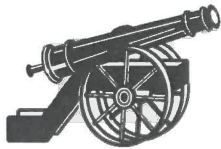
5:00 p.m. Regular City Council Meeting

September 19, 2023

5:00 p.m. Public Hearing

Regular City Council Meeting

Set Tax Rate; Adopt Budget



AGENDA REQUEST
City of Bunker Hill Village
City Council

Agenda Date:	June 20, 2023
Agenda Item:	V
Subject:	Presentation and Public Hearing regarding amending City's Zoning Ordinance
Exhibits:	Ordinance No. 23-608 – Synthetic Turf Ordinance No. 23-609 – Solar Panels & Accessory Equipment
Funding:	N/A
Presenter(s):	Gerardo Barrera, City Administrator

Executive Summary

At the April 2023 Council Meeting, City Staff reported that the City had received various inquiries regarding synthetic turf and the regulation of solar panels installation. Synthetic turf and solar panels are not regulated by a City Ordinance. Council directed both items to the Planning & Zoning Commission for further discussion and consideration.

Staff have worked diligently with the Planning & Zoning Commission to make recommendations to Council regarding synthetic turf and solar panels. The Planning & Zoning Commission discussed the items at the April 2023 Meeting, followed by a public hearing at the June 2023 Meeting. Staff and the City Attorney have developed the attached proposed ordinances that reflect the recommendations of the Planning & Zoning Commission.

Synthetic Turf

- Turf is to be considered a permeable surface so long as it is inspected by the City at the time of installation and meets the criteria and installation requirements established by the City and/ or manufacturer
- Turf installation is prohibited in the required front yard

Solar Panels & Accessory Equipment

Per state law, the City cannot restrict solar panels but may regulate installation. Proposed regulations include:

- The frame and support of roof mounted solar panels must be silver, bronze, or black in color
- Roof mounted solar panels must conform to the slope of the roof
- Equipment located on the ground associated with installation and operation must not be visible from a public or private street

In accordance with Local Government Code, the City is holding a public hearing at the June 20, 2023 Council Meeting to receive input from the public, either oral or written, regarding the proposed amendments to the City's Zoning Ordinance. Notice of the public hearing was published in the City's newspaper of record and on the City's website. No comments have been received to date.

Recommended Action

Staff recommends that City Council hold a public hearing with possible action to approve the proposed ordinances amending the City's Zoning Ordinance as recommended by the Planning & Zoning Commission.

ORDINANCE NO. 23-608

AN ORDINANCE AMENDING APPENDIX "A", ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS BY AMENDING SECTION 2.01, GENERAL, OF ARTICLE II, DEFINITIONS, TO AMEND THE DEFENITION OF *PERMEABLE*; BY AMENDING SECTION 5.04, AREA REGULATIONS, SIZE OF LOT, OF ARTICLE V, DISTRICT A REGULATIONS, AND SECTION 6.04, AREA REGULATIONS, SIZE OF LOT, OF ARTICLE VI, DISTRICT B REGULATIONS, OF APPENDIX A, ZONING, TO ADD THAT SYNTHETIC TURF SHALL BE CONSIDERED A PERMEABLE SURFACE AND SHALL BE PROHIBITED IN THE FRONT YARD; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 PER DAY WITH EACH DAY CONSTITUTING A NEW VIOLATION

* * * * *

WHEREAS, the City Council of the City of Bunker Hill Village, Texas desires to regulate the installation of synthetic turf as set forth in this Ordinance; and

WHEREAS, the City Council of the City finds that the regulations contained herein are in the best interest of the health, safety and welfare of the public; and

WHEREAS, the Zoning Commission of the City, following notice and hearing as required by law, has recommended that the City Council adopt the amendments to the zoning regulations contained herein as shown in the final report of said Commission; and

WHEREAS, the City Council, following notice and hearing as required by law, concurs with the recommendation of the Zoning Commission that such amendments be approved; now, therefore:

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

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

Section 2. The Code of Ordinances of the City of Bunker Hill Village, Texas is hereby amended by amending Section 2.01, General, of Article II, Definitions, to amend the definition of *permeable*, with the new definition to read as follows:

“*Permeable* shall mean a surface structure which allows liquids to pass through. For the purposes hereof, permeable surfaces, such as pavers or artificial turf, shall be constructed in accordance with the city's specifications ~~for permeable surfaces~~ or the manufacturer's specifications for permeable surfaces. Notwithstanding the foregoing, the actual water surface area of swimming pools shall be calculated as permeable area.”

Section 3. Section 5.04, area regulations, size of lot, Article V, District A Regulations, of Appendix A, Zoning, of the Code of ordinances is hereby amended to add the language underscored below, with the new Section 5.04 to read as follows:

“§ 5.04. - Area regulations, size of lot.

The following area regulations shall apply to all lots and building areas.

A. *Lot area.* No building shall be erected, constructed, or placed on a lot having less than twenty thousand (20,000) square feet in area.

B. *Impermeable building area calculation.* The impermeable building area shall not exceed forty-five (45) percent of the area of the lot. For the purposes hereof, impermeable building area shall include portions of a lot which are covered with buildings or structures including, but not limited to, building foundations, driveways, sidewalks, walkways, sundecks, patios, or tennis courts, and other impervious surfaces. Notwithstanding the foregoing, the actual water surface area of swimming pools shall be considered a permeable surface. Artificial turf shall be considered a permeable surface so long as it is inspected by the City at the time of installation and meets the criteria established by the City or that of the manufacturer. Artificial turf shall not be permitted in the required front yard.

C. *Maximum lot coverage calculation.* The maximum lot coverage calculation shall not exceed fifty-five percent (55) of the area of the lot. This shall include both impermeable and permeable surfaces.

D. *Lot depth.* The average depth of a lot shall be at least one hundred forty (140) feet.

E. *Lot width, standard lot.* The width of a standard lot at the front property line, the width of that portion of the front property which must abut the front street line, and the average width of the lot shall be at least one hundred ten (110) feet each.

F. *Lot width, cul-de-sac lot.* A cul-de-sac lot shall abut a portion of the front street line which forms the bulb or arc of the cul-de-sac. The lot frontage along the front property line shall be at least forty (40) feet measured along the property line; and the width of the lot at the front setback line shall be at least one hundred ten (110) feet measured on a straight line tangent to the front setback line.

G. In the event of a reconstruction of an existing structure (50% or more) as an "In Kind/Same Kind" as defined in the City's subdivision ordinance, meaning that there is no modification to the existing footprint or exterior structural components, the foregoing regulations relating to lot coverage shall not prohibit the reconstruction of a single-family dwelling, provided that the construction is in compliance with all other provisions of the City's zoning ordinance."

Section 4. The Code of Ordinances is further amended by amending Section 6.04, area regulations, size of lot, Article V, District B Regulations, of Appendix A, Zoning, to add the language underscored below, the new Section 6.04 to read as follows:

“§ 6.04. - Area regulations, size of lot.

The following area regulations shall apply to all lots and building areas.

A. *Lot area.* No building shall be erected, constructed, or placed on a lot having less than ten thousand (10,000) square feet in area.

B. *Impermeable building area calculation.* The impermeable building area shall not exceed forty-five (45) percent of the area of the lot. For the purposes hereof, impermeable building area shall include portions of a lot which are covered with buildings or structures including, but not limited to, building foundations, driveways, sidewalks, walkways, sundecks, patios, or tennis courts, and other impervious surfaces. Notwithstanding the foregoing, the actual water surface area of swimming pools shall be considered a permeable surface. Artificial turf shall be considered a permeable surface so long as it is inspected by the City at the time of installation and meets the criteria established by the City or that of the manufacturer. Artificial turf shall not be permitted in the required front yard.

C. *Maximum lot coverage calculation.* The maximum lot coverage calculation shall not exceed fifty-five (55) percent of the area of the lot. This shall include both impermeable and permeable surfaces.

D. *Lot depth.* The average depth of a lot shall be at least one hundred ten (110) feet.

E. *Lot width, standard lot.* The width of a standard lot at the front property line, the width of that portion of the front property which must abut the front street line, and the average width of the lot shall be at least eighty (80) feet each.

F. *Lot width, cul-de-sac lot.* A cul-de-sac lot shall abut a portion of the front street line which forms the bulb or arc of the cul-de-sac. The lot frontage along the front property line shall be at least forty (40) feet measured along the property line; and the width of the lot at the front setback line shall be at least eighty (80) feet measured on a straight line tangent to the front setback line.

G. In the event of a reconstruction of an existing structure (50% or more) as an "In Kind/Same Kind" as defined in the City's subdivision ordinance, meaning that there is no modification to the existing footprint or exterior structural components, the foregoing regulations relating to lot coverage shall not prohibit the reconstruction of a single-family dwelling, provided that the construction is in compliance with all other provisions of the City's zoning ordinance."

Section 5. Any person, corporation, or entity who or which shall intentionally, knowingly, recklessly, or with criminal negligence violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$2,000.00. Each day in which any violation shall occur, or each occurrence of any violation, shall constitute a separate offense.

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 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 ORDAINED, this the 20th day of June, 2023.

Robert P. Lord, Mayor

ATTEST:

Gerardo Barrera, Acting City Secretary

ORDINANCE NO. 23-609

AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS AMENDING APPENDIX "A" OF ITS CODE OF ORDINANCES, THE SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY, TO ADD A NEW SECTION 7.16, SOLAR PANELS, OF ARTICLE VII, SUPPLEMENTARY DISTRICT REGULATIONS, TO ADD REGULATIONS FOR BOTH ROOF MOUNTED AND GROUND MOUNTED SOLAR PANELS AND ACCESSORY EQUIPMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 PER DAY WITH EACH DAY CONSTITUTING A NEW VIOLATION

* * * * *

WHEREAS, the City Council of the City of Bunker Hill Village, Texas desires to regulate the installation and location of solar panels and related equipment as set forth in this Ordinance; and

WHEREAS, the City Council of the City finds that the regulations contained herein are in the best interest of the health, safety and welfare of the public; and

WHEREAS, the Zoning Commission of the City, following notice and hearing as required by law, has recommended that the City Council adopt the amendments to the zoning regulations contained herein as shown in the final report of said Commission; and

WHEREAS, the City Council, following notice and hearing as required by law, concurs with the recommendation of the Zoning Commission that such amendments be approved; now, therefore:

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

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

Section 2. Appendix "A" of the City's Code of Ordinances, the same being its zoning regulations is hereby amended by adding a new Section 7.16, Solar Panels, to Article VII, Supplementary District Regulations, to read as follows:

“Section 7.16 - Solar Panels.

A. Solar panels are permitted structures subject to the regulations set forth herein.

B. Definitions. For the purposes of this section, the following words and phrases shall have the meanings ascribed to them below:

(1) Solar Panel shall mean a structure containing one (1) or more receptive cells, the purpose of which is to convert solar energy into usable electrical energy by way of a solar energy system. The term shall not include individually powered outdoor solar lights, such as garden lights, accent lights, security lights, or flood lights.

C. All solar panels and the installation of solar panels shall comply with all provisions of the city's Code of Ordinances, including building codes and tree regulations, and shall be installed only after issuance of a building permit.

D. Roof-mounted solar panels shall conform to the following requirements:

(1) Solar panels shall be permitted on the roof of a building provided that the panels do not extend higher than or beyond the roofline;

(2) Solar panels shall have a top edge that is parallel to the roof ridge and shall conform to the slope of the roof;

(3) Solar panels shall be permitted on the roof slope of an accessory building or structure, subject to the regulations contained herein;

(4) The frame, support panels and all visible piping or wiring shall be in a silver, bronze, or black tone commonly available in the marketplace; and

(5) Solar panels on flat roofs shall not exceed the maximum height permitted in the applicable zoning district.

E. Ground-mounted solar panels shall conform to the following requirements:

(1) Solar panels shall not constitute the primary use of the property;

(2) Solar panels shall comply with the maximum square footage and minimum setback requirements for residential accessory buildings and structures;

(3) Solar panels shall be located within a fenced yard or patio; and

(4) Solar panels shall not be taller than the fence line.

F. Solar panels incorporated into building materials such as roof shingles or tiles, windows, siding, or other architectural features integral to a building's design and are reasonably indistinguishable from traditional building materials may be installed on any roof or façade of the building.

G. Any equipment associated with the installation or operation of solar panels may not be located within the required front yard of a lot.

H. Any equipment located on the ground associated with the installation or operation of solar panels shall not be visible from any public or private street.

Section 3. Any person, corporation or entity who or which shall intentionally, knowingly, recklessly, or with criminal negligence violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$2,000.00. Each day in which any violation shall occur, or each occurrence of any violation, shall constitute a separate offense.

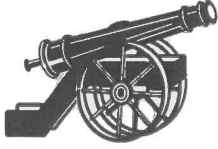
Section 4. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this 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 ORDAINED, this the 20th day of June, 2023.

Robert P. Lord, Mayor

ATTEST:

Gerardo Barrera, Acting City Secretary



AGENDA REQUEST
City of Bunker Hill Village
City Council

Agenda Date: June 20, 2023

Agenda Item: VI

Subject: Memorial Villages Police Department Report

Exhibits: Chief's Monthly Report – *May 2023*
Fire Department Assists
2023 Burglary Map
2023 Auto Burglary Map
ALPR Map
ALPR Recoveries Map & List
ALPR Hits/Reads by Camera & Graphs
2023 Total Incidents to Date
Officer Committed Time Report to Date

Funding: N/A

Presenter(s): Chief Schultz

Executive Summary

The Memorial Villages Police Department Report will include the following items:

- A. Update on Activities

Recommended Action

Staff recommends that City Council receive the May 2023 Monthly Report.



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

Raymond Schultz
 Chief of Police

June 12, 2023

TO: MVPD Police Commissioners
 FROM: R. Schultz, Chief of Police
 REF: May 2023 Monthly Report

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

Calls/Events by Village were:

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

Type and frequency of calls for service/citations include:

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

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

Crimes Against of Persons (1)

Assault 1

Crimes Against Property (19)

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

Petty/Quality of Life Crimes/Events (62)

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

Arrest Summary: Individuals Arrested (21)

Warrants	9	Felony	3
Class 3 Arrests	7	DWI	2

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

Follow-up on Previous Month Items/Requests from Commission

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

Personnel Changes/Issues/Updates

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

Major/Significant Events

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

Status Update on Major Projects

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

Community Projects

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

V-LINC new registrations in May +36

BH – 1576(+10)

PP – 1125 (+4)

HC – 1589 (+10)

Out of Area – 579 (+12)

May VFD Assists

Calls received directly by MVPD via 911/3700

Priority Events Average Response Times

Total – 17	3:46
Fire – 3	3:55
EMS – 14	3:43

By Village

BH Fire – 0	0:00
BH EMS – 2	3:14
PP Fire – 0	0:00
PP EMS – 4	3:11
HC Fire -3	3:55
HC EMS -8	4:04

Combined VFD Events (Priority + Radio)

Total – 52	4:29
Fire – 29	4:42
EMS – 23	4:18

Radio Call Events

Total – 35	5:01
Fire- 26	4:54
EMS- 9	5:17

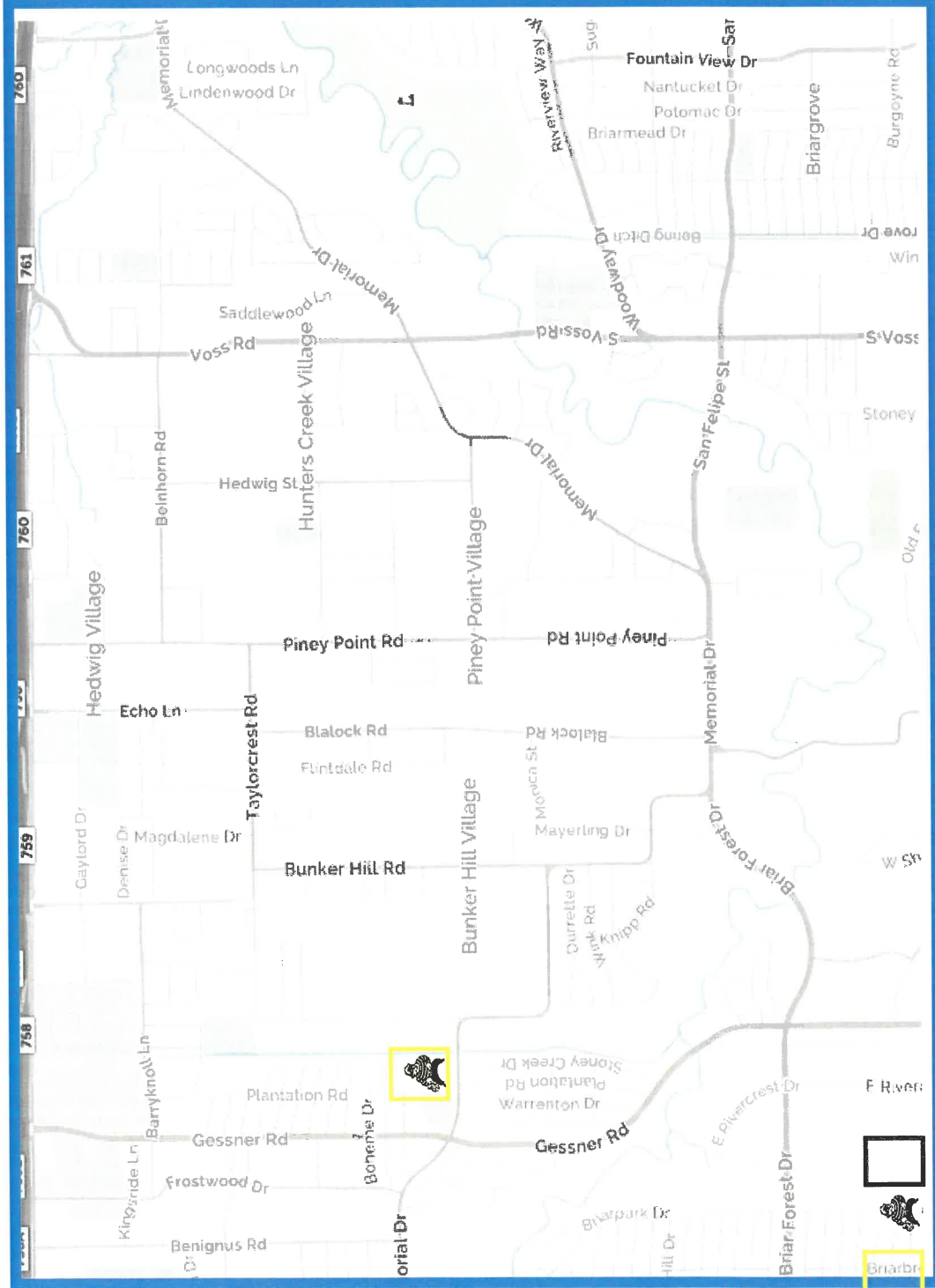
Radio Call Events by Village

BH – 5	6:03
PP – 14	6:04
HC – 16	4:05

2023 Burglary Map

Address 12102 Rhett
 203 Heritage Oaks

Alarm No
 POE Rear Door/Force
 Front Door/Force



2023 Robberies

Address

MO



Daytime Burglary



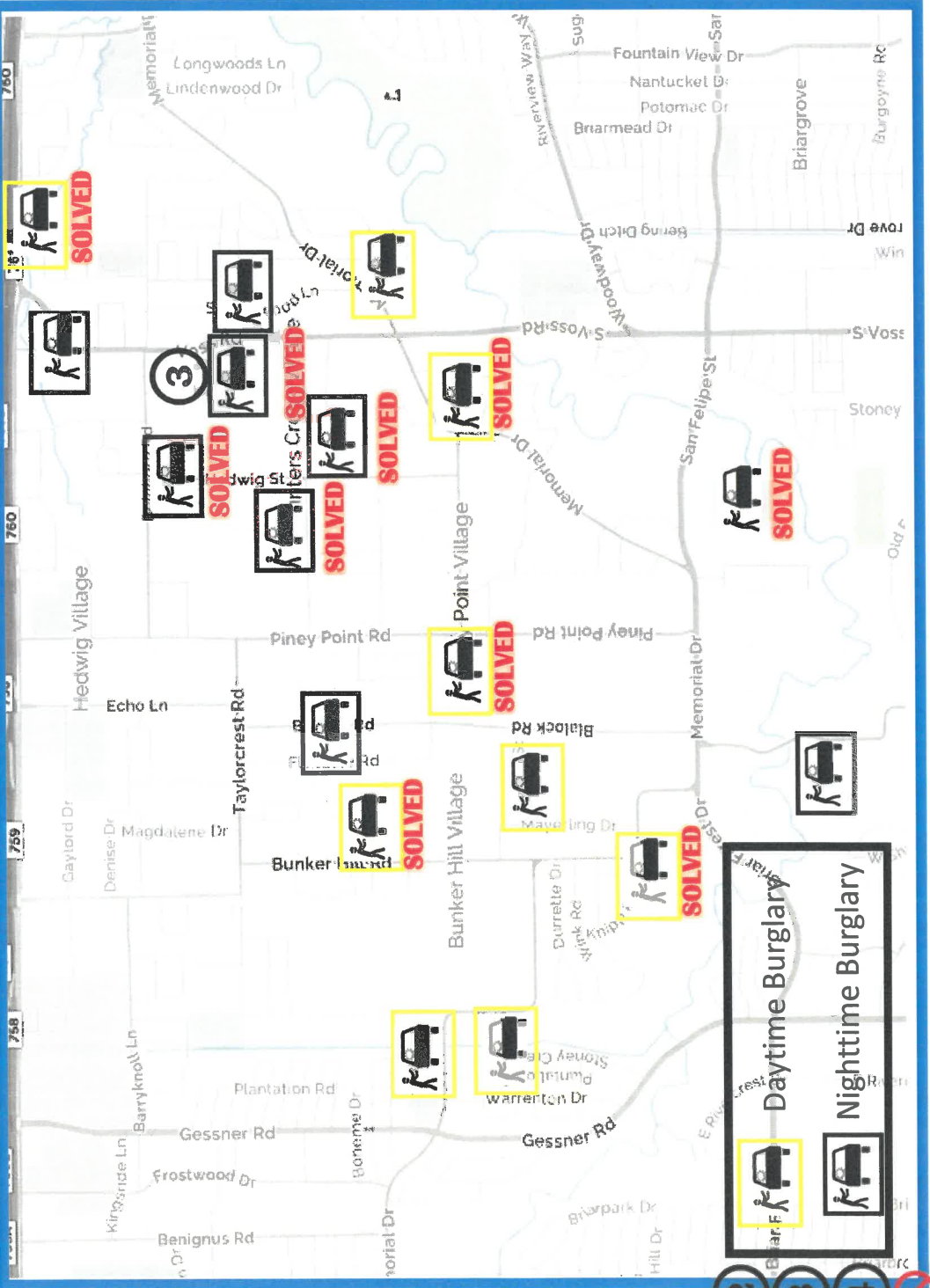
Nighttime Burglary



Robbery



5/31/23



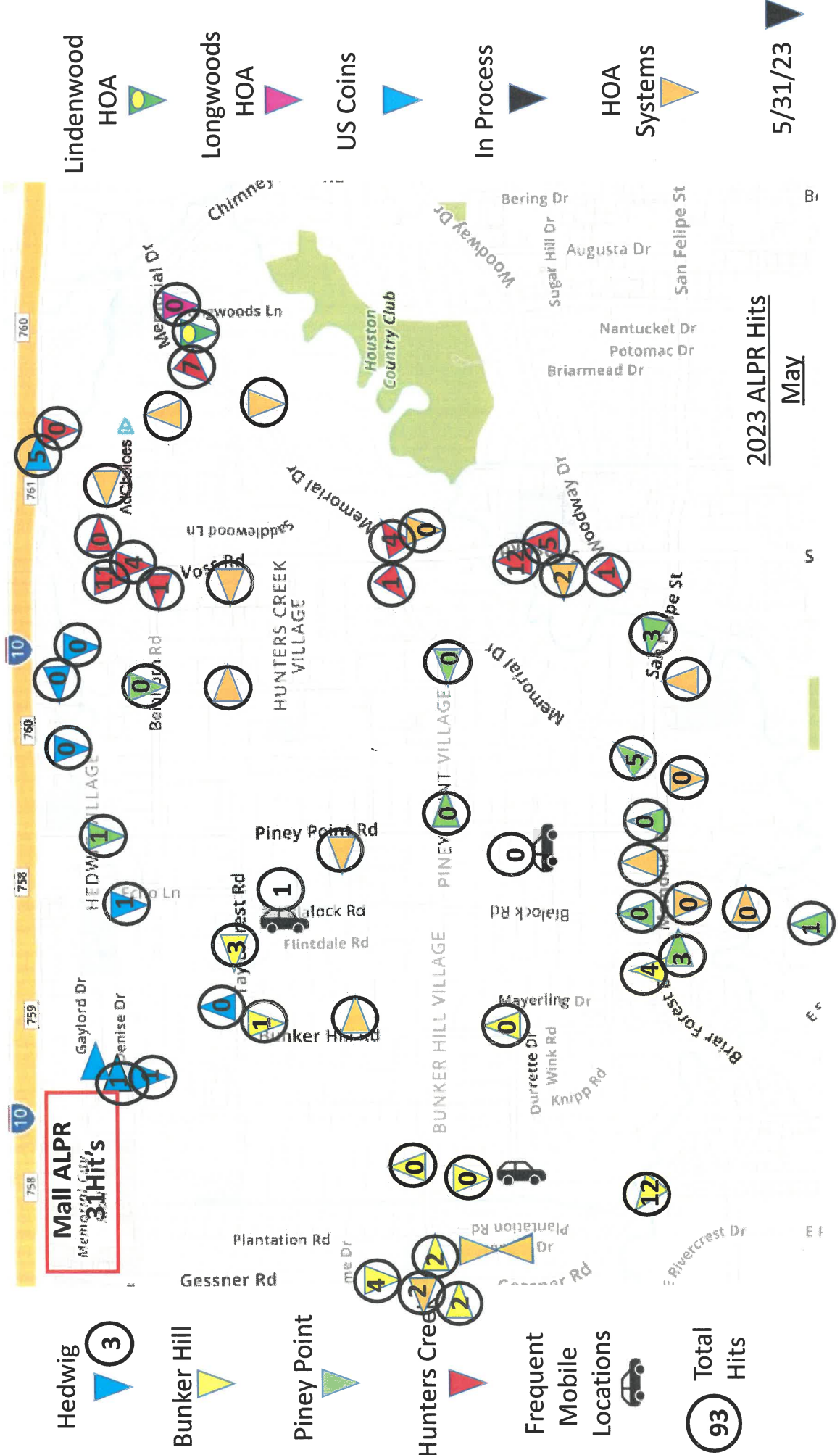
2023 Auto Burglary Map

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



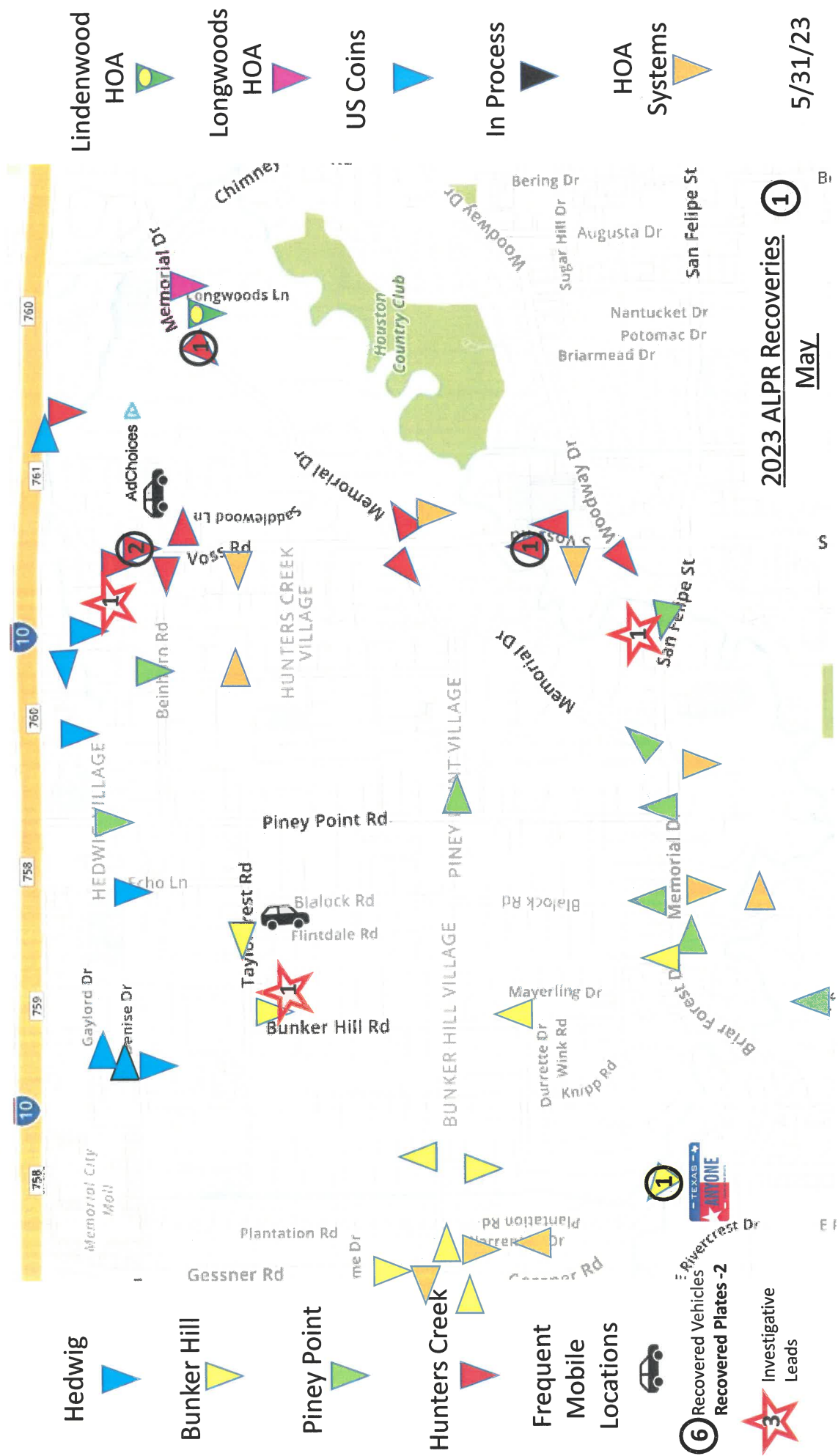
SOLVED
 Blue Entry = Actual Location
 Unknown
 5/31/23

Lock Punch Underlined Contractor



2023 ALPR Hits
May

5/31/23



2023 ALPR Recoveries **1**

May

5/31/23

Hedwig

Bunker Hill

Piney Point

Hunters Creek

Frequent Mobile Locations



6 Recovered Vehicles
Recovered Plates - 2

3 Investigative Leads

Lindenwood HOA

Longwoods HOA

US Coins

In Process

HOA

Systems

Num	Plate	Vehicle	ALPR Recoveries		Links	Date
			Loc	Val		
1	PMC0662	Tou/Pri	13	\$ 18,000.00	Stolen from Repair	19-Jan
2	SFG4671	BMW X5	7	\$ 32,000.00	Fugitive Previous	28-Jan
3	RRB9905	Ford/Van	19	\$ 16,000.00	On Tow Truck	1-Feb
4	PRP8014	Toy/High	21	\$ 24,000.00	Fraud	17-Feb
5	3539AY	Merz	1	\$ 24,000.00	HPD-case	22-Feb
6	NDD4115	BMW328	8	\$ 31,500.00	Fraud	6-Mar
7	DRM8516	NissAlt	19	\$ 21,000.00		7-Apr
8	SNT5450	GMC 1500	14	\$ 26,000.00		19-Apr
9	LYG558	Nissan	19	\$ 14,000.00	Fugitive/Drugs	28-Apr
10	GLN0746	GMC Yuko	16	\$ 18,000.00		1-May
11	JRC3494	Porche	13	\$ 32,000.00	Fugitive	8-May
12	3A0A447	Hyundai	19	\$ 11,000.00	Fugitive	13-May
13	PYY0493	Hyundai	7	\$ 18,000.00		19-May
14	LKW5687	Ford Esc	2	\$ 11,000.00		8-Jun
15	PXF8499	Dodge P/U	21	\$ 16,000.00		11-Jun
16						
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Plate Recoveries			
Plate Recove	Date	Links	Plate Recov
SFG9342	1/12/2023	Owner	
RDM8571	1/18/2023	Cited	
KKV5316	1/18/2023	Owner	
NDD9473	2/17/2023	Cited	
RMW2202	2/23/2023	Owner	
RGB8499	2/24/2023	Owner	
RZX6901	3/8/2023	Arrested	
OB1159K	4/18/2023	Cited	
LIC9151	4/21/2023	Owner	
NKH9972	5/17/2023	Owner	
2B0644F	5/18/2023	Cited	
SVH7417	5/20/2023	Owner	
PGN223	5/24/2023	Owner	
72054CO	5/25/2026	Cited	
HSL0283	6/2/2023	Owner	

Firearm in vehicle Temp Tag Vehicle found to be Stolen

Located but Fled					
Date	Plate	Camera	Date	Plate	Camera
16-Jan	IN D19211	21			
4-Feb	LJL2527	21			
23-Apr	PZY1260	Hed			
23-Apr	1BF9105	8			

Runaways
3/3/2023 RZY8999 21 Juvenile Runaway

7 of 15 involved in other crimes = 45%

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

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

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

INVESTIGATIVE LEADS							
Crime	Plate	Date	ALPR	Crime	Plate	Date	ALPR
Package Theft	BLN9367	29-Jan	#29	Theft	BHX3325	5/1/2023	5
Dumping of Concrete	261	7-Jan	#4	BMV	RKV2934	5/13/2023	19
Hotlist	98BBGQN	9-Feb	#9	BMV	SLD2033	5/19/2023	23
BMV's	LGD4601	10-Feb	#19	BMV x2	BS8B122	6/1/2023	14
Missing Person	RZY8999	3-Mar	#8	BOHx2 eluding	SNX4159	6/7/2023	19
Missing Person	MVC4443	5-Mar	#21				
Theft	692227C3	7-Mar	#19				
Missing person	BZ92064	28-Mar	#21				
Juggling	PYT9426	3/21/2023	#14				
BMV's	NDG7754	25-Mar	US Coins				
Theft	RXR5074	7-Apr	#11				
BMV's	HDN7572	17-Apr	#20				
BMV	SLD2033	21-Apr	#7				
Poss Abduction*	Multi	28-Apr	#14				

