

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

Agenda Date: May 18, 2021

Agenda Item No: III

Subject/Proceeding: OATH OF OFFICE AND STATEMENT OF AUTHORITY

Mayor – Robert Lord

Councilmember Position 4 – Keith Brown

Councilmember Position 5 – Laurie Rosenbaum

Exhibits: Oath of Office
Statement of Authority

Clearance: Karen Glynn, City Administrator/Acting City Secretary

Executive Summary

The City holds its election for Mayor and City Council in May of each year. The election for the Mayor and Positions 4 and 5 are held in odd numbered years and was called for May 1, 2021.

The Mayor and Positions 4 and 5 had no opposition. The Election was cancelled by ordinance naming the following as elected:

MAYOR AND COUNCILMEMBERS

Mayor

Robert P. Lord

Position 4

Keith Brown

Position 5

Laurie Rosenbaum

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

Form 2204 - Oath of Office (General Information)

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

Execution and Delivery Instructions

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

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

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

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

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

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

Commentary

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

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

Gubernatorial appointees

District attorneys

Appellate and district court judges

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

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

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

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

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

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

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

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

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

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

Revised 9/2017

Form #2204 Rev 9/2017

This space reserved for office use

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



OATH OF OFFICE

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

I, Keith Brown, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Councilmember Position 4 of the City of Bunker Hill Village of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of Texas

County of Harris

Sworn to and subscribed before me on this _____ day of _____, 20____.

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

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

Jennifer Namie

Printed or Typed Name

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



STATEMENT OF OFFICER

Statement

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

Title of Position to Which Elected/Appointed: Councilmember Position 4 of the City of Bunker Hill Village, Texas

Execution

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

Date: _____

Signature of Officer

Form #2204 Rev 9/2017

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



OATH OF OFFICE

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

I, Laurie Rosenbaum, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Councilmember Position 5 of the City of Bunker Hill Village of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of Texas

County of Harris

Sworn to and subscribed before me on this _____ day of _____, 20____.

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

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

Jennifer Namie

Printed or Typed Name

Form #2201 Rev. 05/2020

Submit to:

SECRETARY OF STATE
Government Filings Section

P O Box 12887

Austin, TX 78711-2887

512-463-6334

512-463-5569 - Fax

Filing Fee: None

This space reserved for office use



STATEMENT OF OFFICER

Statement

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

Title of Position to Which Elected/Appointed: Councilmember Position 5 of the City of Bunker Hill Village, Texas

Execution

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

Date: _____

Signature of Officer

Form #2204 Rev 9/2017

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



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Robert Lord, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Mayor of the City of Bunker Hill Village of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of Texas
County of Harris

Sworn to and subscribed before me on this _____ day of _____, 20____.

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

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

Jennifer Namie
Printed or Typed Name

Form #2204 Rev 9/2017

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



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Robert Lord, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Mayor of the City of Bunker Hill Village of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of Texas

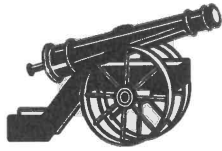
County of Harris

Sworn to and subscribed before me on this _____ day of _____, 20____.

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

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

Jennifer Namie
Printed or Typed Name



CITY OF BUNKER HILL VILLAGE
CITY COUNCIL
Agenda Request

Agenda Date: May 18, 2021

Agenda Item No: V

Subject/Proceeding: Police Commissioner's Report

Exhibits: Chief's Monthly Reports:
April 2021
- Fire Department Assists
- 2021 Burglary Map
- 2021 Auto Burglary Map
- ALPR Pin Maps
- ALPR Recoveries & List
- ALPR Graphs
- 2021 Total Incidents to Date
- Officer Committed Time Report to Date

2020 Audit
Proposed Ordinance

Clearance: Karen Glynn, City Administrator

Executive Summary

The Police Commission Report will include the following items:

- A. Update on Activities
- B. Consideration and Possible Action to Accept the 2020 Annual Audit and Surplus which will be placed in the City's Police Department Reserve Account
- C. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 553, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING ITS CODE OF ORDINANCES TO ADD A NEW DIVISION 3, AUTOMATED LICENSE PLATE RECOGNITION CAMERAS, TO ARTICLE V, RIGHT-OF-WAY MANAGEMENT, OF CHAPTER 13, STREETS AND SIDEWALKS, TO PROVIDE CERTAIN DEFINITIONS, AND ALLOWING AUTOMATED LICENSE PLATE RECOGNITION CAMERAS IN THE CITY'S RIGHTS-OF-WAY WHEN SUCH CAMERA IS APPROVED BY THE MEMORIAL VILLAGES POLICE DEPARTMENT AND THE CITY; REQUIRING APPLICATION FOR A PERMIT UPON CERTAIN CONDITIONS; 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

The Police Commissioner and Police Chief will present Item A and B.

The City Administrator will present Item C. The Development of an Ordinance to allow for additional ALPR Cameras, privately funded, to be installed in the City was previously discussed with the City Council in November and in early 2021. The City Administrator and City Attorney worked with the Police Chief to develop a proposed Ordinance. The attached Ordinance has been drafted to allow for the installation of additional ALPR Cameras in the City by permit. The permit must have the approval of MVPD and the overall ALPR Camera Program and a separate agreement with the Applicant and the MVPD Camera Provider to cover all installation and ongoing costs.



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

Raymond Schultz
Chief of Police

May 10, 2021

TO: MVPD Police Commissioners

FROM: R. Schultz, Chief of Police

REF: April Monthly Report

During the month of April MVPD responded/handled a total of 6,227 calls/incidents. 5,038 House watch checks were conducted. 239 traffic stops were initiated with 155 citations being issued for 258 violations. (Note: 14 Assists in Hedwig, 76 in Houston, 12 in Spring Valley and 0 in Hillshire)

Calls/Events by Village were:

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	2323/7564	1987/6106	0	25/54/79	2@2:28
Piney Point:	1628/5576	1295/4248	4	20/85/105	5@3:23
Hunters Creek:	2171/9141	1752/7491	12	23/46/69	4@3:04
				Cites/Warn/Total	11@3:06

Type and frequency of calls for service/citations include:

Call Type	#	Call Type	#	Citations	#
False Alarms:	118	Ord. Violations:	20	Speeding:	106
Accidents:	16	Information:	71	Exp. Registration:	46
ALPR Hits:	75	Suspicious Situations	99	No Ins:	35
Assist Fire:	48	TWC	31	No License	44
Assist EMS:	28	Welfare Checks:	4	Stop Sign	46

This month the department generated a total of 103 police reports.

Crimes Against of Persons (0)

None

Crimes Against Property (17)

Burglary of a Motor Vehicle	3	CC Abuse	1
Burglary of a Habitation	3	Forgery	1
Fraud/ID	6	Theft Misd.	3

Petty/Quality of Life Crimes/Events (86)

ALPR Hits (valid)	7	ALPR Hit Investigations	6
Misc. Reports	38	Information Reports	4
		TWC Reports	31

Arrest Summary: Individuals Arrested (8)

Warrants	0	Felony	3
Class 3 Arrests	3	DWI	2

Budget YTD:	Expense	Budget	%
• Personnel Expense:	1,559,571	5,040,063	30.9%
• Operating Expense:	326,540	899,881	36.3%
• Total M&O Expenditures:	1,886,111	5,939,944	31.8%
• Capital Expenses:	39,446	169,500	23.3%
• Net Expenses:	1,925,556	6,109,444	32%

Follow-up on Previous Month Items/Requests from Commission

- The Department received a draft copy of 2020 Audit for review.
- Staff met with Motorola officials as to the status of the MVPD radio system. A subsequent meeting was held with Hedwig City Councilor Folloder to discuss the proposal. Mr. Folloder has offered to assist the MVPD in this process.

Personnel Changes/Issues/Updates

- On April 13, 2021, the MVPD conducted a one-day assessment center for the rank of Sergeant. 4 candidates competed in the selection process. On April 27, 2021 Officer Richard Jarvis was promoted to the Rank of Sergeant.
- The department initiated a contract with SGR Resources for the recruiting and assistance in the selection process for the vacant Commander Opening.
- On April 30, 2021 Commander K. Sission officially retired from the MVPD.
- During the month, an EPI was conducted as the result of an officer failing to answer the radio. The investigation found that the officer had been insubordinate. The officer served a one-day suspension without pay.

Major/Significant Events

- To April 2, 2021 Officers stopped a stolen vehicle after being notified by the ALPR system. Through investigation, officers were able to determine the vehicle had been stolen in 2016 and some of the VIN numbers had been removed. During a search of the vehicle officers located over 230 grams of methamphetamines and 39 stolen passports. The State Department and FBI were notified of the passports and responded to the MVPD to take possession of the passports and to interview the suspects. 2 suspects were arrested, and the vehicle recovered.
- During the month, officers investigated several attempted and 2 completed Burglaries of Habitations where the suspects have been identified as "gypsy" burglars. The suspects have hit victims throughout the Houston Area. CID detectives are working with HPD, HCSO, Conroe and West U. PD on these cases. The suspects were identified through the use of the MVPD ALPR system. One suspect was taken into custody on an unrelated warrant during a traffic stop in Houston. The two primary suspects have been identified and detectives are working with the HCDA's Office on obtaining search warrants.

Status Update on any Major Projects

- Detectives conducted a complete inventory of the MVPD property and evidence room over a two-day period. This was required due to the retirement of Commander Sission. All items were located, verified, and accounted for. Items older than 8 years old were formerly in the "Badge" records system. During the audit detectives transferred the items and entered them into "Capers". The proper documentation was completed.

V-LINC new registrations in April: +23

BH – 1359(+9)

PP – 923 (+2)

HC – 1398 (+7)

Out of Area – 459 (+5)

April VFD Assists

Calls received directly by MVPD via 911/3700

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

Total – 6	2:31
Fire – 1	2:28
EMS – 5	2:32

By Village

BH Fire – 0	0
BH EMS – 2	2:28

PP Fire – 0	0
PP EMS – 2	2:35

HC Fire -1	2:28
HC EMS -1	2:36

Combined VFD Events (Priority + Radio)

Total – 54	3:34
Fire – 36	3:23
EMS – 18	3:55

Radio Call Events

Total – 48	3:43
Fire- 35	3:25
EMS- 13	4:37

2021 Burglary Map

Address	Alarm	POE
302 Chapel Bell	No	Vacant (none)
10611 Tarleton	No	Side Door
11634 Blalock Ln	No	Ruse
618 Piney Point Rd	No	Ruse

2021 Robberies

Address

MO



Daytime Burglary



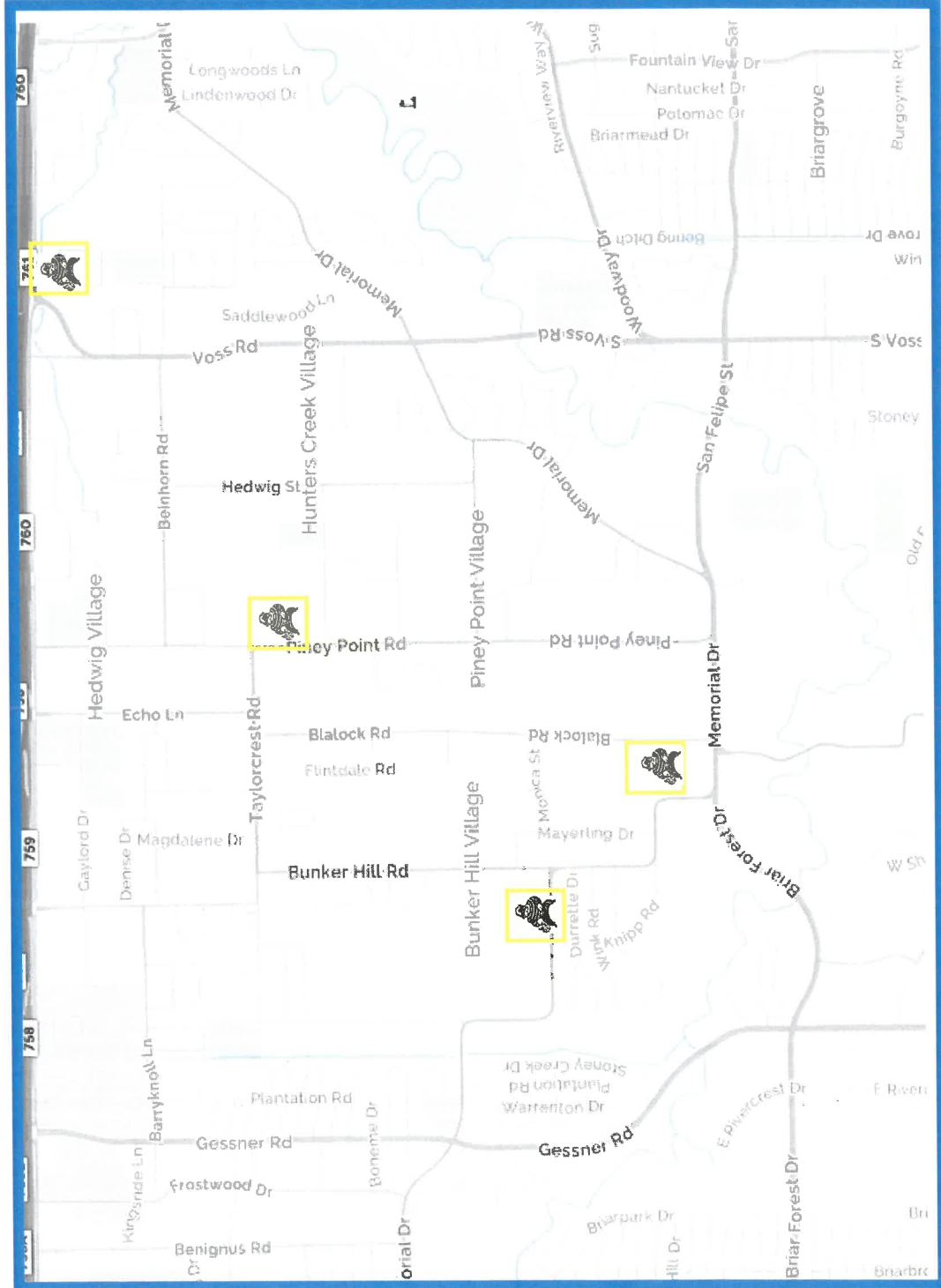
Nighttime Burglary



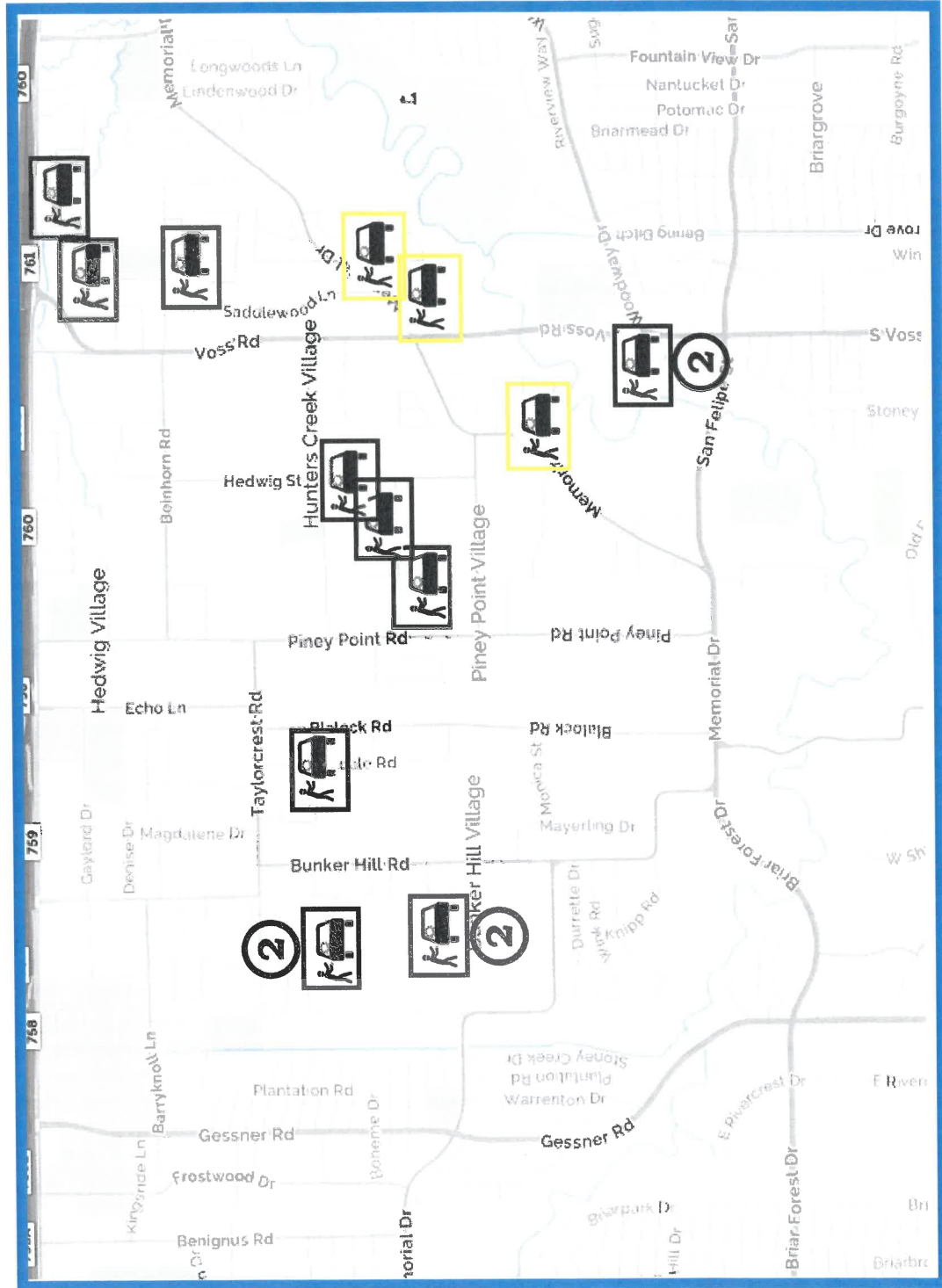
Robbery

4/30/21

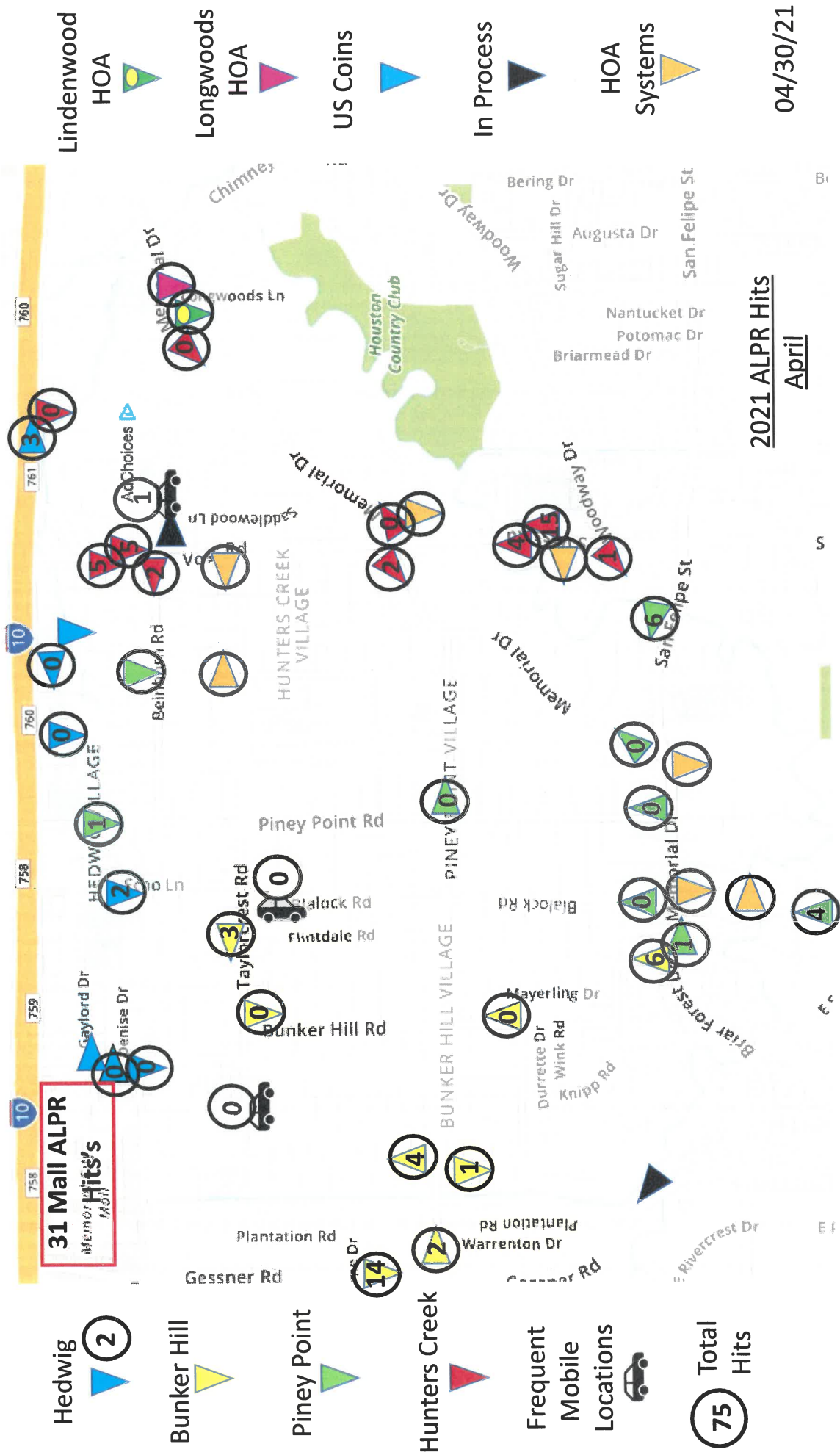
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Address	POE
10709 Memorial (juggling)	Side Win Smash
335 Knipp	UNL Door
11931 Broken Bough	UNL Door
348 Knipp	UNL Door
512 Knipp	UNL Door
8435 Katy Fwy	Side Win Smash
11322 Surrey Oaks	UNL Door
505 Ripplecreek	Truck Bed
7627 River Point	UNL Door
11734 Flintwood	UNL Door
7630 River Point	UNL Door
907 Tarrington	UNL Door
10610 N Evers Park	UNL Door
11107 Wickway	UNL Door
243 Hedwig	UNL Door
3 Stavton Cir	UNL Door



4
3
2





2021 ALPR Recoveries
April

04/30/21

- Lindenwood HOA
- Longwoods HOA
- US Coins
- In Process
- HOA Systems

4 Recovered Vehicles
3 Investigative Leads

Frequent Mobile Locations

ALPR Recoveries						
Num	Plate	Vehicle	Loc	Val	Links	
1	KHM2376	Ford F350	22	\$ 48,000.00	Drugs-Meth	1/5/2021
2	MVL8705	Hyndi	10	\$ 14,000.00		11-Jan
3	GKR5588	Hond Civ	8	\$ 12,500.00	Fugitive/poss c	18-Jan
4	MWV2069	Chev Cruz	8	\$ 9,800.00	Fraud	20-Jan
5	R000293	Toy Cor	17	\$ 12,000.00	Rental/Cluck	21-Jan
6	LJP9550	Hynd SFE	19	\$ 14,000.00		28-Jan
7	DV48493	VW Jetta	14	\$ 17,500.00	Fel Warrant	29-Jan
8	MHT8564	Hond Acc	2	\$ 16,000.00	Car Jacking	31-Jan
9	9.49E+09	Chev Volt	8	\$ 38,000.00		2-Feb
10	DLJ392	Hond Acc	6	\$ 21,000.00	Fel Warrant	4-Feb
11	MPR6064	Toy Cor	12	\$ 14,000.00	Fug/Drugs	5-Feb
12	N541138	Chev Mal	8	\$ 21,000.00	Fug/Burg	8-Feb
13	BZ8K588	Ford Taur	23	\$ 8,000.00	Fraud	10-Feb
14	MNC3563	Cadi CTS	8	\$ 28,500.00		21-Feb
15	MYR3265	ToyHigh	US Coins	\$ 18,000.00	Fraud	3-Mar
16	89686F5	HYNSon	7	\$ 18,500.00	Fraud	4-Mar
17	KXS9288	Ford Focus	2	\$ 14,500.00	Fraud	11-Mar
18	MXL9491	Ford F350	22	\$ 31,000.00		18-Mar
19	NZN3882	AcuraTLX	8	\$ 24,500.00		22-Mar
20	GSC6637	Niss Alt	8	\$ 16,000.00		30-Mar
21	AW83550	Ford F150	19	\$ 24,000.00	meth/fraud	2-Apr
22	8UTT006	BMW X7	20	\$ 41,000.00		16-Apr
23	NFS0818	MercC30	19	\$ 37,000.00		18-Apr
24	DV3YSL	Chev Equx	8	\$ 15,600.00		11-Apr
25	NZN3882	AcuraTLX	8	\$ 23,000.00	Burg/BMV's	11-May

Plate Recoveries		
Plate Recove	Date	Links
90561S4	3/1/2021	Paper Fraud Tag

2021 Value	\$ 537,400.00
2020 Value	\$ 1,147,500.00
2019 Value	\$ 438,000.00
Program Total	\$ 2,122,900.00

Firearm in vehicle

INVESTIGATIVE LEADS						
103	NVK8808	Chev Tahoe	MDE Harrassment Case	SBISD	Solved	21-Jan
18	92350G3	Jeep Cherokee	Jugger Belaire to Racquet Club		CID-Open	22-Jan
21	BXR4783	Chev Pickup	FSGI		Solved	8-Feb
WIND HOA	FDC2680	Niss Alt	Mail Thieves		Solved	16-Feb
US Coins	MPV1209	Toy	BMV Jugger		CID-Open2	27-Feb
Strey	LYN9642	Toy Cor	Package Thief		CID-Open	27-Feb
17	CNB1734	BLK F150	FSGI		ID's	3-Mar
24	960200	Blk Exped	Burg		Gypsys	27-Apr
26	11548U4	Ford PU	Burg		Gypsys	29-Apr
11	10654S1	Ford PU	Burg		Gypsys	29-Apr

Plate Reads Summary

Total Plate Reads:
3,144,294

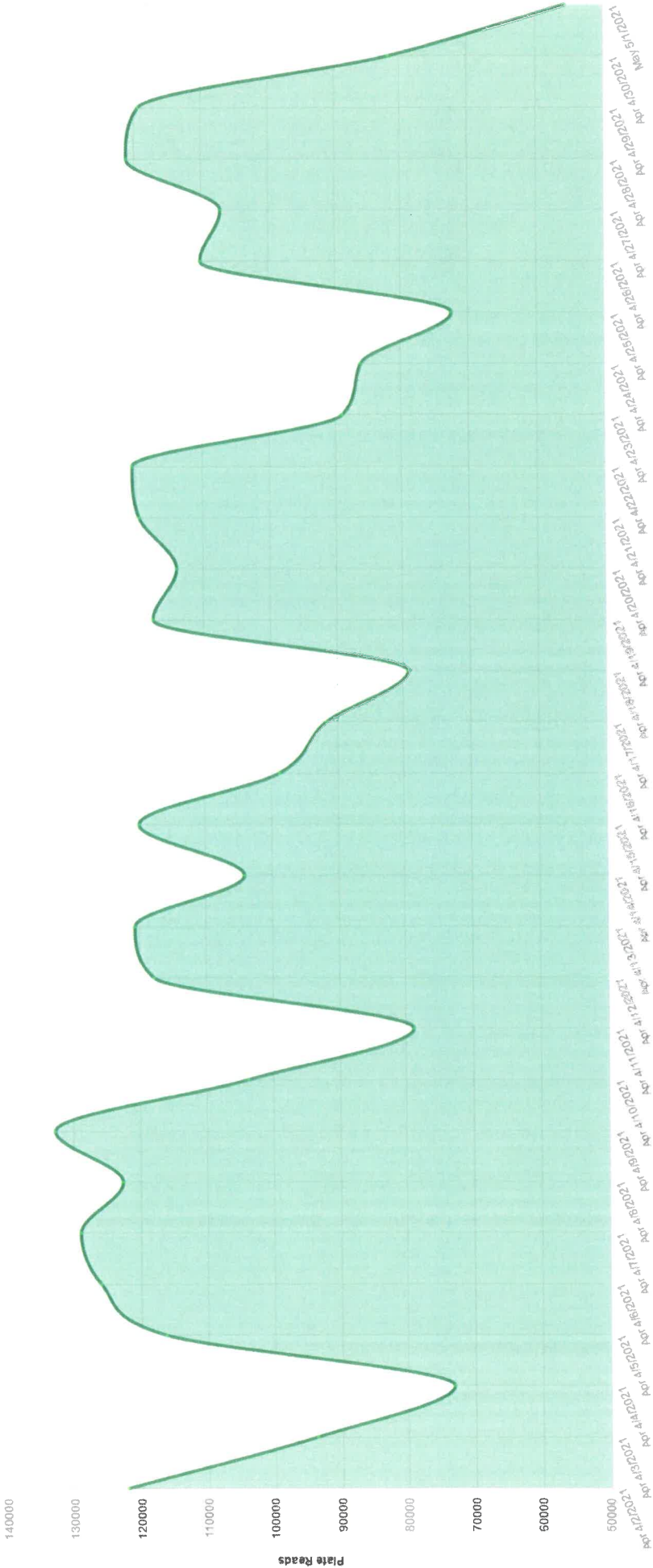
Export 

Apr 2 - May 1

Cameras (30) ▾

Search

Plate Reads By Day



Hits Report

Total Hits:
89

All Hits, incl disabled categories

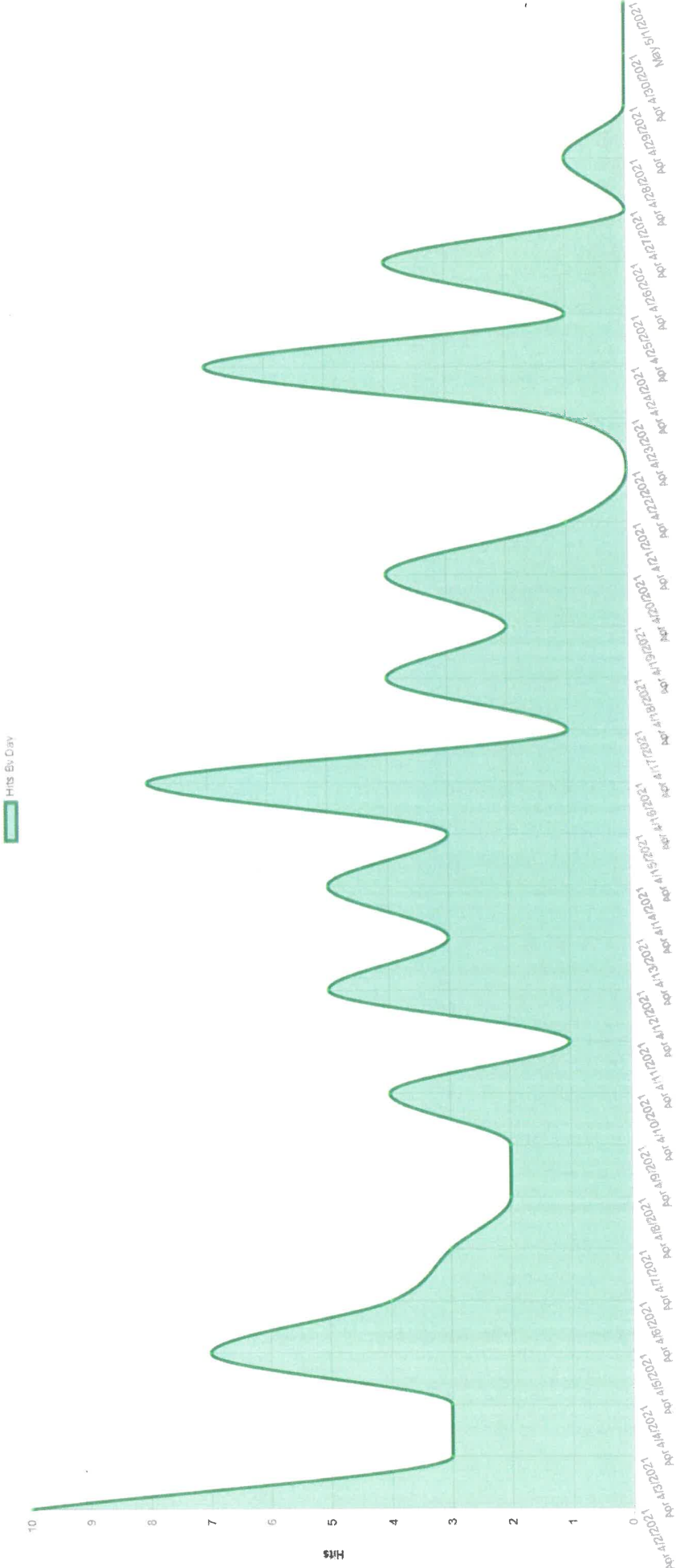
Export 

Apr 2 - May 1

Topics (13) ▾

Cameras (30) ▾

Search



Hits Report

Total Hits:
75

6 Search Fields Only
Stolen Vehicle, Plate,
Missing, Custom, Terrorist, Violent

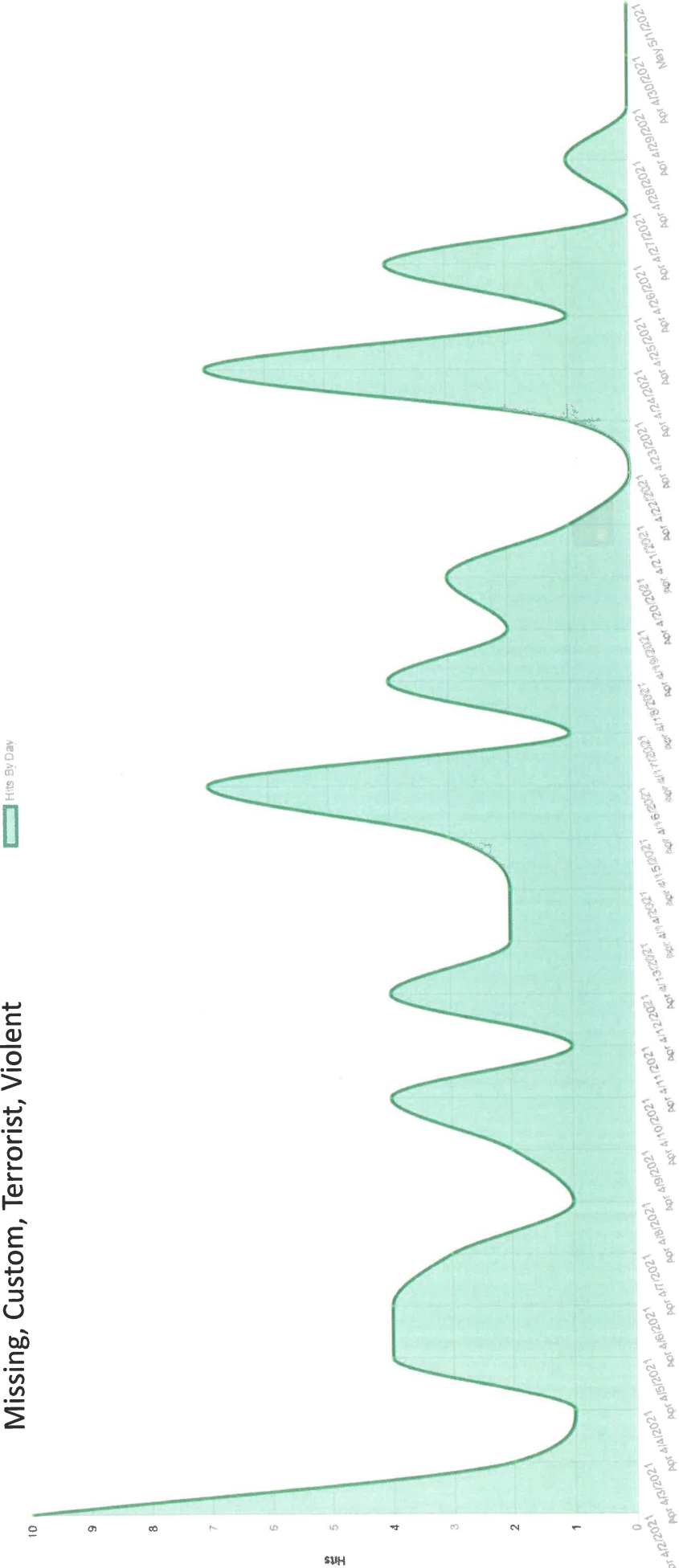
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Apr 2 - May 1