* ALPR used to prove false report



May 2023 ALPR REPORT



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

2023 ALPR Data Report

Plate Reads Summary

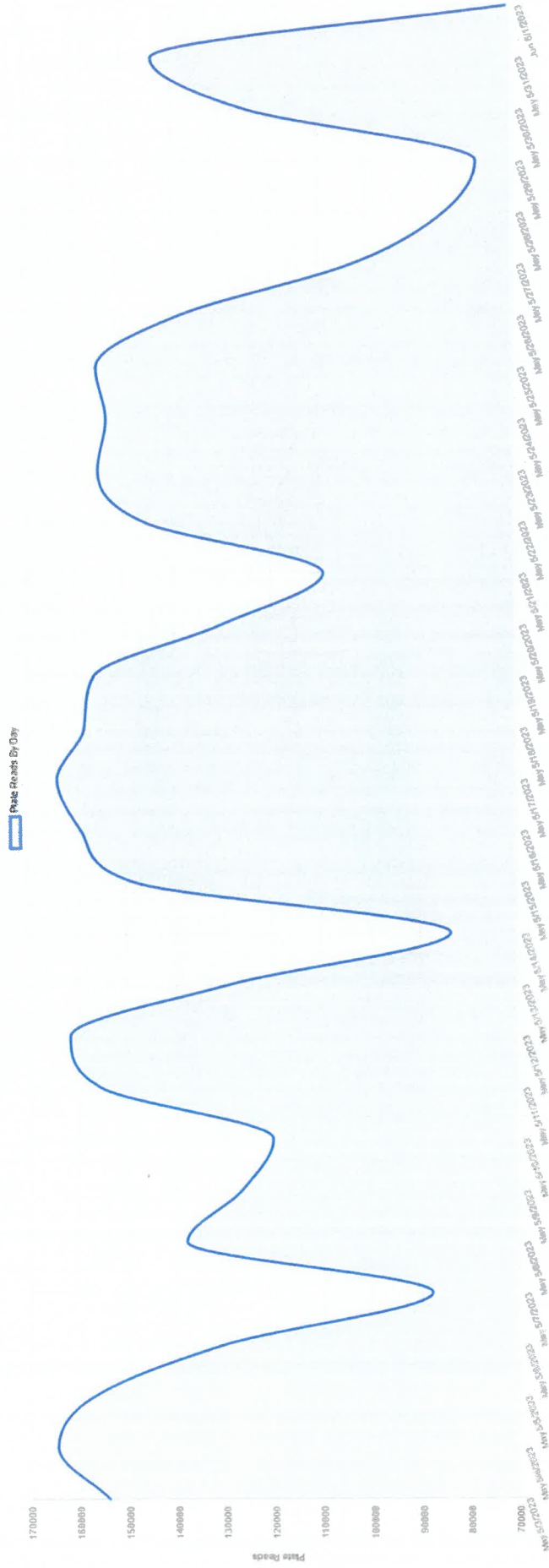
Total Plate Reads:
3,985,595

[Download CSV](#)

May 3 - Jun 1

Devices (34)

[Search](#)



Unique Plate Reads Summary

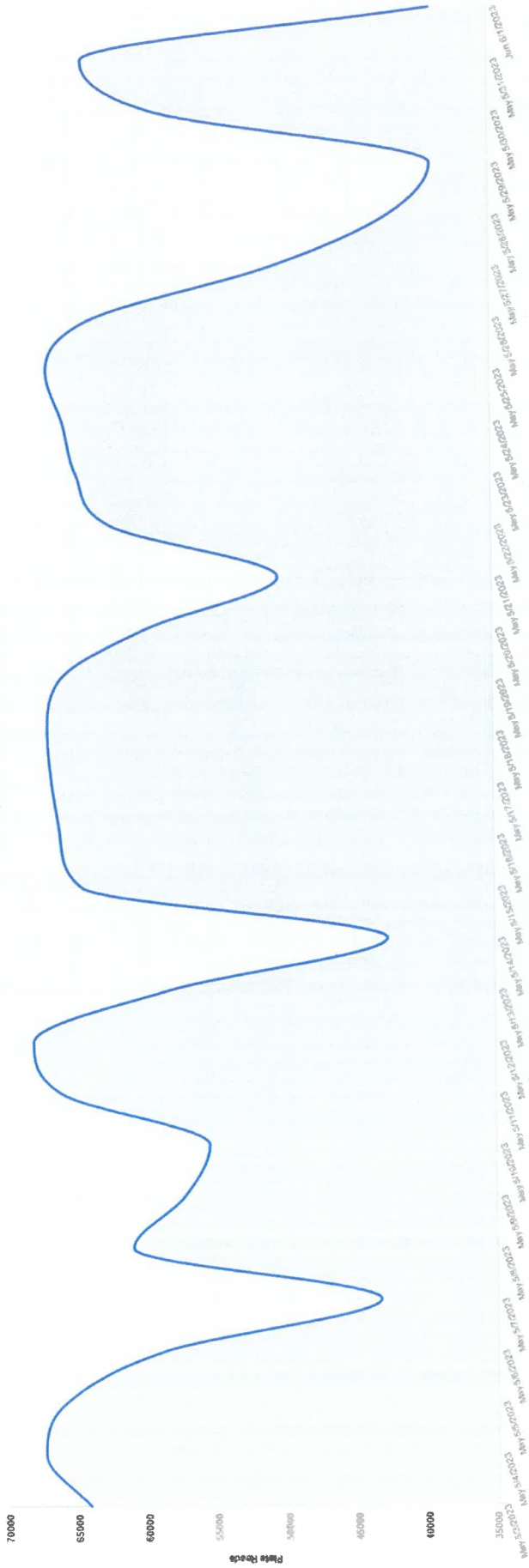
Total Unique Plate Reads:
544,874

[Download CSV](#)

May 3 - Jun 1

Devices (34) [Search](#)

Plate Reads By Day



All Categories

Hits Report

05/03/2023 → 06/01/2023

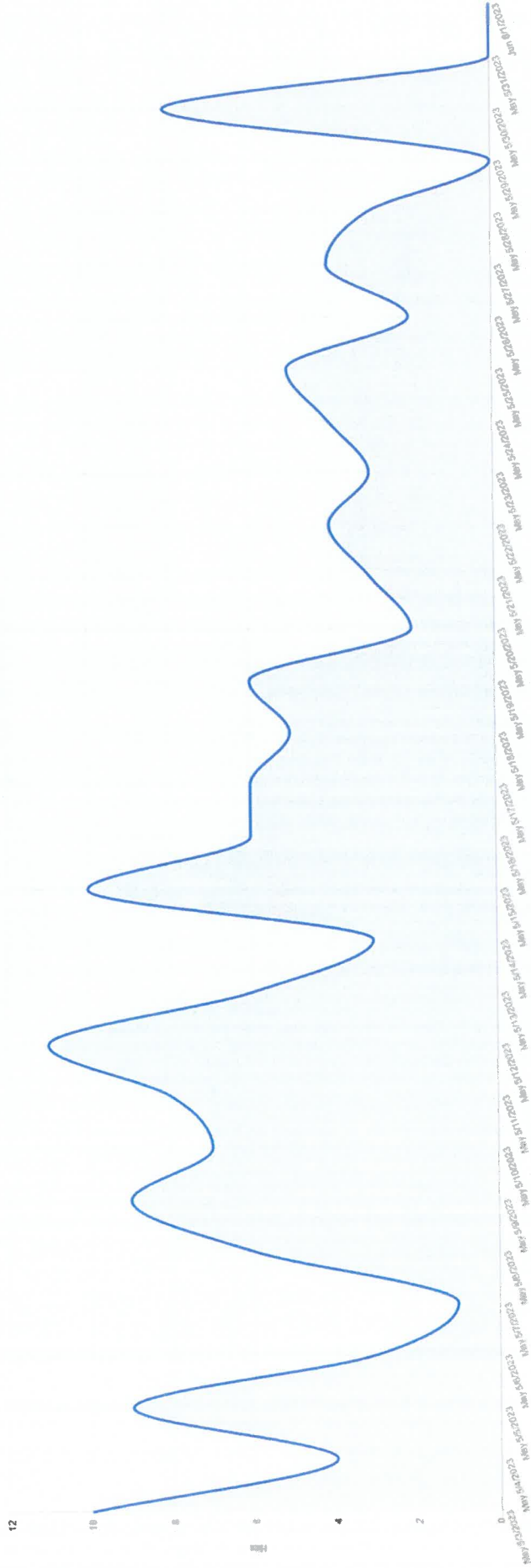
Search

Download CSV

Total Hits: 148

Topics (15) Devices (34)

Hits By Day



Top 7 Categories

Hits Report

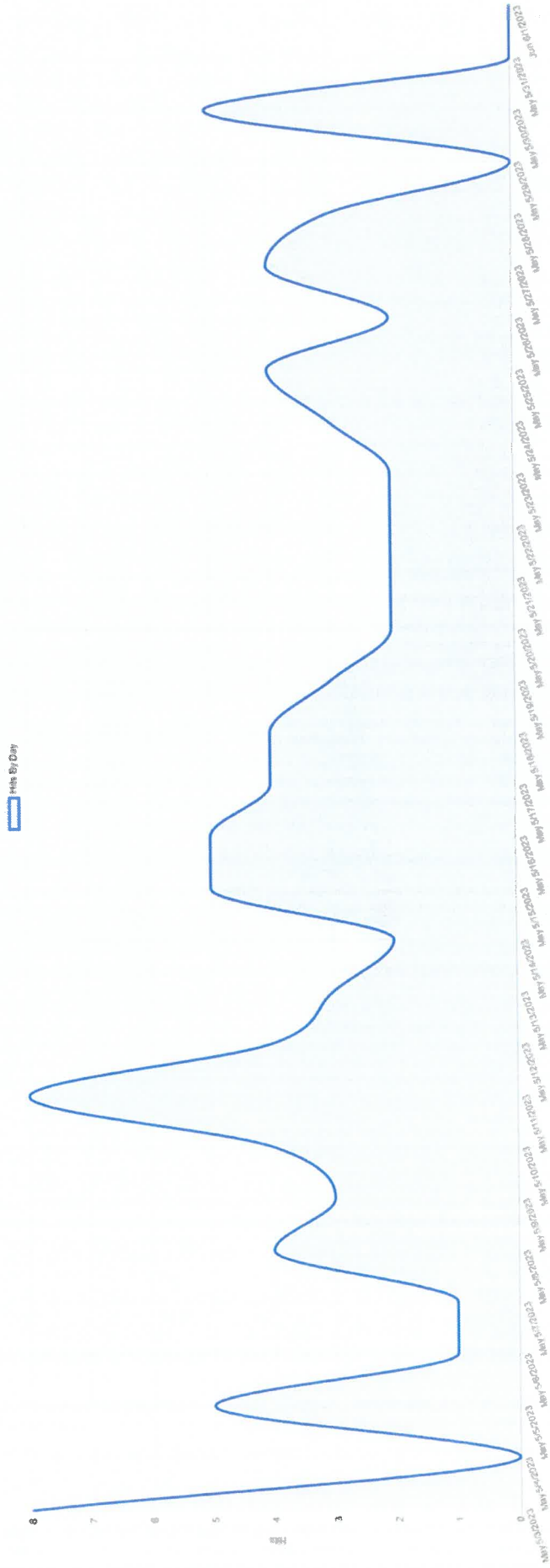
05/03/2023 → 06/01/2023

Search

DOWNLOAD CSV

Topics (7) Devices (34)

Total Hits: 93



Sex Offenders

Hits Report

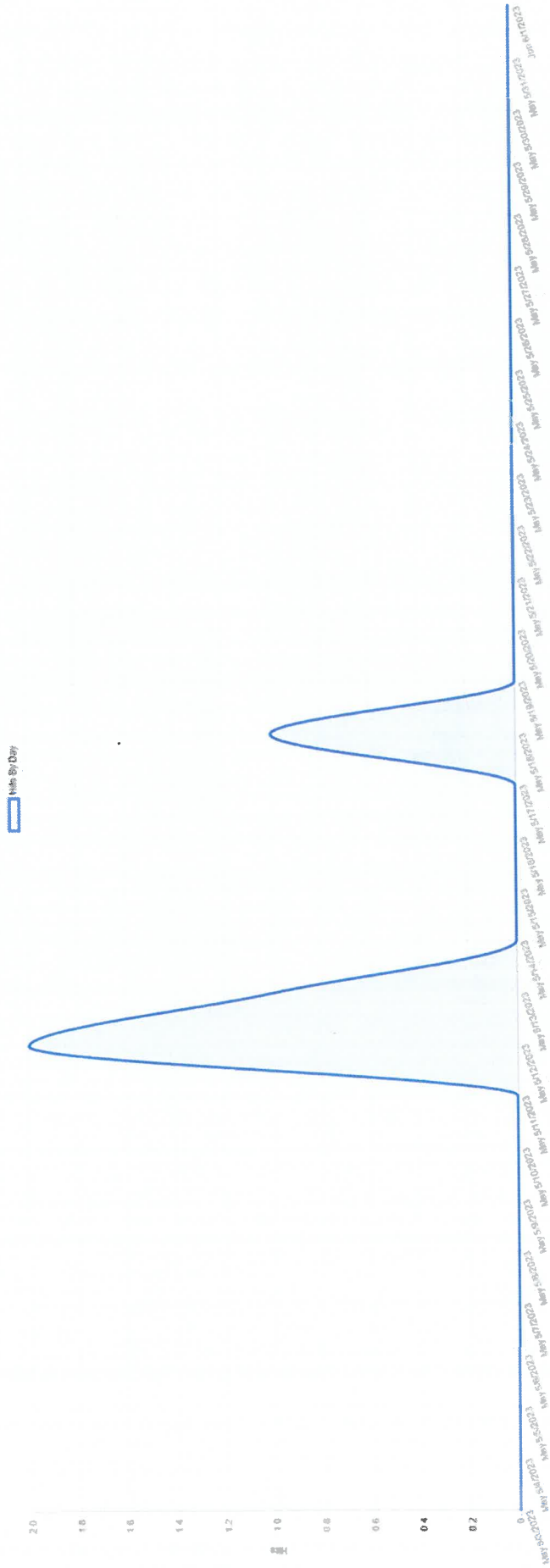
05/03/2023 → 06/01/2023

Search

DOWNLOAD CSV

Topics (1) Devices (34)

Total Hits: 4



Summary Report

Insights Dashboard

Plate Reads

3,965,455



View Details

Searches

774



View Details

Hot List Hits

148



View Details

Device Sharing

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

Access Levels

Search

Hottlist Tool Access

EDIT DEVICE SHARING

Device Status

34 / 34

Devices Online

← Previous Device

Device Name
#01 Inbound, Riverview Way, EB

Barbary
96%

Latency
16 S

Next Device >

- #1 Gessner S/B at Frostwood
- #2 Memorial E/B at Gessner
- #3 NO ALPR - Future Location
- #4 Memorial N/B at Briar Forrest
- #5 Bunker Hill S/B at Taylorcrest
- #6 Taylorcrest W/B at Flintdale
- #7 Memorial E/B at Briar Forrest
- #8 2200 S. Piney Point N/B
- #9 N. Piney Point N/B at Memorial
- #10 Memorial E/B at San Felipe
- #11 Greenbay E/B Piney Point
- #12 Piney Point S/B at Gaylord
- #13 Gessner N/B at Bayou
- #14 Beinhorn W/B at Pipher
- #15 Hunters Creek Drive S/B at I-10
- #16 Memorial W/B at Creekside
- #17 Memorial W/B at Voss
- #18 Memorial E/B at Voss
- #19 S/B Voss at Old Voss Ln 1
- #20 S/B Voss at Old Voss Ln 2
- #21 N/B Voss at Magnolia Bend Ln 1
- #22 N/B Voss at Magnolia Bend Ln 2
- #23 W/B San Felipe at Buffalo Bayou
- #24 N/B Blalock at Memorial
- #25 N/B Bunker Hill at Memorial
- #26 S/B Hedwig at Beinhorn
- #27 Mobile Unit #181
- #28 Mobile Speed Trailer
- #29 Riverbend Main Entrance
- #30 Beinhorn E/B at Voss
- #31 Memorial E/B at Tealwood (new)
- #32 Greenbay W/B at Memorial
- #33 Strey N/B at Memorial



Private Systems monitored by MVPD

- US COINS - I-10 Frontage Road
- Memorial Manor NA Lindenwood/Memorial
- Greyton Lane NA
- Calico NA
- Windemere NA
- Mott Lane
- Kensington NA
- Stillforest NA
- Farnham Park
- Riverbend NA
- Pinewood NA
- Hampton Court
- Bridlewood West NA
- N Kuhlman NA
- Longwoods NA
- Memorial City Mall - 22

<p>Yellow = Bunker Hill</p> <p>Green = Piney Point</p> <p>Red = Hunters Creek</p> <p>Blue = MVPD Mobile</p> <p>Purple = Privately Owned Systems</p>

Hits/Reads By Camera

1 4/225,154
2 2/156,489
3 See #31
4 4/178,576
5 1/81,159
6 3/72,423
7 3/127,795
8 1/41,997
9 0/82,965
10 5/108,361
11 0/35,157
12 1/196,419
13 12/277,885
14 1/98,879
15 0/7,272
16 7/66,795

17 1/81,438
18 4/104,474
19 11/333,303
20 4/206,729
21 5/246,851
22 12/368,903
23 3/81,159
24 2/145,403
25 0/34,383
26 0/48,149
27 1/145,081
28 0/25,004
29 1/6,230
30 0/59,879
31 2/142,589
32 1/40,973
33 1/39,787
34 2/4,667

Total Reads – 3,985,595

Unique Reads – 544,874

Hits- 148

7 Top Hit List-93

- Hotlist - 4
- Stolen Vehicle
- Stolen Plate
- Gang Member
- Missing
- Amber
- Priority Restraining Order

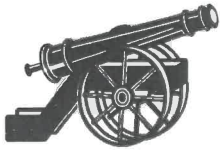
Recoveries - 6

May 2023

2022 Officer Committed Time to Service Report

Employee Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
ALSALMANI, ALI	26:36:21	23:28:43	24:11:20	22:45:35	36:12:16								5	58
BAKER, BRIAN C	3:31:40	0:18:16	1:29:15	0:32:24	0:21:24									
BALDWIN, BRIAN	17:32:11	13:52:09	18:58:23	15:22:04	11:14:09								1	15
BIEHUNKO, JOHN	22:37:16	20:41:29	24:20:46	9:54:47	16:39:29									12
BOGGUS, LARRY	0:04:10	0:59:15	2:42:11	14:58:50	12:06:57									
BURLESON, Jason	13:12:02	10:25:15	13:11:53	22:52:41	25:02:17									
CANALES, RALPH EDWARD	15:05:04	14:08:39	19:00:17	9:18:54	13:22:58								5	23
CERNY, BLAIR C.	22:20:53	13:00:34	4:12:21	5:52:34	9:33:34								2	13
ECKERFIELD, Dillon	25:34:06	16:08:21	33:29:46	21:55:20	33:28:28								1	42
HARWOOD, NICHOLAS	18:58:46	19:16:48	12:51:44	9:07:09	9:03:33								2	6
JARVIS, RICHARD	17:03:26	15:40:05	15:27:29	13:10:22	16:25:12								1	26
JOHNSON, JOHN	15:48:16	16:53:09	14:28:58	17:03:42	13:16:09								1	24
JONES, ERIC	0:00:00	14:52:11	0:00:00	0:00:00	0:02:31									
KING, JEREMY	9:53:27	0:00:00	20:34:58	7:58:39	14:52:28								1	33
KUKOWSKI, Andy	21:46:17	23:48:00	14:19:24	14:13:17	27:31:49								4	35
LOWRIE, Andy	18:47:35	35:22:56	22:43:49	31:50:20	26:19:33								5	54
MCELVANY, ROBERT	13:28:51	9:01:39	3:53:11	9:48:34	6:28:09									20
ORTEGA, Yessenia	16:22:55	14:53:39	22:43:49	25:29:38	17:20:34								2	22
OWENS, LANE	7:19:25	1:06:57	0:03:44	0:00:00	0:05:50									
PAVLOCK, JAMES ADAM	1:16:57	0:41:05	5:03:49	10:10:35	1:35:54									
RODRIGUEZ, CHRISTOPHER	2:58:13	0:45:39	2:13:47	30:19:25	3:29:18								1	43
RODRIGUEZ, REGGIE					30:22:14								3	27
SALAZAR, Efrain	21:58:39	20:02:08	19:37:20	14:39:42	22:21:47								6	17
SCHANMEIR, CHRISTIAN	20:44:52	12:50:34	15:00:40	16:57:42	20:25:07									
SCHULTZ, RAYMOND	5:44:09	0:00:00	0:46:23	1:12:56	0:00:00								10	55
SILLIMAN, ERIC	25:55:25	11:42:31	7:51:13	7:22:18	31:05:02								2	6
SPRINKLE, MICHAEL	9:05:01	6:38:58	13:45:12	12:40:15	12:06:36								4	15
TAYLOR, CRAIG	29:35:02	17:58:23	21:22:03	12:56:07	16:16:43								1	63
TORRES, PATRICK	14:23:40	17:57:00	12:04:56	16:42:07	17:43:40								6	15
VALDEZ, JUAN	20:27:22	8:01:45	16:38:45	16:10:38	15:51:29									
VASQUEZ, MONICA	0:39:02	2:11:16	2:48:31	24:00:53	2:54:01									
WHITE, TERRY	26:58:37	19:19:14	6:53:51	14:02:23	32:35:37								8	20
WILLIFORD, Adam	17:44:28												82	644
* = Admin														
Dispatch Committed Time														Totals
911 Phone Calls	385	377	460	UNV	UNV									1222
3700 Phone Calls	2469	2015	2558	UNV	UNV									7042
DP General Phone Calls*	53:12:01	71:35:35	56:39:49	UNV	UNV									

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



AGENDA REQUEST
City of Bunker Hill Village
City Council

Agenda Date:	June 20, 2023
Agenda Item:	VII
Subject:	Village Fire Department Report
Exhibits:	Budget Amendments: 2022-03, 2023-02, 2023-03, 2023-04 2024 Proposed Budget Summary
Funding:	N/A
Presenter(s):	Chief Miller and Fire Commissioner

Executive Summary

This Month's Village Fire Department Report will include the following items:

- A. Update on Activities
- B. Presentation of the 2022 Annual Audit
- C. Budget Amendments
 - Amendment 2022-03 for an Intra-Budgetary Transfer for a Surplus in FY 2022 in an Amount of \$91,040.00 Related to Personnel Expenditures, Operational Expenditures, and Increase in Additional Income
 - Amendment 2023-02 in an Amount of \$141,000.00 for the Purchase of Protective Gear and Radio Equipment
 - Amendment 2023-03 in an Amount of \$184,000.00 for a Roof Retrofit on the Annex Building
 - Amendment 2023-04 in an Amount of \$451,276.90 for Personnel, Insurance, Office and Professional Service Expenditures

The City of Bunker Hill Village's contribution is 19% (\$130,195.01) for Budget Amendments 2023-02, 2023-03, and 2023-04.

- D. 2024 Annual Budget for the Village Fire Department Including the FY 2024 Capital Project Plan as Recommended by the Fire Commission

Recommended Action

Staff recommends that City Council take the following actions:

- Receive the May 2023 Monthly Report
- Approve the proposed budget amendments as recommended by the Fire Commission
- Approve the 2024 Annual Budget for the Village Fire Department

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

CC: Village Fire Department Commissioner and Alternates

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

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

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

Personnel Expenditures:

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

Operational Expenditures:

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

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

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

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

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

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

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

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

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

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

Thank you,

Marlo Longoria

Enclosed- Proposed 2022 amendment.

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

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

CAPITAL EXPENDITURES:

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

PERSONNEL EXPENDITURES:

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

OPERATIONAL EXPENDITURES

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

GENERAL (FUND 1)

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

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

FACILITY (FUND 4)

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

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

\$83,274

REVENUE

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

TOTAL CARRYOVER FUND BALANCE FOR 2022 **\$91,041**

To:

Wendy Baimbridge, City of Hedwig Village
Cassie Stevens, City of Hilshire Village
Tom Fullen, City of Hunters Creek Village
Bobby Pennington, City of Piney Point Village
Julie Robinson, City of Spring Valley Village
Karen Glynn, City of Bunker Hill Village

CC: Village Fire Department Commissioners and Alternates

From: Marlo Longoria

Date: March 3, 2023

Re: 2023 Budget Amendment 2023-02

During a special fire commission board meeting on March 2, 2023, the Village Fire Department Board of Commissioners unanimously approved increasing 2023 Budget line items:

- Computer/ Radios Equipment *Radio (system cost) from \$29,000 to \$100,000 to fund the additional 8 radios and accountability software; and
- Protective Gear from \$55,000 to \$125,000 to fund the 29 sets of bunker gear that were allocated in 2022 and some additional helmets/boots for firefighters.

Though these purchases were originally budgeted in 2022, the purchases were not finalized in 2022 and must be purchased in 2023. A significant portion of these funds are available through a 2022 surplus. However, due to overages in other categories in the 2022 Budget, the Village Fire Department now requires a budget amendment and additional funding for the above items in the 2023 Budget.

The total amendment is \$141,000. The \$141,000 will be funded by:

**** Assuming the 2022 Surplus is \$91,041.62*

- *2022 surplus (pending audit) and a one-time additional assessment payment.*

Bunker Hill Village	19.00%	\$ 9,492.09
Hedwig Village	18.50%	\$ 9,242.30
Hilshire Village	3.00%	\$ 1,498.75
Hunters Creek Village	22.25%	\$ 11,115.74
Piney Point Village	21.00%	\$ 10,491.26
Spring Valley Village	16.25%	\$ 8,118.24
Total		\$ 49,958.38

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

Thank you,

Marlo Longoria

TO: Wendy Baimbridge, City of Hedwig Village

Cassie Stevens, City of Hilshire Village

Tom Fullen, City of Hunters Creek Village

Bobby Pennington, City of Piney Point Village

Zachary Meadows, City of Spring Valley Village

Gerardo Barrera, City of Bunker Hill Village

CC: Village Fire Department Commissioner and Alternates

From: Marlo Longoria

Date: April 20, 2023

Re: 2023 Budget Amendment 2023-03

During a regular fire commission board meeting on March 22, 2023, the Village Fire Department Board of Commissioners unanimously approved increasing the previously amended line item “contingency facility” from \$16,000 up to \$200,000 for a roof retrofit on the annex roof. The total amendment is \$184,000.00 which will be funded by:

Bunker Hill Village	19.00%	\$ 34,960.00
Hedwig Village	18.50%	\$ 34,040.00
Hilshire Village	3.00%	\$ 5,520.00
Hunters Creek Village	22.25%	\$ 40,940.00
Piney Point Village	21.00%	\$ 38,640.00
Spring Valley Village	16.25%	<u>\$ 29,900.00</u>
Total		\$ 184,000.00

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

Thank you,

Marlo Longoria

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

CC: Village Fire Department Commissioners and Alternates

From: Marlo Longoria

Date: May 30, 2023

Re: 2023 Budget Amendment 2023-04

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

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

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

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

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

Village Fire Department 2023-04

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

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

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

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

Thank you,

Marlo Longoria

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

	Approved Original	Approved 2023-01 Budget Amendment	Approved 2023-02 Budget Amendment	Approved 2023-03 Budget Amendment	Proposed 2023-04 Budget Amendment	\$ Delta Approved Original 2023 to 2023-04	% Delta Approved Original 2023 to 2023-04	Explanation of 2023 Amendment(s)
GENERAL FUND								
CAPITAL EXPENDITURES:								
CONTINGENCY - FACILITY	10,000.00	16,000.00	16,000.00	200,000.00	200,000.00	190,000.00	1900.00%	\$10,000 - Approved Original
MISC. TOOLS & EQUIP./HOSE:	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	-	0.00%	\$16,000 - Approved Amendment 2023-01 Increased Line Item by \$6,000
PROTECTIVE GEAR	55,000.00	55,000.00	125,000.00	125,000.00	125,000.00	70,000.00	127.27%	\$200,000 - Approved Amendment 2023-03 Increased Line Item by \$184,000
SCBA	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	-	0.00%	\$55,000 - Approved Original
COMPUTER/RADIO EQUIPMENT	29,000.00	29,000.00	100,000.00	100,000.00	100,000.00	71,000.00	245%	\$125,000 - Approved Amendment 2023-02 Increased Line Item by \$70,000
Total Capital Expenditures	\$151,000	\$157,000	\$298,000	\$482,000	\$482,000	\$331,000	219.21%	\$29,000 - Approved Original \$100,000 - Approved 2023-02 Increased Line Item by \$71,000 ProPhoenix server & station server & 2 computers \$8,000 - Radios \$3,000 - Accountability Software

PERSONNEL EXPENDITURES:

Salaries	4,836,388.24	4,836,388.24	4,836,388.24	4,836,388.24	5,093,943.84	257,555.37	5.33%	Estimate using ending annual salaries for everyone
457 Plan Contribution	95,727.77	95,728.00	95,728.00	95,728.00	101,091.23	5,363.46	5.60%	\$257,555.60 budget shortfall
Salaries - Overtime	418,098.00	418,098.00	418,098.00	418,098.00	504,000.00	85,902.00	20.55%	Salaries number includes 2023 projected salaries for all current employees projected out through end of year with promotions
Professional Certification	46,000.00	46,000.00	46,000.00	46,000.00	57,000.00	11,000.00	23.91%	\$5,043,943.84 - Base Pay
FICA	412,810.39	412,810.39	412,810.39	412,810.39	412,810.39	-	0.00%	\$22,000 - Longevity
Life/Disability Insurance	26,432.00	26,432.00	26,432.00	26,432.00	26,432.00	-	0.00%	\$28,000 - Higher Class
Retirement	361,546.35	361,546.00	361,546.00	361,546.00	372,991.07	11,444.72	3.17%	2% 457 Plan Contribution of New Salary Line Item
Hospitalization	1,120,284.00	1,120,284.00	1,120,284.00	1,120,284.00	1,120,284.00	-	0.00%	OT based on actual OI numbers projected out the year as currently staffed
Meal Allowance	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	-	0.00%	Total for 2023 - \$14,250 (OI) multiplied by 4
Workers Compensation	59,775.55	59,776.00	59,776.00	59,776.00	66,964.00	7,188.45	12.03%	\$14,250*
Total Personnel Expenditures	\$7,417,063	\$7,417,063	\$7,417,063	\$7,417,063	\$7,795,517	\$378,454	5.10%	Increased due to the proposal received after the approval of the original budget

	Approved Original	Approved 2023-01 Budget Amendment	Approved 2023-02 Budget Amendment	Approved 2023-03 Budget Amendment	Proposed 2023-04 Budget Amendment	\$ Delta Approved Original 2023 to 2023-04	% Delta Approved Original 2023 to 2023-04	Explanation of 2023 Amendments(s)																																																
OPERATIONAL EXPENDITURES																																																								
Ambulance Medical Supplies	62,000.00	62,000.00	62,000.00	62,000.00	62,000.00	-	0.00%																																																	
Building Supplies & Maintenance	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	-	0.00%																																																	
Emergency Contingency	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	-	0.00%																																																	
Dues/Subscriptions	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	-	0.00%																																																	
Fire Prevention/Public Relations	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	-	0.00%																																																	
GAS & OIL	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	-	0.00%																																																	
INSURANCE - CASUALTY	52,253.25	52,253.00	52,253.00	52,253.00	67,576.00	15,322.75	29.32%	Increase due to the proposal received after the approval of the budget																																																
Miscellaneous	6,200.00	6,200.00	6,200.00	6,200.00	6,200.00	-	0.00%																																																	
Office Expenses/Postage/Printing/Stationary	120,400.00	120,400.00	120,400.00	120,400.00	130,400.00	10,000.00	8.33%	The commission approved to use two consultants to provide expertise over the ISO and Salary Survey																																																
Professional Services	126,150.00	126,150.00	126,150.00	126,150.00	173,650.00	47,500.00	37.65%	\$22,000 - ISO consultant \$5,000 - Salary Survey \$7,500 - Additional Audit per commission meeting on 5/24/2023 \$6,000 for Accounting & HRIS software \$7,000 Microsoft 365																																																
Public Utilities	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	-	0.00%																																																	
Rent	10.00	10.00	10.00	10.00	10.00	-	0.00%																																																	
State Certification Fees	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	-	0.00%																																																	
Training Programs	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	-	0.00%																																																	
EMS Training	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	-	0.00%																																																	
Uniforms	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	-	0.00%																																																	
Maintenance of Equipment	285,272.00	285,272.00	285,272.00	285,272.00	285,272.00	-	0.00%																																																	
Total Operational Expenditures	\$921,785	\$921,785	\$921,785	\$921,785	\$994,608	\$72,823	7.90%																																																	
GF TOTAL	\$8,489,848	\$8,495,848	\$8,636,848	\$8,820,848	\$9,272,125	\$782,277	9.21%																																																	
CAPITAL REPLACEMENT FUND 2																																																								
Escrow	200,000	380,000	380,000	380,000	380,000	380,000																																																		
CR TOTAL	\$200,000	\$380,000	\$380,000	\$380,000	\$380,000	\$380,000																																																		
*Note for 2023-01: \$180,000 moved from 2022 to 2023 to purchase Medics.																																																								
FACILITY FUND 4																																																								
Escrow	0	0	0	0	0	0																																																		
FF TOTAL	\$0	\$0	\$0	\$0	\$0	\$0																																																		
*Note for 2023-01: \$6,000 moved from FF balance to "Contingency - Facility" Line item in GF.																																																								
TOTAL BUDGET WITH ADMENDMENT	\$8,689,848	\$8,875,848	\$9,016,848	\$9,200,848	\$9,652,125	\$962,277	11.07%																																																	
Sequential budget change due to BA 2022 Surplus to Fund 2023-02 (PENDING AUDIT)																																																								
		\$186,000	\$141,000	\$184,000	\$451,277																																																			
*Note for 2023-01: No increase to city assessments.																																																								
Total Assessments Owed by Cities	\$8,689,848	\$8,689,848	\$8,739,808	\$8,923,808	\$9,375,085	\$685,237																																																		
<table border="1"> <thead> <tr> <th>Cities' Responsibility</th> <th>Share</th> <th>Proposed 2023-04</th> <th>Cities' Responsibility</th> <th>Share</th> <th>Total Budget Amendments FY 2023</th> </tr> </thead> <tbody> <tr> <td>Bunker Hill Village</td> <td>19.00%</td> <td>85,742.61</td> <td>Bunker Hill Village</td> <td>19.00%</td> <td>130,195.01</td> </tr> <tr> <td>Hedwie Village</td> <td>18.50%</td> <td>83,486.23</td> <td>Hedwie Village</td> <td>18.50%</td> <td>126,768.83</td> </tr> <tr> <td>Hilshire Village</td> <td>3.00%</td> <td>13,538.31</td> <td>Hilshire Village</td> <td>3.00%</td> <td>20,557.11</td> </tr> <tr> <td>Hunters Creek Village</td> <td>22.25%</td> <td>100,409.11</td> <td>Hunters Creek Village</td> <td>22.25%</td> <td>152,465.21</td> </tr> <tr> <td>Piney Point Village</td> <td>21.00%</td> <td>94,768.15</td> <td>Piney Point Village</td> <td>21.00%</td> <td>143,899.75</td> </tr> <tr> <td>Spring Valley Village</td> <td>16.25%</td> <td>73,332.50</td> <td>Spring Valley Village</td> <td>16.25%</td> <td>111,351.00</td> </tr> <tr> <td>Total</td> <td>100.00%</td> <td>\$451,277</td> <td>Total</td> <td>100.00%</td> <td>\$685,237</td> </tr> </tbody> </table>									Cities' Responsibility	Share	Proposed 2023-04	Cities' Responsibility	Share	Total Budget Amendments FY 2023	Bunker Hill Village	19.00%	85,742.61	Bunker Hill Village	19.00%	130,195.01	Hedwie Village	18.50%	83,486.23	Hedwie Village	18.50%	126,768.83	Hilshire Village	3.00%	13,538.31	Hilshire Village	3.00%	20,557.11	Hunters Creek Village	22.25%	100,409.11	Hunters Creek Village	22.25%	152,465.21	Piney Point Village	21.00%	94,768.15	Piney Point Village	21.00%	143,899.75	Spring Valley Village	16.25%	73,332.50	Spring Valley Village	16.25%	111,351.00	Total	100.00%	\$451,277	Total	100.00%	\$685,237
Cities' Responsibility	Share	Proposed 2023-04	Cities' Responsibility	Share	Total Budget Amendments FY 2023																																																			
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VFD 2024 Proposed Budget

In accordance with the terms of the Interlocal Agreement, the Village Fire Department's 2024 Budget is hereby submitted for consideration and approval by the Contracting Cities. Pursuant to Section 5.02 of the Interlocal Agreement, by a unanimous vote of Commissioners, the Board has approved and recommended this budget. Please place this item on your council's agenda for consideration, and within the time and manner specified in the Interlocal, then advise the department of your City Council's action.