Topics (6) ▼

Cameras (30) ▼

Search



Hits Report

Total Hits:
38

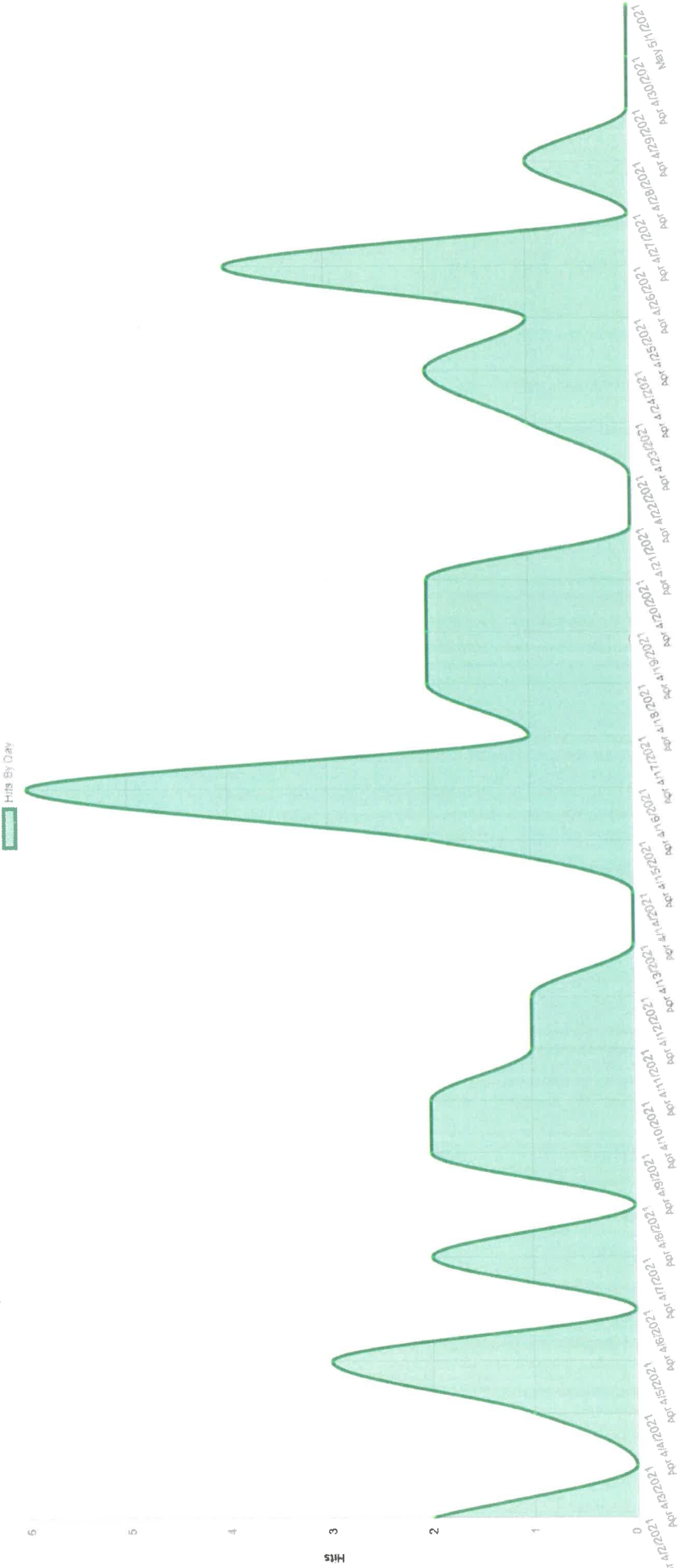
Export 

Apr 2 - May 1

Topics (1) ▾ Cameras (30) ▾

Search

Stolen Only



Hits Report

Total Hits:

7

Sex Offender

Export 

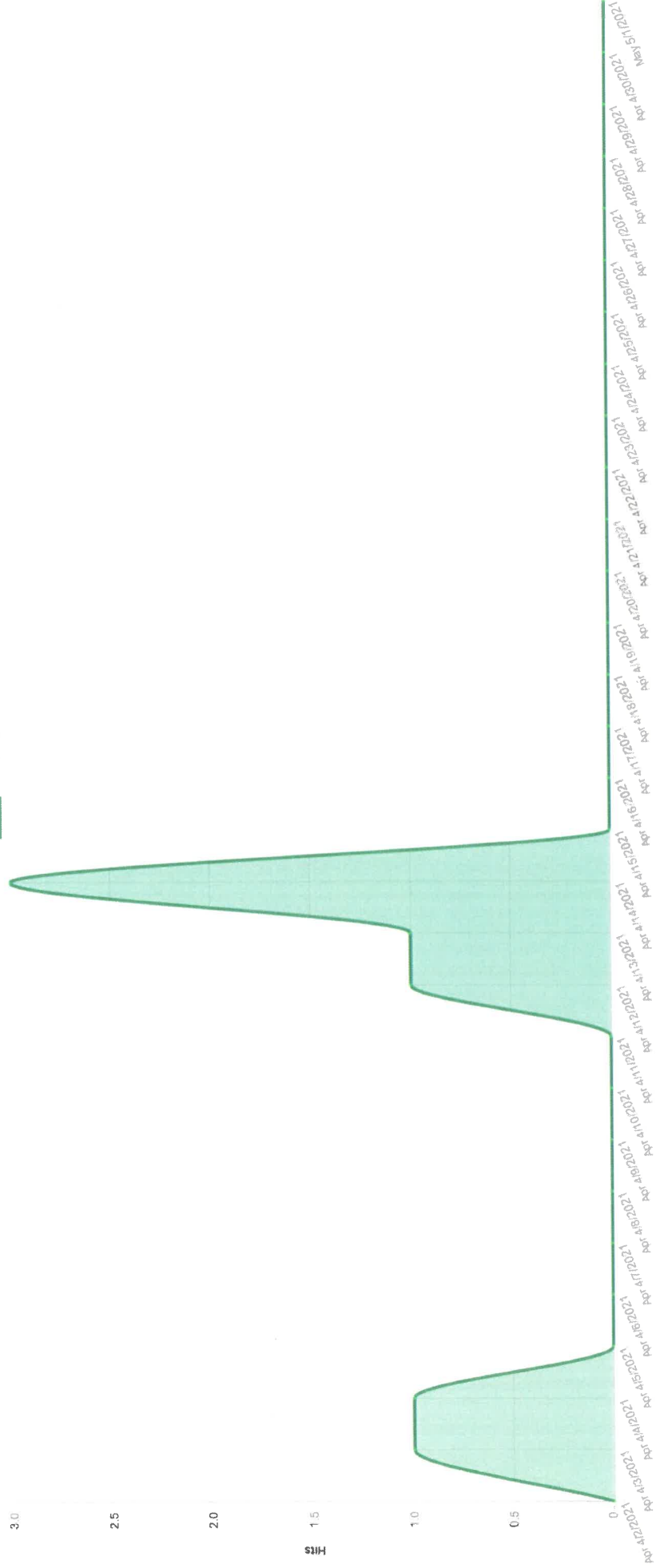
Apr 2 - May 1

Topics (1) ▾

Cameras (30) ▾

Search

 Hits By Day



Hits/Reads By Camera

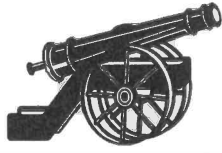
1	14/283,941	17	2/150,794	Total Reads 3,141,768
2	2/120,215	18	0/102,617	Unique Reads 1,413,381
3	0/0	19	5/217,369	Hits-228 - 6 Hit List 75
4	6/144,275	20	5/176,904	
5	0/85,974	21	4/104,525	
6	3/74,804	22	15/363,130	
7	1/219,421	23	6/165,849	
8	4/156,968	24	0/49,556	
9	0/61,119	25	0/58,836	
10	0/108,210	26	0/43,725	
11	0/32,708	29	Riverbend 0/5,326	
12	1/74,190	Station 1/112,813		
13	0/0	#172 1/29,267		
14	2/81,386	Trailer 0/0		
15	0/6,850	Strey 4/45,314		
16	0/67,060			

2021 Officer Committed Time to Service Report

Employee Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
BAKER, BRIAN C	14:27:08	6:19:50	9:11:48	4:38:17										7
BIEHUNKO, JOHN	23:07:01	19:19:59	14:04:18	12:55:49									4	12
BOGGUS, LARRY	7:55:02	20:20:04	5:40:37	10:56:38									0	0
BRACHT, DANIEL	17:07:03	11:15:42	9:46:04	6:46:17									3	7
BURLESON, Jason	12:12:34	18:10:56	10:39:53	13:49:14									3	8
CADENA, VANESSA	18:00:04	12:07:28	24:08:28	10:26:28									1	3
CANALES, RALPH EDWARD	16:04:00	7:27:16	14:33:16	15:02:51									8	16
CERNY, BLAIR C.	* 7:56:59	4:17:26	7:37:24	9:13:59										1
HARWOOD, NICHOLAS	18:15:14	15:46:27	14:27:52	11:56:07									7	6
JARVIS, RICHARD	10:46:12	28:53:18	23:27:39	16:31:49									3	17
JOLIVET, CHARLES	11:59:12	9:59:43	10:18:23	15:17:10									4	2
JONES, ERIC	* 0:31:48	0:06:32	0:00:00	0:00:00									4	0
KELSO JR, RONALD K	15:55:08	2:04:16	15:04:52	12:24:25									4	18
LERMA, FRANK	* 5:48:56												14	0
Lowrie, Andy				31:05:28									54	54
MCELVANY, ROBERT	15:06:05	10:55:03	7:34:12	14:51:04									7	7
MILLER, OSCAR	* 11:42:37	16:13:37	16:55:40	6:53:42									5	0
NASH, CHRISTOPHER	13:30:51	14:08:19	13:58:31	13:30:18									5	5
OWENS, LANE	* 4:42:45	0:12:48	2:33:47	2:05:39										0
PAVLOCK, JAMES ADAM	7:56:41	9:16:17	3:48:02	8:41:59										6
RODRIGUEZ, CHRISTOPHER	* 5:37:51	7:31:36	3:54:08	6:27:54									9	0
SCHANMEIR, CHRISTIAN	t 2:03:24	11:09:37	22:03:09	13:23:38									4	20
SCHULTZ, RAYMOND	* 0:00:00	0:49:06	0:00:56	1:01:23									7	0
SILLIMAN, ERIC	16:45:18	18:58:22	19:39:33	13:27:53										10
SESSION, KYLE J	* 0:58:16	0:15:03	0:00:00	0:00:28										0
SPRINKLE, MICHAEL	1:19:49	4:18:27	6:30:48	5:23:43									1	6
TAYLOR, CRAIG	14:41:29	12:18:05	11:35:47	10:15:58									4	9
TORRES, PATRICK	14:43:57	13:30:08	13:27:58	16:10:17									6	12
TUGGLE, JAMES	8:01:57	13:07:32	13:22:19	15:25:17									5	10
VALDEZ, JUAN	17:55:02	21:37:31	25:08:41	12:08:45									2	10
VASQUEZ, MONICA	23:38:14	15:16:42	15:32:19	16:21:37									2	4
WHITE, TERRY	23:35:00	19:20:08	19:55:44	14:16:38									3	8
* = Admin Asmt.														258
t = temporary														103

Dispatch Committed Time													Totals
911 Phone Calls	302	314	231	279									1126
3700 Phone Calls	2189	3536	2566	2301									10592
DP General Phone Calls*	54:30:49	90:01:08	62:57:40	55:10:01									

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



CITY OF BUNKER HILL VILLAGE

CITY COUNCIL

Agenda Request

Agenda Date: May 18, 2021

Agenda Item No: VI

Subject/Proceeding: FIRE COMMISSION LIAISON REPORT

Exhibits: 2021 Year to Date Response Data
Fiscal Year 2021 Audit
Proposed 2022 Budget

Clearance: Karen Glynn, City Administrator

Executive Summary

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

- A. Update on Activities
- B. Financial Report
 - Fiscal Year 2021 Audit
 - Proposed 2022 Budget

The City's Liaison will provide the reports.

The Year-to-Date Summary was provided by the Fire Chief.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Total Number of YTD Incidents 2021				Life Threatening (LT) EMS Incidents				Life Threatening (LT) Fire Incidents					
	Fire	EMS	Total	# LT EMS	Natl Stand. 1st Resp. Time	of 90%	Natl. Stand 10:30	of 90%	# LT Fire	Natl Stand. 6:50	of 90%	% of 2021 Calls are:	Fire Alarms	% of Fire Calls
							ALS Resp Time			Response Time		Fire	EMS	
Bunker Hill Village	112	37	149	18	3:52	100%	6:49	100%	3	3:14	100%	75%	25%	47%
Hedwig Village	65	71	136	43	3:13	100%	3:13	100%	12	3:54	100%	48%	52%	26%
Hilshire Village	18	15	33	7	2:59	100%	4:35	100%	3	4:33	100%	55%	45%	0%
Hunters Creek Village	135	67	202	30	3:29	100%	5:35	100%	13	4:26	100%	67%	33%	55%
Pinney Point Village	109	50	159	18	3:50	100%	5:00	100%	11	5:29	100%	69%	31%	39%
Spring Valley Village	93	43	136	24	3:20	100%	4:06	100%	11	3:27	100%	68%	32%	27%
Houston	36	0	36											
Totals	568	283	851	140	3:27	100%	4:53	100%	53	4:10	100%	67%	33%	32%

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

Column 1: Reflects the cities listed within the chart.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Village Fire Department



**901 Corbindale Rd
Houston, Texas 77024
(713) 468-7941
(713) 468-5039 FAX**

Protecting and Serving the Cities of:

BUNKER HILL VILLAGE
HEDWIG VILLAGE
HILSHIRE VILLAGE
HUNTERS CREEK VILLAGE
PINEY POINT VILLAGE
SPRING VALLEY VILLAGE

April 29, 2021

The Honorable Mark Kobelan
Mayor, City of Piney Point Village

The Honorable Marcus Vajdos
Mayor, City of Spring Valley Village

The Honorable Brian T. Muecke
Mayor, City of Hedwig Village

The Honorable Russell Herron
Mayor, City of Hilshire Village

The Honorable Jimmy Pappas
Mayor, City of Hunters Creek Village

Dear Mayors:

In accordance with the terms of the Interlocal Agreement, the Village Fire Department's 2022 Proposed 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.

The 2022 Proposed Budget consists of three funds. The General Budget is Fund-01, the Capital Replacement Fund, Fund-02, and the Facility Fund, Fund-04. The board is recommending that \$180,000 be placed into the Capital Replacement Fund. This budget also includes a .007% CPI and a 2% base salary contribution into the employees' 457 Plan.

The total General Fund Budget proposed has an increase of 7.19% from the 2021 Budget.

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

- 2022 Proposed Budget and Assessments per city
- General Fund Detail
- Comparison Charts
- Capital Replacement Fund Detail for projected capital outlays
- VFD Organizational Structure
- VFD Commissioners and Alternates 2021/2022

Your Commissioners and VFD personnel are prepared to answer your questions regarding this proposed budget.

Respectfully submitted,



Jay Carlton, Chair
Village Fire Department Board of Commissioners

Attachment

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

2020 Intra Budgetary Transfers A

	B	C	D	E
Village Fire Department	Actual 2020 Expenditures	Approved 2020	Intra-Budgetary Transfers-2020 Plus/(Minus)	Adjusted 2020 Budget
CAPITAL EXPENDITURES				
Contingency-Physical Plant	2,726.84	35,000.00	26,882.27	8,117.73
Misc Tools & Equip./Hose	29,390.89	24,000.00	0.00	24,000.00
Protective Gear	17,005.70	20,000.00	2,994.30	17,005.70
Radio Purchase	0.00	0.00	0.00	0.00
			0.00	
	49,123.43	79,000.00	29,876.57	49,123.43
PERSONNEL EXPENDITURES				
Salaries	4,063,701.28	3,992,496.00	0.00	3,992,496.00
Salaries-O/T	100,273.94	105,000.00	0.00	105,000.00
457 Plan contribution	0.00	78,730.00	0.00	78,730.00
Prof Certification	52,207.85	44,400.00	(2,400.31)	46,800.31
FICA Tax	320,170.41	322,419.00	0.00	322,419.00
Disability Insurance	24,657.98	23,000.00	0.00	23,000.00
Employee Retirement	277,337.21	271,000.00	0.00	271,000.00
Hospitalization Ins.	624,809.66	701,235.00	0.00	701,235.00
Meal Allowances	33,793.00	35,000.00	0.00	35,000.00
Workers Compensation	34,998.96	35,000.00	0.00	35,000.00
Accrual - 2020	17,581.71			
	5,549,532.00	5,608,280.00	(2,400.31)	5,610,680.31
OPERATIONAL EXPENDITURES				
Ambulance Med. Sup.	56,324.64	55,000.00	0.00	55,000.00
Bldg. Supplies/Maint.	66,124.88	47,000.00	0.00	47,000.00
Chemicals	0.00	2,000.00	0.00	2,000.00
Emergency Contingency	5,374.52	20,000.00	0.00	20,000.00
Dues/Subscrip/Manuals	10,067.47	6,500.00	0.00	6,500.00
Fire Prevent/Relations	9,537.51	15,000.00	0.00	15,000.00
Fuel Software expense	0.00	0.00	0.00	0.00
Gas & Oil	75,454.03	45,000.00	(30,454.03)	75,454.03
Insurance-Casualty	49,084.79	42,000.00	0.00	42,000.00
Maint of Equipment	232,117.82	135,000.00	(52,768.46)	187,768.46
Miscellaneous Exp.	6,771.47	7,200.00	0.00	7,200.00
Office Expenses	65,233.33	37,000.00	(22,547.80)	59,547.80
Prof. Services	103,745.62	145,480.00	0.00	145,480.00
Public Utilities	71,510.33	60,000.00	0.00	60,000.00
Rent	10.00	10.00	0.00	10.00
State Cert. Fees	3,554.11	6,000.00	0.00	6,000.00
Training Programs	21,052.56	30,000.00	0.00	30,000.00
Uniforms	7,997.23	25,000.00	0.00	25,000.00
misc.	(220.31)			
	783,740.00	678,190.00	(105,770.29)	783,960.29
	6,382,395.43	6,365,470.00		6,443,764.03
City Fuel Payment		54,562.00		
other		13,639.00		
Ambulance Contribution for 2019 Deficit		115,864.00		
interest 2020		1,560.00		
Beginning Fund Balance 2020	(87,252.00)			
	6,382,395.43	6,551,095.00	168,699.57	157,438.57
Transfers out GF to FF Close out CA FUND			11,261.00	(87,252.00)
			157,438.57	0.00
Page 19	2020 Excess of Revenues - Page 19			70,187

Village Fire Department

Proposed 2022 Budget

Prepared For:

City of Spring Valley Village

City of Hunters Creek Village

City of Hilshire Village

City of Hedwig Village

City of Piney Point Village

Prepared by: Village Fire Department

April 28, 2021



VILLAGE FIRE DEPARTMENT BUDGET
2022 BUDGET WORKSHEET DRAFT 4

* See note

FUND 1		2020		2020	2021	2022	DELTA
Line Item		BUDGET	Actual		BUDGET	BUDGET	
1	CAPITAL EXPENDITURES:						
2	CONTINGENCY - FACILITY	35,000.00	2,726.84		10,000.00	40,000.00	30,000.00
3	MISC. TOOLS & EQUIP./HOSE(cardiac Lifepak)	24,000.00	29,390.89		36,000.00	75,000.00	39,000.00
4	PROTECTIVE GEAR	20,000.00	17,005.70		26,000.00	26,000.00	0.00
5	Computer/ Radios Equipment					89,400.00	89,400.00
6	CAPITAL EXPENDITURE TOTAL	79,000.00	49,123.43		72,000.00	230,400.00	158,400.00
		2020		2021			DELTA
	BUDGET			BUDGET			
7	PERSONNEL EXPENDITURES:						
8	SALARIES:					0.07% CPI	
9	Base Salary	3,936,496.00		4,131,596.00		4,211,342.88	79,746.88
10	2% 457 Deferred Compensation	78,730.00		82,632.00		84,226.86	1,594.86
11	Longevity	22,000.00		22,000.00		22,000.00	0.00
12	Higher Class	28,000.00		28,000.00		28,000.00	0.00
13	TOTALS	4,065,226.00	4,063,701.28	4,264,228.00		4,345,569.74	81,341.74
14	SALARIES - OVERTIME	105,000.00	100,273.94	110,000.00		110,000.00	0.00
16	Professional Certification	44,400.00	52,207.85	46,000.00		50,000.00	4,000.00
17	FICA TAX - 7.65%	322,419.00	320,170.41	338,175.00		344,408.34	6,233.34
18	LIFE/LTD INSURANCE	23,000.00	24,658.00	25,500.00		26,000.00	500.00
19	RETIREMENT:						
19	Contribution - 7.21%, 2020-6.43 and 2019 6.22	271,000.00	277,337.21	284,221.00		324,599.23	40,378.23
20	HOSPITALIZATION INSURANCE (9% Estimate)	701,235.00	624,809.66	723,000.00		941,760.00	218,760.00
21	(Final % TBD in October)						
21	MEAL ALLOWANCE	35,000.00	33,793.00	35,000.00		35,000.00	0.00
22	WORKMEN'S COMP. INSURANCE	35,000.00	34,998.96	35,000.00		40,084.00	5,084.00
23	*Total Rewards Adjustment			150,000.00			
24	PERSONNEL EXPENDITURES TOTAL	5,602,280.00	5,531,950.31	6,011,124.00		6,217,421.31	206,297.31