COMMISSIONERS 2024

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

ALTERNATES 2024

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

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

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

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

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

GENERAL FUND – CAPITAL – \$193, 033.25 (Page 3)

GENERAL FUND – PERSONNEL – \$8,268,375.07 (Page 3 - Page 4)

GENERAL FUND – OPERATING – \$1,052,079.53 (Page 5 - Page 6)

CAPITAL REPLACEMENT FUND – \$400,000.00 (Page 7 - Page 8)

TOTAL – \$9,913,487.85

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

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

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

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

2024 Budget Highlights

GENERAL FUND – CAPITAL – \$193, 033.25

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

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

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

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

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

SALARIES - \$5,542,285

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

EMPLOYER 457B CONTRIBUTION - \$110,845.70

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

LONGEVITY - \$22,000

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

HIGHER CLASS - \$18,540

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

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

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

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

PROFESSIONAL CERTIFICATION PAY - \$57,000

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

FICA TAX EMPLOYER - \$454,512.98

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

RETIREMENT (TMRS) CONTRIBUTION - \$402,809.12

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

HEALTH INSURANCE - \$1,246,876.09

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

LIFE/LTD - \$34,448.94

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

WORKER'S COMPENSATION - \$71,651.48

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

MEAL ALLOWANCE - \$46,000

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

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

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

RED TRUCKS & SAVING LIVES - \$295,105.80

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

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

DISPATCH - \$10,621.05

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

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

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

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

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

FIRE STATION - \$172,048.54

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

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

OFFICE - \$52,664.14

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

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

PROFESSIONAL SERVICES - \$114,500

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

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

TRAINING - \$94,060

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

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

MAINTENANCE - \$244,500

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

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

EVENTS/OTHER - \$59,580

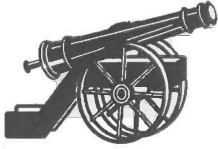
This category covers various event expenses and provides a small contingency for unknown costs.

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

Capital Replacement Fund – \$400,000

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

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



AGENDA REQUEST
City of Bunker Hill Village
City Council

Agenda Date:	June 20, 2023
Agenda Item:	VIII
Subject:	Mayor's Report
Exhibits:	Recognition Resolution No. 06-20-2023A Resolution No. 06-20-2023B City Council & Commission Appointments
Funding:	N/A
Presenter(s):	Mayor Robert P. Lord

Executive Summary

The Mayor's Report will include the following:

- A. Recognition of Councilmember Schwartz for her leadership as President of Harris County Mayors and Councils Association and continued professionalism representing the City of Bunker Hill Village.
- B. Contract with Karen Glynn for incidental work.
- C. Appoint Mayor Pro-Tem – Appointment for Mayor Pro-Tem is a one-year term effective immediately.
- D. Resolution No. 06-20-2023A – Appointments to the Board of Commissioners of the Memorial Villages Police Department effective immediately.
- E. Resolution No. 06-20-2023B – Appointments to the Board of Commissioners of the Village Fire Department effective immediately.
- F. City Council Assignments – The attachment provides the proposed assignments to date.
- G. Update on activities and upcoming events.

Recommended Action

Staff recommends that City Council take the following actions:

- A. Share recognition.
- B. Approve a contract with Karen Glynn for incidental work.
- C. Appoint Mayor Pro-Tem for a one-year term.
- D. Approve Resolution No. 06-20-2023A naming the City's Commissioner and Alternate Commissioner on the Board of Commissioners of the Memorial Villages Police Department.
- E. Approve Resolution No. 06-20-2023B naming the City's Commissioner and Alternate Commissioner on the Board of Commissioners of the Village Fire Department.
- F. Appoint City Council assignments.

Recognition



WHEREAS, Susan Schwartz is a faithful and proud resident of the City of Bunker Hill Village, enriching the community since 1992 as an inaugural founder of the Villages Independence Festival; and

WHEREAS, Susan Schwartz was elected to the City Council, Position 2 in 2006, serving nine terms; and

WHEREAS, Susan Schwartz was appointed as Mayor Pro-Tem in 2022 by Mayor Robert Lord; and

WHEREAS, Susan Schwartz serves as Chair of the City's Financial Audit Committee where her leadership is instrumental to establishing guidelines on City financial procedures; and

WHEREAS, Susan Schwartz continuously, faithfully, and professionally represents the City; and her strong leadership, diplomacy, and contributions during her tenure as President of Harris County Mayors and Councils Association has earned her the respect, admiration, and high regard of other organizations and community leaders.

NOW, THEREFORE, as Mayor of the City of Bunker Hill Village,
I, Robert P. Lord, do hereby recognize and appreciate the faithful service of

Councilmember Susan Schwartz

In Witness Whereof, I have hereunto set my hand and have caused the Official Seal of the City of Bunker Hill Village to be affixed this 20th day of June, 2023.

Robert P. Lord, Mayor

Karen H. Glynn

June 15, 2023

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

Dear Mayor and Members of the City Council:

Thank you again for the incredible opportunity to serve the City of Bunker Hill Village as City Administrator for the past 10 plus years. It has been a blessing and a privilege that I will always hold in high regard.

As we continue to transition, the Mayor has asked that I continue to be available on a contract basis. I also appreciate this opportunity as I have tried diligently to complete some projects and organize files over these past months. Unfortunately, things are not totally completed as I would like. This is a result of not only the transition with a new City Administrator, but also the hiring of the Public Works Director and overall staff workload.

City Attorney, Loren Smith developed a contract for consideration by the City Council. I am providing the attached list of items that I propose needing to complete for the new City Administrator and Staff.

Please let me know if you have any questions or concerns. Again, my sincere thanks to each of you.

Sincerely,
Karen Glynn

BHV, Inc.

With approval of the criteria and funding for amenities for the Public Works Building, I would propose the following tasks:

1. Develop a fundraising plan including schedule for implementation.
2. Work with City Staff to disseminate communications to the Community including the City newsletter, website, and clinics
3. Working with the City's web consultant to set up the website to take online donations.
4. Work with the Finance Director to track, implement and provide correspondence regarding donations
5. Work with the Public Works Director to implement purchase of items
6. Work with the Staff on an Open House of the Public Works and Disaster Operations Facility, providing recognition of the donors in particular determine means of recognizing significant donors to the project.

Assist Staff with setting meetings, agendas, minutes and other needs of the BHV, Inc.

Fiscal Year 2024 Annual Budget Process

Assist Staff in the review and process for the FY 2024 Annual Budget including requirements per Senate Bill 2. Attend the Budget Meeting with Mayor Lord and with the City Council via zoom.

Completion of Projects and Needed Documentation:

1. Bunker Hill Elementary School Project – Water Well No. 5 and Detention Reconciliation

Complete Maintenance Agreement with SBISD for the landscaping around the water well. Landscaping is on SBISD property; however, the City funded and will continue to maintain the landscaping needs to ensure the water well is properly screened.

Work with SBISD to reconcile and complete the project with contractor, Duratech. The school continues to have a temporary certificate of occupancy pending exterior improvements on the ball field and landscaping. Reconcile the detention project and seek reimbursement from any contingency funds not used on the project.

2. New Home Construction at 11646 Memorial Drive

The new home at 11646 Memorial Drive has a temporary certificate of occupancy pending minor items on the exterior of the home and pending installation of required landscaping outside the masonry wall as approved through the variance process. Staff has been working with the homeowner and has approved the landscaping plan. The homeowner travels so this has taken longer than expected.

3. SUP and Platting Projects

Wood Lane/Powderhorn Joining Lot – working with City Attorney to complete all needed documents for easement abandonment and future development access.

Memorial Drive Presbyterian Church – Pickle Ball Courts and Signage Follow Up

Organizational Needs & Other Needs as Deemed Necessary

Review my existing files and ensure all required documents are saved and in the ebook directory.

INDEPENDENT CONTRACTOR AGREEMENT

**THE STATE OF TEXAS §
COUNTY OF HARRIS §**

AN AGREEMENT FOR PERSONAL SERVICES BY AND BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS AND KAREN GLYNN FOR CONTRACT SERVICES TO ASSIST THE CITY OF BUNKER HILL VILLAGE IN ITS TRANSITION TO A NEW CITY ADMINISTRATOR AND PUBLIC WORKS DIRECTOR AND OTHER ACTIVITIES.

This Agreement is made and entered into on this 20th day of June, 2023 by and between the City of Bunker Hill Village, Texas, a municipal corporation (hereinafter “City”), and Karen Glynn, (hereinafter “Glynn”).

**SECTION 1.
SCOPE OF SERVICES.**

Glynn agrees to provide consulting services to the City of Bunker Hill Village on an as requested basis to assist the City in its transition to a new City Administrator and Public Works Director, and other activities.

**SECTION 2.
TERM OF AGREEMENT.**

The term of this Agreement shall be from date of execution of this Agreement as written above for a period of one year.

**SECTION 3.
COMPENSATION.**

For satisfactory performance of the services described in Section 1, the City shall pay Glynn for professional/personal services in the amount of [REDACTED] per hour.

**SECTION 4.
METHOD OF PAYMENT.**

Each month Glynn shall furnish to the City an invoice for services performed setting out the number of hours worked for compensation during the preceding month. Each invoice shall also include a detailed record of the month’s actual reimbursable expenditures, if any.

**SECTION 5.
INDEPENDENT CONTRACTOR.**

It is understood and agreed that the Glynn, in the performance of the work and services agreed to be performed by Glynn, shall act as and be an independent contractor and not an agent or employee of the City; and as an independent contractor, the Glynn shall have no rights to retirement benefits or other benefits that accrue to the City's employees, and Glynn hereby expressly waives any claim she may have to any such rights.

**SECTION 6.
TERMINATION.**

- A. Either Party shall have the right to terminate this Agreement, without cause, by giving not less than seven (7) days written notice of termination.
- C. The Mayor, with Council approval, is empowered to terminate this Agreement on behalf of the City.
- D. In the event of termination, the Glynn shall deliver to the City copies of all reports, documents, and other work performed by the Glynn under this Agreement, and upon receipt thereof, the City shall pay Glynn for services performed and reimbursable expenses incurred to the date of termination.

**SECTION 7.
GOVERNING LAW.**

The City and the Glynn agree that the law governing this Agreement shall be that of the State of Texas.

**SECTION 8.
COMPLIANCE WITH LAWS.**

Glynn shall comply with all applicable laws, ordinances, codes and regulations of the federal, state, and local governments.

**SECTION 9.
CONFIDENTIAL INFORMATION.**

All data, documents, discussions or other information developed or received by or for the Glynn in performance of this Agreement are confidential and not to be disclosed to any person except as authorized by the City or as required by law.

**SECTION 10.
OWNERSHIP OF MATERIALS.**

All reports, documents, electronic equivalents or other materials developed or discovered by the Glynn or any other person engaged directly or indirectly by Glynn to perform the services required hereunder shall be and remain the property of the City without restriction or limitation upon their use.

**SECTION 11.
CONFLICT OF INTEREST.**

Glynn shall avoid all conflict of interest or appearance of conflict of interest in performance of this Agreement.

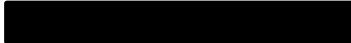
**SECTION 12.
NOTICES.**

All notices and other communications required or permitted under this agreement shall be in writing and shall be personally served or mailed, postage prepaid and return receipt requested, addressed to the respective parties as follows:

To The City:
The City of Bunker Hill Village
Robert P. Lord, Mayor
11977 Memorial Drive
Houston, Texas 77024

To Karen Glynn:
Karen Glynn



Email: 

A notice shall be deemed effective on the date of personal delivery by hand or the date of receipt of facsimile transmission (with verification of receipt) or, if mailed, three (3) days after deposit in the mail.

**SECTION 13.
NO THIRD-PARTY BENEFICIARIES.**

This Agreement is for the benefit of the named Parties hereto only, and no provision shall be interpreted to grant or convey to any person not a named Party to this contract any benefits or rights.

**SECTION 14.
VENUE.**

In the event that suit shall be brought by either party to this Agreement, the parties agree that venue shall be exclusively vested in the state courts of the County of Harris, or if federal jurisdiction is appropriate, exclusively in the United States District Court, Southern District of Texas, Galveston Division, Houston, Texas.

**SECTION 15.
PRIOR AGREEMENTS AND AMENDMENTS.**

This Agreement represents the entire understanding of the parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may only be modified by a written amendment duly executed by the parties to this Agreement.

**SECTION 16.
SEVERABILITY.**

If any term, covenant, condition or provision of this Agreement, or the application thereof to any person or circumstance, shall to any extent be held by a court of competent jurisdiction to be invalid, void or unenforceable, then the remainder of the terms, covenants, conditions or provisions of this Agreement, or the application thereof to any person or circumstance, shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

WITNESS THE EXECUTION HEREOF on the day and year first hereinabove written.

CITY OF BUNKER HILL VILLAGE, TEXAS.

By: _____
Robert P. Lord, Mayor

ATTEST:

Gerardo Barrera, Acting City Secretary

By: _____
Karen Glynn

RESOLUTION NO. 06-20-2023A

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
BUNKER HILL VILLAGE, TEXAS, NAMING SAID CITY'S
COMMISSIONER ON THE BOARD OF COMMISSIONERS OF
THE MEMORIAL VILLAGES POLICE DEPARTMENT.**

* * * * *

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

Section 1. That Carl Moerer and Bert Rosenbaum be, and are hereby appointed as the Commissioners and that William (Billy) Murphy be, and is hereby appointed as the Alternate Commissioner from the City of Bunker Hill Village to serve on the Board of Commissioners of the Memorial Villages Police Department.

Section 2. That the appointment made herein be, and is hereby, made effective as of the date of the adoption.

Section 3. That the City Secretary be, and is hereby, authorized and directed to immediately send a certified copy of this Resolution to the Board of Commissioners of the Memorial Villages Police Department and to the Cities of Hunters Creek Village, and Piney Point Village, Texas (the other contracting cities of the Memorial Villages Police Department), at their respective addresses shown.

PASSED, APPROVED, AND ADOPTED this the 20th day of June, 2023.

Robert P. Lord, Mayor

ATTEST:

Gerardo Barrera, Acting City Secretary

RESOLUTION NO. 06-20-2023B

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, NAMING SAID CITY'S COMMISSIONER AND ALTERNATE COMMISSIONER ON THE BOARD OF COMMISSIONERS OF THE VILLAGE FIRE DEPARTMENT.

* * * * *

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

Section 1. That Keith Brown be, and is hereby appointed as the Commissioner and that Clara Towsley be, and is hereby appointed as the Alternate Commissioner from the City of Bunker Hill Village.

Section 2. That the appointment made herein be, and is hereby, made effective as of the date of the adoption.

Section 3. That the City Secretary is hereby authorized and directed to share a copy of this Resolution with the Board of Commissioners of the Village Fire Department and to the cities of Hedwig Village, Hilshire Village, Hunters Creek Village, Piney Point Village, and Spring Valley Village, Texas (the other contracting cities of the Village Fire Department), at their respective addresses.

PASSED, APPROVED, AND ADOPTED this the 20th of June 2023.

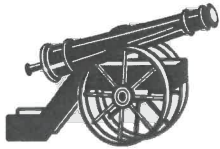
Robert P. Lord, Mayor

ATTEST:

Gerardo Barrera, Acting City Secretary

City Council Assignments

Assignment	Proposed Appointment
Mayor Pro-Tem	Per Mayor's Appointment
Police Commissioner	Councilmember Moerer Bert Rosenbaum
Alternate Commissioner	William Murphy
Fire Commissioner	Councilmember Brown
Alternate Commissioner	Clara Towsley
Planning and Zoning Commission Liaison	Councilmember Brown
Financial Audit Committee	Councilmember Schwartz
Beautification Committee	Councilmember Rosenbaum
Drainage Committee	Councilmember Thode
Technology Committee	Mayor Lord
Public Safety Committee	Per Mayor's Appointment



AGENDA REQUEST
City of Bunker Hill Village
City Council

Agenda Date:	June 20, 2023
Agenda Item:	IX
Subject:	City Administrator's Report
Exhibits:	Financial Management Policy Statements Resolution No. 06-20-2023C
Funding:	N/A
Presenter(s):	Gerardo Barrera, City Administrator

Executive Summary

The City Administrator's Report will include the following attachment:

Resolution No. 06-20-2023C accepting the City's Financial Management Policy Statements.

Recommended Action

Staff recommends that City Council approve Resolution No. 06-20-2023C.

City of Bunker Hill Village, TX
Financial Management Policy Statements

June 20, 2023

OVERVIEW

Purpose

The City of Bunker Hill Village Financial Management Policy Statements (FMPS) assembles all the City's major financial policies in one document. These statements provide guidelines for operational and long-range planning ensuring that the city is financially able to meet its immediate and long-term service needs.

Objectives

- A. To guide management decisions that have fiscal impact.
- B. To employ balanced revenue policies that provide adequate funding for services and service levels.
- C. To maintain appropriate financial capacity for present and future needs.
- D. To maintain sufficient reserves to maintain service levels during periods of economic downturn and disaster.
- E. To promote sound financial management by providing accurate and timely information on the City's financial condition.
- F. To protect the City's credit rating and provide adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
- G. To ensure the legal use of financial resources through effective internal controls.
- H. To enhance transparency in financial matters.

Updates to Financial Management Policy Statements

The Financial Management Policy Statements shall be reviewed by the Finance Committee with a recommendation made to the City Council for approval following each legislative session at a minimum.

Compliance with Financial Management Statements

The Financial Management Policies are guidelines and occasionally exceptions may be appropriate and required. Exceptions should be identified and explained to the City Administrator and City Council, when appropriate.

Summary of Major Policy Statements

- I. **Accounting, Auditing & Financial Reporting:** Maintain accounting practices that conform to generally accepted accounting principles and comply with prevailing federal, state, and local statutes and regulations. Prepare and present regular financial reports that evaluate the City's financial performance and health.
- II. **Financial Consultants:** The City will employ the assistance of qualified municipal/financial advisors and consultants as needed in the administration and management of the City's financial objectives. These areas include but are not limited to audit services, debt administration, and delinquent collections. The principal factors in the selection of these consultants will include experience/expertise, ability to perform the services, references, methodology and cost.
- III. **Budget and Financial Planning:** Establish guidelines for budgeting to ensure a financially sound City and establish a process that assesses the long-term financial implications of current and proposed operating and capital budgets.
- IV. **Revenues, User Fees and Rates:** Design, maintain, and administer a fee structure for fee-based services that will assure a reliable, equitable, and diversified and sufficient revenues stream to support City services.
- V. **Expenditures and Purchasing:** Administer the expenditure of available resources to help ensure fiscal stability and comply with prevailing federal, state, and local statutes and regulations.
- VI. **Fund Balance/Working Capital:** Maintain fund balances and working capital at levels sufficient to protect the City's creditworthiness as well as its ability to withstand emergencies or economic fluctuations.
- VII. **Capital Expenditures and Improvements:** Review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.
- VIII. **Debt:** Establish guidelines for debt financing that will minimize the impact of debt payments on current revenues and protect the City's creditworthiness.

I. ACCOUNTING, AUDITING AND FINANCIAL REPORTING

Maintain accounting practices that conform to generally accepted accounting principles and comply with prevailing federal, state, and local statutes and regulations. Prepare and present regular financial reports that evaluate the City's financial performance and health.

A. Accounting Practices and Principles

The city will maintain accounting practices that conform to Generally Accepted Accounting Principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB), the authoritative standard setting body for units of local government. All city financial documents. Monthly interim financial reports are prepared on a cash basis and will be reported as budgeted. At year-end, the general ledger, and financials, and the subsequent Annual Financial Report will be converted and presented according to GAAP and GASB.

B. Financial and Management Report

Monthly Financial Reports will be prepared and provided to the City Administrator by the end of each month for the prior month. The financial report will be emailed to the council when a council meeting is not scheduled in that month. These reports will be provided to the city Council for acceptance. These reports are prepared on a cash or modified accrual basis and include balance sheets and income statements for each fund, tax collection report, investment report, and summary of capital projects. A draft copy will be provided for months when year-end journal entries are pending due to timing.

C. Annual Audit

Pursuant to the State Statute, the City shall have its records and accounts audited annually and shall have a Annual Comprehensive Financial Statement (ACFR) prepared on the audit. The audit shall be performed by a certified public accounting (CPA) firm, licensed to practice in the State of Texas. Although State Statute requires the annual financial statement including the auditor's opinion on the statement to be filed within 180 days after the last day of the fiscal year. The audit firm shall provide a management letter to the City prior to the filing of the audit. The audit firm shall also provide a Single Audit of Federal and State grants, when necessary. The Finance Director shall be responsible for establishing a process to ensure timely resolution and implementation of any audit recommendations.

D. Financial Audit Committee

The City Council shall designate a Finance Committee annually in June following the election. The committee is comprised of the Mayor, a Councilmember, and the city Administrator. The role of the Finance Audit Committee is to review and guide financial policy and strategic financial issues such as Annual Audit, Investment Policy, and Management Policy. Responsibilities include but are not limited to:

- Recommendation to the City Council on selection of the independent audit firm in those years in which an auditor must be appointed.
- Final audit review, results, findings, management letter, as well as major audit adjustments as identified under the Sarbanes-Oxley Act of 2002 prior to filing the Annual Financial Report with City Council
- Assess the status of issues addressed in the audit management letter, if warranted.
- Serves as a communication link between the Auditor and City Council regarding any major issues/concerns, findings that may arise out of the audit.
- Serves as the Investment Committee and reviews the City's Investment Strategy and Policy.
- Reviews any debt issuances or refunding opportunities with staff and the City's municipal/financial advisor.
- Review and recommend Financial Management Policy Statements to City Council.

E. Surety Bond

- The City Administrator and Finance Director will maintain a Surety Bond in their name for \$100,000 and \$50,000 respectively.
- The Public Employee Dishonesty Policy with TML for each employee with the city will be maintained with an aggregated limit of \$100,000 and Deductible of \$1,000.

F. Continuing Disclosure

The City, with the support of the City's municipal/financial advisor, will provide the required annual disclosure within 180 days of fiscal year end, as well as material event disclosure required under SEC Rule 15c2-12 within 10 days of the occurrence of the event. The Finance Director will work with the City's Municipal/Financial Advisor to ensure that any financial information that must be disclosed to the MSRB are filed accurately and timely.

G. Bank Depository

Pursuant to State law, the city may approve depository services contract whose term does not exceed five (5) years. There is no requirement for rotation. The City will select its official banking institution through a formal process based on best value to provide the City with the most comprehensive, flexible, and cost-effective banking services available. The city has selected a secondary bank as its depository.

H. Signature of Checks

All checks shall have two signatures. The Mayor, City Council, and the City Administrator are authorized to sign checks. Handwritten signatures shall be affixed to all City checks or affixed via facsimile signature made with a secure laser check printing system.

I. Electronic Checks

The city may also use electronic means, via the bank, to pay bills. This could be in the form of automatic bank drafts or direct debit, which are repeating in nature, and approved by the City Administrator. Currently automatic bank drafts are set up for payroll, utilities, deferred compensation, and merchant card service fees, supported by documentation such as an invoice. The city will not use automatic bank drafts for service, operational vendor type payments.

The city may also use on-line bill payments, whereby the city initiates the payment via the on-line banking system. This would only be for vendors that have repetitive monthly invoices such as the City's Public Safety contracts and debt service payments. The city would designate the amount to pay, supported by documentation such as an invoice, and the date payment is made once the invoice has been approved for payment. If by ACH, the vendor would have to consent and provide the City the information that would be required to make payment.

Both types of electronic payments will be entered into the City's accounts payable module to accurately and timely reflect payments made to vendors, to monitor for state and local purchasing laws, guidelines and policies, 1099 reporting, as well as to record on the City's general ledger and financial reports. These electronic payments will be reconciled monthly to the bank statement and general ledger. Payroll and merchant card service charges will be entered by journal entry and not through the accounts-payable module. Payments that are under \$1,000 and repeating in nature can be set up by electronic payment.

The city will analyze any service fees that this may create for the City, and cyber and technical risk, versus the cost of a manual check and efficiencies gained.

No payment(s) will be made by any means without the vendor first being set up as a vendor in the City's accounts payable-module and all documentation provided to the City, such as W-9, certificate of insurance, and any other document requested by the City.

J. Ratification of Checks and Electronic Payments

The City Council shall review and ratify all payments made by the City monthly. The information provided will be Vendor, Invoice Amount, Check Number, at a minimum. A Councilmember may request to see any invoice that was paid.

II. FINANCIAL CONSULTANTS

The City will employ the assistance of qualified municipal/financial advisors and consultants as needed in the administration and management of the City's financial objectives. These areas include but are not limited to audit services, debt administration, tax collection accessor and delinquent collections. The principal factors in the selection of these consultants will include experience/expertise, ability to perform the services, references, methodology and cost.

A. Independent Auditor

At least every seven (7) years, the City shall solicit proposals from qualified firms through an RFP process, including the current auditors if their past performance has been satisfactory. The Finance Committee shall recommend to the City Council an independent firm of certified public accountants to perform an annual audit of the accounts and records and render an opinion on the financial statements of the City. The City Council shall appoint the auditor.

- It is the City's preference to rotate auditor firms every seven (7) years to ensure that the City's financial statements are reviewed and audited with an objective, impartial, and unbiased point of view. The selection of the audit firm will be based upon the proposals received, the reputation and qualifications of the firm, and the firm's ability to perform a quality audit, within the time frame laid out by state law.
- However, if through the RFP solicitation and review process, management and the Finance Committee recommend the current audit firm for another engagement term, then the lead auditor partner as well as the lead reviewer, must be rotated after a maximum of seven (7) years. The City may request audit partner or lead reviewer change any time during the seven (7) years.
- Annually, the independent auditor will provide a letter of engagement to the City Council for annual audit services.

B. Arbitrage Consultant

While the City is responsible for ensuring that financial records are in order, the calculations made, reporting completed, and filings made, the actual arbitrage calculation and reporting, if necessary, shall be contracted out to a qualified firm.

C. Tax Assessor/Collector

Due to the nature and expertise required, the City shall contract for property tax billing & collections which requires a certified tax assessor/collector. The City contracts with Spring Branch ISD for property tax analysis, guidance through the process of setting the tax rate and for billing and collections. The contract will be evergreen in nature, however, with a termination clause. There is no requirement for rotation.

D. Delinquent Tax and Municipal Court Collection Attorney

Due to the nature and expertise required, the City shall hire a delinquent tax collection attorney to collect delinquent taxes, represent the City in filing bankruptcy claims, foreclose on real property, seize personal property, and represent the City in court cases and property sales.

- The City shall contract for a delinquent tax collection attorney either through the City's tax assessor/collector in conjunction with the contract for billing and collection of the City's property tax or shall contract directly with an attorney.
- If the City chooses to contract directly for delinquent tax collection services, the contract shall be considered evergreen, however with a termination clause.
- There is no requirement for rotation.

Due to the nature and expertise required, the City shall hire a delinquent collection attorney to recover court fees and fines associated with misdemeanor convictions. The collection fee is set by state law.

- The City shall contract directly for these services and the contract is considered evergreen, however with a termination clause.
- There is no requirement for rotation.

E. Bond Counsel

Bond Counsel to the City has the role of an independent expert who provides an objective legal opinion concerning the issuance and sale of bonds and other debt instruments. As bond counsel are specialized attorneys who have developed necessary expertise in a broad range of practice areas, the city will always use a consultant for these services. Generally, bonds are not marketable without the opinion of bond counsel stating that the bonds are valid and binding obligations, stating the source of payment and security for the bonds, and that the bonds are exempt from State and Federal income taxes.

- Due to the benefits that come with the history and knowledge of the City, the contract shall be considered evergreen, with a termination clause.
- There is no requirement for rotation.
- To ensure the City is receiving services for a fair market value, staff may conduct a survey every five (5) years of fees and present a comparison and analysis to the City Administrator and Finance Committee.

F. Municipal/Financial Advisor

The City issues various types of securities to finance its capital improvement program. Debt structuring and issuance requires a comprehensive list of services associated with municipal transactions, including but not limited to: method of sale, analysis of market conditions, size and structure of the issue, preparation of disclosure documents, coordinating with rating agencies, evaluation of the pricing of securities, assisting with closing the bonds, preparing debt service schedules, and advising on refinancing opportunities.

- Due to the complexity of the services, the City will use a consultant for these services.
- Due to the benefits that come with a working, historical knowledge of the City, the contract shall be considered evergreen, however with a termination clause.
- The City shall post an IRMA Exemption Certificate on the City's website and on EMMA.
- To ensure that the City is still receiving services of a fair market value, staff will conduct a survey every five (5) years of fees and present a comparison and analysis to the City Administrator and Finance Committee.
- The Municipal/Financial Advisor shall not be permitted to serve as underwriter on any bond transactions while serving in the Municipal Advisor/Financial role for the City.

The City may also contract with the Municipal/Financial Advisor to assist with preparing the annual disclosure documents as well as material event disclosure requirements in SEC Rule 15c2-12 and filing these disclosures with the MSRB.

III. BUDGET AND FINANCIAL PLANNING

Establish guidelines for budgeting to ensure a financially sound City and establish a process that assesses the long-term financial implications of current and proposed operating and capital budgets.

A. Balanced Budget

The City Administrator shall file annually a structurally balanced budget for the ensuing fiscal year with the City Council in compliance with state and local law. A structurally balanced budget is further defined as recurring revenues fund recurring expenditures and adherence to fund balance reserve policies. Deferrals, short-term loans, or one-time revenue sources shall be avoided as budget balancing techniques. If conditions dictate that the City Administrator files a structurally imbalanced budget, it shall be accompanied by a plan that reflects the steps to be taken to return the budget to a structural balance.

B. Current Funding Basis (Recurring Revenues)

The City shall budget and operate on a current funding basis. Recurring operating expenditures shall be budgeted and controlled so as not to exceed current revenues. Recurring operating expenditures will be funded exclusively with recurring revenue sources to facilitate operations on a current funding basis. Recurring revenues are defined as revenues which are reasonably expected to occur each year and can be planned for with a level of certainty, such as property taxes, sales and franchise taxes, water, sewer, and garbage charges.

C. Use on Non-Recurring Revenues

Non-recurring revenue sources, such as a one-time revenue or fund balance in excess of policy can only be budgeted and used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. This will ensure that recurring expenditures are not funded by non-recurring revenue sources.

D. Tax Rate

The City Administrator will recommend a tax rate that allows the City to provide the level of services required by the citizens, continually fund ongoing operations and maintenance expenditures, pay its debt obligations, and fund a pay-as-you go capital improvement programs.

E. Revenue Forecasting

To protect the City from revenue shortfalls and to maintain a stable level of service, the City shall use a conservative, objective, and analytical approach when preparing revenue estimates. The process shall include historical collections, collection rates, rate or fee changes, and trends.

Utility System revenues shall be budgeted using consumption based on an average year's rainfall/consumption (excluding extremely dry or wet years). The City will anticipate neither drought nor wet conditions. Adjustment to water and sewer rates shall be made based on revenues required to cover operating and maintenance expenses, debt service obligations, pay-as-you go CIP, and to meet reserve requirements. The City strives to forecast the impact of anticipated bond issues to allow for smaller rate adjustments over time versus a big rate increase in any given year.

F. Expenditure/Expense Budgeting

The City will strive to limit the increase in total operating expenditures/expenses to a 4% increase in the General and Utility Fund for existing services and eliminate service levels outside including sole source vendors. The General Fund includes the budgeted expenditures for Police and Fire which are provided by other entities, and account for a significant portion of the General Fund operating budget. The Utility fund will

eliminate City of Houston Utility Water Bill and Memorial Village Water Authority for this calculation. The City has limited authority over these budgets and as such any increases over 4% in Police and/or Fire, City of Houston and Memorial Village Water Authority may impact the City's ability to meet the overall goal of limiting operating increases to 4% in the General Fund and Utility Fund without impacting the service levels of the City's remaining services in the General Fund. For this reason, the Police and Fire, Water COH and Water Treatment expenditure would not apply in relation to the 4% increase limit.

This would not apply if the city were to add a new service or increase the service levels of an existing service. Any expansion of an existing service or addition of a new service will come through the budget process with a funding source.

G. Cash Funded Capital Projects

The City strives to fund capital improvements on a pay-as-you-go basis(cash). As such, any funds over and above fund balance policies, after all other operating expenditures are funded, will be budgeted as a transfer to the capital improvements funds (General and Water/Sewer) for use towards capital projects. Funding will be based upon the financial health of each fund with the long-term goal of adequately funding ongoing infrastructure and capital improvement needs.

H. Employee Compensation

The budget shall include an amount adequate to cover an annual performance and merit increase as recommended by the City Administrator with consultation from the mayor and approved by the City Council annually during the budget process. Salary adjustment are to be earned though merit, promotions/expanded responsibility, or market conditions. In the 2022 Budget Year, a cost-of-living adjustment was approved by the City Council for all employees. If inflation remains high another cost-of-living increase could be presented in the future budget.

Personnel costs, salaries, and benefits are to be calculated for each fund based on budgeted salaries and benefits and percent allocation by position to each fund. The City contracts with the Memorial Villages Police Department for benefits such as medical, dental, life insurance, etc. The budget for those line items will be based off current premiums and employee selections, plus or minus any anticipated increases or decreases in premium pricing.

I. Avoidance of Operating Deficits

The City shall take corrective actions if any time during the fiscal year, change in fund balance or net income/(loss) is projected to fall below budget resulting in the city not meeting reserve requirements. Corrective actions include but are not limited to reduction in transfer to Capital Improvement Funds, deferral of capital purchases, and reduction in

budgeted expenditures/expense. The use of fund balance or reserves may be used to fund an operating deficit or reserve requirements with a plan to replenish the amount within three (3) years.

J. Budget Management

The City Council shall delegate authority to the City Administrator in managing the budget after the budget is formally adopted, including the transfer of funds between line items in a particular fund, except for the line-items for Police and Fire whose services are provided by other entities. Transfers between line items in the same function, in a particular fund, that do not change the budget in total, do not require City Council approval.

To streamline the process, budget amendments are to be considered by the City Council on an as-needed basis and then formally adopted by ordinance periodically. (For example, acceptance of a grant for one-time purchase that was not included in the budget) A budget amendment by City Council is only necessary if the total appropriation for the fund is increased. Budget amendments include but are not limited to:

- Budget Amendment for Carryovers – appropriating funds for items budgeted in the previous fiscal year that were in progress but not complete at year-end. Funding comes from a fund balance in excess of policy requirements at the end of the fiscal year.
- Budget Amendment for Capital Improvements – after completion of the annual audit, if funds are available in excess of the budgeted fund balance and reserve requirements, then those funds could be appropriated by City Council as a Transfer to Capital Projects or for other identified needs.
- Budget Ordinance for Projections - to preserve projected fund balances/ending balances based on projected revenues and expenditures for the current fiscal year, the City Council will formally amend the annual budget for all funds, as set forth in the projections. The City Council will amend the current fiscal year budget to projections annually through the budget process by adoption of an ordinance amending the budget. The projections should include all City Council previously approved budget amendments at the time of preparation.

As capital projects are budgeted on project length and not necessarily fiscal year, a project budget will need to be amended when one of the following applies:

- A new unbudgeted project is identified.
- An increase in project funding for an existing budgeted project is needed.

A funding source for these will need to be identified when taking the budget amendment to City Council.

IV. REVENUES, USER FEES and RATES

Design, maintain, and administer a fee structure for fee-based services that will assure a reliable, equitable, and diversified and sufficient revenues stream to support City services.