Line Item	2020 BUDGET	2021 BUDGET	2022 BUDGET	DELTA
25				
OPERATIONAL EXPENDITURES:				
26 AMBULANCE MEDICAL SUPPLIES	55,000.00	62,000.00	62,000.00	0.00
27 BUILDING SUPPLIES & MAINTENANCE	47,000.00	45,000.00	45,000.00	0.00
28 CHEMICALS	2,000.00	2,000.00	0.00	
29 EMERGENCY CONTINGENCY	20,000.00	20,000.00	20,000.00	0.00
30 DUES/SUBSCRIPTIONS/RADIOS/MANUALS	6,500.00	6,500.00	8,000.00	1,500.00
31 FIRE PREVENTION/ Pub Relations	15,000.00	15,000.00	15,000.00	0.00
32 Fuel Software Expense				
33 GAS & OIL	45,000.00	45,000.00	45,000.00	0.00
34 INSURANCE - CASUALTY	42,000.00	42,000.00	49,066.00	7,066.00
35 TOTALS	232,500.00	237,500.00	244,066.00	6,566.00
36				
MISCELLANEOUS:				
37 Legal Notices/Advertising	1,000.00	1,000.00	1,000.00	0.00
38 License/Permits	6,000.00	6,000.00	6,000.00	0.00
39 Other Expenses	200.00	200.00	200.00	0.00
40 MISCELLANEOUS TOTAL	7,200.00	7,200.00	7,200.00	0.00
41				
OFFICE EXPENSE:				
42 Office Supplies, Paper, Staples, Toner, Ink	7,000.00	7,000.00	7,000.00	0.00
43 Batteries, SCBA, PASS,	5,300.00	5,300.00	5,300.00	0.00
44 Shipping	1,200.00	1,200.00	1,200.00	0.00
45 Printing (letterhead, envelope, forms)	200.00	200.00	200.00	0.00
46 Office/PC Equipment Maintenance Contracts	10,200.00	10,200.00	98,000.00	87,800.00
47 Hospitality Supplies	6,000.00	6,000.00	6,000.00	0.00
48 Postage Meter Rental	1,500.00	1,500.00	1,500.00	0.00
49 Chairs, Tables, Printers	4,000.00	4,000.00	4,000.00	0.00
50 Bank Services Charges	400.00	400.00	1,000.00	600.00
51 Misc. Office Expenses	1,200.00	1,200.00	4,000.00	2,800.00
52 Total	37,000.00	37,000.00	128,200.00	91,200.00
53				
PROFESSIONAL SERVICES:				
54 CPA	21,000.00	21,000.00	21,000.00	0.00
55 Legal	32,000.00	32,000.00	32,000.00	0.00

56	IT Services	26,400.00		26,400.00	26,400.00	0.00
57	Health Insurance Consultation	8,080.00		8,080.00	8,750.00	670.00
58	Medical	7,000.00		7,000.00	7,000.00	0.00
59	Medical Director - Dr. Osborn	15,000.00		15,000.00	15,000.00	0.00
60	Salary/Benefit Survey	20,000.00		0.00	0.00	0.00
61	Professional Services Other	16,000.00		16,000.00	16,000.00	0.00
62	PROFESSIONAL SERVICES TOTAL	145,480.00	103,745.62	125,480.00	126,150.00	670.00
63	PUBLIC UTILITIES	60,000.00	71,510.33	65,000.00	65,000.00	0.00
64	RENT	10.00	10.00	10.00	10.00	0.00
65	STATE CERTIFICATION FEES	6,000.00	3,554.11	6,000.00	6,000.00	0.00
66	TRAINING	30,000.00	21,052.56	33,000.00	33,000.00	0.00
67	EMS/ TRAINING			17,000.00	17,000.00	0.00
68	UNIFORMS	25,000.00	7,997.23	25,000.00	20,000.00	(5,000.00)
69	MAINTENANCE EXPENDITURES:					
70	MAINTENANCE OF VEHICLES	100,000.00	155,764.57	100,000.00	120,000.00	20,000.00
71	MAINTENANCE OF EQUIP. & SUPPLIES	25,000.00	51,817.60	35,000.00	35,000.00	0.00
72	MAINTENANCE CONTRACTS	10,000.00	24,535.65	10,000.00	24,000.00	14,000.00
73	MAINTENANCE EXPENDITURES TOTAL	135,000.00	232,117.82	145,000.00	179,000.00	34,000.00
74	OPERATIONAL EXPENDITURE TOTAL	678,190.00	729,398.35	698,190.00	825,626.00	127,436.00
75	OPERATING BUDGET	\$6,359,470.00	\$6,310,472.09	6,781,314.00	7,273,447.31	492,133.31
76	CAPITAL REPLACEMENT FUND	160,000.00		180,000.00	180,000.00	0.00
77	FACILITY FUND	1,500,000.00		0.00	0.00	0.00
78	FUNDS TOTAL	1,660,000.00		180,000.00	180,000.00	0.00
79	TOTAL BUDGET (assessed to Cities)	8,019,470.00		6,961,314.00	7,453,447.31	492,133.31
82	Fund 2 (Major Equipment)	2020 BUDGET	2021 BUDGET	2022 Budget		

83	VEHICLE REPLACEMENT	160,000.00	180,000.00	180,000.00
84	MAJOR EQUIPMENT	0.00	0.00	0.00
85	Fund 2 BUDGET TOTAL	160,000.00	180,000.00	180,000.00
86	Fund 2 DETAIL	2020	2021	2022
87	BEGINNING Fund Balance	438,641.19	8,476.19	189,226.19
88	Vehicle Expenditures	650,000.00	0.00	200,000.00
89	Major Equipment Expenditures	0.00	0.00	0.00
90	Sold Vehicles/Other Items	52,000.00	0.00	12,000.00
91	Interest Income	0.00	750.00	750.00
92	Additional Unbudgeted Contributions/Deposits	0.00	0.00	0.00
93	BUDGETED CONTRIBUTIONS/DEPOSITS	160,000.00	180,000.00	180,000.00
94	END OF YEAR FUND BALANCE	641.19	189,226.19	181,976.19

*** Note**

Line 2 Increased to \$40k for Annex Roof
Line 3 Increase to \$75k, for the purchase of 2 Cardiac Life Pak Defibrillator, 10 years old, exceeded 7 year life span
Line 5 \$89,400 represents necessary replacement of aging portable radios and licensing fees
Line 9 Represents both a 0.7% CPI (Column M) US Bureau of Labor Statistics SW CPI Indicators 12Mth Houston/Woodlands/Sugarland 2020
Line 16 increased to more closely represent 2020 actual
Line 19 the contribution rate 7.21% is accounting to the current year and TMRS Δ The calc. for 21' was based on 20' 6.43% contribution rate and continued... 20' 6.22% was based on 19' contribution rate
Line 20 increased to match actual spending during 1st qtr. 2021 plus up to 9% cost increase
Line 22 increased to actual contract bid amount
Line 23 150k total rewards adjustment - 2021' 35k placed in TMRS increase and remainder placed in hospitalization insurance note * no budget amendment made
Line 30 increased to more closely match actual 2020 numbers
Line 31 increased to match pre-Covid public education budget
Line 33 increased due to the increased price of fuel
Line 34 Increased to match insurance contract bid
Line 46 Increase due to maint. contract of Motorola - 42,967.00- per contract with life cycle increases, PPhoenix 21K per contract per year with a 5% increase yearly, continued ... US digital Designs 7,543.86 per year and an annual maint. 4(\$6,480)= 25,920.00 per lifepak
Line 50 decreased bank service charges due to possible change in bank institutions
Line 51 increased to mirror 2020 costs
Line 57 increase due to insurance consultant fee increased
Line 68 Decreased to mirror 2020 costs
Line 70 Increased to fund increased vehicle maintenance costs
Line 71 Increased to fund increased equipment maintenance costs
Line 72 Increased due to actual costs of maintenance contracts
undated. 1/30/2021.

* **Note** "When the 2021 budget was put together, the line item for "total rewards adjustment" was included on the basis that the then ongoing salary and benefits survey was likely to lead to adjustment in salary and/or benefits. It did and those adjustments were in retirement and health insurance contributions.

If the total rewards line item were restated as part of those 2 line items, then the Retirement line item in the 2021 budget column would be 314,221 and the Hospitalization Insurance line item would be 843,000."

HK- Piney Point

**VILLAGE FIRE DEPARTMENT
2022 BUDGET ASSESSMENTS
PER CITY**

<u>CITY</u>	<u>%</u>	<u>JANUARY 1-1/2 MONTHS</u>	<u>MONTHLY, FEBRUARY THROUGH NOVEMBER</u>	<u>DECEMBER</u>	<u>ANNUAL ASSESSMENT</u>
BUNKER HILL VILLAGE	19.00%	177,019.37	118,012.92	59,006.46	1,416,154.99
HEDWIG VILLAGE	18.50%	172,360.97	114,907.31	57,453.66	1,378,887.75
HILSHIRE VILLAGE	3.00%	27,950.43	18,633.62	9,316.81	223,603.42
HUNTERS CREEK VILLAGE	22.25%	207,299.00	138,199.34	69,099.67	1,658,392.03
PINEY POINT VILLAGE	21.00%	195,652.99	130,435.33	65,217.66	1,565,223.94
SPRING VALLEY VILLAGE	16.25%	151,398.15	100,932.10	50,466.05	1,211,185.19
	100%	\$ 931,680.91	\$ 621,120.61	\$ 310,560.30	\$ <u>7,453,447.31</u>
			\$ 6,211,206.09		
					\$ <u><u>7,453,447.31</u></u>

**Village Fire Department
2022 Proposed Budget Summary**

CAPITAL EXPENDITURES:

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

PERSONNEL EXPENDITURES:

Salaries	4,261,343	
457 Plan Contribution	84,227	
Salaries - Overtime	110,000	
Professional Certification	50,000	
FICA	344,408	
Life/Disability Insurance	26,000	
Retirement	324,599	
Hospitalization	941,760	
Meal Allowance	35,000	
Workers Compensation	40,084	
Total Rewards Adjustment	0	
		\$6,217,421

OPERATIONAL EXPENDITURES

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

		\$825,626
OPERATING BUDGET		
		\$7,273,447

CAPITAL REPLACEMENT FUND 2

Escrow	180,000	
		<u>\$180,000</u>

FACILITY FUND 4

Escrow	0	
		\$0
		<u> </u>
		<u>\$180,000</u>

TOTAL BUDGET		<u><u>\$7,453,447</u></u>
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**Capital Replacement Fund For
Projected Capital Projects
Updated 4/27/2022**

Equipment	Life	2020	2021	2022	2023	2024	2025	2026	2027
Ladder	15								
Pumper	20								650,000.00
Reserve Pumper	20	650,000.00							
Battalion Chief's Vehicle	9					53,000.00			
Fire Chief's Vehicle	10								
Utility Vehicle	10								
Medic 1	9				220,000.00				
Medic 2	9			200,000.00					
Inspector's Vehicle	8								36,500.00
Medic 3	9								
Major Equipment									
Total Cash Outlay		658,346.00	0.00	200,000.00	220,000.00	53,000.00	0.00	0.00	686,500.00
Beginning Cash		438,641.19	8,476.19	189,226.19	181,976.19	159,726.19	303,726.19	495,726.19	687,726.19
Planned Budgeted Yearly Contrib.		160,000.00	180,000.00	180,000.00	180,000.00	180,000.00	180,000.00	180,000.00	400,000.00
Extra For 5 year purchase heavy trucks									400,000.00
Funds From Sale of Vehicles		67,395.00	0.00	12,000.00	17,000.00	5,000.00	0.00	0.00	2,700.00
Disbursements		658,346.00	0.00	200,000.00	220,000.00	53,000.00	0.00	0.00	686,500.00
Add'l. Unbudgeted Contributions									
Interest on CD's (see note 1)		786.00	750.00	750.00	750.00	12,000.00	12,000.00	12,000.00	12,000.00
Ending Cash		\$8,476.19	\$189,226.19	\$181,976.19	\$159,726.19	\$303,726.19	\$495,726.19	\$687,726.19	\$415,926.19

Capital Replacement Fund For Projected Capital Projects Updated 4/27/2022						
Equipment	Life	2028	2029	2030	2031	2032
Ladder	15					\$2,000,000.00
Pumper	20					
Reserve Pumper	20					
Battalion Chief's Vehicle	9					
Fire Chief's Vehicle	10				\$30,000.00	
Utility Vehicle	10	30,000.00				
Medic 1	9					
Medic 2	9					\$250,000.00
Inspector's Vehicle	8					
Medic 3	9					
Major Equipment						
Total Cash Outlay		30,000.00	0.00	0.00	30,000.00	2,250,000.00
Beginning Cash		415,926.19	857,926.19	1,269,926.19	1,681,926.19	2,068,926.19
Planned Budgeted Yearly Contrib.		400,000.00	400,000.00	400,000.00	400,000.00	190,000.00
Extra For 5 year purchase heavy trucks		400,000.00	400,000.00	400,000.00	400,000.00	
Funds From Sale of Vehicles		50,000.00	0.00	0.00	5,000.00	12,000.00
Disbursements		20,000.00	0.00	0.00	30,000.00	2,250,000.00
Add't. Unbudgeted Contributions						
Interest on CD's (see note 1)		12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
Ending Cash		\$857,926.19	\$1,269,926.19	\$1,681,926.19	\$2,068,926.19	\$32,926.19



Village Fire Department Organizational Chart 2021



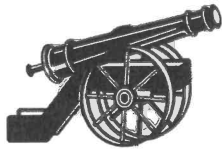
**VILLAGE FIRE DEPARTMENT
2022/2023 BOARD OF COMMISSIONERS
REVISED 4/29/2021**

COMMISSIONERS

Hunters Creek	Council Member Mr. Jay Carlton, Chair
Hilshire	Council Member Mr. Robert Byrne, Vice-Chair
Hedwig	Council Member, Harry Folloder, Treasurer
Piney Point	Member Mr. Zebulun Nash, Secretary
Spring Valley	Council Member Mr. Allen Carpenter, Member

ALTERNATES

Hunters Creek	Council Member Mr. Rob Adams
Hilshire	
Hedwig	Member Mr. William Johnson
Piney Point	Member Mr. Henry Kollenberg
Spring Valley	Council Member Mr. Bo Bothe
Attorney	Mr. J. Grady Randle



CITY OF BUNKER HILL VILLAGE
CITY COUNCIL
Agenda Request

Agenda Date: May 18, 2021

Agenda Item No: VII

Subject/Proceeding: CONSIDERATION AND POSSIBLE ACTION APPROVING ORDINANCE NO. 21-552 ADOPTING AMENDMENT NOS. 19 THROUGH 23 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2020; PROVIDING DETAILED LINE-ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY, AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

Exhibits: Exhibit – Fiscal Year 2020 Budget Amendments 19 through 23

Clearance: Karen Glynn, City Administrator/Acting City Secretary

Executive Summary

City staff is submitting for City Council consideration and approval a final budget amendment for Fiscal year 2020 based on the annual audit results.

Amendments 19 through 23 (attached) compare the Fiscal Year 2020 Adopted Budget passed by City Council in September 2019 to the Fiscal Year 2020 Amendments 1-9 approved in October 2020 and Amendment 10-18 approved in April 2021. This includes both revenues and expenditures/expenses, for all funds, in order to see all changes from the adopted budget.

The attached Ordinance is recommended for approval and will amend the 2020 adopted and amended budget and finalize the 2020 Fiscal Year.

ORDINANCE NO. 21-552

AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NOS. 19 THROUGH 23 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2020; 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 2020 was adopted within the time and in the manner required by State law; and

WHEREAS, the City of Bunker Hill Village Budget for the Fiscal Year 2020 was amended in October 2020 and April 2021 based on projections; and

WHEREAS, the City Council finds and determines that the proposed changes in the budget are necessary to reflect year end actuals; and

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

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

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

Section 2. The City of Bunker Hill Village Budget for the fiscal year 2020 is hereby amended by the adoption of “**Amendment Nos. 19 through 23 to the Original and Amended Budget of the City of Bunker Hill Village, Texas, for the Year 2020,**” a copy of which is attached hereto. The “Amendment Nos. 19 through 23 to the Original and Amended Budget of the City of Bunker Hill Village, Texas, for the Year 2020” 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 18th day of May 2021.