A. User Fees

General Fund

- For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services.
- Where services provide a public benefit, the City shall finance those services through property and sales taxes.
- For services that provide both specific benefits and a public benefit, it may be appropriate to subsidize from property and sales tax revenues.
- Charges and fees should be reviewed and updated periodically based on factors such as impact of inflation, cost increases, outsourcing such as plan reviews and adequacy of coverage of costs.

Utility Fund

Utility rates shall be set at levels sufficient to cover expenses, debt obligations, provide pay-as-you-go funding for capital improvements and meet reserve requirements.

- Base water and sewer rates should cover 35% of operating and maintenance expenses as well as 35% of any debt service transfers.
- Water volume rates shall be based on an increasing block rate structure, or conservation rate structure, whereby the more water you use the more you pay.
- Rate change considerations should be built around smaller rate increases annually versus higher rate increases periodically.
- Other utility charges, such as deposits, connect, re-connect, and tap fees should be reviewed and updated periodically to ensure adequacy of coverage of costs.
- The City Administrator will actively seek out and submit grant applications to allow for infrastructure in the city.

B. Solid Waste

- Solid Waste rates shall be set at levels sufficient to cover the contract rate, an administrative fee, sales tax, and reserve requirements.
- The contract rate is considered a pass-through.

C. Water, Sewer and Garbage Revenue Billings

Water, Sewer, and Garbage revenues are billed in arrears, as customer meters are read and billed every other month for water usage. Customers are billed six (6) times a year for two (2) months of water consumption, sewer, and garbage. At year-end, revenues are accrued to adjust revenues to full accrual basis. During the year, revenues are recorded on a modified accrual basis, when billed.

D. Collections

The City shall maintain high collection rates for all revenues by monitoring receivables. The City shall follow an aggressive, consistent, yet reasonable approach to collecting revenues to the fullest extent allowed by law.

- The City shall contract for property tax billing & collections.
- The City shall also contract for collections of outstanding receivables when it makes economic sense to do so, such as delinquent property taxes and court fines and fees.
- The City shall implement collection improvement programs to improve payment of amounts owed to the City, such as disconnection of water service for utility bills owed, inter-local cooperation between government entities, and prohibiting receipt of additional or optional services when outstanding balances are due.

E. Write-off of Uncollectible Receivables (excluding court fines and warrants)

Receivables shall be considered for write-off as follows:

- Utility accounts which have been closed and finalized, and which have been outstanding for at least five (5) years, and all attempts to collect have been taken.
- State Statute, authorizing the release or extinguishment, in whole or in part, of any indebtedness, liability, or obligation, if applicable.
- Undeliverable mail for active accounts that remained outstanding for one-year and all steps have been exhausted.

The write-off of uncollected accounts shall be taken to the City Council for approval annually in the fall. The write-off is a bookkeeping entry only and does not release the debtor from any debt owed to the city. The City shall estimate uncollectible amounts through an allowance for doubtful accounts in each fund receivable.

V. EXPENDITURES and PURCHASING

Administer the expenditure of available resources to help ensure fiscal stability and comply with prevailing federal, state, and local statutes and regulations.

A. Annual Operating Expenditures/Expenses

The City will only undertake operating expenditures that can be supported from on-going revenues, and which have been funded and appropriated in the annual budget. Transfers

between budgeted line items, except Fire and Police, can fund an operating expenditure so long as it will not affect the services and service levels from which the funds are being taken from.

B. Maintenance of Capital Assets

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain service levels.

C. Allocation of Expenditures/Expenses between Funds

The City shall seek to eliminate all forms of subsidization between the General Fund and Enterprise Funds (Utility and Solid Waste).

- Actual expenditures/expenses that can be identified based on service or goods purchased will be recorded in the appropriate fund, such as purchase of water meters in the utility fund, drainage and street repairs in the General Fund, electricity for streetlights in the General Fund, etc.
- Personnel costs will be allocated and recorded in the General Fund and Utility Fund based upon percentages as determined by the budget.
- Shared expenditures/expenses will be split 50/50 or as best estimated based on the actual services provided or goods purchased, such as audit services, IT services, electricity, and telephone for City Hall, etc.
- An administrative charge shall be determined annually through the budget process to the Solid Waste Fund for billing, collection and customer service provided by the Utility Fund.

D. Utility System Transfer to the Debt Service Fund

When tax-backed debt is issued for Utility Fund capital projects, the Utility System shall transfer to the Debt Service Fund an amount sufficient to cover the annual actual or pro-rata share of the principal and interest payment attributed to the Utility Fund. This amount will be determined during the budget process based on the actual debt service maturity schedules. The goal is to have water/sewer debt funded by water/sewer revenues. If the City refunds outstanding bonds that includes a water/sewer component, the debt service transfer will be adjusted to reflect the updated debt service schedules.

E. Purchasing

The City shall conduct its purchasing and procurement functions effectively and efficiently, fully complying with applicable Federal, State, and local law. The City Administrator shall maintain a separate set of policies and procedures to ensure compliance.

- It is the City's preference to utilize Purchasing Cooperatives (Sec 271.102) and Inter-Local Cooperative Agreements (Sec 791) for the purchase of goods and services that require competitive bidding as well as for competitive quotes, which serves to increase the efficiency and effectiveness of the city.
- It is the City's policy, that when bids are not awarded based on lowest qualified bid but rather than on best value, the contract shall be awarded to the highest ranked vendor based on merit. Merit factors that can be taken into consideration include qualifications, experience, quality of team, equipment, scheduling, and proven performance and bid price, to name a few. (Sec 252.043)
- Annual expenditures/expenses exceeding \$25,000 annually for a service or good, will require three (3) competitive quotes. City Council approval is required though not required by State law. The City Administrator will approve all purchases under \$10,000 and Mayor's approval is required for purchases \$10,000 to 24,999. Ratifying is encouraged but at the discretion of the mayor.
- Purchases that will expend \$50,000 or more of City funds over the term of the contract, will be competitively bid and will meet the State law exemption requirements, such as professional services and public health services. For those type services, the city may follow a Request for Qualifications or Request for Proposal process. City Council approval is required, per State law.
- Agenda items for council approval for expenditure of City funds should include the fund and account number and amount where to be charged, amount budgeted and amount available. If funding is not available, the agenda item will provide the funding source and an amendment will be approved by the City Council for non-budgeted items.
- For efficiency and effectiveness, the city may also use a credit card to conduct City business so long as any applicable Federal, State, or local law is complied with. Daily and single limit purchases will be set.
- Emergency and declared disaster purchases will follow State Law requirements. When emergency purchases are necessary City council will be notified as soon as possible.

The City provides many municipal services to its citizens covering a wide variety of disciplines, either by using city staff or by outsourcing or contracting out. Attempting to perform all these services in-house would not be cost effective or could dilute the City's efficiency. Operating services the City will outsource, or contract include but may not be limited to are:

- Police, Fire & EMS, Solid Waste, Engineering, Legal, Property Tax Billing & Collection, Audit Services, Landscaping/Mowing, Wastewater Treatment, Surface Water, Judge & Prosecutor, Development Review and Inspections, Delinquent Property Tax and Court Fine Collections, Information Technology.

VI. FUND BALANCE/WORKING CAPITAL

Maintain fund balances and working capital at levels sufficient to protect the City's creditworthiness as well as its ability to withstand emergencies or economic fluctuations.

A. Governmental Fund Balance Classification

There are five (5) classifications of Fund Balance in all governmental funds, of which not all will always be present. The classifications are based primarily on the extent to which the City is bound to honor certain constraints on the use of financial resources within the governmental funds. The classifications are defined below:

1. Non-Spendable – amounts that cannot be spent because they are either not in spendable form, or, for legal or contractual reasons, must be kept intact.
2. Restricted – balances that are constrained for specific purposes which are externally imposed by provides, such as creditors or amount restricted due to constitutional provisions are enabling legislation.
3. Committed – balances that are constrained for specific purposes that are internally imposed by the city through the adoption of an ordinance. These committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action (ordinance) it employed to previously commit these amounts.
4. Assigned – balances that are self-imposed by the city to be used for a particular purpose. Fund balance can be assigned by the City Council, City Administrator, or their designee during the budget process. These funds are neither restricted nor committed and includes the remaining positive balance of all governmental funds except the General Fund.
5. Unassigned – balances that are available for any purpose, excess fund balances after the above categories have been deducted.

The City will typically use Restricted fund balances first, followed by Committed resources, and then Assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend Unassigned resources first to defer the use of these other classified funds.

B. Operating Reserve Requirements

1. General Fund – The City shall maintain a General Fund unassigned fund balance equivalent to at least six (6) months of normal recurring operating costs, initially based on the current year budgeted expenditures. The amount is subject to change based on year-end projections made during the annual budget process and final audited financials.
2. Debt Service Fund – The City shall maintain the Debt Service Fund Balance at 10% of annual debt service requirements, excluding bond issuance costs and payments to Escrow Agent for refunding(s), or a fund balance reserve as required by bond covenants, whichever is greater.

3. Utility Fund – The City shall maintain working capital sufficient to provide reserves for emergencies and revenue shortfalls. The working capital reserve shall be maintained at a three (3) month reserve or ninety (90) days of recurring operating expenses. Working capital is based on a cash basis and does not include non-cash items such as depreciation and long-term obligations.
 4. Solid Waste Fund – The City shall maintain working capital sufficient to provide reserves for emergencies. The working capital reserve shall be maintained at a three (3) month reserve or ninety (90) days of recurring operating expenses. Working capital is based on a cash basis and does not include non-cash items such as depreciation and long-term obligations.
- C. Other Reserves
1. Emergency Reserve – The City shall maintain an emergency reserve fund in the General Fund to provide resources for emergency/disaster situations. The City will strive to contribute annually to this reserve to establish a minimum balance of \$400,000. When and if this amount is reached the city will reevaluate the limit to determine if more is needed. The amount can be changed during the budget process based on economic and financial conditions and if determined to be in the best interest of the City.
 2. Police Reserve – The City shall reserve any funds returned to the City from Memorial Villages Police Department (MVPD) based on MVPD actual audited results from the previous year that result in a return of funds. These funds will be reserved for Police Department needs and allocated to the Police Department budget during the annual budget process or used for any unexpected Police Department need that was not budgeted.
 3. Beautification – The City will annually budget funds for City beautification needs based on the Capital Projects budget. Any monies that were not spent during the year will be identified and reserved for carryover into the next fiscal year for beautification use.
 4. Vehicle Replacement – The City shall prepare for the replacement of vehicles and rolling stock in the General and Utility Funds. Funding for the replacement of these assets is accomplished by using an annual depreciation structure based on useful life. Annually this money is reserved and set aside on the balance sheet of these funds and are to be reserved until the budgeted replacement of the asset(s). Once the fund reaches a 100% funding level, no additional monies need to be placed into reserve.
 5. Facility Replacement – The City shall prepare for the replacement of the roof, generators, HVAC, upgrades to facilities, etc. in the City’s General Fund. Funding for the replacement of these assets are accomplished by using an annual depreciation structure based on useful like. Annually this money is reserved and set aside on the balance sheet of the fund until the budgeted replacement of the asset(s). Once the fund reaches a 100% funding level, no additional monies need to be placed into reserve.
 6. Fire Reserve – The City shall reserve any funds returned to the City from Village Fire Department (VFD) based on VFD actual audited results from the previous year that result

in a return of funds. In addition, ambulance funds will be deposited in this reserve when received from VFD. These funds will be reserved for Fire Department needs and allocated to the Fire Department budget during the annual budget process or used for any unexpected Fire Department need that was not budgeted.

D. Use of Excess Fund Balance

If after all the fund balance and other reserve requirements are met above, any excess monies in the General and Utility Funds, based on the previous years' actual audit results can be transferred to the General and Utility Fund Capital Project Funds for capital improvements or for any other purpose identified and approved by the Finance Committee and City Council. The current years' budget would be amended for these uses in the projections of the current year during the annual budget process.

VII. CAPITAL EXPENDITURES AND IMPROVEMENTS

Review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

- Capitalization Threshold for Tangible Capital Assets

Tangible capital items should be capitalized only if they have an estimated useful life of at least two (2) years following the date of acquisition or significantly extend the useful life of an existing assets and cannot be consumed, unduly altered, or materially reduced in value immediately by use and has a cost of not less than \$10,000 for any individual item. The City also needs to own the assets upon completion of the project. The capitalization threshold is for capital asset reporting and depreciating the asset on the City's books.

The capitalization threshold of \$10,000 will be applied to individual items rather than to a group of similar items. (i.e.: desks, chairs, computers, etc.). If the City wishes to track items, such as laptops or trailers that do not meet the capital asset recording requirements, the City can identify these items on the City's asset spreadsheet with a zero (0) value. Items can be placed on the City's insured property list without meeting the capital recording threshold.

GASB requires software to be capitalized if criteria described in GASB 51 is met. Internally developed or contracted development of or off-the-shelf and then modified software should be capitalized given cost and useful life thresholds. Other licensed software implemented without modification or minimal modification is not capitalized.

- Vehicle and Fixture Replacements

While the City budgets reserves for the replacement of vehicles and fixtures based on useful life, the City will replace vehicles and fixtures based on condition, mileage, annual maintenance costs, and assessment thereof. If the asset needs to be replaced earlier or the replacement can be deferred based on the assessment, the city will budget accordingly.

- Five-Year Capital Improvement Plan (CIP)

The CIP addresses the City's long-term needs in the form of street and drainage improvements, water, sewer, and facilities. The City shall prepare a five (5) year plan based on the needs for capital improvements, the status of the City's infrastructure, replacement and renovation needs and potential new projects. The CIP is reviewed as part of the annual budget process but not legally adopted. Year one (1) of the plan is incorporated into the annual budget and funding approved with the adoption of the budget. Years two (2) through five (5) are for planning purposes only and projects may move up or back in the plan or be phased in based on priorities and as the project becomes more defined. Years two (2) through five (5) should be limited to affordability taking into consideration pay-as-you-go funding, debt capacity, Federal, State or METRO contributions.

For long-term planning purposes, the City also prepares a 10-year financial model for the General Fund and Utility Fund Capital Improvement Program.

- Capital Financing

The City recognizes that there are three (3) basic methods of financing its capital requirements. Funding from current revenues, funding from fund balance/working capital as allowed by the Fund Balance/Working Capital Policy, or funding through the issuance of debt. Types of debt and guidelines for issuing debt are set forth in the Debt Policy Statements.

Pay-as-you-go

- The City will pay cash for capital improvements within the affordability of each fund versus issuing debt when funding capital improvements.
- Pay-as-you-go projects shall be budgeted based on funding available in the fund.
- CIP projects funded by pay-as-you-go should receive approval from the City Council before they begin, to ensure funding is available.

- Capital Improvement Reporting

The monthly financial statement will incorporate a capital improvement reporting update, including the project, project budget, amount spent, amount remaining. The City

Administrator and Public Works Director will also give project update reports during the City Council meeting(s) under City Administrator reports as deemed necessary.

- **Capital Improvement Agenda Items**

Council agenda items seeking expenditure of public funds for capital improvement projects will include Project Name, fund and account numbers and corresponding contract amounts, project budget and amount available. If the funding dollars are not available, in whole or in part, then the agenda item will include a transfer between budgeted capital projects or identify a funding source such as CIP fund balance or HOA contributions as examples.

- **Project Close-Out**

A project will be closed out once the original scope of the project has been completed. Annually, through the budget process and at year-end, projects are to be reviewed and if identified as complete will be closed, and any remaining funds fall to the CIP fund balance, which can then be re-appropriated during the next fiscal year. Those projects identified as complete will also be closed in the City's financial software. If a new project is identified as a use of project savings, a new project can be set up and funds transferred into the project. Appropriations for capital projects are for the life of the project, therefore carryover of funding or re-appropriation of capital funding for budgeted projects will not be necessary. Funds remaining from bond proceeds will only be used in accordance with the legal use of those funds.

VIII. DEBT

Establish guidelines for debt financing that will minimize the impact of debt payments on current revenues and protect the City's creditworthiness.

A. Use of Debt Financing

Debt financing, to include general obligation bonds, certificates of obligation, revenue bonds, and other obligations permitted to be issued or incurred under Texas law, shall only be used to purchase capital assets that cannot be prudently acquired from either current revenues or fund balance/working capital and to fund infrastructure improvements and additions. Debt will not be used to fund operating expenditures/expenses. Projects that are rehabilitative in nature shall be earmarked for funding from cash instead of debt when possible. Debt financing should be used when acquiring or constructing a new improvement, replacing an existing improvement, or for reconstruction projects.

- **General Obligation Bonds (GO's)** - are voter approved bonds supported by property taxes. When a project or projects(s) have been identified for funding using GO's, the City

will begin planning for and call a GO Bond Election which would be approved by a City Ordinance. The sale of these bonds must be used to accomplish projects identified in the bond referendum and associated material. Bonds must be used for projects that are consistent with the wording in the bond proposition(s).

- Certificates of Obligation (CO) – may be issued without voter approval to finance any public works projects or capital improvement, as permitted by State law. Circumstances in which CO's might be issued include, but are not limited to:
 - When emergency conditions require a capital improvement to be funded rapidly and it cannot wait for the next GO bond election.
 - For projects where the city can leverage dollars from others (such as Metro or County mobility bonds, Federal or State grants), to reduce the City's capital cost for community improvement.
 - If it would be more economical to issue CO's rather than issuing revenue bonds for utility system improvement, where the debt would be self-supporting through utility revenues.
 - When it is determined that there is not another funding source available, the project is determined to be in the best interest of the City.

B. Debt Structures

- The City shall normally issue bonds with a life not to exceed twenty-five (25) years for bonds, but in no case longer than the useful life of the asset. The City's normal maturity structure is twenty (20) years.
- The City shall seek level or declining debt repayment structures.
- The City shall seek to retire 50% of the principal outstanding within ten (10) years of the issuance.
- There shall be no "balloon" bond repayment schedules, which consist of low annual payments and one large payment of the balance due at the end of the term.
- There shall always be an interest paid in the first year after a bond sale and principal payment starting generally no later than the second fiscal year after the bond issue.

C. Debt Refunding

The City's financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. In general, the net present value savings of a particular refunding should exceed 3% of the refunded maturities. Refunded principal maturities should not be extended in a bond refunding unless the city restructures its debt.

The City shall refer the underwriters to its Financial Advisor to review potential refunding opportunities.

D. Interest Earning on Debt Proceeds

Use of interest earnings on bond proceeds will be limited to cost overruns on the bond projects, for funding towards other capital projects that are in compliance with the authorization or be applied to debt service payments on the bonds issued.

E. Issued but Unspent Bond Proceeds

Issued but unspent bond proceeds may be appropriated for projects consistent with the authorization language after completion of projects identified in the approved bond language.

F. Sale Process

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated sale. The City will utilize a negotiated process when the issue is, or contains, a refinancing that is dependent on market/interest rate timing. The City shall award a bond based on a true interest cost (TIC) basis.

The City will prohibit the City's financial advisor from underwriting the City's bonds while under contract with the City for advisory services.

G. Rating Agency

Full disclosure of operations and open lines of communications shall be maintained with the rating agencies. City staff, with the assistance of its financial advisor, shall prepare the necessary materials and presentation to the rating agencies. Credit rating shall be sought from one (1) or more of the nationally recognized municipal bond rating agencies.

H. Bond Ratings

The City will prudently manage the City's finances and attempt to issue and structure debt to maintain the City's current bond rating of AAA.

I. Continuing Disclosure

The City will comply with its continuing disclosure obligations to inform the MSRB through the EMMA website of all continuing disclosure documents and annual financial statements.

ACRONYMS

ACH -Automated Clearing House
CIP – Capital Improvement Program
CO – Certificate of Obligation
CPA – Certified Public Accountant
EMMA – Electronic Municipal Market Access
EMS – Emergency Medical Services
GAAP – Generally Accepted Accounting Principles
GASB – Governmental Accounting Standards Board
GO – General Obligation Bond
HVAC – Heating, Ventilation, and Air Conditioning
MSRB – Municipal Securities Rulemaking Board
MVPD – Memorial Villages Police Department
RFP – Request for Proposal
RFQ – Request for Qualifications
SEC – Securities and Exchange Commission
TIC – True Interest Cost

RESOLUTION NO. 06-20-2023C

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING FINANCIAL MANAGEMENT POLICY STATEMENTS FOR MANAGING AND PLANNING THE CITY'S FINANCES; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

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

WHEREAS, the City of Bunker Hill Village desires to have a written policy outlining the policy and processes for managing and planning the City's finances, and the City does not currently have such a policy; and

WHEREAS, the City Council is of the opinion that the Financial Management Policy Statements attached here as Exhibit "A" should be adopted.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, THAT:

Section 1. The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

Section 2. The City Council of the City of Bunker Hill Village, Texas, hereby adopts the Financial Management Policy Statements attached here to as Exhibit "A."

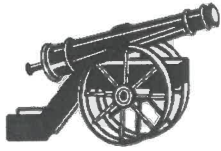
Section 3. This Resolution shall become effective immediately upon its passage.

PASSED, APPROVED, AND RESOLVED this 20th day of June, 2023.

Robert P. Lord, Mayor

ATTEST:

Gerardo Barrera, Acting City Secretary



AGENDA REQUEST
City of Bunker Hill Village
City Council

Agenda Date:	June 20, 2023
Agenda Item:	X
Subject:	Magdelane and Taylorcrest Crosswalk
Exhibits:	Proposed Interlocal Agreement
Funding:	All costs to be funded by City of Hedwig Village
Presenter(s):	City of Hedwig Village Representatives

Executive Summary

The City has received a request from the City of Hedwig Village to enhance the signage at the Magdelane and Taylorcrest crosswalk for improved pedestrian safety. The crosswalk is in the City of Bunker Hill's right-of-way but primarily serves residents in Hedwig Village, -- specifically students attending Bunker Hill Elementary and St. Cecilia Catholic School.

At the May 2023 Council Meeting, Hedwig Village representatives made a formal request to Council to consider the installation of flashing pedestrian signals, advanced warning signage, and updated pavement markings at the crosswalk. The signals would only flash when activated for a set time length rather than constant flashing.

Feedback and comments from Council included:

- Traffic Engineer – Council requested information and the recommendation from the City's Traffic Engineer on the proposed signage.
- Location of signs – The new proposed flashing signs would be adjacent to the crosswalk, and may include advance signage alerting motorist traveling east and west on Taylorcrest of the crosswalk.
- Sidewalk – Council advised that the most effective and safest long-term solution for improved pedestrian safety for students would be the installation of a sidewalk on the south side of Taylorcrest to Bunker Hill Elementary. Council asked that Hedwig Village continue to pursue the sidewalk as the ultimate solution to provide crossing for Taylorcrest at Bunker Hill Road, which is a controlled intersection.

Council voted 3-2 to approve the installation of the flashing signs at this intersection according to the final recommendation from the City's Traffic Engineer. Council directed City Staff and the City Attorney to draft the attached proposed interlocal agreement with Hedwig Village to outline improvements, as well as installation and maintenance responsibilities.

Recommended Action

Staff recommends that the City Council approve the interlocal agreement with the City of Hedwig Village.

**INTERLOCAL AGREEMENT BETWEEN THE CITIES OF BUNKER
HILL VILLAGE, TEXAS AND HEDWIG VILLAGE, TEXAS FOR
IMPROVEMENTS TO CROSSWALK ON TAYLORCREST ROAD**

THE STATE OF TEXAS § KNOW ALL MEN BY THESE PRESENTS
 §
COUNTY OF HARRIS §

This Interlocal Agreement (“Agreement”) is made and entered into pursuant to the Interlocal Cooperation Act (TEX. GOV’T CODE ANN., Ch. §791) by and, between the **City of Hedwig Village, Texas** a municipal corporation under the laws of the State of Texas (hereinafter referred to as “Hedwig”) and the **City of Bunker Hill Village, Texas** a municipal corporation under the laws of the State of Texas (hereinafter referred to as “Bunker Hill”).

WITNESSETH, that

WHEREAS, Hedwig has proposed to participate in the installation of crosswalk improvements across Taylorcrest Road (the “Project”) west of the intersection of Taylorcrest Road and Magdalene Drive, in a right-of-way is owned by Bunker Hill; and

WHEREAS, it is to the benefit of Hedwig and Bunker Hill to enter into this agreement and to undertake and the Project to enhance the safety of this area for both cities;

NOW THEREFORE, for and in consideration of the mutual covenants, agreements, and benefits to the parties herein named, the parties hereby agree as follows:

1. The Project will consist of lighted signage, advanced warning signage and pavement markings.
2. All plans and specifications for the Project will be submitted to and approved by Bunker Hill and Hedwig.

3. Hedwig shall work with Bunker Hill's traffic engineer and be responsible for all costs for the preparation of plans and specifications for the Project. Final plans shall be approved by Bunker Hill prior to construction. Hedwig represents that all improvements constructed pursuant to this Agreement shall be constructed in a good and workmanlike manner and in accordance with generally accepted standards pertinent thereto, and that they shall fully conform with all applicable federal, state, and local laws, ordinances, and the local permitting authorities. As owner of the right-of-way, the City of Bunker Hill has the right to remove the improvements at any time if deemed necessary.

4. All notices and communications under this Agreement shall be mailed or emailed to Hedwig at the following address:

City of Hedwig Village
955 Piney Point Rd
Hedwig, Texas 77024
Attention: City Administrator

All notices and communications under this agreement shall be mailed or emailed to Bunker Hill at the following address:

City of Bunker Hill Village
11977 Memorial Drive Houston,
Texas 77024
Attention: City Administrator

5. Following the initial construction and installation of the improvements, Hedwig will maintain all improvements in accordance with this agreement. This Agreement will remain in effect for as long as the improvements are in place.

6. All parties to this agreement agree that all payments required hereunder shall be made from current revenues.

7. This Agreement is not intended to and shall not create a joint enterprise

between Bunker Hill and Hedwig. The parties hereto are undertaking governmental functions or services under this Agreement and the purpose hereof is solely to further the public good, rather than any pecuniary purpose. The party undertaking work under this Agreement shall have responsibility for day-to-day management and control of the improvements acquired pursuant to this Agreement upon which such work is performed, except as may otherwise expressly be provided herein.

8. No party hereto shall make, in whole or in part, any assignment of this Agreement or any obligation hereunder without the prior written consent of the other party hereto. This instrument contains the entire Agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any modification concerning this instrument shall be of no force or effect, excepting a subsequent modification in writing signed by all parties hereto.

Executed in duplicate originals on this 20th day of June, 2023.

City of Hedwig Village

City of Bunker Hill Village

By: _____
Tom Jinks, Mayor

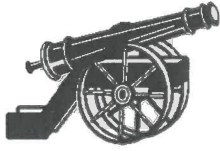
By: _____
Robert Lord, Mayor

ATTEST:

ATTEST:

By: _____
Lisa Modisette, City Secretary

By: _____
Gerardo Barrera, Acting City Secretary



AGENDA REQUEST
City of Bunker Hill Village
City Council

Agenda Date:	June 20, 2023
Agenda Item:	XI
Subject:	Public Works and Disaster Operations Building
Exhibits:	Change Orders No. 4 and No. 5
Funding:	General Fund Capital Projects & Project Contingency
Presenter(s):	Gerardo Barrera, City Administrator

Executive Summary

Construction improvements continue on the Public Works and Disaster Operations Building. City Staff is submitting the following change orders for Council consideration:

- A. Change Order No. 4 - the Purchase of a 125 KW generator that will serve both City Hall and the Public Works and Disaster Operations Building in an amount Not to Exceed \$78,000.00

During initial design, the City discussed continuing to utilize the existing generator behind the water plant for both City Hall and the new Public Works Building, however it was later determined that this was not a feasible option. Unfortunately, the design and construction contract for the Public Works and Disaster Operations Building did not include a new generator. The proposed option would allow two independent generators; a new generator to serve City Hall and Public Works, and the existing generator for the water plant.

The contractor, JLA, has priced a new generator at \$78,000.00 and indicated the lead time for delivery is approximately 32 weeks. A 50% down payment is required to order the generator with the remaining payment due at the time of installation, which is planned for early 2024. Funding is available in the 2023 General Fund Capital Projects. A budget amendment will be required and is on this agenda. Staff recommends that the City proceed with the purchase of a new generator.

City Hall continues to have auxiliary power provided by the current setup and is available for emergencies. This will not change until the new generator is installed

- B. Change Order No. 5 - improvements to the sidewalk and ramp to meet the American with Disabilities Act (ADA) requirements in an Amount Not to Exceed \$18,000.00.

Due to the height of the new slab of the Public Works Facility, it was discovered that the sidewalk for the front entrance to the building and rear entrance to City Hall would not meet accessibility standards. As a result, this required a redesign and additional labor to construct a compliant sidewalk. This additional work requires a change order to the original contract, however will not require a budget amendment as contingency funds will be used to supplement the difference.

Recommended Action

Staff recommends that City Council approve Change Orders No. 4 and No. 5 for the construction of the Public Works and Disaster Operations Building.



CHANGE ORDER

PROJECT NAME/NO. Bunker Hill Disaster Operations CHANGE ORDER NO. 4
Date 6/7/23

Contact Information

Company: JLA Construction Solutions ,LLC
Contact: Justin Rodriguez
Address: 11109 Cutten Rd Suite 200
City, State, Zip: Houston, TX 77066
Phone: 713-469-1655
Email: Justin@jlacs.net

Original Contract Amount: \$ 1,741,514.00
Change Orders to Date: \$ 88,095.00
Current Contract Amount: \$ 1,829,609.00
THIS CHANGE ORDER: \$ 77,457.28
New Contract Amount: \$ 1,907,066.28

Change Order Summary

The intent of this Change Order is to extend the services provided for the Bunker Hill Disaster Operations Building as follows:

Item No. 1

130 KW GENERAC GENERATOR
130 KW GENERAC GENERATOR
52 WEEK LEAD TIME 32 week lead time
GENERATOR PAD
CUSTOM CONCRETE GENERATOR PAD
GAS LINE
GENERATOR GAS LINE
\$150 PER ADDITIONAL FT IF OVER 100'
MATERIAL
WIRING AND PVC CONDUIT
\$150 PER ADDITIONAL FT IF OVER 100'
50% ADVANCE PAYMENT FOR MATERIAL TAKEUP FOR
GENERATOR PURCHASE / GENERATOR PAD, GASLINE AND
ELECTRICAL TO BE INSTALLED IMMEDIATELY ONCE LOCATION
OF GENERATOR IS AGREED ON (\$36,884.42)

Total Change Order Amount \$ 77,457.28

In accepting this change order for additions or deductions, it is agreed by all parties that the time for completing the Work under this contract shall not be extended unless expressly stated herein and that this Change Order shall not alter the terms and conditions of the original and revised contract unless expressly stated herein.

ACCEPTED:
ENTER NAME
ENTER COMPANY

ACCEPTED:
Justin Rodriguez
JLA Construction Solutions, LLC

DATE: June 20, 2023

DATE: 6/7/2023





CHANGE ORDER

PROJECT NAME/NO. Bunker Hill Disaster Operations **CHANGE ORDER NO.** 5
Date 6/7/23

Contact Information

Company: JLA Construction Solutions ,LLC
Contact: Justin Rodriguez
Address: 11109 Cutten Rd Suite 200
City, State, Zip: Houston, TX 77066
Phone: 713-469-1655
Email: Justin@jlacs.net

Original Contract Amount: \$ 1,741,514.00
Change Orders to Date: \$ 165,552.28
Current Contract Amount: \$ 1,907,066.28
THIS CHANGE ORDER: \$ 17,850.00
New Contract Amount: \$ 1,924,916.28

Change Order Summary

The intent of this Change Order is to extend the services provided for the Bunker Hill Disaster Operations Building as follows:

Item No. 1

Please see atacehd

Total Change Order Amount \$ 17,850.00

In accepting this change order for additions or deductions, it is agreed by all parties that the time for completing the Work under this contract shall not be extended unless expressly stated herein and that this Change Order shall not alter the terms and conditions of the original and revised contract unless expressly stated herein.

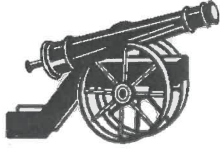
ACCEPTED:
ENTER NAME
ENTER COMPANY

ACCEPTED:
Justin Rodriguez
JLA Construction Solutions, LLC

DATE: June 20, 2023

DATE: 6/7/2023





AGENDA REQUEST
City of Bunker Hill Village
City Council

Agenda Date: June 20, 2023
Agenda Item: XII
Subject: Sanitary Sewer Cleaning and Televising Project
Exhibits: Langford Engineering Bid Recommendation
Funding: Capital Improvement Program
Presenter(s): Gerardo Barrera, City Administrator

Executive Summary

The City’s 2023 Capital Improvements Plan includes funding for the televising of concrete wastewater lines. The purpose of the project is to determine the existing condition of wastewater lines, identify any deficiencies to plan for future maintenance and/or replacement of the lines.

In May 2023, the City solicited formal bids for the project. Two qualified bids were received:

<u>CONTRACTOR</u>	<u>BID</u>
Sweeping Corporation of America, LLC	\$34,316.00
TB Environmental, Inc.	\$75,801.00

After review of both proposals by City staff and Langford Engineering, staff recommends Sweeping Corporation of America, LLC. be awarded the bid in the amount of \$34,316.00. Sweeping Corporation of America, LLC. has been in business for six years however their history dates back 60 years. They are familiar with the work associated with this project and background references were verified by the engineers.

This bid meets all local state purchasing requirements, is less than the engineer’s cost estimate and is within the city’s budget. Project funding is available in the Capital Improvements Program for Utility Wastewater Lines.

Recommended Action

Staff recommends that City Council approve a contract with Sweeping Corp. of America, LLC in the amount of \$34,316.00 for the Sanitary Sewer Cleaning and Televising project.



June 6, 2023

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

Subject: Recommendation for Award,
2023 Sanitary Sewer Cleaning and Televising
LEI Job No. 200-028, Contract No. 1

Dear Mayor Lord and City Council:

Bids for construction of subject project were received at the City of Bunker Hill Village until 2:30 p.m., Thursday, June 1, 2023, and subsequently opened and read in public. Two (2) bids were received on the project; there were errors in both bids that did not affect the order of the bidders.

The bids in order from low to high with the total amount bid are as follows.

Bidders		Grand Total of Amount Base Bid (Item Nos. 1 thru No. 7)
Sweeping Corp. of America, LLC	Seven Hills, OH	\$34,316.00
TB Environmental, Inc.	Houston, TX	\$75,801.00

A copy of the bid tabulation is attached.

As time of completion was specified as 45 calendar days, time is not a consideration in evaluating the bids.

The low bidder has furnished a Qualification Statement, Bid Bond, and Financial Statement as required by Section II, Article 7 of the Contract Documents. The low bidder's Qualification Statement and references were examined and found to be in order. However, we do not have first-hand knowledge of the type of work the low bidder's has completed in the past.

The Bid Bond from the low bidder was from Ascot Surety & Casualty Company of New York, New York. The City Attorney has verified that the Bid Bond Surety Company does have an office in the State of Texas and is Licensed in the State of Texas. Therefore, Langford Engineering, Inc. would recommend that the City of Bunker Hill Village waive any informalities in the bidding process if the City does accept the bid from the low bidder.

1080 W. Sam Houston Pkwy. N. • Suite 200 • Houston, TX 77043-5014
Phone (713) 461-3530 • Fax (713) 932-7505
www.LangfordEng.com



TBPE No F-449
Mr. Robert P, Lord, Mayor
and City Council
June 6, 2023
Page 2

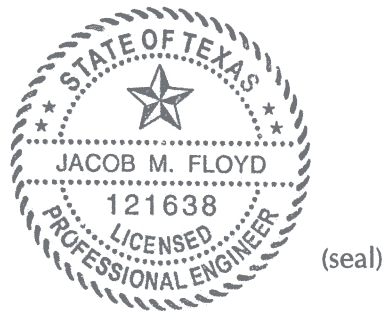
Therefore, we recommend that the project entitled "2023 Sanitary Sewer Cleaning and Televising, LEI Job No. 200-028, Contract No. 1" be awarded to Sweeping Corp. of America, LLC, on the basis of their low Total Amount Base Bid (Item Nos. 1 thru No. 7) in the amount of Thirty-Four Thousand Three Hundred and Sixteen Dollars (\$34,316.00), with a completion time of 45 calendar days.

Sincerely,

LANGFORD ENGINEERING, INC.

Jacob Floyd, P.E.
Senior Project Manager

Imm



Attachments

cc: John K. Davis, P.E., Langford Engineering, Inc.
Gerardo Barrera., City of Bunker Hill Village, City Administrator
Loren B. Smith, Olson & Olson, LLP.

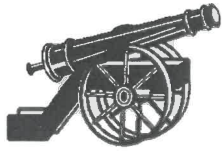
Bid Opening

City of Bunker Hill Village
 Project: 2023 Sanitary Sewer Cleaning and Television Inspection

Bid Date: 2:30 p.m.,
 Thursday, June 1, 2023
 Opened and Read at 2:30 p.m.
 Thursday, June 1, 2023
 Office of the City Administrator

Langford Engineering, Inc. (TBPE F-449)
 Project No. 200-028, Contract No. 1 45 Calendar Days

Item No.	Description of Work	Approx. Quantity	Unit	Sweeping Corp. of America, LLC Seven Hills, Ohio 5% B.B.		TB Environmental, Inc. Houston, Texas 5% G.A.B.	
				Unit Price	Total	Unit Price	Total
Base Bid Items							
1.	Furnish, Install, and Implement Traffic Control Plan, As Provided By Engineer, When Authorized By Owner, Complete In Place	1	L.S.	\$ 5,000.00	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00
Cleaning							
2.	Cleaning 18-Inch Diameter Sewer, Complete in Place	2,399	L.F.	\$ 2.00	\$ 4,798.00	\$ 5.00	\$ 11,995.00
3.	Cleaning 21-Inch Diameter Sewer, Complete in Place	1,621	L.F.	\$ 2.00	\$ 3,242.00	\$ 6.00	\$ 9,726.00
4.	Cleaning 24-Inch Diameter Sewer, Complete in Place	3,309	L.F.	\$ 2.00	\$ 6,618.00	\$ 6.00	\$ 19,854.00
5.	Televising 18-Inch Diameter Sewer, Complete in Place	2,399	L.F.	\$ 2.00	\$ 4,798.00	\$ 3.00	\$ 7,197.00
6.	Televising 21-Inch Diameter Sewer, Complete in Place	1,621	L.F.	\$ 2.00	\$ 3,242.00	\$ 4.00	\$ 6,484.00
7.	Televising 24-Inch Diameter Sewer, Complete in Place	3,309	L.F.	\$ 2.00	\$ 6,618.00	\$ 5.00	\$ 16,545.00
	Subtotal Amount Base Bid Items, Cleaning and Televising (Item Nos. 1 thru No. 7)				\$ 34,316.00		\$ 75,801.00
Bid Errors							



AGENDA REQUEST
City of Bunker Hill Village
City Council

Agenda Date:	June 20, 2023
Agenda Item:	XIII
Subject:	Vehicle Replacement
Exhibits:	N/A
Funding:	Vehicle Replacement Fund - \$47,000
Presenter(s):	Gerardo Barrera, City Administrator

Executive Summary

City staff is submitting for Council consideration a request to replace the following Public Works truck;

Make: Ford Ranger
Year Model: 2011
Mileage: 155,000

The vehicle has been in-service for 12 years and was originally scheduled for replacement in 2024. However, an evaluation based on condition and frequent maintenance costs has determined that the vehicle has reached the end of its service life and is no longer economically feasible to maintain. Staff is recommending the replacement sooner than originally scheduled.

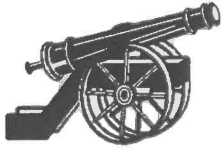
Staff recommends Council approve the use of \$47,000 from the Vehicle Replacement Fund for the purchase a full size pickup truck. Due to supply chain issues and order availability, dealers have limited inventory and/or have long lead times. These issues have caused the prices of vehicles to skyrocket. The government order window is currently closed and not scheduled to be opened until the fall. All efforts will be made to find a local dealer with availability.

The existing vehicle will be removed from service and sold via auction. Proceeds from the sale will fund the purchase of the new vehicle and upfitting.

Funding is available from the Vehicle Replacement Fund.

Recommended Action

Staff recommends that City Council approve the use of \$47,000 from the Vehicle Replacement Fund for the purchase of a full size pick up truck for Public Works and authorize the City Administrator to execute the purchase.



AGENDA REQUEST
City of Bunker Hill Village
City Council

Agenda Date:	June 20 2023
Agenda Item:	XIV
Subject:	Budget Amendments No. 7 and No. 8
Exhibits:	Ordinance No. 23-610
Funding:	General Fund Interest Income and General Fund Capital Projects Bunker Hill Road Overlay
Presenter(s):	Susan Grass, Finance Director Gerardo Barrera, City Administrator

Executive Summary

City Staff is submitting for City Council consideration and approval of the following budget amendments to the Fiscal Year 2023 Budget.

Budget Amendment No. 7 – The Village Fire Department has requested a Budget Amendment for the 2023 Fiscal Year in the amount of \$685,236.90. The City’s 19% contribution is \$130,195.01. The expenditures are related to protective gear, radios, salaries, insurance, office expenses, professional services, and contingency for the annex building roof. The roof, protective gear and radio equipment are a one-time adjustment and funds received in the 2023 year for ambulance funds will offset this expense. Amounts exceeding ambulance funds received in 2023 will be offset by the increase in interest income in the General Fund.

Budget Amendment No. 8 – To purchase the proposed generator for the Public Works and Disaster Operations Building, a 50% - or \$39,000.00 – downpayment is required. To fund this expense, Staff recommends decreasing the 2023 Bunker Hill Road Overlay project by \$39,000.00. Discussions regarding the 2024 budget process have moved the project to the 2024 calendar year. As part of the FY 2024 budget process, full funding of the Bunker Hill Overlay project will be reflected in the 2024 General Fund CIP.

Staff recommends amending the 2023 budget to allow for this expenditure.

Recommended Action

Staff recommends approval of Ordinance No. 23-610 to reconcile these items.

ORDINANCE NO. 23-610

AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENTS NO. 7 AND NO. 8 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2023; 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 2023 was adopted within the time and in the manner required by State law; and

WHEREAS, the City Council finds and determines that the proposed change in the budget is necessary; and

WHEREAS, the City Council finds and determines that the proposed change 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 “Amendments No. 7 and No. 8 to the Original Budget of the City of Bunker Hill Village, Texas, for the Year 2023,” a copy of which is attached hereto. The “Amendments No. 7 and No. 8 to the Original Budget of the City of Bunker Hill Village, Texas, for the Year 2023” 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 20th day of June 2023.

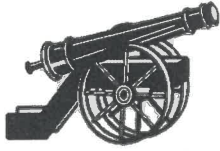
Robert P. Lord, Mayor

ATTEST:

Gerardo Barrera, Acting City Secretary

CITY OF BUNKER HILL VILLAGE			AMENDMENT NO. 7		
2023 BUDGET					
GENERAL FUND					
ACCT#	DESCRIPTION	2023 ADOPTED BUDGET	AMENDMENT APPROVED AT MARCH 2023 COUNCIL MEETING	2023 AMENDMENT NO. 7	CHANGE FROM AMENDED BUDGET
GENERAL FUND					
REVENUE					
01 00-00-4910	Interest Income	42,000		450,000	408,000
EXPENDITURE					
01 00-00-5600	Fire Department	1,651,071	1,660,571	1,790,766	130,195
					(Over)/Under 538,195.00
<p><i>This amendment is for Fire Department Amendments 2-4 for Protective Gear, Radios, Salaries, Insurance, Office Expense, Professional Services and Roof Contingencies offset by the 2022 Fire Department Surplus Budget that was transferred into the 2023 fiscal year. Staff is amending interest income to 450,000 creating a surplus budget of \$408,000. Funds from the surplus will be used to offset the expenditures related to Fire Dept Amendment.</i></p>					

CITY OF BUNKER HILL VILLAGE			AMENDMENT NO. 8		
2023 BUDGET					
GENERAL FUND CAPITAL PROJECTS					
ACCT#	DESCRIPTION	2023 ADOPTED BUDGET	2023 AMENDMENT NO. 8	CHANGE FROM AMENDED BUDGET	
GENERAL FUND CAPITAL PROJECTS					
EXPENSE					
06 00-00-9191.01	Emergency Disaster Building Generator	0	39,000	39,000	
06 00-00-9184	Bunker Hill Road Overlay	380,000	341,000	(39,000)	
					(Over)/Under -
<p><i>Staff recommends amending the budget for a down payment on the generator for the Emergency Disaster Building and City Hall. A decrease in the budget for Bunker Hill Road Overlay in 2023 will also be amended to offset the cost. Projection for the Bunker Hill Road Overlay project is now 2024 calendar year.</i></p>					



AGENDA REQUEST
City of Bunker Hill Village
City Council

Agenda Date:	June 20, 2023
Agenda Item:	XV
Subject:	Fee Schedule
Exhibits:	Resolution No. 06-20-2023D Redlined Amended Fee Schedule
Funding:	N/A
Presenter(s):	Gerardo Barrera, City Administrator

Executive Summary

Best management practice recommends that the City review its building and development fees annually to ensure that the fees cover the cost of services associated with community development. At the April 2023 meeting, Council approved the new proposed fee schedule that included a 5% increase in development fees and 3% increase to cover credit card fees. An increase of \$100 base fee for all permits based on the number of inspections required was also included.

Prior to the new fees going into effect June 1, staff completed an overview of the permitting program to ensure all fees were updated. During the review, it was discovered that certain fees were added several years ago, however they were never properly codified in the Fee Schedule nor approved by Council.

As a housekeeping measure to ensure the fees are properly codified into the City's Fee Schedule, staff is recommending Council approve the attached amended Fee Schedule as presented.

Recommended Action

Staff recommends that City Council approve Resolution No. 06-20-2023D adopting the amended fee schedule effective immediately.

RESOLUTION NO. 06-20-2023D

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING A SCHEDULE OF FEES, RATES, DEPOSITS, AND OTHER CHARGES FOR PUBLIC SERVICES, INCLUDING THOSE RELATING TO DEVELOPMENT, BUILDING AND CONSTRUCTION, ELECTRICAL, PLUMBING, LICENSING AND REGISTRATIONS, REGULATORY INSPECTIONS, PERMITTING, APPLICATIONS, HEARINGS, AND OTHER MATTERS.

* * * * *

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

Section 1. That certain "Schedule of Fees and Charges," a true and correct copy of which is attached hereto as Exhibit "B" and for all things is made a part of this Resolution, is hereby in all things adopted. The fees set forth in said Exhibit "B" shall be applicable immediately.

Section 2. All resolutions or parts of resolutions inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

PASSED, APPROVED, AND RESOLVED this 20th day June, 2023.

Robert P. Lord, Mayor

ATTEST:

Gerardo Barrera, Acting City Secretary

Resolution 06-20-2023D

Exhibit "B"

Fee Schedule

BUILDING & SWIMMING POOL PERMITS		
<i>Subject to Plan Review Fee</i>		
DESCRIPTION	FEE	
New Construction	\$1.46	per sq. ft.; \$500 min.
Remodel - Air Conditioned Space	\$1.46	per sq. ft. of total space remodel; \$500 min.
Remodel/ Construction/ Accessory Structure - Non-Air Conditioned Space	\$0.76	per sq. ft.
Accessory Structure	\$1.46	per sq. ft.
Swimming Pool (total sq. ft. of pool water surface area)	\$1.40	per sq. ft.; \$500 min.
Residential Miscellaneous	\$100.00	

OTHER INSPECTIONS & FEES		
<i>Permit fee will double or a minimum of \$300 when work is started prior to obtaining permit or scheduling inspection</i>		
DESCRIPTION	RATE	
Initial Plan Submittal - New Homes and over 50% Remodel	\$600.00	
Initial Plan Submittal - Remodels, pools (new and remodel), and accessory structures (new and remodel)	\$200.00	
Plan Resubmittal	\$500.00	3rd submission and beyond
Drainage Review	\$1,000.00	Actual costs for use of outside consultants
Drainage Resubmittal	\$500.00	Actual costs for use of outside consultants
Synthetic Turf	\$500.00	Requires plan review & fee
Demolition	\$300.00	Sewer disconnect must be completed first
Flatwork	\$200.00	Sidewalks, driveways, patios

Culverts	\$300.00	
Re-roof	\$100.00	
Fence	\$100.00	
House Moving	\$100.00 + Bond (\$1,000/mile)	
Foundation Repair	\$200.00	
Fire Sprinkler	\$200.00	
Re-inspection	\$100.00	
Emergency/ Same Day Inspection	\$300.00	
Re-issuance of Revoked/ Suspended Permit	\$300.00	
Sign Construction	\$100.00	
Water Deposit	\$500.00	Required for renters and new construction
Board of Adjustment Application	\$300.00	
Specific Use Application	\$1,000.00	
Planning & Zoning Application	\$1,000.00 (one lot) + \$100/lot	
Offsite Tree Replacement	\$1,000.00	Per tree

ELECTRICAL PERMITS

DESCRIPTION	RATE
New Construction/ Remodel/ Addition	\$400.00
Remodel Existing	\$300.00
Swimming Pool	\$300.00
T-Pole	\$100.00
Meter Loop, Rebuild, Relocate	\$100.00
Outside Lighting	\$100.00
Electric Fence Gate	\$100.00

Generator	\$300.00
Generator Foundation	\$200.00
Solar Panel Installation	\$300.00
Re-inspection	\$100.00
Electrical Miscellaneous	\$100.00

MECHANICAL - A/C & HEATING PERMITS

DESCRIPTION	RATE
New Construction/ Remodel/ Addition	\$400.00
Remodel Existing	\$300.00
Replacing A/C or Heat	\$100.00 Same size and location
Re-inspection	\$100.00
Mechanical Miscellaneous	\$100.00

PLUMBING PERMITS

DESCRIPTION	RATE
New Construction/ Remodel/ Addition	\$500.00
Remodel Existing	\$300.00
Swimming Pools/ Gas Line	\$400.00
New Water Meter Inspection	\$100.00
Sewer Tap Inspection	\$100.00
Sewer Disconnect	\$100.00
Sewer Re-Route	\$100.00

Sewer Service Availability	\$450.00	Sewer connection fee, additional charges may be added after review by PW Dept.
Gas Turn-On	\$100.00	
Annual Gas Test	\$100.00	
Generator	\$200.00	
Irrigation/ Sprinklers	\$100.00	

1. Backflow prevention device must be certified
2. Only final inspection required
3. Leave open where it ties into water system for inspection

Water Meters (to be installed by a registered plumber at builder's cost)

1 inch meter	\$1,505.00	
1½ inch meter	\$1,864.00	
2 inch meter	\$2,432.00	
Water Heater	\$100.00	
Area Drains	\$100.00	Requires plan review
Re-inspection	\$100.00	
Plumbing Miscellaneous	\$100.00	

VACANT PROPERTY

DESCRIPTION	RATE
Year 1 Registration	\$500.00
Year 2 Re-Registration	\$1,000.00
Year 3 + Re-Registration	\$1,500.00

MISCELLANEOUS PERMITS & FEES

DESCRIPTION	RATE
Drilling and Operation of Water Wells Application	\$5,000.00
Application for Excavation	\$65.00+\$5,000 Bond

Excavation Inspection	\$100.00	
Utility Reconnect	\$50.00	
Utility Deposit for Non-Property Owners	\$500.00	Renters
Return Check/ Bank Draft	\$35.00	
Recycle Cart Change-Out	\$25.00	
Event Permit	\$50.00+Liability Insurance	

ANIMAL CONTROL

DESCRIPTION	RATE	
Impounding Dog or Cat	\$50.00	
Fee per day for Dog or Cat Impoundment	\$10.00	

ALARMS

DESCRIPTION	RATE	
False Alarms - Police Department	\$50.00	Each response after 5 during a 12 month period
False Alarms - Fire Department	\$200.00	Each response after 5 during a 12 month period

SOLICITORS

DESCRIPTION	RATE	
Solicitor Registration	\$25.00	Per each registration; Requires MVPD approval
Replacement ID Cards	\$5.00	Per each card

TREE & BENCH DEDICATION

DESCRIPTION	RATE	
30-gallon Tree	\$700.00	
45-gallon Tree	\$900.00	
Bench	\$1,200.00	

TELECOMMUNICATIONS SERVICE AND WIRELESS NETWORK PROVIDERS PERMIT FEES AND PUBLIC RIGHTS-OF-WAY RENTAL RATES

Rights-of-way fee. The permit holder shall pay to the City a rights-of-way fee that is calculated in accordance with Chapter 283 of the Texas Local Government Code, or the table below, as applicable. The rights-of-way fee for access lines shall be as proscribed by Chapter 283 of the Texas Local Government Code and calculated by the Texas Public Utilities Commission. Rights-of-way fees for all facilities other than access lines shall be prorated for the first year in which a construction permit fee is paid, and shall be paid at the time of the permit application.

Equipment Type	Construction Permit Fee	Rights-of-way Fee
Transport Facilities	\$500 for first 5 nodes, \$250 for each additional node	\$28 per month per node ^{1 4}
Network Nodes	\$500 for first 5 nodes, \$250 for each additional node	\$250 per year per node ^{2 3}
Node Support Poles	\$1000 per pole	\$250 per year per pole ²

¹ Unless equal or greater amount is paid under Chapter 283 of the Local Government Code or Chapter 66 of the Utility Code.

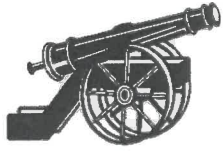
² As adjusted by an amount equal to one-half the annual change, if any, in the consumer price index .The City shall provide written notice to each network provider of the new rate; and the rate shall apply to the first payment due to the City on or after the 60th day following the written notice.

³ Collocated network nodes on City service poles shall also pay an annual collocation fee at a rate not greater than \$20 per year per service pole.

⁴ A network provider may not install its own transport facilities unless the provider: (i) has a permit to use the public right-of-way; and (ii) pays to the City a monthly public right-of-way rate for transport facilities in an amount equal to \$28 multiplied by the number of the network provider's network nodes located in the public right-of-way for which the installed transport facilities provide backhaul unless or until the time the network provider's payment of fees to the City exceeds its monthly aggregate per-node compensation to the City. A network provider that wants to connect a network node to the network using the public right-of-way may: (i) install its own transport facilities as provided in this section; or (ii) obtain transport service from a person that is paying municipal fees to occupy the public right-of-way that are the equivalent of not less than \$28 per node per month. A public right-of-way rate required by this section is in addition to any other public right-of-way rate required by the City.

Annexation and disannexation. For the purpose of compensating the City under this Chapter, a user shall start including or excluding facilities within an annexed or disannexed area within thirty (30) days of written notice by the City to the user of the annexation or disannexation.

Timing of line fee payment. Permit holder shall remit the rights-of-way fees on an annual basis, unless otherwise proscribed by Chapter 283 of the Texas Local Government Code. Unless otherwise mandated by state law, the payment of rights-of-way fees shall be due on January 31st of each year following the year in which a construction permit fee and prorated rights-of-way fee was paid, and each subsequent year until (i) the facilities are removed from the right-of-way and written notice provided to the City, or (ii) the facilities are no longer owned by the permit holder and written notice of the new owner's name, address, and phone number are provided to the City.



AGENDA REQUEST
City of Bunker Hill Village
City Council

Agenda Date:	June 20, 2023
Agenda Item:	XVI
Subject:	Employment Reclassification
Exhibits:	Job Description
Funding:	2023 Fiscal Year Budget
Presenter(s):	Gerardo Barrera, City Administrator

Executive Summary

The approved FY 2023 Budget includes funding for eight full-time positions and one part-time position. With the increased workload in 2022, the Assistant to the City Administrator part-time position was created to provide additional support of day to day operations and also to maintain a level of continuity during vacancies/absences. Due to the amount of work, a former employee was asked to come back temporarily in 2023 to assist with the training of new staff and create a transition plan for front office staff. With all the recent transitions, projects, community engagement efforts, etc., the responsibilities have surpassed the need for a part-time position and require a full-time position.

The long-term solution has always been to consider this position be reclassified from part-time to full-time. The City Administrator worked with the Mayor to define the job description/responsibilities of the position that will contribute to the efficient delivery of service and ensure the continuity of operations desired.

The reclassification changes the title from Assistant to the City Administrator to Management Analyst. The cost to reclassify the position from part-time to full-time to include salary and benefits is \$68,000.00. Funding for the position will be split between the General Fund (90%) and Utility Fund (10%).

Recommended Action

Staff recommends that City Council approve the reclassification of the City's current part-time position of Assistant to the City Manager to a full-time position with the title of Management Analyst.

City of
BUNKER HILL VILLAGE
 WWW.BUNKERHILLTX.GOV

JOB TITLE AND SUMMARY: MANAGEMENT ANALYST (former title - Assistant to the City Administrator)

FLSA STATUS: EXEMPT

This position assists the City Administrator and staff in the handling of complex, multi-dimensional projects, processes, and issues requiring independent judgment. This is accomplished by assisting in maintaining records and contracts, assisting in the communications for the City, assisting in budget planning, project oversight, cost analysis, expenditure control, continuity of operations and contract administration. The position will provide general research on various issues, project initiatives, and general organizational and management responsibilities.

This is a "hands on" position the successful candidate must be able to work independently and cooperate in a small office setting; be self-motivated; be analytical, and have an appreciation for accuracy, customer service, and detail.

ESSENTIAL DUTIES
Participates in analytical support functions that have a citywide impact including but not limited to; prepare and distribute necessary documents for City Administrator, City Council, and staff; prepare meeting agendas, maintain recordings and written meeting minutes.
Plans, organizes, and implements the records management program by coordinating records management activities with all City departments to ensure effective and efficient compliance with all applicable laws and regulations; establishes, reviews, and maintains records retention schedules; participates in developing and implementing City document and records management programs, systems and procedures.
Participates in assigned analytical support functions that have citywide impact; prepares annual budget notices and required hearings; participates in the creation of new budget processes, such as fund review process or new process for asset purchases and sales; participates in capital planning and projection of multi-year project expenditures; generates operating and capital project expenditure update reports; and completes forecasts on operating budgets.
Ensures compliance with designated financial policies, rules and regulations; identifies and analyzes potential revenue and cost-saving opportunities; provides analysis and research in support of assigned department and divisions.
Manages the City's technology needs to include administration of technology, managed service contracts, storage and backup maintenance, emergency operations planning, and provides technical support during City Council meetings.



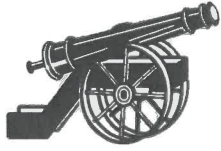
Responsible for managing contract relationship with webhosting service and updating and maintaining content on the City's website including publication of notices, calendars, notifications, surveys, monitor and track citizen web inquiries.
Maintains municipal Ordinances, Resolutions and Official Notices including: printing City Council meetings to obtain appropriate signatures, posting on the website, submitting to Municode for codification, submitting Ordinances with penalties to the official newspaper for publication.
Represents the City at various community events, and professional development organizations, and associations as requested.
Manages daily administrative operations and provide assistance and support to the City Manager, to include problem solving, project planning and facilitation, day-to-day office coordination and administrative assistance based on daily priorities.
Serves as Deputy City Secretary, attends City Council meetings, board, commission and committee meetings as required.
Cross trains with other functions (<i>i.e.</i> Community Development, Finance, Court, Public Works, etc.) as needed to ensure continuity of operations within the City.
GENERAL
All staff is considered Emergency Management Essential Personnel. In the event of an emergency and/or a required evacuation, the employee may be required to remain at work to provide needed services or perform essential duties for the benefit of the general public, including services or duties different from those performed in the normal course and scope of the position. Compensation during emergencies is outlined in the City's Personnel Policy.
Maintains a high degree of professionalism and confidentiality when dealing with high-level contracts, attorney-client privilege information, and exposure to sensitive information.
Interacts in a professional and respectful manner with City staff, officials, other agencies, and the public.
Responds to, resolves, and/or investigates complaints, and requests for service and information received by the public; addresses and resolves operation-related issues, and related disputes and conflicts; enforces local, state, and federal codes, laws, and regulations, where applicable.
Ability to communicate effectively orally and in writing; to establish and maintain effective working relationships with subordinates, peers, and supervisors; to exercise sound judgment in evaluating situations and in making decisions; and to follow verbal and written instructions.
Responsible for all prescribed safety rules and regulations. Maintains the absolute confidentiality of all records and information while still complying with the Texas Public Information Act.



<p>Knowledge of applicable federal, state, and municipal laws and procedures. Able to provide information and organize material in compliance with laws, regulations, and policies; meet the public, understand citizens' questions, and provides applicable information with necessary input from City Administrator, City Attorney or City Council.</p>			
<p>Work independently in the absence of supervision.</p>			
<p>Reports to work free from the effects of drugs/controlled substances and/or alcohol and free from the impairment due to prescription drugs. Understands drug testing is permissible by the City at any time.</p>			
<p>Is punctual and maintains regular attendance.</p>			
<p>Performs other duties as assigned.</p>			
<p>EDUCATION/EXPERIENCE AND SKILLS</p>			
<p>A Bachelor's degree in public administration or related field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. A Master of Public Administration degree is preferred along with at least two (2) years of municipal government experience or similar.</p> <p>Customer service/communications (internal and external), file organization and management skills as well as computer skills including Microsoft Office and Financial Management Systems are mandatory. Experience with spreadsheets, report and letter preparation, and decision making within scope of responsibility is necessary.</p> <p>Valid Texas Class C Driver's License or Texas issued ID is required.</p>			
<p>PHYSICAL DEMANDS AND WORK ENVIRONMENT</p>			
<p>Work is primarily sedentary and performed indoors in an office setting with extended periods at a computer. May exert up to 10 lbs. occasionally or negligible weights. Physical effort is needed to lift and carry office materials and displays. May be subject to repetitive motion such as typing, data entry and vision to monitor. May be subject to extended periods of intense concentration in the review of documents. Mobility is needed to attend various meetings and basic communication skills are necessary for frequent telephone usage and delivering presentations. May be required to work beyond normal working hours and on weekends.</p>			
Title	Name	Review Date	Approved Date
City Administrator			
Signature			

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills that may be required. Furthermore, this job description is not an employment agreement, contract agreement, or contract. The City Administrator has the exclusive right to alter this job description at any time without notice.





AGENDA REQUEST
City of Bunker Hill Village
City Council

Agenda Date: June 20, 2023
Agenda Item: XVII
Subject: Separate Consent Agenda
Exhibits: JLA Construction Solutions Application for Payment No. 5
Funding: N/A
Presenter(s): Gerardo Barrera, City Administrator

Executive Summary

Expenditures over \$150,000.00 are considered for Council action on the regular agenda versus the consent agenda. The City has received one invoice this month that meets this consideration:

- A. JLA Construction Solutions Application for Payment No. 5 in the amount of \$288,065.55 for Public Works and Emergency Operations Building construction from March 1, 2023 through March 31, 2023.

Recommended Action

Staff recommends approval of payments that exceed \$150,000.00.

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 1 PAGES 2

TO OWNER:	City of Bunker Hill Village 11977 Memorial Dr Houston, TX 77024	PROJECT:	City Hall Two Story Addition Public Works and Disaster Operations Bld 11977 Memorial Dr. Houston, TX 77024	APPLICATION NO:	Five (5)	Distribution to Owner
				APPLICATION DATE:	3/31/23	<input checked="" type="checkbox"/> OWNER
				PERIOD FROM:	3/1/23	<input checked="" type="checkbox"/> ARCHITECT
				PERIOD TO:	3/31/23	<input type="checkbox"/> CONTRACTOR
FROM CONTRACTOR:	JLA Construction Solutions 15825 SH 249, Suite #24 Houston, Texas 77086	VIA ARCHITECT:	PGAL, Inc. 3131 Briarpark Dr. Ste 200 Houston, TX 77042	PROJECT NO:	1005980	<input type="checkbox"/>



CONTRACT FOR: General Construction

CONTRACT DATE: 6/21/22

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

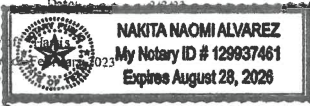
1. ORIGINAL CONTRACT SUM	\$	1741514.00
2. Net change by Change Orders	\$	88095.00
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	1829609.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	1219712.00
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	60985.60
b. % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	60985.60
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	1158726.40
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	870660.75
8. CURRENT PAYMENT DUE	\$	288065.65
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	670882.60

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$88,095.00	\$25,000.00
TOTALS	\$88,095.00	\$25,000.00
NET CHANGES by Change Order		\$63,095.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: JLA CONSTRUCTION SOLUTIONS LLC

By: *[Signature]*
 State of TX County
 Subscribed and sworn to before me this 8/28/2023
 Notary Public: *[Signature]*
 My Commission expires: 8/28/2026



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$ 288,065.65

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

By: *[Signature]* Date: May 10, 2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

City of Bunker Hill Village - 2 Story City Hall Addition Public Works & Disaster Building

APPLICATION NO: Five (5) APPLICATION DATE: 3/31/23 PERIOD FROM: 3/1/23 PERIOD TO: 3/31/23 ARCHITECT'S PROJECT NO: 1005980

In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

Table with 10 columns: A (ITEM NO.), B (DESCRIPTION OF WORK), C (SCHEDULED VALUE), D (WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)), E (WORK COMPLETED THIS PERIOD), F (MATERIALS PRESENTLY STORED (NOT IN D OR E)), G (TOTAL COMPLETED AND STORED TO DATE (D+E+F)), H (% (G + C)), I (BALANCE TO FINISH (C - G)), J (RETAINAGE IF VARIABLE RATE). Rows include General Expenses, Site Work, Concrete, Masonry, Metals, Wood, Plastics & Composites, Thermal & moisture protection, Openings, Finishes, Specialties, Equipment, Fire Suppression, Plumbing, HVAC, Electrical, Allowance, and City Hall Improvements Change Order #1. Includes a GRAND TOTALS row at the bottom.

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
May 16, 2023 at 5:00 P.M.**

I. CALL TO ORDER

Mayor Robert P. Lord called the meeting to order at 5:06 p.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Those Present:

Mayor Robert Lord
Councilmember Susan Schwartz
Councilmember Eric Thode
Councilmember Carl Moerer
Councilmember Keith Brown
Councilmember Laurie Rosenbaum *via Zoom*

Also in Attendance:

Gerardo Barrera, City Administrator
Karen Glynn, Acting City Secretary/ Community Development
Loren Smith, City Attorney
Susan Grass, Finance Director
Jennifer Namie, Assistant to the City Secretary *via Zoom*
Ray Schultz, MVPD, Chief of Police
Mallory Pack, Assistant to the City Administrator

II. PLEDGE OF ALLEGIANCE

Officer Boggus led the Pledge of Allegiance.

III. OATH OF OFFICE

- Mayor – Robert P. Lord
- Councilmember Position 4 – Keith Brown
- Councilmember Position 5 – Laurie Rosenbaum

The City holds its election for City Council in May of each year. The election for Mayor and Council Positions 4 and 5 are held in odd numbered years. The election was called for May 6, 2023. The incumbents filed for their respective positions with no opposition.

Loren Smith, City Attorney, administered the Oath of Office to Mayor Lord and Councilmembers Brown and Rosenbaum.

IV. CITIZEN COMMENTS

There were no citizen comments.

V. PRESENTATION AND RECEIPT FOR FILING OF THE 2022 FINANCIAL AUDIT CONDUCTED BY BELT HARRIS PECHACEK, LLLP – Susan Grass, Finance Director

The annual audit process has been completed and the City received an unmodified opinion – the highest level of assurance a city can obtain. The City also included an Annual Comprehensive Financial Report (ACFR) to the audit process in 2022. The ACFR summarized the City’s past 10 years and adds to the City of Bunker Hill’s highest level of financial standards. Robert Belt of Belt Harris Pechacek, LLLP, shared highlights of the Financials for 2022 and the ACFR.

This item was for presentation and discussion only. No action was taken on this item.

VI. DISCUSSION, DIRECTION, AND POSSIBLE ACTION REGARDING A REQUEST FROM THE CITY OF HEDWIG VILLAGE, TEXAS TO ENHANCE THE PEDESTRIAN CROSSING SIGN AT THE MAGDELANE AND TAYLORCREST CROSSWALK – *City of Hedwig Village Representatives*

Gerardo Barrera introduced City of Hedwig Village Representatives – Tom Jinks, Mayor and Wendy Baimbridge, City Administrator. Mayor Jinks presented the proposed project improvements:

The City received a request from the City of Hedwig Village to enhance the signage at the Magdelane and Taylorcrest crosswalk for improved pedestrian safety, especially for children that walk and bike to Bunker Hill Elementary School and St. Cecelia Catholic School. The crosswalk is in the City of Bunker Hill’s right-of-way but serves residents in Hedwig Village.

Hedwig Village Representatives requested that Council consider a pedestrian push button flasher at the existing crosswalk similar to the crossing on Blalock Lane and Greenbay in Piney Point Village and recently installed at the elementary school in Hunters Creek Village. This would not be a continuous flasher; it would only flash when activated. Staff shared prior discussions with Hedwig Village regarding the crosswalk, including the recommendation to construct a sidewalk in the right-of-way to cross at the controlled intersection at Bunker Hill Road. Hedwig Village has submitted a grant for sidewalks including this location; however, no funding is available for a sidewalk to date.

In 2020, City Council discussed options to enhance the crosswalk through an interlocal agreement. The agreement was never finalized, and the crosswalk remained in its current condition.

Kimley-Horn and Associates, Inc. performed a traffic study and results were shared with the Council.

Council discussed the proposal and various concerns including the installation of the sidewalk as the ultimate solution.

A motion was made by Councilmember Moerer and seconded by Councilmember Brown to enhance the pedestrian crossing sign at the Magdelane and Taylocrest crosswalk to install a push button and flashing signs as a short term solution with the provision that Hedwig Village continue work to construct a sidewalk as the ultimate solution.

The motion carried 3 – 2

VII. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

- A. Update on Activities – Chief Ray Schultz provided an update on activities, including personnel, calls for service and the 2023 Budget.
- The department is fully staffed.
 - The radio project is nearing completion.
 - The Automatic License Plate Reader (ALPR) System continues to be an effective crime-solving tool.
- B. Presentation on the 2022 Annual Audit – Chief Schultz shared the audit results which included a clean audit. The Department ended the year under budget; therefore the cities will see a refund.

This was for presentation only. No action was taken on this item.

- C. Consideration and Possible Action to Approve the 2024 Annual Budget for the Memorial Villages Police Department as Recommended by the Police Commission

Chief Schultz presented the proposed FY 2024 Budget. Priorities include improvements to the salary and benefits package with modifications to the existing TMRS plan to attract and retain high-quality personnel.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve the 2024 Annual Budget for the Memorial Villages Police Department as presented.