Robert P. Lord, Mayor

ATTEST:

Karen H. Glynn, Acting City Secretary

CITY OF BUNKER HILL VILLAGE
2020 BUDGET
DEBT SERVICE FUND

AMENDMENT NO 19

Acct. # Description			2020 Adopted	2020 Amendment No. 1	2020 Amendment No. 10	2020 Amendment No. 19	Change from Amended Budget
REVENUES							
03	4010	Taxes-Current Year	\$ 1,050,000	\$ 1,037,699	1,042,939	1,037,358	\$ (5,581)
03	4020	Taxes-Prior Years	\$ 1,000	\$ 627	1,167	1,167	\$
03	4030	Taxes-Penalty & Interest	\$ 4,000	\$ 2,391	3,746	3,746	\$
03	4990	Transfer from UF					\$
03	4910	Interest Income	\$ -				\$
03	4960	Bond Proceeds		\$ 5,225,000	5,225,000	5,225,000	\$
03	4961	Bond Premium		\$ 781,559	781,560	781,560	\$
TOTAL DEBT SERVICE REVENUE			\$ 1,055,000	\$ 7,047,276	7,054,411.96	7,048,830.68	\$ (5,581)
EXPENDITURES							
CONTRACTED SERVICES							
03	7503	Profession Fees Other	\$ 235,000	\$ 150,329	27,176	27,176	\$
03	7504	Professional Services	\$ 4,000	\$ 2,750	29,025	29,025	\$
TOTAL CONTRACTED SERVICES			\$ 239,000	\$ 153,079	56,201	56,201	\$
INTEREST and FEES							
03	8490	Interest Expense	\$ 235,000	\$ 150,329	150,329	150,329	\$
03	8750	Special Fees	\$ 4,000	\$ 2,750	18,350	18,350	\$
TOTAL INTEREST and FEES			\$ 239,000	\$ 153,079	168,679	168,679	\$
PRINCIPAL PAYMENTS							
03	9690	2011 Bond Principal	\$ 370,000	\$ 370,000	370,000	370,000	\$
03	9695	2012 Bond Principal	\$ 395,000	\$ 395,000	395,000	395,000	\$
03	9697	2014 Bond Principal	\$ 175,000	\$ 175,000	175,000	175,000	\$
03	9698	2020 Bond Principal					\$
TOTAL PRINCIPAL PAYMENTS			\$ 940,000	\$ 940,000	940,000	940,000	\$
03	8752	Bond Closing Costs		\$ 85,492	13,191	13,191	\$
03	9800	Payment to Escrow Agent		\$ 5,912,063	5,912,063	5,912,063	\$
TOTAL DEBT SERVICE EXP.			\$ 1,179,000	\$ 7,090,634	\$ 7,090,133	\$ 7,090,133	\$
REVENUES OVER/(UNDER) EXP			\$ (124,000)	\$ (43,358)	\$ (35,721)	\$ (41,303)	\$ (5,581)

CITY OF BUNKER HILL VILLAGE			AMENDMENT NO 20				
2020 BUDGET							
GENERAL FUND							
Acct. #	Description		2020 Adopted	2020 Amendment No. 2	2020 Amendment No. 11	2020 Amendment No. 20	Change from Amended Budget
GENERAL FUND REVENUES							
01	4010	Taxes-Current Year	\$ 5,186,382	\$ 5,151,524	\$ 5,157,435.00	\$ 5,163,014.96	\$ 5,580
01	4020	Taxes-Prior Years	\$ 2,700	\$ 3,000	\$ 4,418.00	\$ 4,418.00	-
01	4030	Taxes-Penalty & Interest	\$ 15,000	\$ 18,000	\$ 19,981.00	\$ 19,981.00	-
01	4110	Franchise Fees	\$ 310,000	\$ 285,000	\$ 246,369.00	\$ 246,369.00	-
01	4120	Sales Tax Revenue	\$ 160,000	\$ 205,000	\$ 202,178.00	\$ 202,178.00	-
01	4210	Court-Fines	\$ 100,000	\$ 65,000	\$ 72,767.00	\$ 72,767.00	-
01	4215	Court-Time Pay Fees/City	\$ 1,210	\$ 605.00	\$ 584.00	\$ 584.00	-
01	4216	Court-Time Pay Fees/Efficient	\$ 310	\$ 155.00	\$ 75.00	\$ 75.00	-
01	4217	Court-OMNI	\$ 990	\$ 500.00	\$ 2,245.00	\$ 2,245.00	-
01	4220	Court-State Taxes	\$ 4,000	\$ 2,600	\$ 235.00	\$ 235.00	-
01	4225	Court-Child Safety-1015	\$ 600	\$ -	\$ -	\$ -	-
01	4227	Court-Local Truancy Fee	\$ 600	\$ -	\$ 722.00	\$ 722.00	-
01	4245	Court-Judicial Support Fund	\$ 440	\$ 270	\$ 217.00	\$ 217.00	-
01	4246	Court-Local Municipal Judge	\$ 440	\$ 270	\$ 12.00	\$ 12.00	-
01	4260	Court-Security Fees	\$ 2,190	\$ -	\$ -	\$ -	-
01	4270	Court-Technology Fund	\$ 2,920	\$ -	\$ -	\$ -	-
01	4310	Permits - Animal Licenses		\$ 100	\$ 260.00	\$ 260.00	-
01	4315	Permits-Building	\$ 300,000	\$ 375,000	\$ 371,514.00	\$ 371,514.00	-
01	4325	Permits - Misc	\$ -	\$ 150	\$ 150.00	\$ 150.00	-
01	4271	Child Safety - Harris County	\$ 4,000	\$ -	\$ -	\$ -	-
01	4350	Dedication Program	\$ 3,000	\$ 4,000	\$ 10,909.00	\$ 10,909.00	-
01	4351	Offsite Tree Program		\$ 26,000	\$ 71,000.00	\$ 71,000.00	-
01	4910	Interest Income	\$ 40,000	\$ 60,000	\$ 64,048.00	\$ 64,048.00	-
01	4920	Miscellaneous Income	\$ 30,000	\$ 135,000	\$ 106,632.00	\$ 106,632.00	-
01	4930	Ambulance Fees	\$ -	\$ -	\$ -	\$ -	-
01	4940	Rent Income	\$ 15,000	\$ 15,980	\$ 15,984.00	\$ 15,984.00	-
01	4950	Refunds					-
01	4980	Intergovernmental Rev			\$ 119,060.00	\$ 194,407.93	75,348
01	4950	Transfer from Utility Fund		\$ 412,027	\$ 412,028.00	\$ 412,028.00	-
		MVPD Reserves	\$ 46,000	\$ -	\$ -	\$ -	-

Acct. #	Description	2020 Adopted	2020 Amendment No. 2	2020 Amendment No. 11	2020 Amendment No. 20	Change from Amended Budget
	TOTAL GENERAL FUND REV.	\$ 6,225,782	\$ 6,760,181	\$ 6,878,823	\$ 6,959,751	\$ 80,928
GENERAL FUND EXPENSES						
	PUBLIC SAFETY					
01	5600 Fire Department	\$ 1,239,840	\$ 1,239,839	\$ 1,314,396	\$ 1,329,416	\$ 15,020
01	5602 Police Department	\$ 1,949,987	\$ 1,949,980	\$ 1,949,987	\$ 2,010,314	\$ 60,327
01	5604 Public Safety - Other	\$ 35,000	\$ 22,350	\$ 1	\$ 1	\$ -
	TOTAL PUBLIC SAFETY	\$ 3,224,827	\$ 3,212,169	\$ 3,264,384	\$ 3,339,731	\$ 75,347
	PERSONNEL					
01	5010 Wages	\$ 353,496	\$ 335,000	\$ 335,059	\$ 335,059	\$ -
01	5020 Wages-Overtime	\$ 4,867	\$ 1,000	\$ 238	\$ 238	\$ -
01	5110 Payroll Taxes-Medicare	\$ 27,664	\$ 25,500	\$ 24,348	\$ 24,348	\$ -
01	5120 Payroll Taxes-TWC	\$ 2,704	\$ 1,500	\$ 1,580	\$ 1,580	\$ -
01	5210 Retirement-TMRS-Employer	\$ 39,964	\$ 35,000	\$ 28,537	\$ 28,537	\$ -
01	5310 Insurance-Workers Comp.	\$ 1,210	\$ 3,210	\$ 3,108	\$ 3,108	\$ -
01	5320 Insurance-Group Health					\$ -
01	5325 Insurance-Dental	\$ 500	\$ 320	\$ 319	\$ 319	\$ -
01	5330 Insurance-Disability	\$ 1,430	\$ 930	\$ 827	\$ 827	\$ -
01	5340 Insurance-Medical	\$ 32,000	\$ 23,000	\$ 24,057	\$ 24,057	\$ -
01	5350 Insurance-Life	\$ 440	\$ 225	\$ 200	\$ 200	\$ -
01	5410 Contract Labor					\$ -
01	5510 Employee Relations	\$ 1,000	\$ 1,500	\$ 1,576	\$ 1,576	\$ -
	TOTAL PERSONNEL	\$ 465,275	\$ 427,185	\$ 419,849	\$ 419,849	\$ -
	COMMODITIES					
01	6250 Fuel	\$ 350	\$ 300	\$ -	\$ -	\$ -
01	6410 Landscaping	\$ 45,540	\$ 30,000	\$ 31,713	\$ 31,713	\$ -
01	6490 Janitorial	\$ 6,000	\$ 6,600	\$ 5,789	\$ 5,789	\$ -
01	6570 Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -
01	6650 Postage	\$ 1,500	\$ 2,500	\$ 2,047	\$ 2,047	\$ -
01	6660 Printing & Stationary	\$ 5,000	\$ 4,000	\$ 3,848	\$ 3,848	\$ -
01	6730 Supplies-General	\$ 8,000	\$ 3,000	\$ 6,270	\$ 6,270	\$ -
01	6740 Supplies-Office	\$ -	\$ 4,000	\$ 9,345	\$ 9,345	\$ -
01	6810 Tools & Equipment	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -
01	6890 Traffic Signs & Signals	\$ 12,000	\$ 4,000	\$ 384	\$ 384	\$ -
	TOTAL COMMODITIES	\$ 79,890	\$ 55,900	\$ 59,396	\$ 59,396	\$ -
	MAINTENANCE					
01	7110 Building Maintenance	\$ 12,250	\$ 14,000	\$ 39,804	\$ 39,804	\$ -
01	7210 Equipment-Communications	\$ -	\$ -	\$ -	\$ -	\$ -
01	7220 Equipment-General	\$ 3,000	\$ 750	\$ 790	\$ 790	\$ -
01	7230 Equipment-Office	\$ -	\$ 2,250	\$ 21,872	\$ 21,872	\$ -
01	7410 Vehicles	\$ 4,000	\$ 1,500	\$ 67	\$ 67	\$ -
	TOTAL MAINTENANCE	\$ 19,250	\$ 18,500	\$ 62,533	\$ 62,533	\$ -
	CONTRACT SERVICES					
01	7500 Appraisal District	\$ 50,000	\$ 47,000	\$ 46,048	\$ 46,048	\$ -
01	7501 Tax Assessor-SBISD	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ -
01	7502 Prof Fees-Acct	\$ 20,000	\$ 83,000	\$ 87,809	\$ 87,809	\$ -
01	7503 Prof Fees-Eng. & Other	\$ 65,000	\$ 107,000	\$ 120,734	\$ 120,734	\$ -
01	7504 Prof Fees-Legal	\$ 35,000	\$ 85,000	\$ 75,068	\$ 75,068	\$ -
01	7505 Prof Fees - Inspections	\$ 110,000	\$ 120,000	\$ 127,390	\$ 127,390	\$ -
01	7506 Prof Fees - Code Inspection	\$ -	\$ -	\$ 574	\$ 574	\$ -
	TOTAL CONTRACT SERVICES	\$ 288,000	\$ 450,000	\$ 465,623	\$ 465,623	\$ -
	SUPPORT SERVICES					
01	8010 Advertising	\$ 10,000	\$ 4,000	\$ 2,732	\$ 2,732	\$ -
01	8090 Bad Debts	\$ -	\$ -	\$ -	\$ -	\$ -
01	8130 Bank/Credit Card Charges	\$ 6,100	\$ 15,000	\$ 13,295	\$ 13,295	\$ -
01	8150 Community Relations	\$ 20,000	\$ 15,000	\$ 21,870	\$ 21,870	\$ -
01	8170 Hardware/Software	\$ 51,280	\$ 85,000	\$ 82,838	\$ 82,838	\$ -

Acct. # Description			2020 Adopted	2020 Amendment No. 2	2020 Amendment No. 11	2020 Amendment No. 20	Change from Amended Budget
01	8210	Delivery Service	\$ -	\$ 150	\$ 244	\$ 244	\$ -
01	8250	Dues/Tuition & Subscription	\$ 9,500	\$ 9,500	\$ 8,906	\$ 8,906	\$ -
01	8260	Elections	\$ 12,000	\$ 140	\$ 138	\$ 138	\$ -
01	8270	Electricity	\$ 10,000	\$ 4,000	\$ 3,225	\$ 3,225	\$ -
01	8290	Emergency Management	\$ 500	\$ -	\$ 642	\$ 642	\$ -
01	8410	Animal Control	\$ 3,000	\$ 4,000	\$ 4,061	\$ 4,061	\$ -
01	8450	Insurance-General	\$ 7,468	\$ 10,000	\$ 10,009	\$ 10,009	\$ -
01	8530	Meetings	\$ 6,000	\$ 1,500	\$ 1,909	\$ 1,909	\$ -
01	8570	Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -
01	8610	Court - General	\$ 5,000	\$ 6,000	\$ 5,683	\$ 5,683	\$ -
01	8625	Court-Technology	\$ 10,500	\$ 7,025	\$ -	\$ -	\$ -
01	8626	Court-Security	\$ -	\$ -	\$ -	\$ -	\$ -
01	8750	Special Fees/Codification	\$ 10,000	\$ 4,000	\$ 3,885	\$ 3,885	\$ -
01	8751	Dedication Program	\$ 3,000	\$ 4,000	\$ 11,918	\$ 11,918	\$ -
01	8752	Off-Site Tree Program	\$ -	\$ 26,000	\$ 27,566	\$ 27,566	\$ -
01	8805	Streets-Mosquito Spraying	\$ 25,000	\$ 20,000	\$ 21,330	\$ 21,330	\$ -
01	8810	Streets-Drainage	\$ 32,000	\$ 95,000	\$ 78,126	\$ 78,126	\$ -
01	8830	Streets-Repairs	\$ 100,000	\$ 45,665	\$ 29,390	\$ 29,390	\$ -
01	8832	Beautification	\$ -	\$ -	\$ -	\$ -	\$ -
01	8835	Streets-TPDES	\$ 2,500	\$ 1,925	\$ 3,851	\$ 3,851	\$ -
01	8890	Telephone	\$ 14,000	\$ 6,500	\$ 7,526	\$ 7,526	\$ -
01	8930	Travel	\$ 4,000	\$ 2,000	\$ 477	\$ 477	\$ -
TOTAL SUPPORT SERVICES			\$ 341,848	\$ 366,405	\$ 339,621	\$ 339,621	\$ -
TOTAL G&A OPERATING EXP.			\$ 4,419,090	\$ 4,530,159	\$ 4,611,406	\$ 4,686,753	\$ 75,347

Acct. #		Description	2020 Adopted	2020 Amendment No. 2	2020 Amendment No. 11	2020 Amendment No. 20	Change from Amended Budget
		Funds Available for CIP	\$ 1,806,692	\$ 2,230,022	\$ 2,267,417	\$ 2,272,998	\$ 5,581
		TRANSFER for Capital Projects					
01	9250	Reserve- Facilities	\$ 65,000	\$ -	\$ -	\$ -	\$ -
01	9250	Reserve- Vehicles	\$ 8,750	\$ -	\$ -	\$ -	\$ -
01	9250	Transfer to Capital Projects	\$ 1,706,902	\$ 2,105,000	\$ 1,706,902	\$ 1,706,902	\$ -
01	9250	Transfer for Beautification	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
		TOTAL TRANSFERS	\$ 1,805,652	\$ 2,130,000	\$ 1,731,902	\$ 1,731,902	
TOTAL GENERAL FUND EXPENDITURES			\$ 6,224,742	\$ 6,660,159	\$ 6,343,308	\$ 6,418,655	\$ 75,347
REVENUES OVER/(UNDER EXP)			\$ 1,040	\$ 100,022	\$ 535,515	\$ 541,096	\$ 5,581

**CITY OF BUNKER HILL VILLAGE
2020 BUDGET
UTILITY FUND**

AMENDMENT NO 21

Acct. #		Description	2020 Adopted	2020 Amendment No. 3	2020 Amendment No. 12	2020 Amendment No. 21	Change from Amended
UTILITY FUND							
REVENUES							
04	4120	Sales Tax Collected					
04	4410	Water Sales	\$ 2,041,025	\$ 2,142,880	\$ 2,376,007	\$ 2,354,617	\$ (21,390)
04	4420	Water Taps	\$ 40,000	\$ 37,560	\$ 33,380	\$ 33,380	\$ -
04	4510	Waste Water Sales	\$ 699,780	\$ 700,000	\$ 733,563	\$ 733,563	\$ -
04	4520	Waste Water Taps	\$ 6,000	\$ 6,300	\$ 7,243	\$ 5,400	\$ (1,843)
04	4610	Solid Waste Fees	\$ -	\$ -	\$ -	\$ -	\$ -
04	4750	Late Payment Fees	\$ 13,500	\$ 7,000	\$ 7,724	\$ 7,724	\$ -
04	4910	Interest Income	\$ 20,000	\$ -	\$ -	\$ -	\$ -
04	4920	Miscellaneous Income	\$ -	\$ 9,780	\$ 9,907	\$ 9,907	\$ -
04	4960	Contributed Capital	\$ -	\$ -	\$ 135,000	\$ 135,000	\$ -
		TOTAL UTILITY FUND REVENUE	\$ 2,820,305	\$ 2,903,520	\$ 3,302,824	\$ 3,279,591	\$ (23,233)
UTILITY FUND							
EXPENSES							
PERSONNEL							
04	5010	Wages	\$ 417,375	\$ 414,410	\$ 413,760	\$ 413,760	\$ -
04	5020	Wages-Overtime	\$ 22,470	\$ 22,100	\$ 24,215	\$ 24,215	\$ -
04	5110	Payroll Taxes-Medicare	\$ 33,947	\$ 33,910	\$ 31,691	\$ 31,691	\$ -
04	5120	Payroll Taxes-TWC	\$ 1,490	\$ 950	\$ 950	\$ 950	\$ -
04	5210	Retirement-TMRS	\$ 49,434	\$ 45,840	\$ 50,955	\$ 50,880	\$ (75)
04	5310	Insurance-Workers Comp.	\$ 6,930	\$ 9,450	\$ 7,969	\$ 7,969	\$ -
04	5325	Insurance-Dental	\$ 1,430	\$ 1,035	\$ 1,135	\$ 1,135	\$ -
04	5330	Insurance-Disability	\$ 2,090	\$ 1,490	\$ 1,529	\$ 1,529	\$ -
04	5340	Insurance-Medical	\$ 61,413	\$ 38,000	\$ 42,133	\$ 42,133	\$ -
04	5350	Insurance-Life	\$ 700	\$ 450	\$ 416	\$ 416	\$ -
04	5410	Contract Labor	\$ 25,000	\$ 18,000	\$ 15,219	\$ 15,219	\$ -
							\$ -
		TOTAL PERSONNEL	\$ 622,279	\$ 585,635	\$ 589,972	\$ 589,897	\$ (75)
COMMODITIES							
04	6090	Chemicals	\$ 15,000	\$ 8,500	\$ 7,976	\$ 7,976	\$ -
04	6250	Fuel	\$ 6,000	\$ 6,000	\$ 5,457	\$ 5,457	\$ -
04	6340	Garbage-Dumping Fees	\$ 2,000	\$ 1,300	\$ 644	\$ 644	\$ -
04	6410	Landscaping	\$ 9,075	\$ 3,500	\$ 3,143	\$ 3,143	\$ -
04	6490	Janitorial	\$ 1,300	\$ 1,500	\$ 1,272	\$ 1,272	\$ -
04	6650	Postage	\$ 5,000	\$ 5,000	\$ 4,264	\$ 4,264	\$ -
04	6660	Printing & Stationary	\$ 5,000	\$ 4,500	\$ 3,444	\$ 3,444	\$ -
04	6730	Supplies-General	\$ 4,000	\$ 4,000	\$ 2,770	\$ 2,770	\$ -
04	6740	Supplies-Office	\$ -	\$ -	\$ 62	\$ 62	\$ -
04	6810	Tools & Equipment	\$ 15,500	\$ 4,000	\$ 3,697	\$ 3,697	\$ -
04	6970	Uniforms	\$ 3,500	\$ 3,100	\$ 2,548	\$ 2,548	\$ -
		TOTAL COMMODITIES	\$ 66,375	\$ 41,400	\$ 35,277	\$ 35,277	\$ -
MAINTENANCE							
04	7110	Building Maintenance	\$ 7,750	\$ 10,000	\$ 13,320	\$ 13,320	\$ -
04	7220	Equipment-General	\$ 500	\$ 600	\$ 390	\$ 390	\$ -
04	7230	Equipment-Office	\$ 2,500	\$ 1,900	\$ 2,575	\$ 2,575	\$ -
04	7410	Vehicles	\$ 5,000	\$ 7,000	\$ 5,648	\$ 5,648	\$ -
04	7510	Water-Fire Hydrants	\$ 15,000	\$ 8,000	\$ -	\$ -	\$ -
04	7520	Water-Wells/Pumps	\$ 30,000	\$ 44,350	\$ 34,893	\$ 34,893	\$ -
04	7530	Water Tanks	\$ 2,000	\$ 2,000	\$ 3,130	\$ 3,130	\$ -
04	7535	Water Lines	\$ 8,000	\$ 11,000	\$ 10,456	\$ 10,456	\$ -