The motion carried 5 – 0

VIII. VILLAGE FIRE DEPARTMENT REPORT

- A. Update on Activities – Fire Commissioner, Keith Brown and Chief Miller provided a report on activities, staffing, calls for service and response times.
- A search committee has been established to fill the Fire Chief position.
 - The first consultation for the Insurance Services Office (ISO) review was successful.
 - A new ambulance has been placed into service and a second ambulance is expected at a later date.
- B. Update on the 2024 Annual Budget Process and Discussions
- A Budget Workshop is scheduled for Wednesday, May 17, 2023, with the Fire Commission.
 - FY 2024 priorities include personnel and EMS services.
- C. Consideration and Possible Action to Authorize a Budget Amendment for the Village Fire Department in an Amount of \$184,000.00 for a Roof Retrofit on the Annex Building as Recommended by the Fire Commission

During a Regular Fire Commission Meeting held on March 22, 2023, the Village Fire Commission approved a budget amendment for \$184,000.00 to retrofit the roof on the Annex Building. Approval is required by the Villages.

The City of Bunker Hill Village's contribution to the cost would be 19%, or \$34,960.00. This expense is a one-time cost, and funding could be made available from the General Assigned Fund Balance. If approved, City Staff would present a budget amendment to fund the \$34,900.00 expense for Council action at the June Meeting.

A motion was made by Councilmember Brown and seconded by Councilmember Moerer to approve a budget amendment for the Village Fire Department in an amount of \$184,000.00 with Bunker Hill's contribution being \$34,960.00 for a roof retrofit on the annex building.

The motion carried 5 – 0

IX. MAYOR'S REPORT

- A. Consideration and Possible Action to Adopt Ordinance No. 23-606, 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

An Ordinance Declaring an Emergency was approved by the City Council on March 24, 2020 and later extended. The proposed ordinance includes an additional extension through June 2023 and ensures that any support needed from other agencies would be available to the City.

A motion was made by Councilmember Moerer and seconded by Councilmember Rosenbaum to adopt Ordinance No. 23-606 to extend the Public Health Emergency and State of Disaster due to the outbreak of COVID-19.

The motion carried 3 – 2

- B. Consideration and Possible Action to Appoint City Administrator Gerardo Barrera to Serve as Acting City Secretary

A motion was made by Councilmember Thode and seconded by Councilmember Brown to appoint City Administrator Gerardo Barrera as Acting City Secretary.

The motion carried 5 – 0

- C. Consideration and Possible Action Regarding Appointments for the Planning and Zoning Commission for a Two-Year Period Ending June 30, 2025

A motion was made by Councilmember Schwartz and seconded by Councilmember Moerer to reappoint the current members to the Planning and Zoning Commission for a two-year period ending June 30, 2025.

The motion carried 5 – 0

- D. Consideration and Possible Action Regarding Appointments for the Zoning Board of Adjustment for a Two-Year Period Ending June 30, 2025

A motion was made by Councilmember Thode and seconded by Councilmember Brown to appoint members to the Zoning Board of Adjustment for a two-year period ending June 30, 2025, as proposed.

The motion carried 5 – 0

- E. Consideration and Possible Action Regarding Appointments for Municipal Court: Judge, Associate Judge, Prosecutor, and Associate Prosecutor for a Two-Year Period Ending June 30, 2025

A motion was made by Councilmember Moerer and seconded by Councilmember Schwartz to appoint Kelly Benavides as Municipal Court Judge, Brian Chandler and James R. Smith as Municipal Court Associate Judges, Chris Gore as Municipal Court Prosecutor, and Robert Galego as Municipal Court Associate Prosecutor for a two-year period ending June 30, 2025.

The motion carried 5 – 0

- F. Proclamations – Mayor Lord shared the following proclamations that are being issued this month:

- A Proclamation Naming the week of May 14-20, 2023 “*National Police Week*” honoring the commitment and service of MVPD officers who work to protect residents.
- A Proclamation Naming the week of May 21-27, 2023 “*National Public Works Week*” recognizing the City’s dedicated public works team and their substantial contributions to protecting the health, safety, and quality of life for residents.

- G. Report on Activities and Upcoming Events

- Water Well No. 5 Ribbon Cutting – *Friday, May 12, 2023* – The event celebrated the completion of several Capital Improvement Projects, including Water Well No. 5 and the underground detention at Bunker Hill Elementary School. The Mayor thanked all project stakeholders for their partnership.
- Memorial High School Senior Parade – *Saturday, May 13, 2023* – The Mayor and family participated in the parade.
- Retirement Reception for Karen Glynn, City Administrator – *Tuesday, May 23, 2023* – The event will honor Karen Glynn for her ten years of committed service to the City.
- Villages Independence Day Parade – *Tuesday, July 4, 2023* – City staff continues to coordinate parade logistics with the other Villages and MVPD.

- State Operations Center (SOC) Exercise – *Tuesday, May 16, 2023* – The Mayor participated in an Emergency Management/ Response tabletop exercise.

Councilmember Rosenbaum left the meeting at 7:30 p.m.

X. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

- Government Treasurers' Organization of Texas Award – The City's Investment Policy has been awarded the Certificate of Distinction by the Government Treasurers' Organization of Texas. Gerardo Barrera thanked Susan Grass, Finance Director, and the Finance Committee for their diligent work that made the award possible.
- Planning and Zoning Commission Meeting – *Tuesday, June 6, 2023* – The Commission will hold a public hearing regarding an application for an amendment to the Specific Use Permit (SUP) for Memorial Drive Presbyterian Church and on City Zoning Amendments.
- Personnel Update – The Public Works Director position has been filled. The new Director will start in June.
- City Hall Holiday – *Monday, May 29, 2023* – Memorial Day Holiday.

B. Report on Capital Projects

- Public Works and Emergency Operations Building – Windows are scheduled to be installed and the power connection is being completed.
- Taylorcrest Ct. Landscaping – All landscaping has been planted.
- Memorial Sidewalk and Landscaping Improvements – Sidewalk construction is complete. City staff is working with the resident on finalizing a landscape plan.
- Water Meter Upgrade Project – The project will upgrade all residential water meters for improved water usage tracking and maintenance of the City's water system.
- Wastewater Televising – A plan for televising existing infrastructure on Memorial Drive is in process. The purpose of the project is to maintain the proper functioning of this critical wastewater system.
- Street Maintenance Update – Staff continues to review and plan for the maintenance needs of the existing asphalt City streets.

C. Finance Director Report

- Consideration and Possible Action to Approve Resolution No. 05-16-2023A, a Resolution of the City Council of the City of Bunker Hill Village, Texas, Naming Gerardo Barrera, City Administrator, as an Additional Signatory for the City's Accounts with Independent Financial

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve Resolution No. 05-16-2023A.

The motion carried 4 – 0

- Investments and Opportunities – Staff continues to manage the City’s two banking contracts with the opportunity for increased interest rates.
- Preliminary Estimated Tax Roll – The Preliminary numbers have been received. Tax rate options will be discussed at upcoming Budget Workshops.

XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 23-607, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS AMENDING ITS CODE OF ORDINANCES BY AMENDING SECTION 4-7, UNDERGROUND UTILITIES, OF ARTICLE I, IN GENERAL, OF CHAPTER 4, DEVELOPMENT, BUILDING AND CONSTRUCTION, TO ADD AN EXCEPTION FOR REPLACEMENT OF ELECTRICAL PANEL ONLY; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 FOR EVERY VIOLATION HEREOF, WITH EACH DAY CONSTITUTING A SEPARATE VIOLATION; PROVIDING AN EFFECTIVE DATE; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT– *Gerardo Barrera, City Administrator and Karen Glynn, Acting City Secretary/ Community Development*

At the April 2023 Meeting, the City Council received a request from a resident to appeal Section 4-7 of the Code of Ordinances regarding the requirement for underground electrical utility service lines. The resident provided a presentation and requested that they not be required to underground their electrical service lines as the work they were completing was simply repairing the panel and not a new service. The City Council voted 4-1 to approve the appeal.

The City Council discussed potential changes to the ordinance including:

- A possible grandfather provision for older homes
- Allow improvements that only include the installation of a new panel

The City Council directed City Staff to assess best practices and make recommendations to amend the ordinance at a later meeting date. Staff worked with the City’s Electrical Inspector and the City Attorney to draft an amendment to the ordinance for these specific situations.

The proposed amendment has been developed that would allow the replacement of electrical panels without the requirement for underground service lines if the service line is already in place and there is no change to the service line. If the power needs to be upgraded, the service line must be underground. In addition, a provision stating that should the property request an electrical permit for remodel or maintenance improvements within 24 months, the service line must be placed underground.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve Ordinance No. 23-607.

The motion carried 5 – 0

XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION 05-16-2023B, A RESOLUTION OF THE CITY COUNCIL OF BUNKER HILL VILLAGE, TEXAS, ADOPTING THE CITY OF BUNKER HILL VILLAGE DRAINAGE CRITERIA MANUAL, AS AMENDED. TO BE USED IN COORDINATION WITH CHAPTER 4, DEVELOPMENT, BUILDING AND CONSTRUCTION OF THE CODE OF ORDINANCES FOR THE DESIGN AND CONSTRUCTION OF DRAINAGE FACILITIES WITHIN THE CITY – *Karen Glynn, Acting City Secretary/Community Development*

The Development Code update approved in 2015 included a new Chapter 4 to encompass the City’s Drainage Ordinance and note the City’s Drainage Criteria Manual. The purpose of the Drainage Criteria Manual is to provide design details to address stormwater and detention requirements for new development and drainage improvements. The Drainage Criteria was last updated in 2017.

Staff has worked with the Drainage Committee on several issues that are included in the proposed amendment:

- Updated Design Criteria to continue to follow Harris County and City of Houston criteria
- Expand/Clarify the Impact Analysis for adjacent properties
- Note exception to Minimum Pipe Sizes with specific approval
- Artificial Turf considered a permeable surface
- Updated Model and Hydraulic Grade Line (HGL)

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve Resolution No. 05-16-2023B.

The motion carried 4 – 0

XIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE CHANGE ORDER NO. 3 WITH JLA CONSTRUCTION SOLUTIONS LLC FOR THE CONSTRUCTION OF THE PUBLIC WORKS AND DISASTER OPERATIONS BUILDING TO INCLUDE UPGRADED ELECTRICAL SERVICES IN AN AMOUNT NOT TO EXCEED \$60,000.00 – *Gerardo Barrera, City Administrator*

During the initial design phase of the new Public Works and Emergency Operations Building, the electrical engineers concluded that the standard power requirement for the new facility would be single phase 120/208v. All connections and equipment for the facility were specified with this requirement and were bid as part of the project.

After construction was underway, additional discussions occurred to upgrade the incoming power to a higher capacity (277/480v) that would ensure adequate power for potential future expansion at City Hall, the new Public Works building, and Water Plant No. 2. Due to the increased power, upgraded connections and equipment was necessary.

The proposed change order included the following:

The required upgrades to new power:	\$82,769.71
The approved cost for the initial power:	<u>(\$23,508.00)</u>

Proposed change order (upgrades minus the original cost)	<u>\$59,261.71.</u>
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Staff recommended that the expense be covered by the contingency funds built into the project.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve Change Order. No. 3 to the current contract with JLA Construction Solutions LLC to include upgraded electrical services.

The motion carried 4 – 0

XIV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION 05-16-2023C, A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS AUTHORIZING THE CITY TO PARTICIPATE IN HGAC ENERGY PURCHASING CORPORATION – *Gerardo Barrera, City Administrator*

In January 2019, the City signed a 60-month electric supply agreement under the Texas General Land Office (GLO) Power Program. In May 2019, State Legislation was passed that would phase out the GLO Power Program. The City’s contract is scheduled to expire in early 2024, and staff is beginning to explore alternative options to obtain new rates for electricity.

This item provided the opportunity for the City to join with Houston Galveston Area Council (HGAC) Energy Purchasing Corporation and utilize an Energy Consultant to review the City’s energy needs and develop the best strategy for the City to attain the best contract rate.

Staff recommended that Council authorize the City to participate in the HGAC Energy Purchasing Corporation. approve Resolution No. 05-16-2023C authorizing the City to participate in the HGAC Energy Purchasing Corporation.

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve Resolution No. 05-16-2023C, authorizing the City’s participation in the HGAC Energy Purchasing Corporation.

The motion carried 4 – 0

XV. CONSENT AGENDA

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

- A. Minutes of the April 18, 2023 Regular Council Meeting.
- B. April 2023 Financials.
- C. Bownds Wholesale Nursery, Invoice No. 14071 in the amount of \$1,390.00 for landscaping completed in May 2023 for the Taylorcrest Ct. Landscaping project.
- D. Gauge Engineering, Invoice No. 2179 in the amount of \$4,761.00 for professional services rendered through December 31, 2022 for the Memorial Drive and Gessner Road Grant Application project.
- E. Langford Engineering, Invoice No. 26278 in the amount of \$2,999.91 for General Engineering services rendered through March 31, 2023.
- F. Langford Engineering, Invoice No. 26279 in the amount of \$1,413.25 for Water Well No. 5 design and construction completed through March 31, 2023.
- G. Langford Engineering, Invoice No. 26303 in the amount of \$1,625.00 for design and construction services rendered through April 28, 2023 for the Sanitary Sewer Cleaning and Televising project.
- H. MetroCity LLC, Pay Estimate No. 11 in the amount of \$36,643.13 for sidewalk removal and replacement at Briar Forest and Memorial from January 1, 2023 through March 31, 2023.
- I. PGAL, Invoice No. 10058313 in the amount of \$3,000.00 for professional services performed from January 1, 2023 to January 31, 2023 for the City Hall Exterior Improvements project.
- J. PGAL, Invoice No. 10058673 in the amount of \$6,000.00 for professional services rendered from February 1, 2023 to February 28, 2023 for the Public Works and Disaster Operations Building project.
- K. Probstfeld, Invoice No. 67491 in the amount of \$1,075.00 for Drainage Plan Review services completed in April 2023.
- L. Probstfeld, Invoice No. 67529 in the amount of \$455.00 for Drainage Plan Review services completed in April 2023.
- M. RPS, Invoice No. 323054 in the amount of \$1,281.35 for General On-Call professional services for project planning meetings and updates performed from February 27, 2023 to March 31, 2023.
- N. RPS, Invoice No. 323059 in the amount of \$3,124.94 for Site Development Review for Drainage Impact services completed from February 27, 2023 to March 31, 2023.
- O. RPS, Invoice No. 123039 in the amount of \$1,144.52 for City of Bunker Hill Village Drainage Committee services rendered from January 1, 2023 to January 27, 2023.
- P. RPS, Invoice No. 123038 in the amount of \$1,733.27 for Site Development Review for Drainage Impacts work performed from January 1, 2023 to January 27, 2023.
- Q. S & G Engineering Consultants, LLC, Invoice No. 5 in the amount of \$2,447.50 for work completed in April 2023 for detention at Bunker Hill Elementary School.
- R. Terracon, Invoice No. TJ11402 in the amount of \$999.25 for Public Works and Disaster Operations Building engineering services completed through March 30, 2023.
- S. Harris-Galveston Subsidence District, Fee No. 347395 in the amount of \$13,794.00 for the administration and implementation of a regional watershed protection education program (Water Wise Program).

T. Spring Branch ISD Tax Office contract for tax collection services for the period of September 1, 2023 through August 31, 2025 in the amount of \$8,000.00.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve the consent agenda.

The motion carried 4 – 0

XIX. ADJOURN

A motion was made by Councilmember Thode and seconded by Councilmember Brown to adjourn the meeting at 8:12 p.m.

The motion carried 4 - 0

Approved and accepted on June 20, 2023.

Robert P. Lord, Mayor

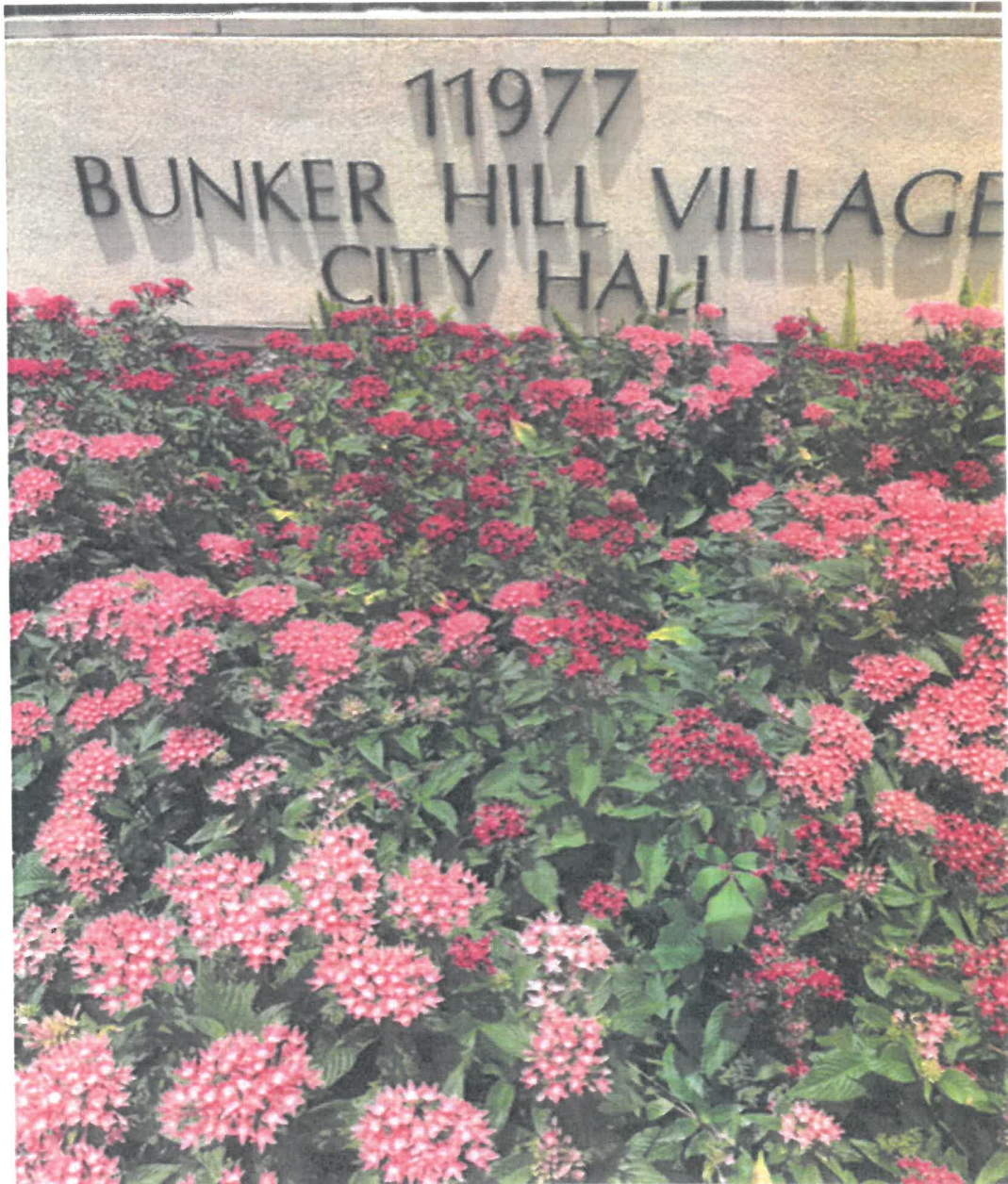
ATTEST:

Gerardo Barrera, City Administrator/ Acting City Secretary

MAY

2023

Financial Report




**CITY OF BUNKER HILL, TEXAS
INVESTMENT REPORT
5/31/2023**

INVESTMENT TYPE	BEGINNING BALANCE	ADDITIONS	WITH DRAWALS	INTEREST	ENDING BALANCE/ BOOK VALUE	FACE VALUE	MARKET VALUE	Rate Coupon	Purchase Yield	MATURITY DATE/TERM	PERCENTAGE OF PORTFOLIO	INVESTMENT SECURITY	INTEREST EARNED YTD	DTM**
Cash Accounts														
CASH - ALLEGIENCE GL BALANCE	1,410,756.49	1,108,031.27	1,250,005.69	2,563.82	1,271,345.89	1,271,345.89	1,271,345.89	2.02%	2.02%	Upon Demand	11%	of Credit	13,026.18	1
Sub-Total	1,410,756.49	1,108,031.27	1,250,005.69	2,563.82	1,271,345.89	1,271,345.89	1,271,345.89							
Certificate of Deposit														
CERTIFICATE OF DEPOSIT - 180Day	255,020.26			995.62	256,015.88	256,015.88	256,015.88	4.75%	4.75%	9/22/2023	2%	Various	4,007.10	113
CERTIFICATE OF DEPOSIT - 90Day	252,863.74			987.21	253,850.95	253,850.95	253,850.95	4.75%	4.75%	9/22/2023	2%	Various	2,001.63	113
CERTIFICATE OF DEPOSIT - 180Day	1,016,546.80		1,019,888.81	3,342.01	-	-	-	4.00%	4.07%	5/14/2023	0%	Various	16,601.20	0
CERTIFICATE OF DEPOSIT - 180Day	1,016,546.80		1,019,888.81	3,342.01	-	-	-	4.00%	4.07%	5/14/2023	0%	Various	16,601.20	0
CERTIFICATE OF DEPOSIT - 180Day		1,019,888.81			1,019,888.81	1,019,888.81	1,019,888.81	5.15%	5.27%	2/15/2024	8%	Various		287
CERTIFICATE OF DEPOSIT - 180Day		1,019,888.81			1,019,888.81	1,019,888.81	1,019,888.81	5.25%	5.38%	11/11/2023	8%	Various		197
Sub-Total	2,540,977.60			8,666.85	509,866.83	509,866.83	509,866.83							
Investment Pools														
Texas CLASS	1,852.96			7.72	1,860.68	1,860.68	1,860.68	4.95%	4.94%	Upon Demand	0%	Invest Pool	64,317.52	60
Sub-Total	1,852.96			7.72	1,860.68	1,860.68	1,860.68							
Index Fund														
CASH-INDEPENDENT FINANCIAL	10,209,663.18			45,314.12	10,254,977.30	10,254,977.30	10,254,977.30	5.35%	5.35%	Upon Demand	85%	Various	165,992.00	1
Sub-Total	10,209,663.18			45,314.12	10,254,977.30	10,254,977.30	10,254,977.30							
TOTAL INVESTMENTS	\$ 14,163,250.23	\$ 1,108,031.27	\$ 1,250,005.69	\$ 56,552.51	\$ 12,038,050.70	\$ 12,038,050.70	\$ 12,038,050.70				117%		\$ 281,546.83	772
unrestricted	\$ 14,141,550.23				\$ 12,016,350.70									154.4
restricted*	\$ 21,700.00	\$ 500.00			\$ 22,200.00									
TOTAL	\$ 14,163,250.23	\$ 500.00			\$ 12,038,550.70									

* The City held restricted cash and cash equivalent of \$22,200 in the enterprise fund for the customer deposits.

**Wtd avg maturity in years 154 day

The City of Bunker Hill Village's investment portfolio is in compliance with state law and the investment strategy and policy approved by the City Council.


Investment Officer, Finance Director

Date: 6/8/2023

STELLAR BANK BALANCE AT 5/31/2023	<u>\$ 1,386,596.94</u>
FDIC Insurance	250,000.00
FHL Dallas Letter of Credit	<u>22,000,000.00</u>
Total Collateral - STELLAR BANK	<u>\$ 22,250,000.00</u>
Over-Collateralized - STELLAR BANK	\$ 20,913,403.06
INDEPENDENT FINANCIAL BANK BALANCE AT 05/31/2023	\$ 10,254,977.30
CD 180 days	\$ 256,015.88
CD 90 days	\$ 253,850.95
CD 180 days	\$ 1,019,888.81
CD 180 days	<u>\$ 1,019,888.81</u>
INDEPENDENT BANK TOTAL	<u>\$ 12,804,621.75</u>
FDIC Insurance	250,000.00
Various- pledged securities	<u>12,768,623.90</u>
Total Collateral	<u>\$ 13,018,623.90</u>
Over-Collateralized	\$ 214,002.15

**City of Bunker Hill Village
Monthly Tax Office Report
May 31, 2023**

Prepared by: Elizabeth Ruiz, Tax Assessor/Collector

A. Current Taxable Value \$ 2,545,608,431

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

	Current 2022 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Original Levy 0.275	\$ 6,663,518.46		\$ 6,663,518.46
Carryover Balance	-	169,654.33	169,654.33
Adjustments	336,905.01	(7,010.53)	329,894.48
Adjusted Levy	7,000,423.47	162,643.80	7,163,067.27
Less Collections Y-T-D	6,873,970.48	64.25	6,874,034.73
Receivable Balance	<u>\$ 126,452.99</u>	<u>\$ 162,579.55</u>	<u>\$ 289,032.54</u>

C. COLLECTION RECAP:

Current Month:	Current 2022 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Base Tax	\$ 58,128.89	\$ (10.25)	58,118.64
Penalty & Interest	2,571.29	-	2,571.29
Attorney Fees	-	-	-
Other Fees	-	-	-
Total Collections	<u>\$ 60,700.18</u>	<u>\$ (10.25)</u>	<u>\$ 60,689.93</u>

Year-To-Date:	Current 2022 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Base Tax:	\$ 6,873,970.48	\$ 64.25	\$ 6,874,034.73
Penalty & Interest	21,697.34	1,743.66	23,441.00
Attorney Fees	-	1,015.69	1,015.69
Other Fees	22.23	0.88	23.11
Total Collections	<u>\$ 6,895,690.05</u>	<u>2,824.48</u>	<u>\$ 6,898,514.53</u>

Percent of Adjusted Levy	<u>98.50%</u>	<u>98.54%</u>
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City of Bunker Hill Village
May 31, 2023

YEAR	BEGINNING BALANCE AS OF 12/31/2022	ADJUSTMENTS	COLLECTIONS	RECEIVABLE BALANCE AS OF 05/31/2023
21	\$ 22,560.30	\$ (4,801.81)	\$ 1,230.05	\$ 16,528.44
2020	16,272.89	(509.81)	530.08	15,233.00
19	5,670.74	(959.58)	(956.55)	5,667.71
18	10,202.82	(487.39)	(487.39)	10,202.82
17	10,043.65	(251.94)	(251.94)	10,043.65
16	9,514.40	-	-	9,514.40
15	8,703.28	-	-	8,703.28
14	8,040.87	-	-	8,040.87
13	7,695.40	-	-	7,695.40
12	7,254.91	-	-	7,254.91
11	7,191.96	-	-	7,191.96
10	6,146.99	-	-	6,146.99
09	5,580.44	-	-	5,580.44
08	5,486.97	-	-	5,486.97
07	3,672.70	-	-	3,672.70
06	3,530.50	-	-	3,530.50
05	3,201.15	-	-	3,201.15
04	3,233.44	-	-	3,233.44
03	3,175.04	-	-	3,175.04
02	3,078.00	-	-	3,078.00
01	2,896.81	-	-	2,896.81
00	2,734.20	-	-	2,734.20
1999	2,397.18	-	-	2,397.18
98	1,247.22	-	-	1,247.22
97	1,132.43	-	-	1,132.43
96	1,076.37	-	-	1,076.37
95	1,378.45	-	-	1,378.45
94	1,342.46	-	-	1,342.46
93	1,342.46	-	-	1,342.46
92	949.90	-	-	949.90
91	905.10	-	-	905.10
90	715.68	-	-	715.68
89	628.56	-	-	628.56
88	651.06	-	-	651.06
	<u>\$ 169,654.33</u>	<u>\$ (7,010.53)</u>	<u>\$ 64.25</u>	<u>\$ 162,579.55</u>

**CITY OF BUNKER HILL VILLAGE, TX
UTILITY FUND CAPITAL PROJECTS - FUND 07 & 16
2023 BUDGET - ACTUALS THRU MAY**

TYPE	CURRENT BUDGET	YTD ACTUAL	BUDGET BALANCE
Water and Wastewater			
Televised of SCADA	90,000.00	1,625.00	88,375.00
Sub Total	90,000.00	1,625.00	88,375.00
Water Production			
Water Well Landscaping	53,900.00	17,606.00	36,294.00
Water Well #5	22,000.00	21,390.04	609.96
Transmission Line to Taylorcrest	3,400.00	3,400.00	-
WP #2 VFD Booster Pumps	40,000.00		40,000.00
Replace Water Lines	400,000.00		400,000.00
Gessner Water Lines and Roadway Design	125,000.00		125,000.00
Irrigation System	20,000.00	333.00	19,667.00
Meter Replacement	250,000.00		250,000.00
Paint Fire Hydrants	20,000.00		20,000.00
Sub Total	934,300.00	42,729.04	891,570.96
FACILITY			
Emergency Preparedness Building	723,076.00	277,772.19	445,303.81
Sub Total	723,076.00	277,772.19	445,303.81
-			
GRAND TOTAL	1,747,376.00	322,126.23	1,425,249.77

**CITY OF BUNKER HILL VILLAGE, TX
GENERAL FUND CAPITAL PROJECTS - FUND 06
2023 BUDGET - ACTUALS THRU MAY**

TYPE	CURRENT BUDGET	YTD ACTUAL	BUDGET BALANCE
DRAINAGE			
Locallized Drainage	50,000.00	3,065.92	46,934.08
Sub Total	50,000.00	3,065.92	46,934.08
STREETS			
Gessner Northbound & Memorial	870,234.00	13,231.00	857,003.00
Asphalt Rehabilitation	50,000.00		50,000.00
Taylor Crest Court Landscaping	15,004.00	12,347.48	2,656.52
Chapel Bell	13,290.00	646.88	12,643.12
Strey Taylor Crest Knipp	960,000.00		960,000.00
Bunker Hill Road Overlay	380,000.00		380,000.00
Sidewalk 11646 Memorial Dr	25,000.00	38,279.63	(13,279.63)
Sidewalks	80,000.00		80,000.00
Sub Total	2,393,528.00	64,504.99	2,329,023.01
FACILITY			
Emergency Prepardness Building	412,437.00	282,523.45	129,913.55
Sub Total	412,437.00	282,523.45	129,913.55
PUBLIC SAFETY			
MVPD PUBLIC SAFETY	94,591.00	94,591.33	(0.33)
Sub Total	94,591.00	94,591.33	(0.33)
BEAUTIFICATION			
	40,000.00	1,155.00	38,845.00
GRAND TOTAL			
	2,990,556.00	445,840.69	2,544,715.64

01 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
01-00-00-1001	Cash in Bank	(1,296,415.70)
01-00-00-1011	INDEPENDENT FINANCIAL 180 CD	256,015.88
01-00-00-1012	INDEPENDENT FINANCIAL 90 CD	253,850.95
01-00-00-1013	INDEPENDENT FIN 180 DAYS 1 M	1,020,032.78
01-00-00-1014	INDEPENDENT FIN 180 DAYS 1M CD	1,020,032.78
01-00-00-1016	Allegiance Bank	0.00
01-00-00-1017	INDEPENDENT FINANCIAL	3,754,977.30
01-00-00-1018	TEXAS CLASS	0.00
01-00-00-1022	TEXAS CLASS	1,860.68
01-00-00-1039	Cash Held by Tax Assessor	0.00
01-00-00-1050	Reserve -Vehicles & Technology	34,825.57
01-00-00-1053	Reserves - Facilities	254,725.00
01-00-00-1055	Reserve -Emergency Management	334,033.38
01-00-00-1060	Reserve -Infrastructure Mngmt	0.00
01-00-00-1065	Reserve- Police Department	324,127.00
01-00-00-1066	FIRE DEPT RESERVE	18,030.74
01-00-00-1068	Reserve- Beautification	0.00
01-00-00-1069	Reserve - American Protection	0.00
01-00-00-1070	Certificates of Deposit	0.00
01-00-00-1080	Petty Cash - Court	100.00
01-00-00-1081	Petty Cash - G&A	200.00
01-00-00-1082	Petty Cash - Admin Assist	100.00
01-00-00-1090	Cash in Transit	(999.42)
01-00-00-1091	Prepaid Payroll	0.00
01-00-00-1092	PREPAID MVPD CAPITAL ASSETS	0.00
01-00-00-1210	A/R - Property Taxes	237,006.68
01-00-00-1220	A/R - Franchise	26,155.01
01-00-00-1221	A/R - MISC.	0.00
01-00-00-1222	A/R Interest Income	0.00
01-00-00-1225	A/R - Sales Tax	56,484.37
01-00-00-1240	A/R - Return Items	0.00
01-00-00-1260	LEASE RECEIVABLE	370,858.00
01-00-00-1310	Inventory	0.00
01-00-00-1820	Provided To Long Term Debt	0.00
01-00-03-1990	DueTo/From Debt Service Fund	0.00
01-00-04-1990	DueTo/From Utility Fund	0.00
01-00-09-1990	Created by Posting	0.00
01-00-14-1990	Due from Fuel Acct	0.00
		<u>6,666,001.00</u>
TOTAL ASSETS		6,666,001.00
		=====
LIABILITIES		
=====		
01-00-00-2010	Accounts Payable	0.00
01-00-00-2011	Accounts Payable - Court	0.00
01-00-00-2013	Accounts Payable - Other	0.00
01-00-00-2020	Wages Payable	0.00
01-00-00-2110	Taxes Payable - Payroll	0.00
01-00-00-2130	Taxes Payable - Court	0.00

01 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
<hr/>		
01-00-00-2220	Retirement Payable - Employee	2,062.69
01-00-00-2230	Voluntary Deferred Comp.	1,582.19
01-00-00-2235	CHILD SUPPORT	0.00
01-00-00-2240	Court Taxes - Payable to State	24,132.11
01-00-00-2241	Court Taxes - IDF	271.08
01-00-00-2242	Court Taxes -Child Safety Seat	0.00
01-00-00-2243	Court Taxes - CJFS	1.80
01-00-00-2244	Court Taxes - CSS	0.00
01-00-00-2245	Court Taxes - Time Pay Fee	150.00
01-00-00-2246	Court Taxes - State OMNI	1,890.03
01-00-00-2247	Court Taxes - OMNI	0.00
01-00-00-2248	Court Taxes - Linebarger	6,557.65
01-00-00-2249	Court Taxes - Truancy Prevent	215.43
01-00-00-2250	Insurance Payable - Employee	1,153.79
01-00-00-2310	Deposits - Court Bonds	0.00
01-00-00-2322	UNCLAIMED PROPERTY	10.00
01-00-00-2650	General Obligation Bonds	0.00
01-00-00-2660	Certificates of Oblig-1999	0.00
01-00-00-2810	Accrued Payroll	0.00
01-00-00-2815	Accrued Vac Liability (Yr End)	0.00
01-00-00-2820	Unearned Income	0.00
01-00-00-2823	DEFERRED REVENUE	676,001.20
01-00-00-2860	DEFERRED INFLOWS LEASES	361,912.00
01-00-00-2930	Brown Subdivison Escrow	0.00
01-00-00-2940	Williamsburg Drainage Escrow	0.00
01-00-00-2945	Wood Lane Repaving Escrow	0.00
	TOTAL LIABILITIES	<u>1,075,939.97</u>
EQUITY		
=====		
01-00-00-3010	Fund Balance - G & A	2,852,980.57
01-00-00-3012	Fund Balance - Child Safety	0.00
01-00-00-3013	Fund Balance - Formal Reserves	869,075.00
	TOTAL BEGINNING EQUITY	<u>3,722,055.57</u>
	TOTAL REVENUE	6,433,097.94
	TOTAL EXPENDITURES	<u>4,565,092.48</u>
	TOTAL REVENUE OVER/(UNDER) EXPENSES	1,868,005.46
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	<u>5,590,061.03</u>
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.	6,666,001.00
		=====