Acct. #		Description	2020 Adopted	2020 Amendment No. 3	2020 Amendment No. 12	2020 Amendment No. 21	Change from Amended
04	7540	Water Meters	\$ 40,000	\$ 58,000	\$ 71,991	\$ 71,991	\$ -
04	7610	Waste Water-Lines	\$ 5,000	\$ 6,000	\$ 357	\$ 357	\$ -
04	7620	Waste Water-Manholes	\$ 2,000	\$ 1,000	\$ -	\$ -	\$ -
		TOTAL MAINTENANCE	\$ 117,750	\$ 149,850	\$ 142,760	\$ 142,760	\$ -
		CONTRACT SERVICES					
04	7502	Professional Fees-Accounting		\$ 60,000	\$ 55,646	\$ 55,646	\$ -
04	8001	Professional Fees-Eng.	\$ 30,000	\$ 25,000	\$ 5,208	\$ 5,208	\$ -
04	8002	Water Purchase/COH	\$ 696,550	\$ 605,000	\$ 596,956	\$ 596,956	\$ -
04	8003	Waste Water Treatment Fee	\$ 235,950	\$ 300,000	\$ 340,311	\$ 340,311	\$ -
04	8004	Waste Water Treatment/COH	\$ 50,000	\$ -	\$ -	\$ -	\$ -
		TOTAL CONTRACT SERVICES	\$ 1,012,500	\$ 990,000	\$ 998,121	\$ 998,121	\$ -
		SUPPORT SERVICES					
04	8010	Advertising					
04	8090	Bad Debts		\$ 18,000	\$ -	\$ -	\$ -
04	8130	Bank Charges	\$ 9,500	\$ 21,000	\$ 26,414	\$ 26,414	\$ -
04	8170	Hardware/Software	\$ 32,850	\$ 34,000	\$ 41,170	\$ 41,170	\$ -
04	8210	Delivery Service	\$ -	\$ 200	\$ 176	\$ 176	\$ -
04	8250	Dues/Tuition & Subscriptions	\$ 5,130	\$ 2,500	\$ 1,582	\$ 1,582	\$ -
04	8270	Electricity	\$ 87,000	\$ 110,000	\$ 96,775	\$ 96,775	\$ -
04	8330	Equipment Rental	\$ -	\$ -	\$ -	\$ -	\$ -
04	8450	Insurance-General	\$ 13,782	\$ 19,500	\$ 18,916	\$ 18,916	\$ -
04	8630	Natural Gas	\$ 1,000	\$ 750	\$ 697	\$ 697	\$ -
04	8750	Special Fees	\$ 120,000	\$ 110,000	\$ 112,419	\$ 112,419	\$ -
04	8890	Telephone	\$ 7,000	\$ 12,500	\$ 13,362	\$ 13,362	\$ -
04	8930	Travel	\$ 1,500	\$ 750	\$ -	\$ -	\$ -
04	8990	Solid Waste Collection	\$ (30,000)	\$ (30,000)	\$ (26,744)	\$ (26,744)	\$ -
04	8772	Gain Loss on Sale of Asset	\$ -	\$ -	\$ 394,439	\$ 394,439	\$ -
		TOTAL SUPPORT SERVICES	\$ 247,762	\$ 299,200	\$ 679,206	\$ 679,206	\$ -
		TOTAL UB OPERATING EXP.	\$ 2,066,666	\$ 2,066,085	\$ 2,445,336	\$ 2,445,261	\$ (75)
		Funds Available for Capital Projects	\$ 753,639	\$ 837,435	\$ 857,488	\$ 834,330	\$ (23,158)

Acct. #		Description	2020 Adopted	2020 Amendment No. 3	2020 Amendment No. 12	2020 Amendment No. 21	Change from Amended
TRANSFERS OUT							
04	9200	Depreciation Expense	\$ -	\$ -	\$ 374,386	\$ 365,734	\$ (8,652)
04	9250	Transfer to UT CIP	\$ 753,639	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ -
04	9250	Transfer to Fuel Fund		\$ -		\$ 2,294	\$ 2,294
04	9250	Transfer to UT CIP		\$ 2,177,975			\$ -
04	9250	Transfer to Debt Service Fund					\$ -
04	9250	Transfer to General Fund		\$ 412,027	\$ 412,027	\$ 412,027	\$ -
		TOTAL TRANSFERS	\$ 753,639	\$ 3,840,002	\$ 2,036,413	\$ 2,030,055	\$ (6,358)
		TOTAL UTILITY EXPENSES	\$ 2,820,305	\$ 5,906,087	\$ 4,481,749	\$ 4,475,316	\$ (6,433)
REVENUES OVER/(UNDER) EXP			\$ -	\$ (3,002,567)	\$ (1,178,925)	\$ (1,195,725)	\$ (16,800)

**CITY OF BUNKER HILL VILLAGE
SOLID WASTE FUND
2020 BUDGET**

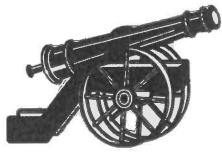
AMENDMENT NO 22

Acct. # Description			2020 Adopted	2020 Amendment No. 4	2020 Amendment No. 13	2020 Amendment No. 22	Change from Amended
SOLID WASTE REVENUES							
09	4610	Solid Waste Sales	\$ 506,760	\$ 451,494	\$ 477,778	\$ 472,344	\$ (5,434)
09	4750	Late Fee Penalty	\$ -	\$ -	\$ 454	\$ 454	\$ -
09	4920	Misc Income	\$ -	\$ -	\$ 110	\$ 110	\$ -
		TOTAL SOLID WASTE	\$ 506,760	\$ 451,494	\$ 478,342	\$ 472,908	\$ (5,434)
EXPENSES							
09	8130	Banking and CC Fees	\$ -	\$ -	\$ 155	\$ 155	\$ -
09	8991	Admin Fee	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -
09	8990	Solid Waste Collection	\$ 463,500	\$ 411,529	\$ 378,781	\$ 378,781	\$ -
		TOTAL SOLID WASTE	\$ 493,500	\$ 441,529	\$ 408,936	\$ 408,936	\$ -
REVENUES OVER/(UNDER) EXP			\$ 13,260	\$ 9,965	\$ 69,406	\$ 63,972	\$ (5,434)

**CITY OF BUNKER HILL VILLAGE
FUELING STATION FUND
2020 BUDGET**

AMENDMENT NO 23

Acct. # Description			2020 Adopted	2020 Admendment No. 6	2020 Admendment No. 15	2020 Admendment No. 23	Change from Amended Budget
FUELING STATION FUND							
REVENUES							
14	4921	City of Bunker Hill		\$ 3,270	\$ 3,671	\$ 3,860	\$ 189
14	4922	City of Hunters Creek		\$ 4,905	\$ 4,141	\$ 4,354	\$ 213
14	4923	MVPD		\$ 50,660	\$ 52,728	\$ 55,437	\$ 2,709
14	4924	Hedwig Village		\$ 22,870	\$ 18,336	\$ 19,277	\$ 941
14	4990	Transfer from Utility Fund				\$ 2,294	\$ 2,294
		TOTAL REVENUES	\$ -	\$ 81,705	\$ 78,876	\$ 85,222	\$ 6,346
EXPENDITURES							
14	6250	Fuel		\$ 74,440	\$ 78,997	\$ 78,997	\$ -
14	7110	Building Maintenance		\$ 5,725	\$ 5,725	\$ 5,725	\$ -
14	8450	General Insurance		\$ 500	\$ 500	\$ 500	\$ -
14	8991	Admin Fee to GF		\$ 1,040	\$ -	\$ -	\$ -
		TOTAL EXPENDITURES	\$ -	\$ 81,705	\$ 85,222	\$ 85,222	\$ -
REVENUES OVER/(UNDER) EXP			\$ -	\$ -	\$ (6,346)	\$ 0	\$ 6,346



CITY OF BUNKER HILL VILLAGE
CITY COUNCIL
Agenda Request

Agenda Date: May 18, 2021

Agenda Item No: VIII

Subject/Proceeding: PRESENTATION AND RECEIPT FOR FILING OF 2020 FINANCIAL
AUDIT BY BELT HARRIS PECHACEK, LLLP

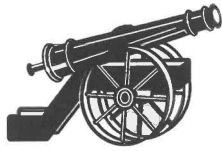
Exhibits: 2020 Audit - *hard copy in binders*

Clearance: Susan Grass, Finance Manager
Karen Glynn, City Administrator

Executive Summary

Staff is very pleased to report that the annual audit process has been completed and the City received an unmodified opinion which is the highest level of assurance a city can obtain. There were no management comments. A copy of the audit for the period ending December 31, 2020 was provided to the City Council hard copy in the packet.

Robert Belt from Belt Harris Pechacek, LLLP will be at the meeting on Tuesday, May 18, 2021 to give a brief overview of the audit. The Audit Finance Committee reviewed the report and financials at their meeting held on Tuesday, May 11, 2021.



CITY OF BUNKER HILL VILLAGE
CITY COUNCIL
Agenda Request

Agenda Date: May 18, 2021

Agenda Item No: IX

Subject/Proceeding: **CONSIDERATION AND POSSIBLE ACTION TO AWARD A CONTRACT WITH VALLEY VIEW CONSULTING, L.L.C. FOR SUPPORT SERVICES FOR THE CITY'S DEPOSITORY BANK SERVICES SOLICITATION PROCESS IN THE AMOUNT NOT TO EXCEED \$7,500.00**

Exhibits: Proposal
Proposed Schedule

Clearance: Karen Glynn, City Administrator
Susan Grass, Finance Manager

Executive Summary

The City's Bank Depository Contracts will be completed at the end of February 2022 based on the agreements and extensions approved in 2017, 2020 and 2021:

BBVA Compass Bank

The agreement with BBVA Compass included a three (3) year contract approved in 2017 with the opportunity to extend for two additional one-year terms (2020 and 2021).

Allegiance Bank

In 2017, the Finance Committee recommended and City Council approved Allegiance Bank as the City's secondary depository.

The final one-year extension was approved in February 2021 to provide the City ample time to begin and complete the "Request for Proposal Process."

Staff has been in discussion with other cities and found that many used a consultant to assist with this process especially during these recent years. The City of Spring Valley has utilized Valley View Consulting, L.L.C. and highly recommended the firm and the process. The Spring Valley City Administrator also used Valley View in the City of Dickinson. She shared that proposals went from 1 to over 6 banking proposals in Spring Valley and in Dickinson, it went from 1 to 12 making the process much more competitive. The Finance Manager reached out to City of Katy Finance Director and was pleased to hear they recommended the Bank Solicitation Process with Valley View Consultants.

This was discussed with the City's Finance Audit Committee and is recommended for approval. Although the firm shows a Virginia address, this is the "office of record." The company originated in Texas and staff members have City experience and are available in Texas.



April 15, 2021

Ms. Karen H. Glynn, P.E.
City Administrator
City of Bunker Hill Village
11977 Memorial Drive
Houston, TX 77024

PROPOSAL FOR PRIMARY DEPOSITORY BANK SERVICES SOLICITATION PROJECT

Thank you for considering Valley View Consulting to assist the City in its Primary Depository Bank Request for Application (the "RFA") solicitation process, generating a bank services RFA, analyzing the responses, and arriving at a primary depository bank recommendation for the new contract period. It would be a pleasure to work with you on this project.

When selected, we will assist the City in soliciting and recommending a Primary Depository Bank for approval by the City Council. The objective is to secure the "most advantageous" and cost-effective relationship for current and future banking services to the City. The attached ***Primary Depository Bank RFA Process and Procedure*** outlines our recommended approach to the project. It focuses on the banking services RFA and best candidate selection. Also outlined, in moderate detail, are the variety of steps necessary to effectively select a primary depository bank and enter into the new contractual relationship.

For this type of project, a fixed fee is appropriate. Therefore, we propose \$7,500.00 for the project, which includes our presence at up to two on-premises events to be selected by the City. Typically, the request is for our participation at the pre-application conference and the presentation of the recommendation to the City Council or appropriate committee. Any additional on-site involvement as may be required by the City can be negotiated for accommodation.

This proposal is specifically for the solicitation of standard banking service functions from the financial institutions located within geographical boundaries or the expanded solicitation area authorized by the City Council. It excludes other such services as Lockbox, Merchant Bank Services, Purchasing Cards, Courier Service, etc., that are better addressed as separate projects.

It should be noted that this proposal is for providing business consulting services and does not encompass or represent legal advice which should be obtained from the City's attorneys prior to the execution of bank contracts and agreements.

In addition to the primary depository bank solicitation services proposed herein, Valley View Consulting is a SEC registered investment advisory firm providing advisory services to Texas public fund clients. Should Valley View Consulting be selected to provide investment advisory services to the City within one year of this Agreement, fees paid in conjunction with this project will be waived or applied as a reduction of any advisory fees.

The project team will include Mr. E.K. Hufstedler, Mr. Tim Pinon, Mr. Richard Long, and me. We are available to begin this engagement upon acceptance of the proposal.

Valley View is certainly looking forward to providing this service to the City. Please call me at Tom Ross at 817.706.0471 if you have any questions or need additional information.

If this approach meets with your approval, please provide your formal acceptance in the space indicated below.

We appreciate your interest and look forward to working with you and the City.

Sincerely,

VALLEY VIEW CONSULTING, L.L.C.:

CITY OF BUNKER HILL VILLAGE, TX:



Signature:

Thomas H. Ross
Consultant

Name: _____

Title: _____

Date: _____

Attachment

Primary Depository Bank RFA Process and Procedure

The following process and procedure identify the tasks to be performed within the scope of this project to the fullest extent possible. However, additional tasks may be required.

- Review the prior Depository Bank contract.
- Review the prior Request for Application (RFA).
- Review the group level summary and individual account statements of the previous twelve months bank account analyses.
- Review the bank statements of all accounts for one current month (exclusive of canceled checks and deposit tickets).
- Consider the bank account structure, flow of funds, account usage, and potential enhancements.
- Review the current Pledged Collateral Report.
- Review the current Custodial Agreement.
- Review the most recent Consolidated Annual Financial Report, with management letter.
- Review the purchasing manual, financial policies, etc.
- Develop a calendar of events for the RFA process.
- Establish the evaluation criteria.
- Prepare a list of the financial institutions that will be sent the RFA.
- Contact each financial institution to confirm recipient information and alert them to the RFA.
- Prepare the legal notice to be published and review with staff.
- Prepare a draft RFA, complete with attachments and schedules, for review.
- Review the draft RFA with City staff, incorporating changes, as necessary.
- Finalize the RFA.
- Prepare the transmittal letter for distribution with the RFA.
- Assist in hosting a pre-application conference to answer questions and provide additional explanation.
- Upon receipt of the applications, analyze them for conformance to the RFA requirements and to determine the relative value based on the evaluation criteria.
- Review the results of the application analysis with City staff.

- Prepare a RFA process recap with the selection recommendation of City staff.
- Assist City staff with presentation to the appropriate committee and/or Council for selection of the successful applicant.
- Prepare a letter to the unsuccessful applicants notifying them of the outcome of the process and return the good faith performance checks.
- Prepare a notification of award letter to successful applicant.
- Assist with current bank notification of the contract award and request for transition cooperation.
- Assist City staff and the successful applicant with the implementation process.
- Assist as needed in development of an implementation timeline.
- Assist as needed with bank services selection.
- Assist with the completion of agreements and documentation.
- Confirm new collateral pledge procedures.
- Assist with transfer of City-owned securities held in safekeeping to successful applicant, if needed.
- Verify document completion, execution, and retention.
- Prepare transmittal letter to successful applicant to accompany good faith performance check return upon contract execution.
- After transition:

Compare bank account analysis pricing for services with the submitted application.

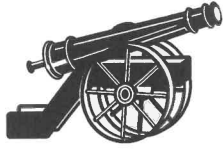
Assist with reminders of each renewal option and preparation of the formal renewal requests.

**CITY OF BUNKER HILL VILLAGE, TEXAS
DEPOSITORY SERVICES RFA PROJECT**

CALENDAR OF EVENTS

Wednesday, May 12, 2021

<u>TARGET DATE</u>	<u>TIME - CENTRAL</u>	<u>DESCRIPTION OF EVENTS</u>
Wednesday, May 12, 2021		Establish draft calendar
Thursday, June 10, 2021		Email Kick-Off Agenda, Information Request and draft calendar for Conference Call
Tuesday, June 15, 2021	Zoom call @ 11:00 AM	Discuss requested MAY 2021 bank statements, history of account analysis and other information for RFA as well as first draft of proposed RFA calendar/timeline
Friday, June 18, 2021		Valley View receives bank statements, account analysis and other information requested
Wednesday, June 30, 2021		First draft of Depository Bank RFA emailed to staff
Wednesday, July 7, 2021	Zoom call @ 11:00 AM	Discuss draft of Depository Bank RFA with staff
Friday, July 16, 2021		Finalize proofing of final RFA documents
Monday, July 19, 2021		Deadline for legal notice submission to <i>Houston Chronicle</i>
Friday, July 23, 2021		RFA distributed and available via City website or email notice sent to prospective financial institutions
Friday, July 23, 2021		Advertise the Depository Bank notice in <i>Texas Bond Reporter</i> financial publication newspaper. One notice only for expanded solicitation area.
Friday, July 23, 2021		Advertise the Depository Bank notice in the official publication newspaper. (1st notice) <i>Houston Chronicle</i>
Friday, July 30, 2021		Advertise the Depository Bank notice in the official publication newspaper. (2nd notice) <i>Houston Chronicle</i>
Wednesday, August 4, 2021	11:00 AM	Host a non-mandatory pre-application conference to review RFA and answer questions (pending virtual conference)
Monday, August 9, 2021	5:00 PM	Deadline for questions and requests for additional information from financial institutions
Friday, August 13, 2021	5:00 PM	Deadline for City's response to questions and request for additional information
Friday, August 27, 2021	2:00 PM	City receives applications from interested financial institutions submitted to the Finance Department
Wednesday, September 22, 2021	Zoom call @ 11:00 AM	Call will be discussion of side by side analysis prepared by Valley View from received applications
Week of October 4, 2021		Verify references (if required)
Week of October 4, 2021		Applicant demonstrations (if required)
Wednesday, October 27, 2021	Zoom call @ 11:00 AM	Finalize staff recommendations (if required)
Monday, November 8, 2021		Notify recommended applicant of recommendation
Monday, November 8, 2021		Deadline for inclusion of depository bank recommendations in City Council meeting agenda and council member packets
Tuesday, November 16, 2021		City Council Meeting Work Session (if held)
Tuesday, November 16, 2021	5:30 PM	City Council Regular Meeting - consider award of the depository bank contract
Wednesday, November 17, 2021		Return good faith checks of unsuccessful applicants
Wednesday, November 17, 2021		Begin implementation with review of new depository agreements and legal review (prior to signing) and the processing of opening new accounts if a new depository was awarded
Tuesday, March 1, 2022		New Depository Bank Contract period begins
Upon completion of all agreements		Return good faith check of successful applicant



CITY OF BUNKER HILL VILLAGE
CITY COUNCIL
Agenda Request

Agenda Date: May 18, 2021

Agenda Item No: X

Subject/Proceeding: **CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO APPROVE UP TO \$40,000.00 FOR PRE-DESIGN ENGINEERING SERVICES FOR THE BUNKER HILL DRAINAGE DETENTION PROJECT**

Exhibits: N/A

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

Executive Summary

As has been discussed with the Council, Staff has been working with Bunker Hill Elementary School to discuss partnership opportunities to include detention with the school reconstruction project. Preliminary Engineering found that there may be up to 2 Acre Feet of Detention available under the proposed ball field on the site. The preliminary cost estimate was within the City's benchmark of \$1.0M per Acre-Foot. In addition, the City's modeling exercise found significant results with the added detention. As a result, the Drainage Committee recommended the Bunker Hill Elementary Detention to be the highest priority project at this time noting this opportune timing.