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

01 -GENERAL FUND

41.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Taxes</u>					
01-00-00-4010 Taxes - Current Year	5,992,079.00	1,015,880.07	5,549,193.28	92.61	442,885.72
01-00-00-4020 Taxes - Prior Years	10,000.00	64.85	94.77	0.95	9,905.23
01-00-00-4030 Taxes - Penalty & Interes	22,000.00	3,006.39	15,486.19	70.39	6,513.81
TOTAL Taxes	6,024,079.00	1,018,951.31	5,564,774.24	92.38	459,304.76
<u>Franchise Fees</u>					
01-00-00-4110 Franchise Fees	254,000.00	48,475.11	119,413.21	47.01	134,586.79
01-00-00-4120 Sales Tax Revenue	235,000.00	23,151.89	120,124.91	51.12	114,875.09
TOTAL Franchise Fees	489,000.00	71,627.00	239,538.12	48.99	249,461.88
<u>Mun. Court Fines & Fees</u>					
01-00-00-4210 Court - Fines	110,000.00	22,107.35	101,177.52	91.98	8,822.48
01-00-00-4215 Court - Time Pay Fees/Cit	0.00	0.00	0.00	0.00	0.00
01-00-00-4216 Court - Time Pay Fees/Eff	0.00	0.00	0.00	0.00	0.00
01-00-00-4217 Court - OMNI	0.00	0.00	0.00	0.00	0.00
01-00-00-4220 Court - State Taxes	0.00	0.00	0.00	0.00	0.00
01-00-00-4225 Court - Child Safety 1015	0.00	0.00	0.00	0.00	0.00
01-00-00-4226 Court - CJFC	0.00	0.00	0.00	0.00	0.00
01-00-00-4227 Court - Local Truancy Pre	750.00	629.55	2,980.86	397.45 (2,230.86)
01-00-00-4245 Court - Judicial Support	0.00	0.00	0.00	0.00	0.00
01-00-00-4246 Court - Local Municipal J	0.00	0.00	11.25	0.00 (11.25)
01-00-00-4260 Court - Security Fees	0.00	0.00	0.00	0.00	0.00
01-00-00-4265 Local Building Security F	0.00	616.96	2,921.25	0.00 (2,921.25)
01-00-00-4270 Court - Technology Fees	0.00	0.00	0.00	0.00	0.00
01-00-00-4271 CHILD SAFETY HARRIS CO	0.00	342.83	342.83	0.00 (342.83)
01-00-00-4275 Court - Local Court Tech	0.00	503.65	2,384.69	0.00 (2,384.69)
TOTAL Mun. Court Fines & Fees	110,750.00	24,200.34	109,818.40	99.16	931.60
<u>Licenses & Permits</u>					
01-00-00-4310 Permits - Animal Licenses	400.00	0.00	110.00	27.50	290.00
01-00-00-4315 Permits - Building	450,000.00	28,717.70	195,491.49	43.44	254,508.51
01-00-00-4325 Permits - Miscellaneous	150.00	0.00	0.00	0.00	150.00
01-00-00-4350 Dedication Program	4,000.00	0.00	0.00	0.00	4,000.00
01-00-00-4351 Offsite Tree Program	0.00	8,800.00	8,800.00	0.00 (8,800.00)
TOTAL Licenses & Permits	454,550.00	37,517.70	204,401.49	44.97	250,148.51
<u>Interest Income</u>					
01-00-00-4910 Interest Income	42,000.00	56,840.45	270,040.36	642.95 (228,040.36)
TOTAL Interest Income	42,000.00	56,840.45	270,040.36	642.95 (228,040.36)
<u>Miscellaneous</u>					
01-00-00-4920 Miscellaneous Income	35,663.00	1,870.00	26,941.18	75.54	8,721.82
TOTAL Miscellaneous	35,663.00	1,870.00	26,941.18	75.54	8,721.82
<u>Ambulance Fees</u>					
01-00-00-4930 Ambulance Fees	0.00	0.00	0.00	0.00	0.00
TOTAL Ambulance Fees	0.00	0.00	0.00	0.00	0.00

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

01 -GENERAL FUND

41.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Rent Income</u>					
01-00-00-4940 Rent Income	20,784.00	400.00	17,584.15	84.60	3,199.85
TOTAL Rent Income	20,784.00	400.00	17,584.15	84.60	3,199.85
<u>Intergovernmental/Transfer</u>					
01-00-00-4980 Intergovernmental Revenue	300,000.00	0.00	0.00	0.00	300,000.00
01-00-00-4990 Transfers In	0.00	0.00	0.00	0.00	0.00
TOTAL Intergovernmental/Transfer	300,000.00	0.00	0.00	0.00	300,000.00
TOTAL REVENUES	7,476,826.00	1,211,406.80	6,433,097.94	86.04	1,043,728.06
	=====	=====	=====	=====	=====

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

01 -GENERAL FUND
 Non Departmental

41.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Personnel</u>					
01-00-00-5010 Wages	425,200.00	51,339.73	187,024.58	43.99	238,175.42
01-00-00-5020 Wages - Overtime	2,000.00	68.54	181.54	9.08	1,818.46
01-00-00-5110 Payroll Taxes - FICA E	33,000.00	3,405.37	13,489.51	40.88	19,510.49
01-00-00-5120 Payroll Taxes - TWC	1,000.00	5.55	60.08	6.01	939.92
01-00-00-5210 Retirement - TMRS Empl	37,500.00	3,769.28	14,976.74	39.94	22,523.26
01-00-00-5211 RETIREMENT 457 PLAN	6,300.00	812.25	3,087.66	49.01	3,212.34
01-00-00-5310 Insurance - Workers Co	1,200.00	0.00	0.00	0.00	1,200.00
01-00-00-5325 Insurance - Dental	550.00	63.72	251.61	45.75	298.39
01-00-00-5330 Insurance - Disability	1,100.00	134.52	534.71	48.61	565.29
01-00-00-5340 Insurance - Medical	34,000.00	2,682.96	16,442.74	48.36	17,557.26
01-00-00-5350 Insurance - Life	250.00	25.74	97.85	39.14	152.15
01-00-00-5410 Contract Labor	0.00	0.00	0.00	0.00	0.00
01-00-00-5510 Employee Relations	1,000.00	513.60	925.65	92.57	74.35
TOTAL Personnel	543,100.00	62,821.26	237,072.67	43.65	306,027.33
<u>Public Safety</u>					
01-00-00-5600 Fire Department	1,660,571.00	137,589.26	756,740.93	45.57	903,830.07
01-00-00-5602 Police Department	2,318,078.00	0.00	1,185,710.00	51.15	1,132,368.00
01-00-00-5604 Public Safety Other	25,000.00	0.00	0.00	0.00	25,000.00
TOTAL Public Safety	4,003,649.00	137,589.26	1,942,450.93	48.52	2,061,198.07
<u>Commodities</u>					
01-00-00-6250 Fuel	600.00	47.91	114.95	19.16	485.05
01-00-00-6410 Landscaping	45,000.00	7,075.92	14,790.37	32.87	30,209.63
01-00-00-6490 Janitorial	7,000.00	557.00	2,904.32	41.49	4,095.68
01-00-00-6650 Postage	2,000.00	0.00	1,208.20	60.41	791.80
01-00-00-6660 Printing & Stationary	4,000.00	403.71	1,473.46	36.84	2,526.54
01-00-00-6730 Supplies - General	4,000.00	372.25	3,620.81	90.52	379.19
01-00-00-6740 Supplies - Office	4,000.00	97.06	586.65	14.67	3,413.35
01-00-00-6810 Tools & Equipment	500.00	0.00	0.00	0.00	500.00
01-00-00-6890 Traffic Signs & Signal	5,000.00	46.15	1,513.65	30.27	3,486.35
TOTAL Commodities	72,100.00	8,600.00	26,212.41	36.36	45,887.59
<u>Maintenance</u>					
01-00-00-7110 Building Maintenance	12,250.00	319.21	1,874.98	15.31	10,375.02
01-00-00-7210 Equipment - Communicat	0.00	0.00	0.00	0.00	0.00
01-00-00-7220 Equipment - General	790.00	0.00	32.99	4.18	757.01
01-00-00-7230 Equipment - Office Equ	1,250.00	1,250.00	1,250.00	100.00	0.00
01-00-00-7410 Vehicles	1,500.00	23.56	59.56	3.97	1,440.44
TOTAL Maintenance	15,790.00	1,592.77	3,217.53	20.38	12,572.47
<u>Contract Services</u>					
01-00-00-7500 HC Appraisal District	55,000.00	12,834.00	25,550.00	46.45	29,450.00
01-00-00-7501 Tax Assessor - SBISD	8,000.00	0.00	8,000.00	100.00	0.00
01-00-00-7502 Prof Fees - Accounting	22,800.00	15,360.35	16,349.70	71.71	6,450.30
01-00-00-7503 Prof Fees - Eng. & Oth	55,000.00	13,822.12	29,588.29	53.80	25,411.71
01-00-00-7504 Prof Fees - LEGAL	55,000.00	3,484.00	18,479.00	33.60	36,521.00

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

01 -GENERAL FUND
 Non Departmental

41.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-00-00-7505 Prof Fees - INSPECTION	200,000.00	19,234.79	82,726.44	41.36	117,273.56
01-00-00-7506 Prof Services - Code E	0.00	0.00	0.00	0.00	0.00
01-00-00-7507 Legislative Consulting	0.00	0.00	0.00	0.00	0.00
TOTAL Contract Services	395,800.00	64,735.26	180,693.43	45.65	215,106.57
<u>Support Services</u>					
01-00-00-8010 Advertising	5,000.00 (1,741.80) (1,741.80)	34.84-	6,741.80
01-00-00-8090 Bad Debts	0.00	0.00	0.00	0.00	0.00
01-00-00-8130 Bank & Credit Card Cha	25,000.00	2,112.15	11,714.42	46.86	13,285.58
01-00-00-8140 Child Safety	0.00	0.00	0.00	0.00	0.00
01-00-00-8150 Community Relations	30,000.00	6,456.38	6,945.02	23.15	23,054.98
01-00-00-8170 Data Processing	45,000.00	1,199.98	17,184.51	38.19	27,815.49
01-00-00-8210 Delivery Service	150.00	0.00	37.31	24.87	112.69
01-00-00-8250 Dues/Tuition & Subscri	9,000.00	170.00	4,425.83	49.18	4,574.17
01-00-00-8260 Elections	12,500.00	0.00	0.00	0.00	12,500.00
01-00-00-8270 Electricity	8,000.00	1,153.47	2,273.05	28.41	5,726.95
01-00-00-8290 Emergency Management	650.00	0.00	0.00	0.00	650.00
01-00-00-8410 Animal Control	5,500.00	0.00	3,767.74	68.50	1,732.26
01-00-00-8450 Insurance - General	17,350.00	0.00	0.00	0.00	17,350.00
01-00-00-8530 Meetings & Seminars	6,000.00 (6.47)	1,205.00	20.08	4,795.00
01-00-00-8610 Court - General	6,500.00	552.61	2,073.29	31.90	4,426.71
01-00-00-8615 Court - Translation	0.00	500.00	2,000.00	0.00 (2,000.00)
01-00-00-8625 Court - Technology	0.00	0.00	0.00	0.00	0.00
01-00-00-8626 Court - Security	0.00	0.00	0.00	0.00	0.00
01-00-00-8750 Special Fees/Codificat	4,000.00	0.00	35.00	0.88	3,965.00
01-00-00-8751 Dedication Program	4,000.00	0.00	325.00	8.13	3,675.00
01-00-00-8752 Off-Site Tree Program	0.00	0.00	0.00	0.00	0.00
01-00-00-8805 Streets - Mosquito Spr	26,000.00	1,500.00	2,250.00	8.65	23,750.00
01-00-00-8810 Streets - Drainage	40,000.00	0.00	0.00	0.00	40,000.00
01-00-00-8830 Streets - Repairs	100,000.00	2,114.98	2,221.14	2.22	97,778.86
01-00-00-8835 Streets - TPDES	2,500.00	0.00	0.00	0.00	2,500.00
01-00-00-8890 Telephone	13,400.00	440.00	1,420.00	10.60	11,980.00
01-00-00-8930 Travel & Subsistence	4,000.00	0.00	0.00	0.00	4,000.00
TOTAL Support Services	364,550.00	14,451.30	56,135.51	15.40	308,414.49
<u>Capital Outlay</u>					
01-00-00-9140 Capital - Equip / Bld	2,000.00	0.00	0.00	0.00	2,000.00
01-00-00-9250 Capital Reserves	94,591.00	0.00	94,591.00	100.00	0.00
01-00-00-9251 RESERVE FACILITIES	0.00	0.00	0.00	0.00	0.00
01-00-00-9252 TRANSFER TO CAPITL PRO	1,684,719.00	0.00	1,684,719.00	100.00	0.00
01-00-00-9253 TRANSFER FOR BEAUTIFIC	40,000.00	0.00	40,000.00	100.00	0.00
01-00-00-9254 Transfer to Debt Servi	0.00	0.00	0.00	0.00	0.00
01-00-00-9255 TRANSFER TO UF CONST F	300,000.00	0.00	300,000.00	100.00	0.00
TOTAL Capital Outlay	2,121,310.00	0.00	2,119,310.00	99.91	2,000.00
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TOTAL Non Departmental	7,516,299.00	289,789.85	4,565,092.48	60.74	2,951,206.52
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TOTAL EXPENDITURES	7,516,299.00	289,789.85	4,565,092.48	60.74	2,951,206.52
=====					
REVENUES OVER/ (UNDER) EXPENDITURES	(39,473.00)	921,616.95	1,868,005.46		(1,907,478.46)

03 -DEBT SERVICE

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
03-00-00-1001	Cash in Bank	829,255.79	
03-00-00-1039	Cash Held by Tax Assessor	0.00	
03-00-00-1053	Reserves - Facilities	0.00	
03-00-00-1070	Certificates of Deposit	0.00	
03-00-00-1090	Cash in Transit	0.00	
03-00-00-1210	A/R - Property Taxes	52,035.86	
03-00-00-1215	Allow. for Uncollected Taxes	0.00	
03-00-00-1222	A/R Interest Income	0.00	
03-00-01-1990	DueTo/From G & A Fund	0.00	
03-00-10-1990	DueTo/From METRO	0.00	
03-00-11-1990	DueTo/From 2005 Bond Fund	0.00	
		<u>881,291.65</u>	881,291.65
TOTAL ASSETS			=====
LIABILITIES			
=====			
03-00-00-2010	Accounts Payable	0.00	
03-00-00-2012	Accounts Payable - Other	0.00	
03-00-00-2013	Accounts Payable - Other	0.00	
03-00-00-2820	Unearned Income	500,000.00	
	TOTAL LIABILITIES	<u>500,000.00</u>	500,000.00
EQUITY			
=====			
03-00-00-3010	Fund Balance	155,618.01	
	TOTAL BEGINNING EQUITY	155,618.01	
TOTAL REVENUE		1,397,894.89	
TOTAL EXPENDITURES		<u>1,172,221.25</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		225,673.64	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>381,291.65</u>	
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			881,291.65
			=====

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

03 -DEBT SERVICE

41.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Taxes</u>					
03-00-00-4010 Taxes - Current Year	1,027,336.00	294,664.34	1,071,893.99	104.34 (44,557.99)
03-00-00-4020 Taxes - Prior Years	1,000.00	7.19 (20.27)	2.03-	1,020.27
03-00-00-4030 Taxes - Penalty & Interes	4,000.00	522.56	3,191.17	79.78	808.83
TOTAL Taxes	1,032,336.00	295,194.09	1,075,064.89	104.14 (42,728.89)
<u>Interest Income</u>					
03-00-00-4910 Interest Income	300.00	0.00	0.00	0.00	300.00
TOTAL Interest Income	300.00	0.00	0.00	0.00	300.00
<u>Intergovernmental/Transfer</u>					
03-00-00-4960 Bond Proceeds	0.00	0.00	0.00	0.00	0.00
03-00-00-4961 Bond Premium	0.00	0.00	0.00	0.00	0.00
03-00-00-4990 TRANSFER FROM UF	322,830.00	0.00	322,830.00	100.00	0.00
03-00-00-4991 TRANSFER FROM GF	0.00	0.00	0.00	0.00	0.00
TOTAL Intergovernmental/Transfer	322,830.00	0.00	322,830.00	100.00	0.00
TOTAL REVENUES	1,355,466.00	295,194.09	1,397,894.89	103.13 (42,428.89)

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

03 -DEBT SERVICE
 DEBT SERVICE

41.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Public Safety</u>					
03-00-00-5910 TRANSFER IN	0.00	0.00	0.00	0.00	0.00
TOTAL Public Safety	0.00	0.00	0.00	0.00	0.00
<u>Support Services</u>					
03-00-00-8490 Interest Expense	303,755.00	0.00	159,971.25	52.66	143,783.75
03-00-00-8750 Special Fees	7,500.00	0.00	2,250.00	30.00	5,250.00
03-00-00-8752 Bond Closing Costs	0.00	0.00	0.00	0.00	0.00
TOTAL Support Services	311,255.00	0.00	162,221.25	52.12	149,033.75
<u>Capital Outlay</u>					
03-00-00-9690 2011 Bond Principal	0.00	0.00	0.00	0.00	0.00
03-00-00-9695 2012 Bond Principal	0.00	0.00	0.00	0.00	0.00
03-00-00-9697 2014 Bond Principal	190,000.00	0.00	190,000.00	100.00	0.00
03-00-00-9698 2020 - Bond Principal	820,000.00	0.00	820,000.00	100.00	0.00
03-00-00-9800 Payment to Escrow Agen	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	1,010,000.00	0.00	1,010,000.00	100.00	0.00
<hr/>					
TOTAL DEBT SERVICE	1,321,255.00	0.00	1,172,221.25	88.72	149,033.75
<hr/>					
TOTAL EXPENDITURES	1,321,255.00	0.00	1,172,221.25	88.72	149,033.75
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	34,211.00	295,194.09	225,673.64		(191,462.64)

04 -UTILITY FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
04-00-00-1001	Cash in Bank	(2,541,784.28)
04-00-00-1017	INDEPENDENT FINANCIAL	2,500,000.00
04-00-00-1022	TEXAS CLASS	0.00
04-00-00-1050	Reserve -Vehicles & Technology	248,787.28
04-00-00-1053	Reserves - Facilities	0.00
04-00-00-1060	Reserve -Infrastructure Mngmt	0.00
04-00-00-1070	Certificates of Deposit	0.00
04-00-00-1080	Petty Cash	100.00
04-00-00-1090	Cash in Transit	0.00
04-00-00-1091	Prepaid Payroll	0.00
04-00-00-1092	Prepaid Water Credits	0.00
04-00-00-1221	A/R - MISC.	0.00
04-00-00-1222	A/R Interest Income	0.00
04-00-00-1230	A/R - Utilities	1,576.72
04-00-00-1231	A/R - Unbilled Utilites	104,265.98
04-00-00-1235	A/R - Doubtful Acct	(6,581.45)
04-00-00-1240	A/R - BAD DEBT WRITE OFF	14,083.51
04-00-00-1310	Inventory	0.00
04-00-00-1610	Land	144,163.19
04-00-00-1620	Buildings & Improvements	2,136,515.42
04-00-00-1625	Construction in Progress	5,594,951.31
04-00-00-1650	Machinery & Equipment	553,997.68
04-00-00-1660	Automotive Equipment	234,713.42
04-00-00-1670	Furniture & Fixtures	48,873.14
04-00-00-1695	Accumulated Depreciation	0.00
04-00-00-1710	Treatment Rights	446,889.76
04-00-00-1715	Accumulated Amortization	0.00
04-00-00-1830	Capital Improvements	12,991,781.45
04-00-00-1900	DEF. OUTFLOWS-CONTR SUBSEQ.	(0.01)
04-00-00-1901	DEF. OUTFLOWS-DIFF. IN EXPER	0.00
04-00-00-1902	DEF. OUTFLOWS- DIFF. IN EARN	0.00
04-00-00-1903	NET PENSION ASSET	0.00
04-00-00-1904	DEF. OUTFLOWS- DIFF IN ASSUMPT	57,640.00
04-00-00-1905	NET PENSION LIABILITY	180,483.00
04-00-00-1909	Def Inf- Def in Exp and Act Ex	(154,704.00)
04-00-01-1620	Accum Depr - Building & Improv	(1,093,757.58)
04-00-01-1650	Accum Depr - Mach & Equip	(86,906.66)
04-00-01-1660	Accum Depr - Automotive Equip	(138,571.63)
04-00-01-1670	Accum Depr - Furniture & Fix	(42,117.14)
04-00-01-1830	Accum Depr-Infras-Utility	(7,615,185.93)
04-00-01-1840	Accum Depr-Intangible-Utility	(446,889.76)
04-00-01-1990	DueTo/From G & A Fund	0.00
04-00-07-1990	DUE TO FROM UTILITY CONSTRUCTI	0.00
04-00-10-1990	DueTo/From Metro Fund	0.00
04-00-11-1990	DueTo/From 2005 Bond Fund	0.00
04-00-16-1990	DUE TO/FROM UTILITY WELL PROJE	0.00
		<u>13,132,323.42</u>
TOTAL ASSETS		13,132,323.42
		=====

04 -UTILITY FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
LIABILITIES		
=====		
04-00-00-2010	Accounts Payable	0.00
04-00-00-2012	Retainage Payable	0.00
04-00-00-2013	Accounts Payable - Other	0.00
04-00-00-2110	Taxes Payable - Payroll	0.10
04-00-00-2120	Taxes Payable - Sales Tax	0.00
04-00-00-2220	Retirement Payable - Employee	3,851.34
04-00-00-2230	Voluntary Deferred Comp	2,720.44
04-00-00-2235	CHILD SUPPORT	0.00
04-00-00-2250	Insurance Payable - Employee	11,979.67
04-00-00-2320	Deposits - Utilities	22,200.00
04-00-00-2321	Deposits - Utilities Refunds	254.57
04-00-00-2322	UNCLAIMED PROPERTY	0.00
04-00-00-2710	Treatment Obligation	0.00
04-00-00-2800	ACCRUED INTEREST	25,708.00
04-00-00-2810	Accrued Payroll	0.00
04-00-00-2815	Accrued Vac Liability (Yr End)	5,810.52
04-00-00-2823	DEFERRED REV COVID	300,000.00
04-00-00-2900	BONDS PAYABLE	<u>5,365,412.05</u>
	TOTAL LIABILITIES	<u>5,737,936.69</u>
EQUITY		
=====		
04-00-00-3010	Fund Balance	1,124,902.00
04-00-00-3013	Fund Balance - Formal Reserves	0.00
04-00-00-3030	Contributed Capital	<u>7,363,044.00</u>
	TOTAL BEGINNING EQUITY	8,487,946.00
	TOTAL REVENUE	934,406.14
	TOTAL EXPENDITURES	<u>2,027,965.41</u>
	TOTAL REVENUE OVER/(UNDER) EXPENSES	(1,093,559.27)
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	<u>7,394,386.73</u>
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.	<u>13,132,323.42</u>
		=====

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

04 -UTILITY FUND

41.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Water</u>					
04-00-00-4410 Water Sales	2,582,385.00	88.54	653,414.66	25.30	1,928,970.34
04-00-00-4420 Water Taps	60,000.00	920.00	13,600.00	22.67	46,400.00
TOTAL Water	2,642,385.00	1,008.54	667,014.66	25.24	1,975,370.34
<u>WASTE WATER</u>					
04-00-00-4510 Waste Water Sales	786,790.00	(43.68)	248,079.38	31.53	538,710.62
04-00-00-4520 Waste Water Taps	8,000.00	0.00	1,800.00	22.50	6,200.00
04-00-00-4610 Solid Waste Sales	0.00	0.00	0.00	0.00	0.00
04-00-00-4750 Late Payment Fees	16,000.00	1,701.31	6,740.15	42.13	9,259.85
TOTAL WASTE WATER	810,790.00	1,657.63	256,619.53	31.65	554,170.47
<u>Miscellaneous</u>					
04-00-00-4920 Miscellaneous Income	5,000.00	2,194.95	10,771.95	215.44	(5,771.95)
TOTAL Miscellaneous	5,000.00	2,194.95	10,771.95	215.44	(5,771.95)
<u>Intergovernmental/Transfer</u>					
04-00-00-4960 Contributed Capital	0.00	0.00	0.00	0.00	0.00
TOTAL Intergovernmental/Transfer	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	3,458,175.00	4,861.12	934,406.14	27.02	2,523,768.86

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

04 - UTILITY FUND
 UTILITIES

41.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE	
<u>Personnel</u>						
04-00-00-5010	Wages	531,000.00	77,887.17	243,502.85	45.86	287,497.15
04-00-00-5020	Wages - Overtime	27,200.00	3,308.95	10,797.89	39.70	16,402.11
04-00-00-5110	Payroll Taxes - FICA E	43,000.00	5,106.41	18,024.03	41.92	24,975.97
04-00-00-5120	Payroll Taxes - TWC	1,620.00	5.55	60.08	3.71	1,559.92
04-00-00-5210	Retirement - TMRS Empl	60,000.00	6,790.29	23,764.28	39.61	36,235.72
04-00-00-5211	Retirement 457 Plan	9,825.00	1,458.35	4,996.78	50.86	4,828.22
04-00-00-5310	Insurance-Workers Comp	8,400.00	0.00	0.00	0.00	8,400.00
04-00-00-5325	Insurance - Dental	1,260.00	149.04	534.79	42.44	725.21
04-00-00-5330	Insurance - Disability	1,875.00	261.75	903.58	48.19	971.42
04-00-00-5340	Insurance - Medical	54,700.00	5,561.25	45,408.97	83.01	9,291.03
04-00-00-5350	Insurance - Life	490.00	58.29	199.70	40.76	290.30
04-00-00-5410	Contract Labor	20,000.00	1,505.06	8,805.86	44.03	11,194.14
TOTAL Personnel	759,370.00	102,092.11	356,998.81	47.01	402,371.19	
<u>Commodities</u>						
04-00-00-6090	Chemicals	18,000.00	333.85	1,215.38	6.75	16,784.62
04-00-00-6250	Fuel	10,000.00	555.40	1,912.37	19.12	8,087.63
04-00-00-6340	Garbage - Dumping Fees	1,500.00	0.00	864.60	57.64	635.40
04-00-00-6410	Landscaping	8,250.00	978.91	3,213.91	38.96	5,036.09
04-00-00-6490	Janitorial	4,600.00	300.00	1,499.99	32.61	3,100.01
04-00-00-6650	Postage	3,000.00	0.00	560.96	18.70	2,439.04
04-00-00-6660	Printing & Stationary	2,500.00	131.98	506.20	20.25	1,993.80
04-00-00-6730	Supplies - General	2,000.00	245.29	1,930.61	96.53	69.39
04-00-00-6740	Supplies - Office	350.00	70.31	111.86	31.96	238.14
04-00-00-6810	Tools & Equipment	1,500.00	0.00	292.36	19.49	1,207.64
04-00-00-6970	Uniforms	3,000.00	149.88	970.80	32.36	2,029.20
TOTAL Commodities	54,700.00	2,765.62	13,079.04	23.91	41,620.96	
<u>Maintenance</u>						
04-00-00-7110	Building Maintenance	6,700.00	0.00	0.00	0.00	6,700.00
04-00-00-7220	Equipment - General	0.00	0.00	0.00	0.00	0.00
04-00-00-7230	Equipment - Office Equ	2,000.00	0.00	0.00	0.00	2,000.00
04-00-00-7410	Vehicles	6,500.00	100.00	4,579.80	70.46	1,920.20
TOTAL Maintenance	15,200.00	100.00	4,579.80	30.13	10,620.20	
<u>Contract Services</u>						
04-00-00-7502	Prof Serv - Accounting	13,000.00	9,382.15	10,371.65	79.78	2,628.35
04-00-00-7510	Water - Fire Hydrants	13,500.00	0.00	0.00	0.00	13,500.00
04-00-00-7520	Water Well/Pumps	49,500.00	0.00	7,273.54	14.69	42,226.46
04-00-00-7530	Water - Tanks	0.00	0.00	0.00	0.00	0.00
04-00-00-7535	Water Lines	11,000.00	0.00	1,635.15	14.87	9,364.85
04-00-00-7540	Water - Water Meters	44,000.00	0.00	23,337.36	53.04	20,662.64
04-00-00-7610	Waste Water - Lines	11,000.00	0.00	0.00	0.00	11,000.00
04-00-00-7620	Waste Water - Manholes	0.00	0.00	0.00	0.00	0.00
TOTAL Contract Services	142,000.00	9,382.15	42,617.70	30.01	99,382.30	

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

04 -UTILITY FUND
 UTILITIES

41.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE	
<u>Support Services</u>						
04-00-00-8001	Prof Fees - Engineerin	30,000.00	1,413.25	7,691.10	25.64	22,308.90
04-00-00-8002	Water Purchase/COH	620,000.00	0.00	238,659.91	38.49	381,340.09
04-00-00-8003	WW Treatment Fee	400,000.00	42,810.87	167,739.48	41.93	232,260.52
04-00-00-8004	WW Treatment/COH	25,000.00	0.00	0.00	0.00	25,000.00
04-00-00-8010	Advertising	0.00	0.00	0.00	0.00	0.00
04-00-00-8090	Bad Debts	0.00	0.00	0.00	0.00	0.00
04-00-00-8130	Bank & Credit Card Cha	30,000.00	111.50	13,759.26	45.86	16,240.74
04-00-00-8170	Data Processing	30,000.00	2,333.17	16,684.52	55.62	13,315.48
04-00-00-8210	Delivery Service	0.00	0.00	0.00	0.00	0.00
04-00-00-8250	Dues/Tuition & Subscri	5,000.00	199.10	1,259.43	25.19	3,740.57
04-00-00-8270	Electricity	95,000.00	21,452.47	38,378.90	40.40	56,621.10
04-00-00-8450	Insurance - General	22,000.00	0.00	0.00	0.00	22,000.00
04-00-00-8630	Natural Gas	1,800.00	83.93	508.86	28.27	1,291.14
04-00-00-8722	Gain Loss on Sale of C	0.00	0.00	0.00	0.00	0.00
04-00-00-8750	Special Fees	120,000.00	14,091.00	64,125.00	53.44	55,875.00
04-00-00-8890	Telephone	15,500.00	1,126.79	3,249.94	20.97	12,250.06
04-00-00-8930	Travel & Subsistence	1,500.00	0.00	0.00	0.00	1,500.00
04-00-00-8990	Solid Waste Collectio	(34,070.00)	(2,840.00)	(14,196.34)	41.67	(19,873.66)
TOTAL Support Services	1,361,730.00	80,782.08	537,860.06	39.50	823,869.94	
<u>Capital Outlay</u>						
04-00-00-9200	Depreciation & Amortiz	0.00	0.00	0.00	0.00	0.00
04-00-00-9250	TRANSFER TO UT CIP	750,000.00	0.00	750,000.00	100.00	0.00
04-00-00-9251	TRANSFER TO DEBT SERVI	0.00	0.00	0.00	0.00	0.00
04-00-00-9252	TRANSFER TO DEBT SERVI	322,830.00	0.00	322,830.00	100.00	0.00
04-00-00-9253	TRANSFER TO GENERAL FU	0.00	0.00	0.00	0.00	0.00
04-00-00-9400	Transfers Out	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	1,072,830.00	0.00	1,072,830.00	100.00	0.00	
TOTAL UTILITIES	3,405,830.00	195,121.96	2,027,965.41	59.54	1,377,864.59	
TOTAL EXPENDITURES	3,405,830.00	195,121.96	2,027,965.41	59.54	1,377,864.59	
REVENUES OVER/(UNDER) EXPENDITURES	52,345.00	(190,260.84)	(1,093,559.27)		1,145,904.27	

05 -COURT FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
05-00-00-1001	Cash in Bank	12,774.66	
05-00-00-1018	Child Safety	8,406.87	
05-00-00-1019	Security Fund	11,559.72	
05-00-00-1020	Technology	0.00	
05-00-00-1053	Reserves - Facilities	0.00	
05-00-00-1222	A/R Interest Income	0.00	
		<u>32,741.25</u>	32,741.25
TOTAL ASSETS			=====
LIABILITIES			
=====			
05-00-00-2010	Accounts Payable	0.00	
05-00-00-2011	Accounts Payable - Court	0.00	
05-00-00-2012	Accounts Payable - Other	0.00	
05-00-00-2013	Accounts Payable - Other	0.00	
05-00-00-2240	Court Taxes-Payable to State	0.00	
05-00-00-2241	Court Taxes- IDF	0.00	
05-00-00-2242	Court Taxes- Child Safety Seat	0.00	
05-00-00-2243	Court Taxes- CJFS	0.00	
05-00-00-2244	Court Taxes- CSS	0.00	
05-00-00-2245	Court Taxes- Time Pay Fee	0.00	
05-00-00-2246	Court Taxes- State OMNI	0.00	
05-00-00-2248	Court Taxes- Linebarger	0.00	
05-00-00-2249	Court Taxes- Truancy Prevent	0.00	
05-00-00-2310	Deposits- Court Bonds	2,246.00	
	TOTAL LIABILITIES	<u>2,246.00</u>	2,246.00
EQUITY			
=====			
05-00-00-3010	FUND BALANCE	7,757.85	
05-00-00-3012	Child Safety	8,406.87	
05-00-00-3016	Security Fund	11,559.72	
	TOTAL BEGINNING EQUITY	<u>27,724.44</u>	
	TOTAL REVENUE	4,630.08	
	TOTAL EXPENDITURES	<u>1,859.27</u>	
	TOTAL REVENUE OVER/(UNDER) EXPENSES	2,770.81	
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	<u>30,495.25</u>	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		32,741.25
			=====

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

05 -COURT FUND

41.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Mun. Court Fines & Fees</u>					
05-00-00-4210 Court- Fines	0.00	0.00	0.00	0.00	0.00
05-00-00-4215 Court - Time Pay Fees/Cit	1,210.00	148.13	450.38	37.22	759.62
05-00-00-4216 Court - Time Pay Fees/ E	310.00	0.00	7.50	2.42	302.50
05-00-00-4217 Court - OMNI	650.00	64.00	224.45	34.53	425.55
05-00-00-4220 Court - State Taxes	0.00	0.00	0.00	0.00	0.00
05-00-00-4225 Child Safety 1015	1,650.00	507.04	2,075.00	125.76 (425.00)
05-00-00-4226 Court - CJFC	0.00	0.00	0.00	0.00	0.00
05-00-00-4245 Court - Judicial Support	0.00	9.60	27.67	0.00 (27.67)
05-00-00-4260 Security Fees	2,420.00	60.59	186.69	7.71	2,233.31
05-00-00-4270 Technology Fees	4,000.00	64.00	184.45	4.61	3,815.55
05-00-00-4271 CHILD SAFETY HARRIS CO	<u>4,000.00</u>	<u>0.00</u>	<u>1,473.94</u>	<u>36.85</u>	<u>2,526.06</u>
TOTAL Mun. Court Fines & Fees	14,240.00	853.36	4,630.08	32.51	9,609.92
<u>Interest Income</u>					
05-00-00-4910 Interest Income	0.00	0.00	0.00	0.00	0.00
TOTAL Interest Income	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	14,240.00	853.36	4,630.08	32.51	9,609.92
	=====	=====	=====	=====	=====

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

05 -COURT FUND
 COURT RESERVES

41.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Support Services</u>					
05-00-00-8140 Child Safety	150.00	0.00	0.00	0.00	150.00
05-00-00-8610 Court- General	0.00	0.00	0.00	0.00	0.00
05-00-00-8615 Court - Translation	0.00	0.00	0.00	0.00	0.00
05-00-00-8625 Technology	5,500.00	81.13	1,859.27	33.80	3,640.73
05-00-00-8626 Security	4,300.00	0.00	0.00	0.00	4,300.00
TOTAL Support Services	9,950.00	81.13	1,859.27	18.69	8,090.73
<hr/>					
TOTAL COURT RESERVES	9,950.00	81.13	1,859.27	18.69	8,090.73
<hr/>					
TOTAL EXPENDITURES	9,950.00	81.13	1,859.27	18.69	8,090.73
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	4,290.00	772.23	2,770.81		1,519.19