Staff has been working with SBISD, the Engineers and Durotech (Contractor for the new school) to price the detention project. Durotech has outlined some concerns regarding the timing of the project and constructability details. As a result, additional engineering is being requested and recommended.

The Engineering needs include both work to be conducted by RPS on the actual detention site as well as the work of SBISD's Engineer, S&G, to design the outfall of the detention that impacts the school site.

Staff has worked with the Engineering Team of RPS and S&G and they have provided a not to exceed amount of \$40,000.00 for the pre-design work. Staff is recommending the Council authorize the Mayor to work with staff to execute this work over the next few weeks.

ORDINANCE NO. 21-551

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

* * * * *

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

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

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

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

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

WHEREAS, the Mayor and City Council of the City of Bunker Hill Village, Texas finds it to be in the best interest of the health, safety and welfare of its citizens to extend this declaration of disaster for an additional thirty-seven (37) days; and

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

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

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

Section 1. The facts and matters contained in the preamble to this ordinance are hereby found to be true and correct.

Section 2. **Extension of Local State of Disaster.** That the local state of disaster and public health emergency previously declared for the City of Bunker Hill Village pursuant to §418.108 of the Texas Disaster Act is hereby extended for 37 days from the date of this ordinance or unless terminated or modified by earlier ordinance of the City.

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

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

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

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

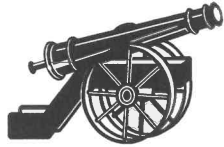
Section 7. This ordinance shall take effect immediately upon its approval.

PASSED, APPROVED AND ORDAINED on this 18th day of May 2021.

Robert P. Lord, Mayor

ATTEST:

Karen H. Glynn, Acting City Secretary



CITY OF BUNKER HILL VILLAGE
CITY COUNCIL
Agenda Request

Agenda Date: March 201, 2018

Agenda Item No: XII

Subject/Proceeding: City Administrator's Report

Exhibits: Zoning Board of Adjustment Decision
Proposed 2022 Budget Calendar
Resolution Amending the City's Personnel Policy for
Emergency Operations Procedures

Clearance: Karen Glynn, City Administrator

Executive Summary

There are several items on the City Administrator's Report that have attachments to share with the City Council. The City Administrator will be making the monthly report and will include these items and handouts for your review prior to the meeting:

**1. Report on Zoning Board of Adjustment Meeting on April 28, 2021
Variance for 11646 Memorial Drive**

Attached please find the Final Decision as executed by the Chairman of the Zoning Board of Adjustment in approving the variance for 11646 Memorial Drive.

2. Proposed Calendar for the 2022 Budget Process

Please be ready to access your calendars to set meeting dates.

3. Resolution Amending the Personnel Policy for Emergency Operations Procedures

Staff has been preparing for the Hurricane Season which begins June 1. Many Cities, including Hunters Creek and Spring Valley, adopted Emergency Operations Procedures following Hurricane Harvey. The attached policy is proposed which is very similar to the policy adopted by Spring Valley. One item in particular is the requirements of staff during the planning, emergency and recovery periods including how staff will be compensated. This is critical in submitting for FEMA funds for emergency reimbursement.

4. Letter from Texas Pride Regarding Solid Waste and Recycling Services

The attached letter was sent by Texas Pride to their Service Providers. We have been working with Texas Pride to support their efforts. We have also signed up for the notification system.

CITY OF BUNKER HILL VILLAGE, TEXAS

DECISION OF BOARD OF ADJUSTMENTS

On April 28, 2021, the Board of Adjustments of the City of Bunker Hill Village, Texas, considered the Application of David Dorn on behalf of C. Mai Homes for a variance from Section 7.10, Fences and Walls, of the City's Code of Ordinances to allow an eight-foot (8') wall in the front yard, as further identified in a site plan and rendering attached hereto as Exhibits A1 and A2 and Exhibit B and made a part of this Decision hereof. The property is located at 11646 Memorial Drive in the City's Residential Zoning District A.

After hearing the presentation, discussion and comments of all concerned, the Board of Adjustments moved to grant the requested variance with the conditions set forth below.

Conditions:

Site & Configuration – Approval contingent on the permitting and construction of a single-family home facing south.

Wall – Construction of a City-approved solid masonry wall with pillars, provided no unfinished concrete or cinder block, in the front of the house per Exhibit A and B to be permitted with the construction of a single-family house; Ownership and maintenance of the wall will be the homeowner's responsibility. The section of the masonry wall approved by variance shall match and be consistent with the remainder of the wall proposed to be located in accordance with City requirements on the property along Memorial Drive.

Fence and Gate – Construction of a metal fence and gate similar to the rendering in Exhibit A; Allows the opportunity to see the front of the home. All landscaping in front of the metal fence and gate will be the homeowner's responsibility for installation and maintenance.

Landscape Easement – Dedication of a Landscape Easement to provide for a minimum of 12 feet behind the existing curb of Memorial Drive to allow for a sidewalk at 8 feet and additional City approved landscaping along the wall, to be installed and maintained by the property owner; Easement dedication prior to construction of the wall.

Timeframe – Approval of the variance contingent on the demolition of the existing structure and clean-up of the lot six (6) months from the Decision of the Board.

The vote of the Board was 5 votes for the motion and 0 votes against the motion with each member of the Board voting as follows:

BOARD MEMBER	VOTE
1. Michelle Belco	<u>Yes</u>
2. David W. Light, III	<u>Yes</u>
3. Patricia Shuford	<u>Yes</u>
4. David Marshall	<u>Yes</u>
5. Jennifer Rigamonti	<u>Yes</u>

All plans, documents, and letters contained in the City's files and submitted at the hearing regarding this matter were made a part of the record of this hearing. Filed with the Secretary as the Official Decision of the Board of Adjustment this 28th Day of April 2021.


Jennifer Rigamonti, Chairman
Board of Adjustments

Filed with the City Secretary as the Official Decision of the Board of Adjustment this 28th Day of April 2021.

ATTEST:


Karen Glynn, Acting City Secretary

Exhibit A1
City of Bunker Hill Village
Variance
11646 Memorial Drive
A Variance to Appendix A – Zoning
Section 7.10 Fences and Walls

Rendering of Iron fence in front of new home



Exhibit A2
City of Bunker Hill Village
Variance
11646 Memorial Drive
A Variance to Appendix A – Zoning
Section 7.10 Fences and Walls

Rendering from West corner

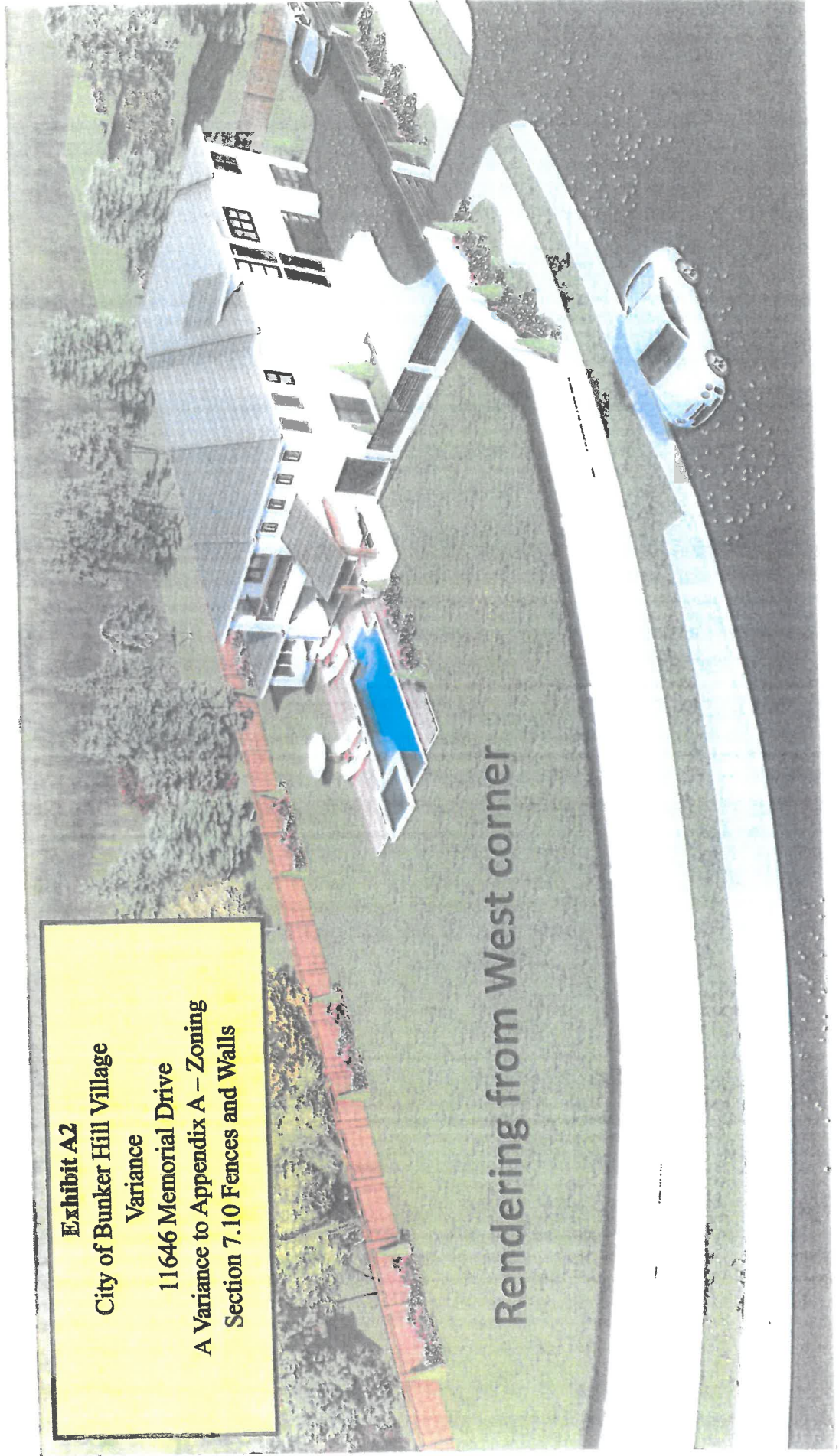
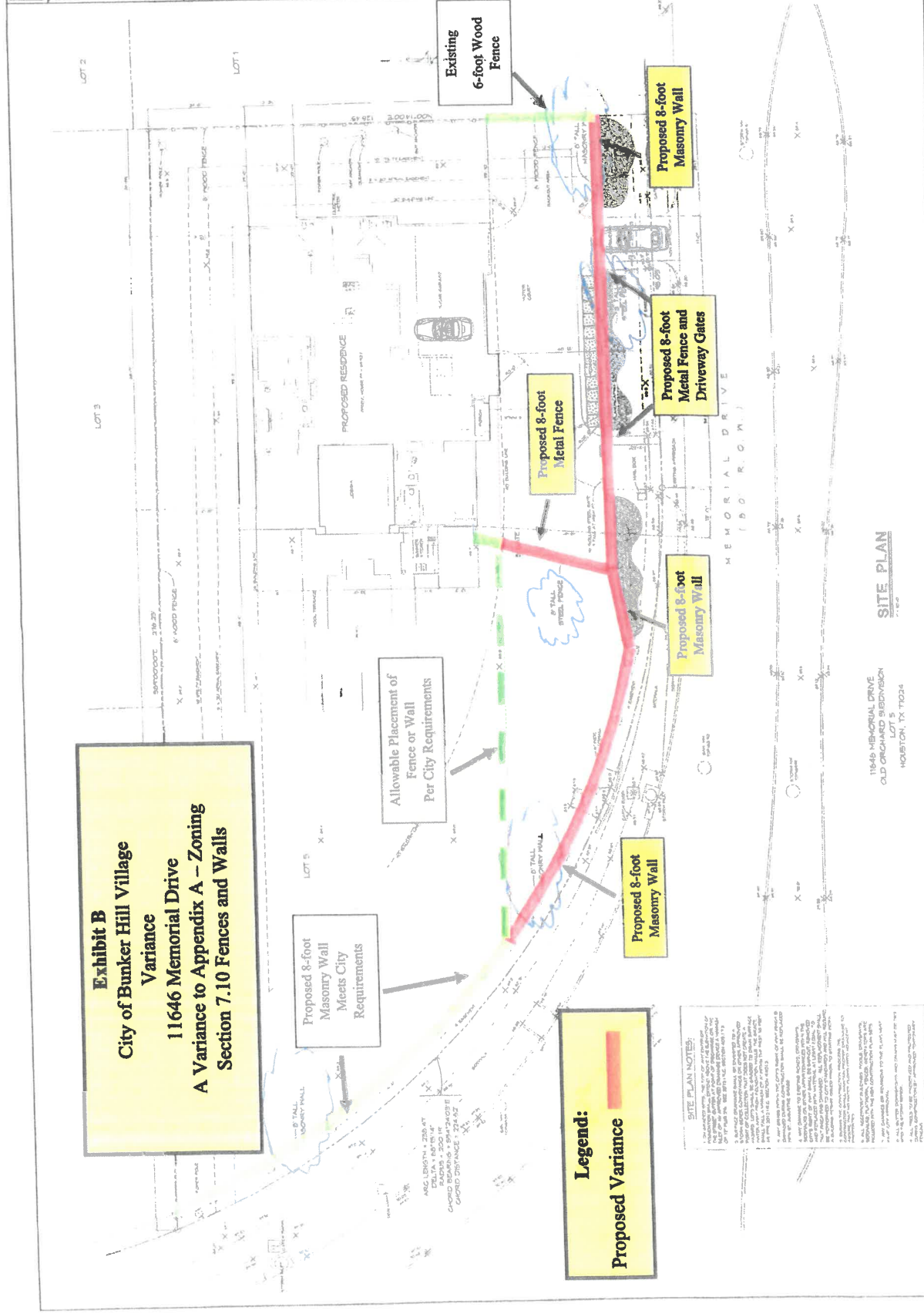


Exhibit B
City of Bunker Hill Village
Variance
11646 Memorial Drive
A Variance to Appendix A - Zoning
Section 7.10 Fences and Walls



SITE PLAN NOTES:
 1. The applicant hereby certifies that the information provided on this site plan is true and correct to the best of their knowledge and belief.
 2. The applicant hereby certifies that the information provided on this site plan is true and correct to the best of their knowledge and belief.
 3. The applicant hereby certifies that the information provided on this site plan is true and correct to the best of their knowledge and belief.
 4. The applicant hereby certifies that the information provided on this site plan is true and correct to the best of their knowledge and belief.
 5. The applicant hereby certifies that the information provided on this site plan is true and correct to the best of their knowledge and belief.
 6. The applicant hereby certifies that the information provided on this site plan is true and correct to the best of their knowledge and belief.
 7. The applicant hereby certifies that the information provided on this site plan is true and correct to the best of their knowledge and belief.
 8. The applicant hereby certifies that the information provided on this site plan is true and correct to the best of their knowledge and belief.
 9. The applicant hereby certifies that the information provided on this site plan is true and correct to the best of their knowledge and belief.
 10. The applicant hereby certifies that the information provided on this site plan is true and correct to the best of their knowledge and belief.

SITE PLAN
 11646 MEMORIAL DRIVE
 OLD ORANGE RESERVATION
 LOT 5
 HOUSTON, TX 77024

PROPOSED 2022 BUDGET SCHEDULE

Date:	Topic:	Notes:
Tuesday, May 18	Proposed Preliminary Budget Calendar Presented to City Council	Regular City Council Meeting
Tuesday, June 15	Assumptions shared with City Council including Tax Rate Calculation for No New Revenue, Voter Approved and De Minimis Tax Rate.	Regular City Council Meeting
Tuesday, June 29	Meeting with the Mayor to discuss Draft Budget and Tax Rate Calculations	TBD
Wednesday, July 14 11:30 am	Budget Workshop: Discuss details of the Budget. The following relevant items are discussed: Revenues Assumptions, Expenses, Capital Projects, Major Purchases and Projects, and other relevant items.	Lunch Meeting
Sunday, July 25	Deadline for Chief Appraiser to Certify Tax Rolls to Taxing Units Tax Assessor to Calculate Tax Rates	Appraisal District to Provide
Sunday, August 1	Receive Certified Tax Roll and Calculations.	SBISD to Provide
Week of August 2	Special City Council Meeting To File Proposed Budget & take Record Vote on Proposed Tax Rate. Set Public Hearings on Adoption Date for Proposed Budget and Tax Rate.	Special City Council Meeting Will include Record Vote on Agenda;

PROPOSED 2022 BUDGET SCHEDULE

Friday, August 6

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

Tuesday, August 17

City Council Meeting - File Budget

Wednesday, August 25

City Secretary Sends Property Tax Rate Public Hearing and Calculations, Statement and Schedules to Newspaper by August 25, 2021 to be published on September 1, 2021.

Wednesday, September 1

Publish Notice of Public Hearing on Proposed Budget (Local Govt. Code §102.0065, Section (c) not earlier than the 30th or later than the 10th day before the date of the hearing)

**Tuesday, September 21
5:30 pm**

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

*Required Public Hearing for Budget Process.
One hearing if below all tax rate calculations.
Regular City Council Meeting*

Tuesday, September 28

Public Hearing on the Budget and Adoption of the Budget and Tax Rate
(if needed)

RESOLUTION NO. 05-18-2021

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENTS
TO THE CITY'S PERSONNEL POLICIES FOR EMERGENCY
OPERATIONS PROCEDURES**

* * * * *

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

Section 1. The City Council of the City of Bunker Hill Village, Texas, hereby
adopts amendments to City of Bunker Hill Village Personnel Policies. A copy of such
amended Personnel Policies are attached hereto as Exhibit "A" and made a part hereof for
all purposes.