CITY OF BUNKER HILL VILLAGE
BALANCE SHEET
AS OF: MAY 31ST, 2023

06 -GF CAPITAL PROJECTS

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
06-00-00-1001	Cash in Bank	2,667,389.97
06-00-00-1050	Signals	0.00
06-00-00-1053	Reserves - Facilities	0.00
06-00-00-1060	Infra -Streets & Drainage	0.00
06-00-00-1068	BEAUTIFICATION	12,731.82
06-00-00-1092	PREPAID MVPD CAPITAL ASSET	0.00
06-00-00-1222	A/R Interest Income	0.00
06-00-00-1990	DUE TO AND FROM	<u>0.00</u>
		<u>2,680,121.79</u>
TOTAL ASSETS		2,680,121.79
		=====
LIABILITIES		
=====		
06-00-00-2010	Accounts Payable	0.00
06-00-00-2012	Retainage Payable	23,332.96
06-00-00-2013	Accounts Payable - Other	<u>0.00</u>
TOTAL LIABILITIES		<u>23,332.96</u>
EQUITY		
=====		
06-00-00-3010	Fund Balance- Capital	525,370.09
06-00-00-3013	Fund Balance - Formal Reserves	<u>170,289.20</u>
TOTAL BEGINNING EQUITY		695,659.29
TOTAL REVENUE		2,406,970.23
TOTAL EXPENDITURES		<u>445,840.69</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		1,961,129.54
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>2,656,788.83</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		2,680,121.79
		=====

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

06 -GF CAPITAL PROJECTS

41.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WASTE WATER</u>					
06-00-00-4500 Annual Contribution	1,684,719.00	0.00	1,684,719.00	100.00	0.00
06-00-00-4600 Contributions from Reserv	94,591.00	0.00	94,591.00	100.00	0.00
06-00-00-4700 BEAUTIFICATION	40,000.00	0.00	40,000.00	100.00	0.00
06-00-00-4800 FACILITIES	0.00	0.00	0.00	0.00	0.00
06-00-00-4850 Vehicles & Technology	0.00	0.00	0.00	0.00	0.00
TOTAL WASTE WATER	1,819,310.00	0.00	1,819,310.00	100.00	0.00
<u>Interest Income</u>					
06-00-00-4910 Interest Income	0.00	0.00	0.00	0.00	0.00
TOTAL Interest Income	0.00	0.00	0.00	0.00	0.00
<u>Miscellaneous</u>					
06-00-00-4920 Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous	0.00	0.00	0.00	0.00	0.00
<u>Intergovernmental/Transfer</u>					
06-00-00-4990 Transfer In	450,000.00	0.00	587,660.23	130.59	(137,660.23)
TOTAL Intergovernmental/Transfer	450,000.00	0.00	587,660.23	130.59	(137,660.23)
TOTAL REVENUES	2,269,310.00	0.00	2,406,970.23	106.07	(137,660.23)

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

06 -GF CAPITAL PROJECTS
 GENERAL CAPITAL

41.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Support Services</u>					
06-00-00-8832 BEAUTIFICATION	40,000.00	1,155.00	1,155.00	2.89	38,845.00
TOTAL Support Services	40,000.00	1,155.00	1,155.00	2.89	38,845.00
<u>Capital Outlay</u>					
06-00-00-9180 Infrastructure	0.00	0.00	0.00	0.00	0.00
06-00-00-9183 Drainage	0.00	0.00	0.00	0.00	0.00
06-00-00-9183.01 Localized Drainage	50,000.00	2,447.50	3,065.92	6.13	46,934.08
06-00-00-9183.02 Regional Drainage / Po	0.00	0.00	0.00	0.00	0.00
06-00-00-9183.06 DRAINAGE EATON COURT	0.00	0.00	0.00	0.00	0.00
06-00-00-9184 Streets	0.00	0.00	0.00	0.00	0.00
06-00-00-9184.01 Asphalt Rehabilitation	50,000.00	0.00	0.00	0.00	50,000.00
06-00-00-9184.02 Chapel Bell/Other Rate	13,290.00	0.00	646.88	4.87	12,643.12
06-00-00-9184.03 Gessner Northbound & M	870,234.00	6,681.00	13,231.00	1.52	857,003.00
06-00-00-9184.04 SIDEWALK	80,000.00	0.00	0.00	0.00	80,000.00
06-00-00-9184.05 TAYLOR CREST CT LAWN/F	15,004.00	1,390.00	12,347.48	82.29	2,656.52
06-00-00-9184.06 SIDEWALK 11646 MEMORIA	25,000.00	989.62	38,279.63	153.12	(13,279.63)
06-00-00-9184.07 STREETS-STREY TAYLORCR	960,000.00	0.00	0.00	0.00	960,000.00
06-00-00-9184.08 STREETS BUNKER HILL OV	380,000.00	0.00	0.00	0.00	380,000.00
06-00-00-9190 Public Safety	94,591.00	0.00	94,591.33	100.00	(0.33)
06-00-00-9190.01 Village Fire Departmen	0.00	0.00	0.00	0.00	0.00
06-00-00-9191 Facilities	412,437.00	240,914.42	282,523.45	68.50	129,913.55
TOTAL Capital Outlay	2,950,556.00	252,422.54	444,685.69	15.07	2,505,870.31
<hr/>					
TOTAL GENERAL CAPITAL	2,990,556.00	253,577.54	445,840.69	14.91	2,544,715.31
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TOTAL EXPENDITURES	2,990,556.00	253,577.54	445,840.69	14.91	2,544,715.31
=====					
REVENUES OVER/(UNDER) EXPENDITURES	(721,246.00)	(253,577.54)	1,961,129.54		(2,682,375.54)

07 -UTILITY CAPITAL

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
07-00-00-1001	Cash in Bank	279,967.94
07-00-00-1017	INDEPENDENT FINANCIAL	4,000,000.00
07-00-00-1022	TEXAS CLASS	0.00
07-00-00-1050	Reserve- Water Production	0.00
07-00-00-1053	Reserves - Facilities	0.00
07-00-00-1060	Infr- Water & Wastewater Lines	0.00
07-00-00-1222	A/R Interest Income	0.00
07-00-00-1620	BUILDING & IMPROVEMENTS	0.00
07-00-00-1620	Accum Dep - Buildings & Imp	0.00
07-00-00-1625	Construction in Progress	0.00
07-00-00-1985	WATER WELL #5	0.00
07-00-00-1990	DUE TO/ FROM UTILITY	0.00
		4,279,967.94
TOTAL ASSETS		4,279,967.94
		=====
LIABILITIES		
=====		
07-00-00-2010	Accounts Payable	0.00
07-00-00-2012	Retainage Payable	43,332.64
07-00-00-2013	Accounts Payable - Other	0.00
	TOTAL LIABILITIES	43,332.64
EQUITY		
=====		
07-00-00-3010	FUND BALANCE	3,491,155.25
07-00-00-3013	Fund Balance - Formal Reserves	0.28
07-00-00-3030	Contributed Capital	0.00
	TOTAL BEGINNING EQUITY	3,491,155.53
TOTAL REVENUE		1,050,000.00
TOTAL EXPENDITURES		304,520.23
TOTAL REVENUE OVER/(UNDER) EXPENSES		745,479.77
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		4,236,635.30
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		4,279,967.94
		=====

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

07 -UTILITY CAPITAL

41.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WASTE WATER</u>					
07-00-00-4501 ANNUAL CONTRIB - UTILITY	750,000.00	0.00	750,000.00	100.00	0.00
07-00-00-4600 Contributions from Reserv	300,000.00	0.00	300,000.00	100.00	0.00
07-00-00-4850 Vehicles & Technology	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL WASTE WATER	1,050,000.00	0.00	1,050,000.00	100.00	0.00
<u>Interest Income</u>					
07-00-00-4910 Interest Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Interest Income	0.00	0.00	0.00	0.00	0.00
<u>Intergovernmental/Transfer</u>					
07-00-00-4960 Bond Proceeds	0.00	0.00	0.00	0.00	0.00
07-00-00-4990 Transfer In	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Intergovernmental/Transfer	0.00	0.00	0.00	0.00	0.00
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TOTAL REVENUES	1,050,000.00	0.00	1,050,000.00	100.00	0.00
	=====	=====	=====	=====	=====

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

07 -UTILITY CAPITAL
 DEPARTMENT 00

41.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Contract Services</u>					
07-00-00-7503 Professional Services	0.00	0.00	0.00	0.00	0.00
07-00-00-7504 Professional Services	0.00	0.00	0.00	0.00	0.00
07-00-00-7871 BOND ISSUANCE COST	0.00	0.00	0.00	0.00	0.00
TOTAL Contract Services	0.00	0.00	0.00	0.00	0.00
<u>Support Services</u>					
07-00-00-8100 Bond Proceeds	0.00	0.00	0.00	0.00	0.00
TOTAL Support Services	0.00	0.00	0.00	0.00	0.00
<u>Capital Outlay</u>					
07-00-00-9053 WATER WELL #5	22,000.00	0.00	21,390.04	97.23	609.96
07-00-00-9055 TRANSMISSION LINE TAYL	3,400.00	0.00	3,400.00	100.00	0.00
07-00-00-9180 Water & Wastewater	0.00	0.00	0.00	0.00	0.00
07-00-00-9180.01 Trans Line to Taylor	0.00	1,413.25	0.00	0.00	0.00
07-00-00-9180.02 Tele of Concrete Lines	90,000.00	1,625.00	1,625.00	1.81	88,375.00
07-00-00-9180.03 TELEVISIONING SCADA	0.00	0.00	0.00	0.00	0.00
07-00-00-9180.04 Replace of Concrete Li	0.00	0.00	0.00	0.00	0.00
07-00-00-9180.05 GENERATOR AT TAYLORCRE	0.00	0.00	0.00	0.00	0.00
07-00-00-9181 TRANS LINE TO TAYLOR C	0.00	0.00	0.00	0.00	0.00
07-00-00-9182 REPLACE CAST IRON LINE	400,000.00	0.00	0.00	0.00	400,000.00
07-00-00-9182.01 Water Well #5	125,000.00	0.00	0.00	0.00	125,000.00
07-00-00-9182.02 WP#2 Recoat Storage Ta	0.00	0.00	0.00	0.00	0.00
07-00-00-9182.03 WP #2 VFD Booster Pump	40,000.00	0.00	0.00	0.00	40,000.00
07-00-00-9183 TELE OF CONCRETE LINE	0.00	0.00	0.00	0.00	0.00
07-00-00-9184 REPLACE OF CONCRETE LI	0.00	0.00	0.00	0.00	0.00
07-00-00-9185 WATER WELL #5	0.00	0.00	0.00	0.00	0.00
07-00-00-9186 WP#2 RECOAT STORAGE TA	0.00	0.00	0.00	0.00	0.00
07-00-00-9187 WP #2 VFD BOOSTER PUMP	0.00	0.00	0.00	0.00	0.00
07-00-00-9188 Irrigation Systems	20,000.00	0.00	333.00	1.67	19,667.00
07-00-00-9191 Facilities	723,076.00	200,499.08	277,772.19	38.42	445,303.81
07-00-00-9192 METER REPLACEMENT	250,000.00	0.00	0.00	0.00	250,000.00
07-00-00-9193 PAINT FIRE HYDRANT	20,000.00	0.00	0.00	0.00	20,000.00
07-00-00-9200 Depreciation & Amortiz	0.00	0.00	0.00	0.00	0.00
07-00-00-9201.01 CONTRA EXPENSE	0.00	0.00	0.00	0.00	0.00
07-00-00-9210.01 CONTRA EXPENSE ACCT	0.00	0.00	0.00	0.00	0.00
07-00-00-9210.04 Transfer to Utility Fu	0.00	0.00	0.00	0.00	0.00
07-00-00-9700 VEHICLES	0.00	0.00	0.00	0.00	0.00
07-00-00-9701 EQUIPMENT	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	1,693,476.00	200,710.83	304,520.23	17.98	1,388,955.77
TOTAL DEPARTMENT 00	1,693,476.00	200,710.83	304,520.23	17.98	1,388,955.77
TOTAL EXPENDITURES	1,693,476.00	200,710.83	304,520.23	17.98	1,388,955.77
REVENUES OVER/ (UNDER) EXPENDITURES	(643,476.00)	(200,710.83)	745,479.77		(1,388,955.77)

09 -SOLID WASTE

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
09-00-00-1001	Cash In Bank	137,940.73	
09-00-00-1053	Reserves - Facilities	0.00	
09-00-00-1090	CASH IN TRANSIT	0.00	
09-00-00-1222	A/R Interest Income	0.00	
09-00-00-1230	A/R - Utilities	3,698.31	
09-00-00-1231	A/R - Unbilled Utilities	22,979.53	
09-00-00-1235	A/R - Doubtful Accounts	(1,363.48)	
09-00-00-1240	A/R - BAD DEBT WRITE OFF	2,572.65	
		<u>165,827.74</u>	
			165,827.74
			=====
LIABILITIES			
=====			
09-00-00-2010	Accounts Payable	37,921.00	
09-00-00-2012	Accounts Payable - Other	0.00	
09-00-00-2013	Accounts Payable - Other	0.00	
09-00-00-2120	Taxes Payable - Sales Tax	0.00	
	TOTAL LIABILITIES	<u>37,921.00</u>	
EQUITY			
=====			
09-00-00-3010	FUND BALANCE	166,624.48	
09-00-00-3030	Contributed Capital	0.00	
	TOTAL BEGINNING EQUITY	166,624.48	
	TOTAL REVENUE	166,848.13	
	TOTAL EXPENDITURES	205,565.87	
	TOTAL REVENUE OVER/(UNDER) EXPENSES	(38,717.74)	
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	<u>127,906.74</u>	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		165,827.74
			=====

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

09 -SOLID WASTE

41.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WASTE WATER</u>					
09-00-00-4610 Solid Waste Sales	495,200.00	2,798.76	165,560.21	33.43	329,639.79
09-00-00-4750 Late Fee - Penalty	0.00	319.65	1,287.92	0.00	(1,287.92)
TOTAL WASTE WATER	495,200.00	3,118.41	166,848.13	33.69	328,351.87
<u>Miscellaneous</u>					
09-00-00-4920 Misc. Income	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	495,200.00	3,118.41	166,848.13	33.69	328,351.87
	=====	=====	=====	=====	=====

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

09 -SOLID WASTE
 SOLID WASTE

41.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Support Services</u>					
09-00-00-8130 Banking/CC Fees	1,500.00	0.00	1,816.93	121.13 (316.93)
09-00-00-8990 Solid Waste Collection	466,237.00	38,206.52	189,552.60	40.66	276,684.40
09-00-00-8991 Administration Fee	34,070.00	2,840.00	14,196.34	41.67	19,873.66
TOTAL Support Services	501,807.00	41,046.52	205,565.87	40.97	296,241.13
TOTAL SOLID WASTE	501,807.00	41,046.52	205,565.87	40.97	296,241.13
TOTAL EXPENDITURES	501,807.00	41,046.52	205,565.87	40.97	296,241.13
REVENUES OVER/(UNDER) EXPENDITURES	(6,607.00)	(37,928.11)	(38,717.74)		32,110.74

10 -METRO FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
10-00-00-1001	Cash in Bank	28,913.49
10-00-00-1053	Reserves - Facilities	0.00
10-00-00-1090	Cash in Transit	0.00
10-00-00-1221	A/R - Interest	0.00
10-00-00-1222	A/R Interest Income	0.00
10-00-01-1990	DueTo/From G & A Fund	0.00
10-00-03-1990	DueTo/From Debt Service Fund	0.00
10-00-04-1990	DueTo/From Utility Fund	<u>0.00</u>
		<u>28,913.49</u>
TOTAL ASSETS		28,913.49
		=====
LIABILITIES		
=====		
10-00-00-2010	Accounts Payable	0.00
10-00-00-2012	Accounts Payable - Other	0.00
10-00-00-2013	Accounts Payable - Other	<u>0.00</u>
TOTAL LIABILITIES		<u>0.00</u>
EQUITY		
=====		
10-00-00-3010	Fund Balance	<u>521,539.50</u>
TOTAL BEGINNING EQUITY		521,539.50
TOTAL REVENUE		0.00
TOTAL EXPENDITURES		<u>492,626.01</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		(492,626.01)
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>28,913.49</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		28,913.49
		=====

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

10 -METRO FUND

41.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WASTE WATER</u>					
10-00-00-4810 Sales Tax Metro	134,000.00	0.00	0.00	0.00	134,000.00
TOTAL WASTE WATER	134,000.00	0.00	0.00	0.00	134,000.00
<u>Interest Income</u>					
10-00-00-4910 Interest Income	0.00	0.00	0.00	0.00	0.00
TOTAL Interest Income	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL REVENUES	134,000.00	0.00	0.00	0.00	134,000.00
	=====	=====	=====	=====	=====

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

10 -METRO FUND
 METRO

41.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Commodities</u>					
10-00-00-6890 Traffic Signs & Signal	0.00	0.00	0.00	0.00	0.00
TOTAL Commodities	0.00	0.00	0.00	0.00	0.00
<u>Support Services</u>					
10-00-00-8130 Bank Charges	0.00	0.00	0.00	0.00	0.00
10-00-00-8720 Prof Fees - Eng. / Oth	0.00	0.00	0.00	0.00	0.00
10-00-00-8721 Prof Fees - Eng Mem/Ge	0.00	0.00	0.00	0.00	0.00
10-00-00-8770 Administrative Costs	0.00	0.00	0.00	0.00	0.00
10-00-00-8810 Streets - Right of Way	90,000.00	4,740.00	37,035.00	41.15	52,965.00
10-00-00-8820 Streets - Lighting	24,000.00	2,788.64	5,591.01	23.30	18,408.99
10-00-00-8830 Streets - Repairs	20,000.00	0.00	0.00	0.00	20,000.00
TOTAL Support Services	134,000.00	7,528.64	42,626.01	31.81	91,373.99
<u>Capital Outlay</u>					
10-00-00-9180 Capital Infrastructure	0.00	0.00	0.00	0.00	0.00
10-00-00-9810 TRANSFER TO GF CONSTRU	450,000.00	0.00	450,000.00	100.00	0.00
TOTAL Capital Outlay	450,000.00	0.00	450,000.00	100.00	0.00
TOTAL METRO	584,000.00	7,528.64	492,626.01	84.35	91,373.99
TOTAL EXPENDITURES	584,000.00	7,528.64	492,626.01	84.35	91,373.99
REVENUES OVER/(UNDER) EXPENDITURES	(450,000.00)	(7,528.64)	(492,626.01)		42,626.01

15 -GF DRAINAGE DETENTION CON

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
15-00-00-1001	Cash in Bank	0.00
15-00-00-1016	Allegiance Bank	0.00
15-00-00-1990	DUE TO AND FROM	<u>0.00</u>
		0.00
TOTAL ASSETS		0.00
=====		
LIABILITIES		
=====		
15-00-00-2010	Accounts Payable	0.00
15-00-00-2012	Retainage Payable	<u>0.00</u>
TOTAL LIABILITIES		<u>0.00</u>
EQUITY		
=====		
15-00-00-3010	Fund Balance	<u>137,660.23</u>
TOTAL BEGINNING EQUITY		137,660.23
TOTAL REVENUE		0.00
TOTAL EXPENDITURES		<u>137,660.23</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		(137,660.23)
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>0.00</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		0.00
=====		

CITY OF BUNKER HILL VILLAGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2023

15 -GF DRAINAGE DETENTION CON

41.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
<u>Intergovernmental/Transfer</u>					
15-00-00-4960 Bond Proceeds	0.00	0.00	0.00	0.00	0.00
15-00-00-4961 Net Premium	0.00	0.00	0.00	0.00	0.00
TOTAL Intergovernmental/Transfer	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
	=====	=====	=====	=====	=====

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

15 -GF DRAINAGE DETENTION CON
 G & A

41.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Contract Services</u>					
15-00-00-7503 PS Engineering & Other	0.00	0.00	0.00	0.00	0.00
15-00-00-7504 PS - LEGAL	0.00	0.00	0.00	0.00	0.00
TOTAL Contract Services	0.00	0.00	0.00	0.00	0.00
<u>Support Services</u>					
15-00-00-8751 Underwriter Discount	0.00	0.00	0.00	0.00	0.00
15-00-00-8752 Closing Cost	0.00	0.00	0.00	0.00	0.00
TOTAL Support Services	0.00	0.00	0.00	0.00	0.00
<u>Capital Outlay</u>					
15-00-00-9183 Drainage at BHE	0.00	0.00	0.00	0.00	0.00
15-00-00-9250 Transfer to General Co	0.00	0.00	137,660.23	0.00 (137,660.23)
15-00-00-9800 Payment to Escrow Agen	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	137,660.23	0.00 (137,660.23)
TOTAL G & A	0.00	0.00	137,660.23	0.00 (137,660.23)
TOTAL EXPENDITURES	0.00	0.00	137,660.23	0.00 (137,660.23)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00 (137,660.23)		137,660.23

16 -UF Well and Trans Line

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
16-00-00-1001	Cash in Bank	(261,209.89)
16-00-00-1016	Allegiant Bank	0.00
16-00-00-1990	DUE TO/FROM UTILITY	0.00
		(261,209.89)
TOTAL ASSETS		(261,209.89)
=====		
LIABILITIES		
=====		
16-00-00-2010	Accounts Payable	0.00
16-00-00-2011	ACCOUNTS PAYABLE YE	0.00
16-00-00-2012	Retainage Payable	0.00
16-00-00-2800	Accrued Interest	0.00
16-00-00-2850	Net Premium Liability	0.00
16-00-00-2900	ST Bonds Payable	0.00
16-00-00-2901	LT Bonds Payable	0.00
TOTAL LIABILITIES		0.00
=====		
EQUITY		
=====		
16-00-00-3010	Fund Balance	(243,603.89)
TOTAL BEGINNING EQUITY		(243,603.89)
TOTAL REVENUE		0.00
TOTAL EXPENDITURES		17,606.00
TOTAL REVENUE OVER/(UNDER) EXPENSES		(17,606.00)
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		(261,209.89)
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		(261,209.89)
=====		

CITY OF BUNKER HILL VILLAGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2023

16 -UF Well and Trans Line

41.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
Intergovernmental/Transfer					
16-00-00-4960 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
TOTAL Intergovernmental/Transfer	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
	=====	=====	=====	=====	=====

16 -UF Well and Trans Line
 PUBLIC WORKS

41.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Commodities</u>					
16-00-00-6410 LANDSCAPING WW#5	53,900.00	0.00	17,606.00	32.66	36,294.00
TOTAL Commodities	53,900.00	0.00	17,606.00	32.66	36,294.00
<u>Contract Services</u>					
16-00-00-7503 PS -Engineering Well	0.00	0.00	0.00	0.00	0.00
16-00-00-7504 PS- Engineering Trans	0.00	0.00	0.00	0.00	0.00
16-00-00-7505 PS-Legal Fees Well	0.00	0.00	0.00	0.00	0.00
16-00-00-7506 PS-Legal Fees Trans Li	0.00	0.00	0.00	0.00	0.00
TOTAL Contract Services	0.00	0.00	0.00	0.00	0.00
<u>Support Services</u>					
16-00-00-8010 Advertisement Well	0.00	0.00	0.00	0.00	0.00
16-00-00-8011 Advertisement Trans Li	0.00	0.00	0.00	0.00	0.00
16-00-00-8490 Interest Expense	0.00	0.00	0.00	0.00	0.00
16-00-00-8750 Closing Costs	0.00	0.00	0.00	0.00	0.00
16-00-00-8751 Underwriter Discount	0.00	0.00	0.00	0.00	0.00
TOTAL Support Services	0.00	0.00	0.00	0.00	0.00
<u>Capital Outlay</u>					
16-00-00-9053 Drilling Design and Co	0.00	0.00	0.00	0.00	0.00
16-00-00-9054 Restor Design and Cons	0.00	0.00	0.00	0.00	0.00
16-00-00-9055 Construction Trans Lin	0.00	0.00	0.00	0.00	0.00
16-00-00-9100 Contingency - Well	0.00	0.00	0.00	0.00	0.00
16-00-00-9201 Net Premium Amortizati	0.00	0.00	0.00	0.00	0.00
16-00-00-9201.01 CONTRA ACCOUNT	0.00	0.00	0.00	0.00	0.00
16-00-00-9250 Transfer to Utility Co	0.00	0.00	0.00	0.00	0.00
16-00-00-9700 ALL TERRAINE VEHICLE	0.00	0.00	0.00	0.00	0.00
16-00-00-9701 MINI ESCAVATOR	0.00	0.00	0.00	0.00	0.00
16-00-00-9800 Payment to Escrow Agen	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL PUBLIC WORKS	53,900.00	0.00	17,606.00	32.66	36,294.00
<hr/>					
TOTAL EXPENDITURES	53,900.00	0.00	17,606.00	32.66	36,294.00
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	(53,900.00)	0.00	(17,606.00)		(36,294.00)

17 -Offsite Tree Program

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
17-00-00-1000	POOLED CASH	0.04	
17-00-00-1001	Cash in Bank	<u>167,285.80</u>	
			<u>167,285.84</u>
TOTAL ASSETS			167,285.84
=====			
LIABILITIES			
=====			
17-00-00-2010	Accounts Payable	<u>0.00</u>	
TOTAL LIABILITIES			<u>0.00</u>
EQUITY			
=====			
17-00-00-3010	FUND BALANCE	<u>195,655.84</u>	
TOTAL BEGINNING EQUITY			195,655.84
TOTAL REVENUE			0.00
TOTAL EXPENDITURES			<u>28,370.00</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		(28,370.00)	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>167,285.84</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			167,285.84
=====			

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

17 -Offsite Tree Program

41.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Licenses & Permits</u>					
17-00-00-4351 Offsite Tree Program Rev	60,000.00	0.00	0.00	0.00	60,000.00
TOTAL Licenses & Permits	60,000.00	0.00	0.00	0.00	60,000.00
<u>Intergovernmental/Transfer</u>					
17-00-00-4990 Transfer In	0.00	0.00	0.00	0.00	0.00
TOTAL Intergovernmental/Transfer	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	60,000.00	0.00	0.00	0.00	60,000.00

99 - POOLED CASH

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<u>ASSETS</u>			
=====			
99-00-00-1000	Pooled Cash	1,271,345.89	
99-00-00-1053	Reserves - Facilities	0.00	
99-00-00-1222	A/R Interest Income	0.00	
99-00-00-1350	ADVANCES	0.00	
99-00-99-1900	Due From Other Funds	<u>0.00</u>	
			<u>1,271,345.89</u>
TOTAL ASSETS			1,271,345.89
=====			
<u>LIABILITIES</u>			
=====			
99-00-00-2010	Accounts Payable	0.00	
99-00-00-2012	Accounts Payable - Other	0.00	
99-00-00-2013	Accounts Payable - Other	0.00	
99-00-00-2020	Wages Payable	0.00	
99-00-99-2900	Due to Other Funds	<u>1,271,345.89</u>	
TOTAL LIABILITIES			<u>1,271,345.89</u>
<u>EQUITY</u>			
=====			
99-00-00-3010	Fund Balance - G & A	<u>0.00</u>	
TOTAL BEGINNING EQUITY			0.00
TOTAL REVENUE			0.00
TOTAL EXPENDITURES			<u>0.00</u>
TOTAL REVENUE OVER/ (UNDER) EXPENSES			0.00
TOTAL EQUITY & REV. OVER/ (UNDER) EXP.			<u>0.00</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/ (UNDER) EXP.			1,271,345.89
=====			

CITY OF BUNKER HILL VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2023

17 -Offsite Tree Program
 NON-DEPARTMENTAL

41.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Support Services</u>					
17-00-00-8752 Offsite Tree Program E	100,000.00	0.00	28,370.00	28.37	71,630.00
TOTAL Support Services	100,000.00	0.00	28,370.00	28.37	71,630.00
TOTAL NON-DEPARTMENTAL	100,000.00	0.00	28,370.00	28.37	71,630.00
TOTAL EXPENDITURES	100,000.00	0.00	28,370.00	28.37	71,630.00
REVENUES OVER/(UNDER) EXPENDITURES	(40,000.00)	0.00	(28,370.00)		(11,630.00)

CITY OF BUNKER HILL VILLAGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2023

99 - POOLED CASH

41.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00		0.00

Statement

Clark Condon Associates, Inc.
 10401 Stella Link Road
 Houston, TX 77025
 713-871-1414

City of Bunker Hill Village
 11977 Memorial Drive
 Houston, TX

Statement date: 5/31/2023

	Invoice Number	Invoice Date	Amount
--	----------------	--------------	--------

City of Bunker Hill Village
 122-093 Bunker Hill Village Well Site (Confidential)

50958	4/30/2023	<u>1,150.00</u>
Client Outstanding		1,150.00

City of Bunker Hill Village						
Outstanding	Current	31-60 Days	61-90 Days	91-120 Days	121+ Days	Prepayment
1,150.00	0.00	1,150.00	0.00	0.00	0.00	0.00

V-60763
 16-6410

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 1 PAGES 2

TO OWNER:	City of Bunker Hill Village 11977 Memorial Dr Houston, TX 77024	PROJECT:	City Hall Two Story Addition Public Works and Disaster Operations Bld 11977 Memorial Dr. Houston, TX 77024	APPLICATION NO:	Six (6)	Distribution to Owner
				APPLICATION DATE:	4/30/23	<input checked="" type="checkbox"/> OWNER
				PERIOD FROM:	4/1/23	<input checked="" type="checkbox"/> ARCHITECT
				PERIOD TO:	4/30/23	<input type="checkbox"/> CONTRACTOR
FROM CONTRACTOR:	JLA Construction Solutions 15825 SH 249, Suite #24 Houston, Texas 77086	VIA ARCHITECT:	PGAL, Inc. 3131 Briarpark Dr. Ste 200 Houston, TX 77042	PROJECT NO:	1005980	<input type="checkbox"/>



CONTRACT FOR: General Construction

CONTRACT DATE: 6/21/22

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

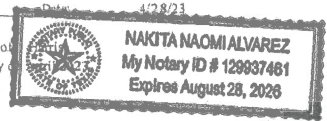
1. ORIGINAL CONTRACT SUM	\$	1741514.00
2. Net change by Change Orders	\$	88095.00
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	1829609.00
4. TOTAL COMPLETED & STORED TO DATE	\$	1333312.00
(Column G on G703)		
5. RETAINAGE:		
a. 5 % of Completed Work	\$	66665.60
(Column D = E on G703)		
b. % of Stored Material	\$	
(Column F on G703)		
Total Retainage (Lines 5a - 5b or		
Total in Column I of G703)	\$	66665.60
6. TOTAL EARNED LESS RETAINAGE	\$	1266646.40
(Line 4 Less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR		
PAYMENT (Line 6 from prior Certificate)	\$	1158726.40
8. CURRENT PAYMENT DUE	\$	107920.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	562962.60
(Line 3 less Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$88,095.00	\$25,000.00
Total approved this Month		\$25,000.00
TOTALS	\$88,095.00	\$50,000.00
NET CHANGES by Change Order		\$38,095.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: JLA CONSTRUCTION SOLUTIONS LLC

By: *Lois R. Alvarez*
 State of: TX County of: *Harris*
 Subscribed and sworn to before me this *28th* day of *April*, 2023.
 Notary Public: *Naomi Alvarez*
 My Commission expires: *8/28/2026*



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 107,920.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

By: *[Signature]* Date: May 10, 2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

ARCHITECTURE
 ENGINEERING
 INTERIORS
 PLANNING



V-00751
 06-9191 560.00
 07-9191 1040.00

May 25, 2023
 Project No: R1005980.00
 Invoice No: 10059133

Karen Glynn
 City Administrator
 Bunker Hill Village
 11977 Memorial Drive
 Bunker Hill Village, TX 77024

Project R1005980.00 Bunker Hill Village - Municipal Facilities
Professional Services from April 1, 2023 to April 30, 2023

Phase 00 Emergency/PW - Concept Services
 Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing
Elevation Studies	1,500.00	100.00	1,500.00	1,500.00	0.00
Concept Design	11,500.00	100.00	11,500.00	11,500.00	0.00
Schematic Design	15,000.00	100.00	15,000.00	15,000.00	0.00
Design Development	20,000.00	100.00	20,000.00	20,000.00	0.00
Construction Documents	40,000.00	100.00	40,000.00	40,000.00	0.00
Bid/Permit	5,000.00	100.00	5,000.00	5,000.00	0.00
Construction Administration	20,000.00	93.00	18,600.00	18,000.00	600.00
Total Fee	113,000.00		111,600.00	111,000.00	600.00
Total Fee				600.00	
Total this Phase				\$600.00	

Phase 90 Additional Services
 Task 01 City Hall - Expansion Improvements
 Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing
Exterior Improvements	10,000.00	90.00	9,000.00	8,000.00	1,000.00
Total Fee	10,000.00		9,000.00	8,000.00	1,000.00
Total Fee				1,000.00	
Total this Task				\$1,000.00	

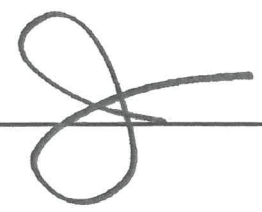
Remit to:
 3131 Briarpark Dr., Suite 200
 Houston, TX 77042

Contact Accounting Department with any Questions
 T 713 622 1444

Project	R1005980.00	Bunker Hill Village Municipal Facilities	Invoice	10059133
			Total this Phase	\$1,000.00
			Total this Invoice	\$1,600.00

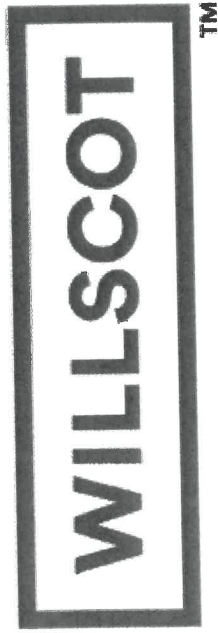
Outstanding Invoices

Number	Date	Balance
10058777	4/21/2023	1,500.00
Total		1,500.00

Approval _____ 

Susan Grass

From: Mobile Mini Account Receivable <AR@mobilemini.com>
Sent: Wednesday, May 31, 2023 8:38 AM
To: Susan Grass
Subject: Invoice due For Payment - Account 0010516750



CITY OF BUNKER HILL
11977 Memorial Dr

HOUSTON, TX
77024

V-00771

0 96-9191

0 67-9191

5 28.43

981.37

1509.80

May 31, 2023

Invoice Due for Payment – Account Number 0010516750

Dear Susan Grass,

Thank you for being a valued Mobile Mini Customer!

For your convenience, I wanted to send you a quick reminder that you now have an overdue balance with Mobile Mini of \$1,509.80. Below is a statement of your account.

Invoice Number	DOCUMENT DATE DUE DATE	Contract Number	PO NUMBER	Original Amount	BALANCE
9017750943	5/19/23	1001976328		\$1,509.80	\$1,509.80
					1,509.80

You may register on the Mobile Mini Online Portal to make online payments, sign up for Auto-Pay, view invoices and statements, as well as other self-service features.

The lockbox address for check payments is listed below. When sending checks, please reference your account number, 0010516750, and invoice number(s) being paid. If you would prefer to pay via ACH, please reach out to me directly for details.

WILLIAMS SCOTSMAN INC
 PO BOX 91975
 CHICAGO, IL 60693-1975

If you have any questions or require any further information, you may reach out to me at +1 866 204 - 6726 7657

Sincerely,

Debby White | Collections Analyst | Willscot - Mobile Mini | www.mobilemini.com
 O: +1 866 204 - 6726 7657 | ar@mobilemini.com