PASSED, APPROVED, AND RESOLVED this 18th day of May 2021

Robert Lord, Mayor

ATTEST:

Karen Glynn, Acting City Secretary

City of Bunker Hill Village – Personnel Policy EMERGENCY OPERATIONS PROCEDURES

Emergency Operations

This policy will be in effect whenever the Mayor declares that emergency conditions warrant either preparation for or a reaction to, a potentially disastrous event.

The City of Bunker Hill Village works in coordination with the Memorial Villages Police Department and Village Fire Department to coordinate resources, communications, and responses to all emergencies.

Each emergency situation is unique and this policy is intended for overall guidance only. Upon declaration of an emergency, the City Administrator is authorized to release employees in Tiers 2-3 from duty as outlined below.

18.02 Emergency Operations; Classification and Staffing

The City Administrator is responsible for appointing individual classifications to each of their employees. As a small City, every City employee is essential to the operations of the City; however, each will have one of the following classifications during emergency conditions. Any employee classification can be immediately or temporarily reclassified upward or downwards depending on the needs of the City.

“Tier 1” – ESSENTIAL – Employees with specific responsibilities who remain in the City on the job or at a designated location during an emergency event and are authorized to remain during a mandatory evacuation.

“Tier 2” – RE-ENTRY ESSENTIAL – Employees who must return to supplement or relieve Tier 1 employees immediately upon roads becoming accessible. These employees may also be considered as “on call”.

“Tier 3” – NON-ESSENTIAL – Employees whose presence is not essential in carrying out the emergency plan, but who cannot leave their positions until released by their supervisor, and must return to work as usual under normal operations after emergency status has ended.

Employees not at work are responsible for remaining in contact with their supervisor regarding assignments, and to stay abreast of the situation by monitoring social media and television for instructions or by calling their direct supervisor or the City Administrator.

18.03 Emergency Preparation Phase

City property will be secured and protected and other actions will be taken as necessary in individual areas. The City Administrator will reconsider and reschedule or cancel, if necessary, all personal leave requests of Tier 1 and Tier 2 employees who are on personal leave, or are scheduled for personal leave. When assigned tasks under the

Preparation Phase are completed in accordance with the City's Emergency Plan, Tier 2 and Tier 3 employees released from duty may choose to evacuate. Tier 1 employees will be allowed to secure their property and make arrangements for their families as scheduled by the City Administrator and Director of Public Works. Each employee of the City shall have a hurricane evacuation plan for his/her family well in advance of an approaching storm.

18.04 Essential Services Phase

This phase occurs during the emergency situation. Only those Tier 1 employees whose assigned functions are necessary for the benefit of the general public during the emergency situation will work during the Essential Service Phase. Tier 1 employees will not be authorized to evacuate.

Shifts during the Essential Services Phase will be established according to City response and needs. Employees who are assigned on call status must advise supervisors of locations where they can be contacted at all times. Employees released from work will follow instructions regarding evacuation and shelter, as applicable.

If additional days are needed by the employee after the declaration to return to duty, the employee may request personal leave time or compensatory time off for personal emergency recovery. However, that request may be denied if the situation warrants.

Employees who do not remain on, or return to, duty when so ordered are subject to disciplinary action up to and including termination.

18.05 Return to Duty Phase

By reporting to work on the return-to-duty date and/or time specified by the City Administrator, each employee meets their responsibility to work with other City employees as a team in helping to restore the community to normal service levels following a disaster period. Employees who choose to evacuate will be expected to report to work at the start of their next normal shift on the return-to-work date.

18.06 Responsibilities

The City Administrator and/or Public Works Director, as applicable shall:

- Review this Emergency Policy with their employees annually and identify each position in which employees are required to work during an emergency. This list of positions and employees who occupy them must be maintained and shared with all their employees.
 - Develop, communicate and circulate to all their employees the Standard Operating Procedures (SOPs) under each phase of an emergency, and annexes to the City's Emergency Plan.
 - Hold an annual meeting to reiterate to employees their individual responsibilities and to inform them of any changes in this policy or the SOP.
-

- Ensure that all job descriptions state the Emergency Classification of their positions.
- Complete the “Emergency Preparedness Employee Classification Form” for every employee.

Each employee must be provided with a copy of his or her Tier classification form. The original must be forwarded to the City Administrator.

18.07 Supervisor Duties

Supervisors shall:

- Assist with the responsibility of the consistent and fair implementations of this policy.
- Document and initiate any disciplinary action resulting from any violations of this policy.

18.08 Employee Duties

All City Employees shall know his/her responsibility under this policy because compliance with this policy is mandatory and be responsible for complying with waiver request procedures as outlined in this policy.

18.09 Waivers

If an employee has personal circumstances that would affect his or her ability to work during any phase of this Policy, then the employee must notify the City Administrator upon employment or within 30 days of the onset of the extenuating circumstances. The requests will be reviewed and approved/disapproved by the City Administrator. Documentation of qualifying circumstances shall accompany the request.

18.10 Inclement Weather/Emergency Closing

Except for extraordinary circumstances, City offices typically do not close. All City employees, whether exempt or nonexempt, are expected to make a sincere effort to report to work during inclement weather conditions or other emergency situations.

If an employee determines that the weather conditions constitute a danger to life and/or property, the employee must notify the immediate supervisor and/or the City Administrator and make arrangements to report to work if weather conditions improve. Any leave taken due to inclement weather may be flexed or charged to personal leave or comp time at the discretion of the City Administrator. Regular full-time and part-time nonexempt employees who are unable to flex their time and who have no accrued vacation or compensatory time available will not be paid for the time missed.

The City Administrator and Public Works Director are responsible for seeing that City services are staffed while City offices are open for business during inclement weather or

emergency conditions. Any City service that cannot be provided during inclement weather or other emergency conditions must be immediately reported to the City Administrator.

When weather or other conditions are such that the City Administrator, with approval of the Mayor, determines certain City offices should be officially closed, or if a mandatory evacuation has been declared, all affected personnel, i.e., those non-essential employees who were scheduled to work during the time of closure, will be granted “administrative leave” for the time the office is closed. Essential personnel must report to work even when offices are officially closed due to weather or other type of extraordinary circumstances. Essential personnel required to be on the job regardless of adverse weather or other conditions are designated by the City Administrator and Public Works Director. Essential personnel who fail to report to work may be subject to disciplinary action up to and including termination of employment. Employees are required to sign an acknowledgement form that they have received notice of their designation of essential or non-essential status and requirement to work during inclement weather at time of employment.

18.11 Compensation during Emergencies

Policy Summary

When an emergency impacts the opening of City Hall and/or employees’ work schedules and status, and/or a “state of emergency” or “state of disaster” has been declared by the President, Governor, County Judge or Mayor, the City Administrator may grant emergency administrative leave with pay immediately prior to, during and/or after the occurrence of the emergency, whether natural or man-made.

Once a state of emergency has been declared, the City Administrator shall determine and declare that all exempt employees working during the declared emergency shall be compensated in accordance with Section D below.

If it is determined that a civil emergency condition exists, including, but not limited to, riots, civil disorders, severe weather or hurricane conditions, other natural disasters, chemical incidents, pandemics, or similar conditions, the City Administrator may suspend all provisions of the City of Bunker Hill Village’s Personnel Rules except for those sections concerning Safety and Wages and Discipline.

Scope

This policy applies to all non-exempt and exempt employees.

A. Declaration of Emergency

Notification of State of Emergency: When it is determined that City Hall will be closed and/or when a state of emergency is imminent or has been declared, the City Administrator will notify all employees of such declaration.

B. Emergency Periods

Pre-Impact Period. This is the time period prior to the impending disaster and includes emergency response activities and preventive measures by all of the City of Bunker Hill's Employees in preparing for the impending emergency. This period begins when the City Emergency Operations Plan is activated because a "state of emergency" or "state of disaster" has been declared by the President, Governor, County Judge or Mayor, or for other good cause by the City's Emergency Management Coordinator, or City Administrator.

Emergency Period. This is the time period during which emergency response activities and restoration of critical services are conducted to protect life and property, and most other regular City services are suspended. During this period, the City Administrator may designate key essential personnel to take mandatory shelter in the City's designated Emergency Response Operations Center. The Emergency Period begins when the City suspends or closes for **normal** business and ends when the City Administrator declares it safe for all employees to return to work.

Post Impact/Recovery Period. This is the time period during which activities are conducted to restore the City's infrastructure and services to pre-disaster conditions. This period begins when the City Administrator declares it safe for all employees to return to work, and ends when the City Administrator the period is over.

No one is excused from work until the City Administrator authorizes employees to leave, even if a public announcement of office closures or suspension of services is issued. Employees must return to work as soon as an emergency is over to participate in the Post Impact/Recovery Period. Employees excused from work during an emergency will be on emergency paid administrative leave.

Emergency paid administrative leave will start when the employee is excused by the City Administrator and will continue until the City Administrator declares it is safe for all employees to return to work. Employees are expected to return to work on their next scheduled day or shift following the City Administrator's declaration. If an employee fails to show up for work or cannot show up for other reasons then the time lost will be Leave of Absence Without Pay, unless other paid leave (vacation, sick, etc.) is approved.

The City of Bunker Hill Village recognizes that employees have personal and family responsibilities that may conflict with the obligation to fulfill their job requirements during hazardous weather or state of local emergency. When evacuation of personal residences is required, Emergency Essential employees will be permitted and expected to make arrangements for their families like any other citizen, including the use of authorized shelters. The Emergency Essential Employees may be granted up to 8 hours of administrative leave for this purpose. Employees who are not able to return to work due

to emergency conditions (for instance, they have evacuated the area and are unable to return, or they are unable to leave their residence to return to work at City facilities due to impassable roadways, etc.) must contact the City Administrator or their direct supervisor as soon as possible and utilize appropriate leave time.

During a state of emergency, any unauthorized absence from work or assignment may be considered sufficient cause for discharge.

C. Employee Status

Prior to a declaration of a civil emergency, the City Administrator shall, designate “Emergency Essential” and “Emergency Non-Essential” personnel for their employees. All personnel shall be advised of their status as of **January 1st** each year. Individual employee status may change, as the needs of the City change during the civil emergency, or at the discretion of the City Administrator.

“Emergency Non-Essential” – After a needs assessment is made, some employees may be temporarily excused from work, concurrently or successively, as determined by the type of emergency event, those will be designated as “Emergency Non-Essential.” They will be placed on Emergency Paid Administrative Leave pursuant to this policy.

“Emergency Essential” – The City Administrator are responsible for identifying those employees who will be required to remain or respond in the event of emergency conditions and those employees will be designated as “Emergency Essential.” “Emergency-Essential” employees may be required to be available immediately before (Pre-Impact), during (Emergency)—e.g., those within the Emergency Operations Center—and/or after the disaster or emergency condition (Post-Impact/Recovery) to perform duties directly related to the emergency conditions, as determined by City.

“Post-Impact/Recovery Assigned” – Post-emergency, all City employees are considered Post-Impact/Recovery Assigned employees. All City employees are to return to work after the City Administrator, with approval of the Mayor as needed, declares it is safe. After the return to work, some employees may be further identified as “Essential Recovery,” while others may be temporarily excused from the emergency and begin normal work. The City Administrator, and Public Works Director is responsible for identifying those employees who are essential to the quick restoration of critical services to the community. These employees designated as “Essential Recovery” employees are required to work during periods after the emergency when other employees may be dismissed from the emergency and begin normal operations.

Emergency Duty Assignment: In the event of an emergency, the City Administrator may assign employees to any duty to the extent that the City is not in violation of any State or Federal Law. This includes employees of one area serving in an emergency capacity for any other function as assigned.

D. Compensation for Hours Worked During a Declared State of Emergency

When City Hall is closed for an Emergency situation, all employees shall receive their regular salary as administrative leave except as noted further below.

During the Emergency Period when essential exempt employees are required to work, the exempt-status employee(s) base salary will be computed to arrive at an hourly rate. Nothing herein shall be construed to affect the exempt status of such employees.

All employees who work for the benefit of the City shall receive additional pay at a rate of one and one-half times (1.5x) their hourly rate of pay for all hours worked remotely or on-site during the declared emergency conditions, until released from duty by the Mayor or City Administrator.

Mandatory residency in the City/Area in the City Emergency Operation Center or a designated area may vary as determined by the Mayor, City Administrator or Public Works Director.

The following additional pay at 1.5x will be provided for Employees:

- Employees will be paid for all hours required to reside in the City/Area to be in the City Emergency Operations Center or a designated area (mandatory residency).
- Employees will be paid for all hours worked remotely per a detailed time sheet provided by the employee and approved by the supervisor.
- Employees will be paid for all hours worked during recovery or non-mandatory on site residency per a detailed time sheet provided by the employee and approved by the supervisor.

After such time the emergency is declared clear or the City is able to return to office hours, the employee will be paid according to the normal pay policy.

During the Emergency Period, employees (exempt and non-exempt) released from work or who are not required to report to work due to the emergency event shall receive pay for their normally scheduled workday. These hours shall **not** count as "time worked" for the purpose of computing overtime for non-exempt employees and shall be clearly noted on the time sheet with the appropriate emergency coding as designated by the Finance Department.

Employees who are out on prior-approved leave or who called in sick or took unscheduled leave during any of the three periods will continue to be charged for such leave and if they do not have sufficient accruals will be placed on Leave Without Pay.

All other policies concerning remuneration shall comply with the City of Bunker Hill Village's Personnel Rules and the Fair Labor Standard Act.

At the City Administrator's discretion, previously approved leave, vacation, etc., for essential employees may be cancelled when a state of emergency is imminent or declared. Failure to return to work upon notice, either written or verbal, that leave has been cancelled will be deemed as an unauthorized absence from work or assignment which may be sufficient cause for termination.

All employees will be required to provide a detail timesheet during emergencies.

E. Paid Time Off for Personal Disaster Relief Efforts

Employees whose primary residence was flooded or damaged as a result of a natural or manmade disaster shall be allowed up to forty (40) hours of special paid time off for their personal disaster relief efforts to care for the employee's primary residence. Employees will be required to provide proof of flooding or damage to their primary residence (ie., insurance claim, photographs, etc.). Employee shall coordinate their time off with their direct supervisor. Employees may use this time off in hourly increments from one (1) hour to eight (8) hours per regular workday to best accommodate the employee's needs. Employees must use the paid time off within 60 days of end of the Emergency Period as declared by the City Administrator.

F. Summary of Emergency Periods

<u>Pre-Impact Period</u>	<u>Emergency Period</u>	<u>Post-Impact/Recovery Period</u>
This is the time period prior to the impending disaster. This period includes emergency response preparation activities and preventative measures by the City of Bunker Hill in preparing for the impending emergency. Starts – City activates EOC or state of emergency or state of disaster is declared. Ends – City closes for business or emergency conditions pass and City resumes normal operations	This is the time period during which emergency response activities and restoration of critical services are conducted to protect life and property, and most other regular City services are suspended. Starts – City is closed for business. Ends – Mayor or City Administrator declare all clear.	This is the time period during which activities are conducted to restore the City's infrastructure and services to pre-disaster conditions, and some City services may be suspended. Starts – City Administrator declare all clear. Ends – As determined by City Administrator. This may vary by department.

City Employees and Typical Classification:

City Administrator	Essential	Exempt
Finance Manager	Essential	Exempt
Court Administrator/Office Manager	Essential/Re – Entry Essential	Exempt
Public Works Director	Essential	Exempt
Permit/UB Clerk	Essential/Re – Entry Essential	Non-Exempt
Public Works Team (3)	Essential	Non-Exempt
Part-Time/Summer Interns	Non-Essential	Non-Exempt

City Emergency Operations Center

Bunker Hill City Hall will serve as the City's Emergency Operations Center. Sleeping quarters are available in the City Council Chamber; Court/Mayors Conference Room, Offices and the Public Works Center. If deemed necessary, sleeping arrangements may be secured via nearby hotels.

Showers are available in the Public Works Center and at the Memorial Villages Police Department.



May 7, 2021

To Our Valued Customer:

First and foremost, we would like to thank you for your partnership. As we have always said, we take tremendous pride in delivering services that exceed your expectations. With that being said, we also realize that we have fallen short of this recently with some services being provided later than usual, and in some cases, the next day.

There are a few factors driving these recent issues. First, disposal volumes remain elevated due to COVID. The amount of waste we are collecting has been 20-25% above normal volumes since the pandemic began. While things are moving in a positive direction, there will be a lasting effect on the waste stream with the accelerated adaption of online shopping and meal delivery services. In addition to this, the freeze contributed significant volume to the waste stream between debris and dead vegetation. This sent our monthly disposal volumes from 30,000-32,000 tons to 53,000 in March and 43,000 in April, translating to extended service times. Unlike other haulers, we made a conscious decision to continue collecting standard amounts of waste as compared to reducing quantities. Our mindset was that we would rather be a late by a day than having waste curbside for weeks on end. There remain lingering effects from this event.

The second contributing factor is still COVID, but its effect on our workforce. Our biggest concern through the pandemic has been the safety of our employees. With that, we have a serious concern of COVID sweeping through our staff. Our in-house COVID protocol remains in full force with testing and quarantining. When a crew has had contact with a positive person, the entire crew is shut down for testing and quarantine. This leads to unfamiliar crews on route and in turn delayed or inconsistent services. Although it is a sub-crew, we are doing their best to accurately cover these routes. Positively, our staff continues to get vaccinated, however, as we are all aware, with the vaccines can be some side effects, leaving us with an absent employee(s) for a period of days.

Finally, the labor pool has tightened tremendously over the last months. The demand for qualified drivers coupled with the timing of stimulus checks, added unemployment benefits, and the timing of tax returns has created a true strain on the labor market. We continue to expand our avenues for recruiting and hiring, we are seeing rising wages as we work to retain our staff, and we have even implemented hiring bonuses for new employees and recruiting bonuses for our team if they bring employees on. The process is arduous but moving forward.

I would like to reiterate that we fully understand the expectations of our customers and boards that we service. By no means is late or delayed service a favorable outcome for us. We are working diligently to minimize and overcome these challenges, but we also want our customers to be aware that these challenges will take some time to overcome. I am confident in our team, culture, and reputation that

overcoming these obstacles will be a short-term challenge and service will soon be again delivered to your expectations.

In addition, ***we do encourage you to enroll in our service notification system.*** This system allows us to notify by email of potential delays or carryovers with our service. With the current challenges, our operations team is sending updates three times daily to customer service, with final notice going out to affected customers. You can enroll on the homepage of our website (www.texaspridedisposal.com), or by emailing Averian Gaston (averian@texaspridedisposal.com) with your MUD/HOA and the preferred emails for notices.

Again, we thank you for your continued partnership and understanding. We look forward to delivering the services you have come to expect from us and we have always expected of ourselves.

Thank you,

Kevin Atkinson
Owner
Texas Pride Disposal